

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

February 11, 2026

BOD PRESENT: Joy Ho, Brett Tucker, Mark Capell and Rick Jones

PRESENT: Chief Tommy Hellyer, Admin/Day Battalion Chief Danny Elkington,  
Finance Officer Heidi Rosevear and Administrative Officer Nicole Chaput

ABSENT: Cheryl Woodford

**AGENDA ITEM 1 – CALL TO ORDER**

President Ho called the meeting to order at 1605 hrs.

**AGENDA ITEM 2 – CLOSED SESSION****A. Public Employment – Government Code §54957**

1. Fire Chief

The Board adjourned to Closed Session at 1606 hours to discuss the following item:

**A. Public Employment Performance Evaluation – Government Code §54957**

1. Fire Chief

The Board reconvened to Open Session at 1813 hours and reported the following:  
The Board commended Chief Hellyer on his long list of accomplishments during his first year.  
They look forward to the completion of the projects started in 2025 and continued communication between the chief, personnel and Board members.

**AGENDA ITEM 3 – CONSENT CALENDAR**

- A. Approval of Minutes, January 14, 2026**
- B. Communications**
- C. Payroll and Warrants**
- D. Approve Step Raise – Fire Chief Tommy Hellyer, Range 406, Step #3, \$19,755/month, effective March 1, 2026**
- E. Ratify Step Raise – Firefighter/Paramedic Dalton Locke, Range 401, Step #3, \$9,881/month, effective January 1, 2026**

M/Tucker, S/Capell to approve Consent Calendar Items

**Administrative Officer Chaput polled the Board:**

Ho – Aye

Tucker – Aye

Woodford – Absent

Capell – Aye

Jones – Aye

**AGENDA ITEM 4 – PUBLIC OPEN TIME**

President Ho opened the floor to the public. No public comments.

**AGENDA ITEM 5 – CHIEF’S REPORT****A. Monthly Report – Chief Hellyer****Administration**

The Strategic Plan is in the final draft stage, and the goal is to present it at the March board meeting.

TFD Firefighter/Trainee and Firefighter/Paramedic recruits started the Marin County Regional Fire Academy on February 2, 2026. FF/PM Chas Armour is the lead instructor for the academy.

**Operations**

The District responded to 229 calls in January

**Out-of-County/Pre-Positioning:**

No out-of-county/pre-positioning assignments in the month of January

**Training**

January has been a great opportunity for our personnel to assess the 2026 course schedule for up-and-coming Acting Officers, current Company Officers, and Chief Officers. Many of our personnel are currently in classes this month ranging from Structure Collapse, Rescue Systems, Urban Search and Rescue Drills, and Officer courses. This month was also a great month for Probationary FF/PM Branco to brush up on his foundational firefighter skills prior to the academy. We are very excited to have our latest recruits embarking on their 2026 Regional Academy that started Feb. 1st. We are very lucky to have our very own animated and eager FF/PM Charles Armour as one of the lead instructors for the Academy. The recruits are in good hands and will be held to the highest standards.

TFD personnel with 20 hrs or more of training: FF/PM Chris May (117); CPT Mark Fitzgerald (102); BC Steve Ardigo (25); FF/PM Charles Armour (37.5).

Total training hours for January = 345.25.

**Logistics/Maintenance****Apparatus/Equipment**

- Routine monthly maintenance completed
- E12 annual pump testing performed and passed
- E12 ventilation chain saw was used for training - excessive tar build up required saw to be placed OOS for thorough cleaning and inspection
- Fireboat Tiburon batteries were replaced due to age and unreliability
- Fireboat Tiburon was OOS for 2 days due to failed weld in linkage for port jet bucket; repair was completed by Captain Fitzgerald and returned to service
- Fireboat Tiburon securing strap for rescue board replaced with stainless steel due to corrosion and rust
- Cord cover ramp purchased for shore power cord to be used when Fireboat is docked at the CYC to prevent tripping hazard

- A11 transported from Angel Island to Sausalito for annual service - transmission fluid flush, oil change and repair to jammed cabinet door - A11 expected to return to Angel Island the 2nd week in February
- Annual Ladder Testing completed
- UT11 oil changed as routine preventative maintenance
- SCBA maintenance - ALL STAR repaired out-of-service SCBAs

Stations:

- Routine maintenance completed
- St. 11 SCBA Air Compressor annual preventative maintenance performed (oil change/system test/certification)
- St. 11 SCBA Air Compressor fill pressure increased from 5000psi to 6000psi in preparation for new SCBA bottle pressures; new relief valves and OSHA-required safety upgrades were installed as part of this one-time pressure change
- Hydrant maintenance & inspections ongoing by all shifts
- Mezzanine in-floor power outlets installed to reduce tripping hazard
- St. 11 sauna was constructed, tested and District Policy for use of the sauna completed by FF Travis
- A solvent tank for parts/equipment cleaning was purchased and put in service at St. 11
- Training Tower at St. 11 window training prop received siding below sill to enable ladder placement below the window
- Corrosion found on copper pipe on St. 11 water heater; plumber contacted for repairs to prevent catastrophic failure and potential water damage to the Station.

**Prevention Bureau**

Revenue:

\$7,737.00 to be collected between 01/07/2026-02/04/2026

Inspections Completed:

From 01/07/2026-02/04/2026, the following inspections were completed:

- 18 Construction Inspections, including construction, fire protection systems, and alternative energy systems
- 2 Defensible space inspections
- 55 state-mandated R-2 Occupancy inspections (*70% of all R-2s within TFD's jurisdiction have received their initial inspection, as mandated by the State of California*)

Plan Reviews Completed:

37 Plan reviews were completed from 01/07/2026-02/04/2026

Community Risk Reduction:

Inspector Ramiro and FPS Musante attended Tiburon's Disaster Preparedness Council meeting on January 20, 2026. TFD presented a base overview of the Community Wildfire Protection Plan (CWPP) and fielded questions from the council members.

Education/Training:

Chief Elkington, Inspector Ramiro, FPS Heckler, and FPS Musante attended the 2025 Code Updates class, hosted by Marin County Fire Prevention Officers. The two-day class went

over the major changes made to the CA Fire Code, CA Building Code, and the new CA WUI Code.

Additional Information

Tiburon Fire inspections are now able to be scheduled directly online. Whether applicants are applying for construction inspections or homeowners are wanting a home assessment, the inspection scheduling process is now made easy through an online scheduling application. The self-serve scheduling website allows the user to select any available day and time that works best for the project.

Applicants will select the type of inspection that they'd like to request from the appropriate drop-down options and are then routed to our online scheduler. By selecting an available appointment and completing a short form, they will be able to confirm their appointment in minutes and can reschedule and/or cancel appointments on their own.

Starting January 30, if somebody wants to schedule a fire inspection, they can visit [tiburonfire.gov/fire-inspections](http://tiburonfire.gov/fire-inspections). To make it even easier (especially if staff needs to direct somebody on the phone), TFD prevention staff made an easy click button on the website's homepage for people to access the scheduling page.

**B. Addendum #2 – Management MOU Appendix A**

Discussion.

M/Jones, S/Capell to approve Addendum #2 – Management MOU Appendix A

**Administrative Officer Chaput polled the Board:**

Ho – Aye

Tucker – Aye

Woodford – Absent

Capell – Aye

Jones – Aye

AGENDA ITEM 6 – TREASURER'S REPORT

**A. Finance Report**

Director Tucker presented the Finance Report

1/31/2026

Balance on Hand Operating (BofA), beginning	\$	216,915.04
Cash Revenue/Deposits	\$	970,067.05
Cash Expenditures	\$	(599,003.45)
Net LAIF/CAMP Transfers In/(Out)	\$	(450,000.00)
Balance on Hand Operating (BofA), ending	\$	137,978.64
Transfers to P/R Account	\$	525,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	75,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	
Reserve Balances		

Committed Reserves	
Facilities	\$ 3,591,208.00
Lease Payments	\$ 270,000.00
Type 1	\$ 650,000.00
Fireboat	\$ 650,000.00
Apparatus	\$ <u>1,208,552.00</u>
Total Committed Reserves	\$ 6,369,760.00
Assigned Reserves	
Equipment	\$ 500,000.00
IT	\$ 75,000.00
PTO	\$ <u>200,000.00</u>
Total Assigned Reserves	\$ 775,000.00
General Operations Reserve	\$ 3,743,390.49
LAIF Ending Balance	\$ 83,888.41
CAMP Ending Balance	\$ <u>10,804,262.08</u>
Total Investment Acct Balance	\$ 10,888,150.49

Discussion.

**B. Mid-Year Budget Revisions/Recommendations**

Discussion.

M/Tucker, S/Jones to approve Mid-Year Budget Revisions/Recommendations

**Administrative Officer Chaput polled the Board:**

Ho – Aye

Tucker – Aye

Woodford – Absent

Capell – Aye

Jones – Aye

**C. Requests for Proposals for District Audit Services**

Discussion.

M/Capell, S/Tucker to authorize management to initiate the RFP process for the District's 2025-26 audit services

**Administrative Officer Chaput polled the Board:**

Ho – Aye

Tucker – Aye

Woodford – Absent

Capell – Aye

Jones – Aye

**AGENDA ITEM 7 – COMMITTEE REPORTS**

**A. S MEMPS – Chief Hellyer/Director Tucker**

SMEMPS hired a law firm to create up-to-date by-laws, finance policy and operational policies. The plan is to present these items, along with the Citygate findings, at the next S MEMPS meeting.

**B. Facilities/Construction** – Director Jones/Battalion Chief Elkington

Battalion Chief Elkington reported Station 11 near completion, with Station 10 facing delays due to rain and unexpected bedrock conditions, though still targeted for October/November 2026 completion. The Board discussed two pending change orders: one for the solar array project pending PG&E design approval, and another for additional concrete and steel work due to deeper-than-expected bedrock, with final costs expected by next month's meeting. Director Jones made requests to Finance Officer Rosevear to refine and present the Station 10 cost tracking spreadsheet with multi-year budget comparisons, as well as incorporating costs for the temporary station, at the next board meeting.

AGENDA ITEM 8 – BOARD OF DIRECTORS

Director Jones sought clarification on new online inspection appointment system items.

AGENDA ITEM 9 – ADJOURNMENT

M/Capell, S/Tucker to adjourn

**Administrative Officer Chaput polled the Board:**

Ho – Aye

Tucker – Aye

Woodford – Absent

Capell – Aye

Jones – Aye

Meeting adjourned at 1847 hrs.

  
Brett Tucker, Vice President

  
Joy Ho, President

ACRONYM GLOSSARY:

BoA – Bank of America

BOD – Board of Directors

BOS – Board of Supervisors

CAMP – California Asset Management Program

CEPPT – California Employers Pension Prefunding Trust

CERBT – California Employee Retiree Benefit Trust

CEQA – California Environmental Quality Act

COM – County of Marin

EIR – Environmental Impact Report

FAIRA – Fire Agencies Insurance Risk Authority

FRMS – Fire Risk Management Services

FDAC – Fire Districts Association of California

JPA – Joint Powers Authority/Agreement

LAFCO – Local Agency Formation Commission

LAIF – Local Agency Investment Fund

MCFCA – Marin County Fire Chiefs Association

MCFPO – Marin County Fire Prevention Officers

MCSO – Marin County Sheriff's Office

MERA – Marin Emergency Radio Authority

MOU – Memorandum of Understanding

P/R – Payroll

PV – Photovoltaic

RIC – Rapid Intervention Crew

SEIR - Subsequent Environmental Impact Report

S MEMPS – Southern Marin Emergency Medical Paramedic System

TFPD – Tiburon Fire Protection District

TVFD – Tiburon Volunteer Fire Department

WUI – Wildland Urban Interface