

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

May 13, 2026

BOD PRESENT: Brett Tucker, Cheryl Woodford and Rick Jones

PRESENT: Chief Tommy Hellyer, Admin/Day Battalion Chief Danny Elkington, Finance Officer Heidi Rosevear, HR & Finance Analyst Lauren Wolfe and Administrative Officer Nicole Chaput. The Ark newspaper reporter, Tyler Callister, joined the meeting at 1606 hrs.

ABSENT: Joy Ho and Mark Capell

AGENDA ITEM 1 – CALL TO ORDER

Vice President Tucker called the meeting to order at 1601 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, March 11, 2026 (no April Board meeting)
- B. Communications
- C. Payroll and Warrants
- D. Approve Resolution #2026-03, County of Marin to conduct consolidated elections and election services

M/Woodford, S/Jones to approve Consent Calendar Items

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

AGENDA ITEM 3 – PUBLIC OPEN TIME

Vice President Tucker opened the floor to the public. No public comments.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. EMS Presentation – Chief Hellyer.
FF/PM Armour, FF/PM Berlanga and FF/PM Buck are 2026 recipients of the State EMSA Clinical Excellence Award. Captain Fitzgerald, Captain Bonfigli, FF/PM Armour, and FF/PM Anderson were on duty and in attendance for FF/PM Armour to receive his award from Chief Hellyer.
- B. Monthly Report – Chief Hellyer
Administration
Strategic Plan: we are approaching the finish line, and the District would like to present the Strategic Plan at a Board meeting when the majority or all the Board members are attending.

CWPP: The mandatory public presentation of the CWPP was held Saturday May 2nd. The CWPP is a document that is updated every 5 years and is used internally to identify the best current practice for local vegetation management, emergency alerting, evacuation planning, and residential risk reduction.

Station 11 Phase 2 update: 450 Architects have been chosen for initial R&D and plan development to get a construction cost estimate.

Trainee Program update: 4 trainees and 2 FF/PMs have graduated from the Marin County Regional Fire Academy on April 16. All are now assigned to their shifts and bring various life experiences, energy and talent to the organization.

Update on Belvedere annexation talks and survey provided by Chief Hellyer and Vice President Tucker. Preliminary discussion with anticipated action to be taken by the Board at the June regular meeting.

Operations

The District responded to the following calls in April:

172 calls

Zone 10 – 30

Zone 11 – 47

Zone 12 – 20

Angel Island – 0

Bay Waters – 4

All Other Calls – 71

Out-of-County/Pre-Positioning:

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

Training

A lot has happened over the last 2 months. The recently onboarded new hires are already demonstrating their level of preparedness and skills. Many of the new members qualified to start task books as rescue swimmers. Their first months will be highly focused on becoming 3rd person qualified members on the engine. They will also learn the ambulance, and what becoming an EMT on that apparatus requires. Our annual wildland refresher training will be happening this month as well, giving our newest members their first brush with what wildfire season entails. Over the last two months our district has participated in countywide Health and Wellness training blocks as well as Confined Space entry battalion drills. This month will be our Wildfire focused battalion drills. Continued training has included future officer training, HAZMAT drills, USAR drills, and fireboat operator training. With the addition of the new hires, the District's veteran personnel are turning their focus toward mentoring these new members, ensuring they develop the skills necessary to become dependable assets for our community.

TFD personnel with 20 hrs or more of training: FFT/PM May (28); CPT Mark Fitzgerald (79); BC Steve Ardigo (24);
Total training hours for April = 297.

Logistics/Maintenance

Apparatus/Equipment:

- Routine monthly maintenance completed
- E612 Kussmaul shorepower plug does not eject and will be replaced by personnel
- Hose testing completed by personnel on all apparatus, hose >20 years old will be placed out of service and additional replacement hose will be ordered
- Fireboat routine hull cleaning/scrubbed performed at dock
- E11 electric ventilation fan internal battery replaced by personnel
- M10 low beam headlight replaced at MV Corp Yard
- E11 had a nail in the tire that was patched by East Bay Tire.
- E10 discharge gauge was replaced by personnel due to crack from wear and tear
- M10 routine oil change completed at MV Corp Yard
- E11 data screen in cab was damaged and replaced by personnel in-house
- Fireboat port side master stream was removed due to a broken/corroded valve; master stream not being replaced due to lack of operational need/use
- E610 found to have damage to the potable water tank caused by vermin, repair and method of preventing future issues being assessed
- HR & Finance Analyst Wolfe assigned a District phone
- E11 cellular phone and line of service established to enable Company Officers to call reporting parties for firsthand information

Stations:

- Routine maintenance completed
- Station 11 shop & loft being cleaned and reorganized
- Station 11 upstairs laundry area cabinets installed
- Station 11 carpets cleaned by Nor Cal Carpet Cleaning
- Station 11 A/C unit not working properly - fan motor was replaced under warranty
- Fence along the back of St.11 failing, replacement planned with future renovation; fence has been supported to limit movement prior to replacement
- Whiteboard in Apparatus Room removed and reused storage rack for incoming shipments and equipment needing maintenance replaced whiteboard.

Prevention Bureau

Revenue:

\$6,225.00 in fees generated between 04/01/2026-04/30/2026

Inspections Completed:

From 04/01/2026-04/30/2026, the following inspections were completed:

- 19 Construction Inspections, including construction, fire protection systems, and alternative energy systems
- 3 Defensible space inspections
- 10 engine company business inspections
- 35 fire and life safety inspections, including R-2, R-1, A, and H occupancies

Plan Reviews Completed:

28 Plan reviews were completed from 04/01/2026-04/30/2026

Community Risk Reduction:

Inspector Ramiro and FPS Musante have completed the review of the draft Community Wildfire Protection Plan (CWPP). All comments were returned to Willow Labs to be addressed in the final document.

FPS Musante and FPS Heckler provided a presentation to the Tiburon/Belvedere Joint Emergency Preparedness Council on April 21, 2026, regarding the Community Wildfire Protection Plan (CWPP). The presentation defined what the CWPP is, what was included in this recent update, and what the CWPP means to residents.

Education/Training:

Nothing to report.

Additional Information:

Fire prevention staff have spent the month of April preparing for the wildfire season by getting ready for Chipper Day events and gearing up to start defensible space inspections. The inspection program has been upgraded this year so that each property inspected will be notified with a door hanger of the status of their inspection. These inspections are set to start in May.

- C. 2026 Board Election Timeline
Discussion.
- D. Belvedere Annexation Study - Update
Discussion occurred during Agenda Item 4B.

AGENDA ITEM 5 – PUBLIC HEARING

- A. Annual AB 2561 Policy Reporting
Discussion.

M/Woodford, S/Jones to approve the Annual AB 2561 Policy Report with no recommendations at this time

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

AGENDA ITEM 6 – TREASURER’S REPORT**A. Finance Report**

Director Woodford presented the Finance Report
4/30/2026

Balance on Hand Operating (BofA), beginning	\$	34,243.85
Cash Revenue/Deposits	\$	4,279,970.61
Cash Expenditures	\$	(435,983.75)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(3,450,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	428,230.71
Transfers to P/R Account	\$	1,690,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	2,750,000.00
Transfers from CAMP	\$	990,000.00
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	\$	4,794,469.32
LAIF Ending Balance	\$	2,834,710.48
CAMP Ending Balance	\$	<u>9,104,518.84</u>
Total Investment Acct Balance	\$	11,939,229.32

Discussion. Finance Officer Rosevear stated that, at this point in F/Y 2025-26, certain budgeted line items are unlikely to be fully utilized this year. Additionally, Rosevear noted a projected surplus for the F/Y 2025-26 budget as well as anticipated needs for

the F/Y 2026-27 budget. Staff/management have requested \$30,000.00 be reallocated for wildland safety gear, \$50,000.00 reallocated for Station training prop, \$52,000.00 reallocated for fence repair at Station 11 and \$48,000.00 reallocated for Station 11 Phase 2 administrative offices remodel. The Finance Committee reported this was discussed during the committee meeting

B. Approve Auditor Selection

Discussion.

M/Woodford, S/Jones to approve auditor selection of O'Conner and Co.

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

C. Preliminary Budget F/Y 2026-27

Discussion.

M/Jones, S/Woodford to approve Preliminary Budget F/Y 2026-27

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

D. Approve Station 10 – Arntz Builders Change Orders

Discussion.

M/Jones, S/Woodford to approve Station 10 – Arntz Builders Change Order #2 – Solar and Photovoltaic in the amount of \$171, 761.90 and Change Order #9 – added amperage in the amount of \$5,500.45

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

AGENDA ITEM 7 – RESOLUTIONS

A. Approve Resolution #2026-04, Southern Marin Emergency Medical Paramedic System Amended and Restated Joint Powers Agreement

Discussion. The SMEMPS Board reviewed and approved the amended and restated SMEMPS JPA, the first comprehensive update since 2000, the Accounts Payable Policy, and the Capital Assets & Depreciation Policy. Liaison Chief Tubbs is retiring at the end

of June. Chief Hellyer will assume the executive officer role and TFPD will be designated as the finance, administrative and board clerk functions provider for SMEMPS (at least for the first year), with compensation contracts to be developed.

M/Jones, S/Woodford to approve Resolution #2026-04, Southern Marin Emergency Medical Paramedic System Amended and Restated Joint Powers Agreement

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

AGENDA ITEM 8 – COMMITTEE REPORTS

A. SMEMPS – Chief Hellyer/Director Tucker

1. Approve SMEMPS Accounts Payable Policy

M/Woodford, S/Jones to approve SMEMPS Accounts Payable Policy

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

2. Approve SMEMPS Capital Assets & Depreciation Policy

M/Woodford, S/Jones to approve SMEMPS Capital Assets & Depreciation Policy Discussion.

Administrative Officer Chaput polled the Board:

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Aye

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

BC Elkington reported that Station 10 interior walls are going up, the mezzanine is in place, trestles are being delivered next week, and a roof with sheathing is expected within a couple of weeks. The project remains on schedule. Finance Officer Rosevear is maintaining a detailed tracking spreadsheet for Station 10 and Station 11 costs separately.

AGENDA ITEM 9 – BOARD OF DIRECTORS

Chief Hellyer thanked Director Tucker for his diligence and hard work involving all the SMEMPS updating of documents. Chief Hellyer and the Board recognized the District for its annual Chipper Day events.

AGENDA ITEM 10 – ADJOURNMENT

M/Woodford, S/Jones to adjourn

Administrative Officer Chaput polled the Board:

Ho – Absent

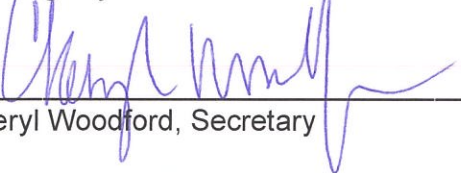
Tucker – Aye

Woodford – Aye

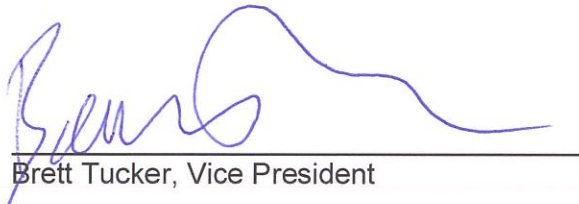
Capell – Absent

Jones – Aye

Meeting adjourned at 1722 hrs.



Cheryl Woodford, Secretary



Brett Tucker, Vice 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
SMEPMS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department
WUI – Wildland Urban Interface