TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting
September 9, 2026

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

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

ABSENT:

AGENDA ITEM 1 – CALL TO ORDER
President Ho called the meeting to order at 1601 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- **A.** Approval of Minutes, August 12, 2026
- **B.** Communications
- **C.** Payroll and Warrants

M/Woodford, S/Capell to approve Consent Calendar Items
Administrative Officer Chaput polled the Board:
Ho – Aye
Tucker – Aye
Woodford – Aye
Capell – Aye
Jones – Aye

AGENDA ITEM 3 – PUBLIC OPEN TIME
President Ho opened the floor to the public. No public comments.

AGENDA ITEM 4 – CHIEF'S REPORT

- **A.** Monthly Report – Chief Hellyer

Administration

With negotiations between the District and the Association and Management groups coming up, Chief Hellyer stated he wanted to initiate discussions regarding the committees.

Station 10 is on track to be completed towards the end of the year, and staff have begun formulating ideas for a move-in day ceremony. Chief Hellyer requested that Board members let him know within the next month if they want to join the planning committee. This will be discussed at the next Board meeting.

Open recruitment for the Lateral Firefighter/Paramedic position has officially commenced.

Station 10 is currently in the facility wiring phase. This process has revealed necessary cybersecurity upgrades to secure operations. Evaluation of the incumbent IT provider

indicated a need for a different operational approach and the District is transitioning to a new IT consulting firm to manage and secure network infrastructure across both stations moving forward.

Operations

The District responded to the following calls in August:
177 calls
Zone 10 – 31
Zone 11 – 59
Zone 12 – 20
Angel Island – 2
Bay Waters – 1
All Other Calls – 64

Out-of-County/Pre-Positioning:
No out-of-county/pre-positioning assignments in the month of August

Training

August was a busy month of training and professional development at Tiburon Fire. Our probationary firefighters spent many hours learning the roads, neighborhoods, and unique hazards of our community while gaining valuable experience behind the wheel of our emergency apparatus.
Crews also worked through hands-on engine and pumping evolutions, including large-volume water operations and relay pumping with multiple engines. With winter approaching, our firefighters have been spending time training in the water as well, preparing for the storms, changing conditions, and reduced daylight hours that come with the season.
Beyond the fireground, many of our members continue to grow professionally through officer development classes and college coursework. We're proud of the dedication our firefighters bring to their training and education, all with the goal of being ready to serve our community when you need us most.
TFD personnel with 20 hrs or more of training: LT Mark Newman (89); CPT Fitzgerald (86); FF/PM May (39.50); FF/PM Carlos Berlanga (24.5); FF/PM Dominic Pomilia (24); LT Digory McGuire (21.5); LT Omar Bell (20); FF/T Zach Patterson (21.75); FI McKenna Ramiro (31). Total training hours for August = 495.

Logistics/Maintenance

Apparatus/Equipment

- Routine monthly maintenance completed
- A11 transferred off Angel Island for SMOG and repair, unit back in service on A/I.
- E11 damaged hose well has been replaced, installed by personnel
- Old 2.5" retired hose donated to volunteer FD
- E10 driver window unable to roll up/down, repair made by personnel.
- Fire Hydrant on Mar West was replaced by personnel due to leak and age.
- Equipment from Net Depot being brought back to St. 11 - non-serviceable training equipment and props scheduled to be discarded.
- Annual service for cardiac monitors, gurneys and Lucas completed.
- E12 primer pump found not working during inspection. Repair being scheduled.

- E11 A/C not working and planned to be addressed for repair during annual service.
- E610 on Angel Island received service at Diego's Truck repair for fuel delivery issues resulting in no start situations during routine inspections. E610 returned to service on A/I. Oil leak discovered after returning to A/I, source of leak and repair being diagnosed.
- New Class III harnesses were put in service. Replacement due to end of service life, service life for harnesses and other non-hardware for rescue equipment is 10 years.
- Marin County USAR Team - RTF-1 needs two rescue apparatus and has expressed interest in purchasing R11 this calendar year if available.

Stations:

- Routine maintenance completed
- Finance Officer Rosevear and HR & Finance Analyst Wolfe's office was swapped with Chief Elkington's office at Station 11.
- St. 11's back up generator's annual BAAQMD consumption report completed.

Prevention Bureau

Revenue:
$6,429.00 in fees generated between 08/01/2026-08/31/2026

Inspections Completed:
From 08/01/2026-08/31/2026 the following inspections were completed:

- 30 Construction Inspections, including construction, fire protection systems, and alternative energy systems
- 167 Defensible space inspections
- 4 Home Assessments
- 2 Fire and Life Safety licensing inspections

Plan Reviews Completed:
32 Plan reviews were completed from 08/01/2026-08/31/2026

Community Risk Reduction:
Tiburon Fire hosted their fourth Chipper Day on Saturday, August 8. While the total tonnage is still being calculated, the event filled a total of nine, 40-cubic yard containers of vegetation trimmings and green waste. A very big thank you to prevention staff, HR & Finance Analyst Wolfe, and volunteers Gary Morgan, Gary Lucas and retired chief Richard Pearce for helping support this effort!

Fire Prevention Specialists Musante and Heckler attended Friday Nights on Main on August 21st alongside the Tiburon Police Department and Be Ready Tiburon in an effort to help educate the community on emergency preparedness.

Fire Inspector Ramiro and Battalion Chief Elkington attended a Belvedere Block Captain meeting on August 21st to represent Tiburon Fire in a community conversation about the involvement of Block Captains during an emergency. Along with Belvedere Police and Emergency Preparedness, Tiburon Fire discussed the importance of pre-planning and early preparation for emergency events.

Education/Training:
The fire prevention team attended the monthly Marin County Fire Prevention Officers (MCFPO) meeting.

B. Firefighter/Trainee Program Revision
Discussion.

M/Tucker, S/Woodford to approve the revisions to the Firefighter/Trainee Program

Administrative Officer Chaput polled the Board:
Ho – Aye
Tucker – Aye
Woodford – Aye
Capell – Aye
Jones – Aye

AGENDA ITEM 5 – TREASURER'S REPORT

A. Finance Report
Director Woodford presented the Finance Report

8/31/2026

Balance on Hand Operating (BofA), beginning		$ 560,779.22
Cash Revenue/Deposits		$ 548,838.54
Cash Expenditures		$ (1,024,614.35)
Net LAIF/CAMP Transfers In/(Out)		$ 250,000.00
Balance on Hand Operating (BofA), ending		$ 335,003.41
Transfers to P/R Account	$ 730,000.00	
Transfers from LAIF	$	
Transfers to LAIF	$	
Transfers from CAMP	$ 980,000.00	
Transfers to CAMP	$	
Change in prior scheduled transfers	$	
Reserve Balances		
Committed Reserves		
Facilities	$ 2,741,208.00	
Lease Payments	$ 270,000.00	
Type 1	$ 650,000.00	
Fireboat	$ 650,000.00	
Apparatus	$ 1,502,037.00	
Total Committed Reserves	$ 5,813,245.00	
Assigned Reserves		
Equipment	$ 1,686,585.00	
IT	$ 79,291.00	
PTO	$ 200,000.00	
Total Assigned Reserves	$ 1,965,876.00	

General Operations Reserve	$ 2,459,325.88
LAIF Ending Balance	$ 2,857,990.77
CAMP Ending Balance	$ 7,380,456.11
Total Investment Acct Balance	$ 10,238,446.88

Discussion.

B. Station 10 – Change Order(s)
Agenda Item 5.B. deferred to the October meeting of the Board.

C. GFOA – Certificate of Achievement for Excellence in Financial Reporting
The Board members and Chief Hellyer expressed gratitude and appreciation for Finance Officer Rosevear's hard work towards receiving this award for the 14th year in a row.

AGENDA ITEM 6 – RESOLUTIONS

A. Approve Resolution #2026-11, intention to adopt amendment to contract between CalPERS and TFPD
Discussion.
M/Capell, S/Tucker to approve Resolution #2026-11, adopt amendment to contract between CalPERS and TFPD
Administrative Officer Chaput polled the Board:
Ho – Aye
Tucker – Aye
Woodford – Aye
Capell – Aye
Jones – Aye

AGENDA ITEM 8 – COMMITTEE REPORTS

A. **SMEMPS** – Chief Hellyer/Director Tucker
SMEMPS is currently in the maintenance phase after all the recent updates to documents were put into place. The next meeting of the SMEMPS Board will be in November.

B. **Facilities/Construction** – Battalion Chief Elkington/Director Jones
Station 11
- 90% construction drawings are expected by October and will then go to a third-party estimator, followed by contractor bidding and permitting, with a target construction start in spring. Pre-qualification of contractors will be done well in advance to avoid last-minute dropouts. Legal counsel will be consulted.
- Value engineering has been completed, and the revised estimate is pending.
- The Board previously approved completion of construction documents and payment to 450 Architects; a final construction budget will be presented once estimates are received.
- The District is exploring temporary admin and prevention office space for the few months during construction.

Station 10

- The roof is on, siding is being installed, and mechanical/electrical/plumbing (MEP) systems are mostly installed, with inspections to follow.
- Sheetrock is being preloaded, with installation expected to begin within two weeks.
- A retaining wall behind the station is being shored to allow pouring of an ADA-compliant walkway.
- Site work including the training tower excavation, utilities, and drainage will follow the retaining wall work.
- The temporary station trailer arrangement is winding down; the church is exploring options for its own use.

AGENDA ITEM 9 – BOARD OF DIRECTORS
Director Jones requested to adjourn the meeting with a moment of silence in honor of longtime volunteer Steve Lynch and in remembrance of 9/11.

AGENDA ITEM 11 – ADJOURNMENT
M/Jones, S/Woodford to adjourn the meeting with a moment of silence in honor of Steve Lynch and remembrance of 9/11 on the 25th anniversary.
Administrative Officer Chaput polled the Board:
Ho – Aye
Tucker – Aye
Woodford – Aye
Capell – Aye
Jones – Aye

Meeting adjourned at 1719 hrs.

Joy Ho, President

Rick Jones, Director

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
SMEMPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department
WUI – Wildland Urban Interface