

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

March 11, 2026

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

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

ABSENT: Rick Jones

AGENDA ITEM 1 – CALL TO ORDER

President Ho called the meeting to order at 1603 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, February 11, 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 – Absent

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

The Strategic Plan is in a rough draft stage, and we'd like to have the final draft approved at the May meeting.

LAFCo, Belvedere and Tiburon Fire are meeting mid-March to further discuss possible annexation.

The badge pinning ceremony was a success. It was great to gather TFD families to celebrate hirings and promotions over the past 5 years.

Three architects have been shown the office space at Station 11 for the prospective Phase 2 updates.

Operations

The District responded to the following calls in February:

151 calls
 Zone 10 – 29
 Zone 11 – 41
 Zone 12 – 17
 Angel Island – 1
 Bay Waters – 0
 All Other Calls – 63

Out-of-County/Pre-Positioning:

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

Training

February has been a great month for training. Our Regional Academy is in full grind mode. Over the course of the month the Cadets have been honing their skills in forcible entry tactics, numerous days of ladder throws with multiple sizes from 14 straights to 24 and 30ft sticks. All of this encompassed the Vent-Enter-Isolate-Search (VEIS) multi-story rapid search techniques. During the academy the cadets are also thrust into the wide world of EMS with topics ranging from gunshot wounds, cardiac arrest, Lifepack training, stroke assessment, and many more. We are so pleased with how well the cadets are thriving in the academy. Thanks again to FF/PM Armour for leading the charge! At home base, crews have been utilizing the training tower at station 11 for forcible entry and hose deployment in and around staircases. Crews have also been reviewing our complicated areas in Zone 10 by refreshing our pre-plans. With the help of Chief Ardigo, we have more up to date pre-plans for Zone 10 and Corinthian Island. Numerous personnel have been in classes this month furthering the District's depth of knowledge as part of a county response for HAZMAT and USAR teams. Strong work this month.

TFD personnel with 20 hrs. or more of training: FFT/PM May (139); FF/PM Branco (132); FF/Tr Patterson (131); FF/Tr Whitney (131); FF/Tr Randle (131); FF/Tr Barnes (131); FF/Tr Herrera (131); FF/PM Anderson (131); CPT Mark Fitzgerald (85); BC Steve Ardigo (31); FF/PM Charles Armour (112).

Total training hours for February = 1435.

Logistics/Maintenance

Apparatus/Equipment

- Routine monthly maintenance completed
- E10 check engine light could not be diagnosed by personnel and was sent to Diego Truck Repair. ERG valve replaced 3/3/26 and returned to service.
- E12 ventilation chain saw was used for training - excessive tar build up required saw to be placed out-of-service. Thorough cleaning and inspection completed in-house, saw returned to service.
- E12 pump primer cable reported to have ongoing issues. The problem will be assessed and likely repaired in-house.
- E11 Class A foam tank was drained and flushed - foam would coagulate and clog frequently. Foam tank filled with Firebull Foam, a new safer and effective product.

- P12 & P10 routine oil change completed

Stations:

- Routine maintenance completed
- Station 11 Shop area was cleaned by personnel and non-serviceable consumables & misc. hardware discarded.
- Training Tower at St. 11 window training prop installation and functional modifications completed.
- Temporary Station 10 was found to have water intrusion on the west facing wall. Crews investigated the problem and limited water damage. The vendor was contacted and a technician removed insulation under the floor and sealed around exterior electrical & HVAC utilities. The technician reported no damage to the wood structural members.
- Station 11 water heater copper pipe corrosion repaired prior to pipe failure by plumber
- Station 11 flagpole halyard failed, a new halyard was installed utilizing Truck 4 from SMFD.
- Station 11 apparatus room windows cleaned by personnel.

Prevention Bureau

Revenue:

\$8,325.00 in fees generated between 02/04/2026-03/03/2026

Inspections Completed:

From 02/04/2026-03/03/2026, the following inspections were completed:

- 24 Construction Inspections, including construction, fire protection systems, and alternative energy systems
- 2 Defensible space inspections
- 38 state-mandated Occupancy inspections, including R-2, E, and I occupancies

Plan Reviews Completed:

30 Plan reviews were completed from 02/04/2026-03/03/2026

Community Risk Reduction:

Nothing to report this month.

Education/Training:

Nothing to report this month.

Additional Information

All E, R-2, and I occupancies have received their initial inspection, as required under the CA state mandate. R-1s, or hotels/motels, will be completed this month. By the end of March, Tiburon Fire District will have completed all state mandated inspections.

B. Notice of Change of Firm – Jenica Maldonado

Discussion.

Battalion Chief Terrell and Lieutenant McGuire joined the meeting.

M/Tucker, S/Woodford to approve Jenica Maldonado continuing to handle Tiburon Fire District's legal needs pertaining to personnel and employment at the new firm, Hanson Bridgett LLP.

Administrative Officer Chaput polled the Board:

Ho – Aye
 Tucker – Aye
 Woodford – Aye
 Capell – Aye
 Jones – Absent

- C. Approve appointment of Human Resources & Finance Analyst, Lauren Wolfe, Range 413, Step #1, \$9,881/month, effective April 20, 2026

Discussion.

M/Capell, S/Woodford to approve appointment of Human Resources & Finance Analyst, Lauren Wolfe, Range 413, Step #1, \$9,881/month, effective April 20, 2026

Administrative Officer Chaput polled the Board:

Ho – Aye
 Tucker – Aye
 Woodford – Aye
 Capell – Aye
 Jones – Absent

AGENDA ITEM 5 – TREASURER'S REPORT

A. Finance Report

Director Woodford presented the Finance Report
 2/28/2026

Balance on Hand Operating (BofA), beginning	\$	137,978.64
Cash Revenue/Deposits	\$	231,380.28
Cash Expenditures	\$	(415,115.07)
Net LAIF/CAMP Transfers In/(Out)	\$	80,000.00
Balance on Hand Operating (BofA), ending	\$	34,243.85
Transfers to P/R Account	\$	720,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	800,000.00
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	\$	1,208,552.00
Total Committed Reserves	\$	6,369,760.00

Assigned Reserves	
Equipment	\$ 500,000.00
IT	\$ 75,000.00
PTO	\$ 200,000.00
Total Assigned Reserves	\$ 775,000.00
General Operations Reserve	\$ 2,974,152.19
LAIF Ending Balance	\$ 83,888.41
CAMP Ending Balance	\$ 10,035,023.78
Total Investment Acct Balance	\$ 10,118,912.19

Discussion.

B. Approve Station 10 – PG&E Service Contract

Discussion.

M/Capell, S/Woodford to authorize Chief Hellyer to enter into a Station 10 PG&E Service Agreement not to exceed maximum price quoted

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

C. Approve Station 10 – Arntz Builders Change Order

Discussion.

M/Woodford, S/Tucker to approve Station 10 – Arntz Builders Change Order #5 – Pier Rebar Extension

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

AGENDA ITEM 6 – COMMITTEE REPORTS

A. SMEMPS – 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 for Board approval, along with the Citygate findings, at the next SMEMPS meeting in April.

B. Facilities/Construction – Battalion Chief Elkington

Battalion Chief Elkington reported Station 11 Phase 1 project has reached completion and has been finalized by the Town. As discussed, the Board supports Chiefs Hellyer and Elkington to move forward with research and development on the Station 11 Phase 2 office remodel. Due to timelines, cost estimates will be provided for Board approval at

the June regular meeting. Station 10 weekly update meetings continue along with site visits to review design and construction. The Board discussed the potential change orders for the solar array project, PG&E upgrades, power pole and retaining wall at transformer, as well as possible changes to electrical switch gear.

AGENDA ITEM 7 – BOARD OF DIRECTORS

No Board comments.

AGENDA ITEM 9 – ADJOURNMENT

M/Woodford, S/Tucker to adjourn

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

Meeting adjourned at 1649 hrs.

Brett Tucker, Vice President

Cheryl Woodford, Secretary

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