TIBURON FIRE PROTECTION DISTRICT

Board of Directors Special Meeting
October 16, 2026

BOD PRESENT: Joy Ho, Mark Capell and Rick Jones

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

ABSENT: Brett Tucker and Cheryl Woodford

AGENDA ITEM 1 – CALL TO ORDER
President Ho called the meeting to order at 1304 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- **A.** Approval of Minutes, September 9, 2026
- **B.** Approval of Minutes, October 14, 2026
- **C.** Correspondence
- **D.** Payroll and Warrants
- **E.** Step Raise – Captain Dean Bonfigli, Range 404, Step 3, $13,509/month, effective 10/16/26

M/Capell, S/Jones to approve Consent Calendar Items
Administrative Officer Chaput polled the Board:
Ho – Aye
Tucker – Absent
Woodford – Absent
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 would like to continue the discussion regarding the personnel committee and committee assignments for 2027.

Station 10 is on track to be completed towards the end of the year, and staff have begun formulating ideas for a move-in ceremony. The thought is to have an in-house ceremony for personnel and a separate open house ceremony for the public.

Tiburon-Belvedere Fire Foundation has submitted a 501(c)(3) to the IRS and we are told the process could take 1-6 months.

Open recruitment for the Lateral Firefighter/Paramedic position is still ongoing.

The Firefighter I (FF1) announcement went out last month and TFPD will have interviews at the end of October.

Operations
The District responded to the following calls in September:
197 calls
Zone 10 – 37
Zone 11 – 48
Zone 12 – 19
Angel Island – 2
Bay Waters – 4
All Other Calls – 87

Out-of-County/Pre-Positioning:
One out-of-county/pre-positioning assignment in the month of September

- Lucas Fire in Lake County

Training
September was a busy and productive month for the District, with a strong emphasis on firefighter health, wellness, and operational readiness.

District line staff participated in a countywide suicide awareness and behavioral health Battalion Drill. This training reinforced the importance of recognizing behavioral health concerns and supporting the overall well-being of our personnel.
All shifts also completed the annual vehicle extrication training in Richmond. Crews worked with numerous vehicles to practice and refine critical extrication techniques, ensuring they remain proficient in providing effective patient access during complex vehicle incidents.

As our probationary firefighters approach the completion of their 12-month probationary period, training has focused heavily on local fire-road driving, apparatus familiarization, and large-volume pump operations. These skills are particularly important as they continue developing the knowledge and confidence necessary to operate effectively within our District.

In addition to these focused training blocks, crews continued regular hands-on training in a variety of disciplines, including boat operations, forcible entry, driver training, and other essential fireground skills.

Overall, September was a demanding month of training, with crews remaining engaged and committed to maintaining a high level of preparedness and operational proficiency. TFD personnel with 20 hours or more of training: LT Mark Newman (23.5); CPT Fitzgerald (134); FF/PM May (119). Total training hours for Sept = 417.

Logistics/Maintenance
Apparatus/Equipment

- Routine monthly maintenance completed
- E10 coolant hose failed - repaired at Diego Truck Repair
- E12 - primer reported OOS - cable adjusted by personnel in house, resolved
- E12 - Pump aux. Intake leak - ball valve was removed and rebuilt in house - resolved
- Equipment from Net Depot brought back to St. 11 and stored in the abandoned stairwell at St. 11.
- District Knox key vaults for prevention vehicles and utility vehicles purchased and programmed. Vaults will be installed in the coming month.
- E11 A/C not working and planned to be addressed for repair during annual service.
- E610 on Angel Island has a minor air leak from a solenoid behind the firewall; the leak does not present a safety hazard and will be monitored for future repair.
- Marin County USAR Team - RTF-1 had a mechanic inspect R11. R11 has been appraised by a third party with a median sale value of $100,000.00. The USAR Team would like to purchase R11 and is currently sourcing funds.
- Retired SCBA's donated to Sierra College for use by future fire academies.
- E11 found with inner rear dual tires below wear limit and were replaced by East Bay Tire.
- E10 front hub seal was leaking - repair made by Deigo's Truck Repair.
- All SMOG checks for vehicles this year have been completed.

Stations:

- Routine maintenance completed
- Broken water main on Lagoon Vista resulted in water being shut off at St. 11 while repair was made by MMWD. No issues or problems on District property.
- Issues with St. 11 refrigerator water supply and ice maker have been ongoing and being monitored.
- Light in the cockloft at Station 11 failed. Problem diagnosed as a failed light ballast and repaired by personnel.
- Net Depot - SFSU will no longer provide funding for their site at the Net Depot/Romberg Center. The training site used by the District has been cleared out, items on site were donated or discarded as they were no longer serviceable.

Prevention Bureau

Revenue:

$6,532.00 in fees generated between 09/01/2026-09/30/2026

Inspections Completed:

From 09/01/2026-09/30/2026 the following inspections were completed:

- 30 Construction inspections, including construction, fire protection systems, and alternative energy systems
- 128 Defensible Space inspections
- 5 Home assessments
- 4 Hazard inspections

Plan Reviews Completed:

35 Plan reviews were completed from 09/01/2026-09/30/2026

Community Risk Reduction:
Tiburon Fire will host seven kindergarten classes at Station 11 from October 6 through October 8 as part of the annual Fire Prevention Week program. Students will participate in hands-on firefighting activities and receive age-appropriate fire and life safety education. The following week, Tiburon Fire Prevention staff and engine companies will visit preschools throughout the jurisdiction to provide similar fire safety education and outreach to younger students.

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

B. Declare Surplus Equipment and Sale
Discussion.

M/Jones, S/Capell to approve the surplus and sale of Rescue 11 to Marin County USAR for $100,000.00.

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

AGENDA ITEM 5 – TREASURER'S REPORT

A. Finance Report
Director Ho presented the Finance Report

9/30/2026

Balance on Hand Operating (BofA), beginning		$ 335,003.41
Cash Revenue/Deposits		$ 14,256.53
Cash Expenditures		$ (749,085.40)
Net LAIF/CAMP Transfers In/(Out)		$ 1,100,000.00
Balance on Hand Operating (BofA), ending		$ 700,174.54
Transfers to P/R Account	$	
Transfers from LAIF	$	
Transfers to LAIF	$	
Transfers from CAMP	$	1,100,000.00
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	$	1,381,495.87
LAIF Ending Balance	$	2,857,990.77
CAMP Ending Balance	$	6,302,626.10
Total Investment Acct Balance	$	9,160,616.87

Discussion.

B. Station 10 – Change Orders
Discussion.

M/Jones, S/Capell to approve Station 10 Change Orders #12 in the amount of $19,153.66, #22 in the amount of $4,235.00 and #26 in the amount of $66,217.57.

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

AGENDA ITEM 6 – COMMITTEE REPORTS

A. SMEMPS – Chief Hellyer/Director Tucker
SMEMPS is currently in the maintenance phase with ongoing website updates. The next meeting of the SMEMPS Board will be in November.

B. Facilities/Construction – Battalion Chief Elkington/Director Jones
Station 11
- A design meeting was held on Tuesday. Construction drawings are at 90% completion and will be sent to a third-party estimator.
- Construction is expected to begin at the end of winter or beginning of spring.

Station 10
- Urgency to complete exterior work before the anticipated heavy rains.
- Sheetrock work is approximately three-quarters complete or nearly done; appliances are being ordered; utilities trenching (sewer and water) is underway; generator enclosure excavation is in progress.

- Wood exterior finish was a value-engineered alternative to stone veneer, saving approximately $200,000.
- Pavement work on the parking lot side was noted as urgent and reportedly began today.
- Station 10 remains on track for December 21st completion.
- A move-in ceremony is being planned: an internal organizational ceremony followed by a public open house at some point after the New Year.

AGENDA ITEM 9 – BOARD OF DIRECTORS

A. Committee Assignments
Discussion.

M/Capell, S/Jones to approve the following committee assignments for 2027:
Finance Committee – Woodford, Ho
Personnel Committee – Ho, Tucker
SMEMPS – Tucker
Facilities/Construction Committee – Capell, Jones

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

AGENDA ITEM 10 – ADJOURNMENT
M/Jones, S/Woodford to adjourn the meeting
Administrative Officer Chaput polled the Board:
Ho – Aye
Tucker – Absent
Woodford – Absent
Capell – Aye
Jones – Aye

Meeting adjourned at 1345 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 Repor
SMEMPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department
WUI – Wildland Urban Interface