

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

June 10, 2026

BOD PRESENT: Joy Ho, Brett Tucker and Cheryl Woodford

PRESENT: Chief Tommy Hellyer, Admin/Day Battalion Chief Danny Elkington, Finance Officer Heidi Rosevear, HR & Finance Analyst Lauren Wolfe, Fire Inspector McKenna Ramiro and Administrative Officer Nicole Chaput. The Ark newspaper reporter, Tyler Callister, joined the meeting at 1604 hrs.

ABSENT: Mark Capell and Rick Jones

AGENDA ITEM 1 – CALL TO ORDER

President Ho called the meeting to order at 1603 hrs.

AGENDA ITEM 2 – PREVENTION

A. CWPP – Fire Inspector Ramiro

The CWPP update confirms Tiburon's current efforts are effective and on track. Priority outreach areas identified: evacuation education and Alert Marin sign-up campaigns, with tailored messaging beyond wildfire-only framing. Presentations for the City of Belvedere and Town of Tiburon are being planned before the July finalization. FI Ramiro departed the meeting at 1622 hrs.

AGENDA ITEM 3 – CLOSED SESSION

A. Conference with Labor Negotiators pursuant to Government Code §54957.6

1. Agency designated representatives – Fire Chief Hellyer, Finance Officer Rosevear and HR & Finance Analyst Wolfe

The Board adjourned to Closed Session at 1622 hours to discuss the following item:

A. Conference with Labor Negotiators pursuant to Government Code §54957.6

The Board reconvened to Open Session at 1737 hours and reported the following:

The Board gave directions to agency designated representatives to amend the CalPERS contract to include additional service credit options.

AGENDA ITEM 4 – CONSENT CALENDAR

- A. Approval of Minutes, May 13, 2026
- B. Communications
- C. Payroll and Warrants
- D. Approve Resolution #2026-05, 2026-27 special tax assessment
- E. Approve Resolution #2026-06, 2026-27, appropriations of tax proceeds

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

Administrative Officer Chaput polled the Board:

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

AGENDA ITEM 5 – PUBLIC OPEN TIME

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

AGENDA ITEM 6 – CHIEF'S REPORT

A. Monthly Report – Chief Hellyer

Operations

The District responded to the following calls in May:

208 calls
 Zone 10 – 41
 Zone 11 – 48
 Zone 12 – 19
 Angel Island – 3
 Bay Waters – 1
 All Other Calls – 96

Out-of-County/Pre-Positioning:

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

Training

The month of May included our Confined Space Battalion Drill and Wildland RT-130 training block. Both drills involved agencies from Southern Marin Fire, Marin County Fire, and Tiburon, providing valuable opportunities for interagency collaboration and skill development.

With wildland fire season rapidly approaching, crews dedicated time to meeting the requirements of our Wildland Refresher Training. Training topics included progressive hoselays, mobile attack operations, fire shelter deployment, weather awareness, and communications. Crews also reviewed numerous case studies involving close calls, weather-related incidents, and extreme fire behavior to further strengthen their knowledge and preparedness for the upcoming fire season.

FF/PM Dalton Locke is nearing completion of his Fireboat Operator Task Book, marking an important milestone in his professional development.

Additionally, several members of the District participated with the USAR team in trench rescue and confined space entry training exercises, continuing to expand TFD's technical rescue capabilities.

TFD personnel with 20 hrs or more of training: CPT Fitzgerald (192); FF/PM May (86.5); BC Ardigo (46); CPT Wilson (43.5); LT Newman (41); FF/PM Pomilia (36.5); LT Bell (32.5); FF/Tr Patterson (31.5) LT McGuire (30.5) FF/Tr Barnes (24.5); FF Washington (24); FF/Tr Herrera (23); CPT Bonfigli (21)

Total training hours for May = (769.5)

Logistics/Maintenance

Apparatus/Equipment

- Routine maintenance completed
- Hose order made with LN Curtis for 1800' of 2.5" hose, 600' of LDH; order expected to arrive in next 2 months
- E610 potable water tank inspection and repair completed following evidence of vermin damage. The tank will be stored in the side cabinet rather than hose bed to prevent recurring issues.
- District mobile devices (iPads & iPhones) transferred to the new Mobile Device Management (MDM) platform, Rippling
- E10 wired for Starlink power supply. All emergency response apparatus and utilities are now wired for Starlink.
- Google email accounts which no longer have use have been deleted.
- New 5500psi Scott SCBAs arrived and have been inventoried and tested, forecasted to be put in service late June in alignment with SMFD
- M10's PCR iPad replaced due to damage and overall device health (SMEmps)

Stations:

- Routine maintenance completed.
- Station 11 Shop - ongoing consolidation of inventory and reorganization of supplies and tools to be more user friendly
- Training tower was found to show signs of rust, building contractor repaired work
- Garden hose reel installed in parking lot of Station 11

Prevention Bureau

Revenue:

\$6,990.00 in fees generated between 05/01/2026- 05/31/2026

Inspections Completed:

From 05/01/2026- 05/31/2026, the following inspections were completed:

- 26 Construction Inspections, including construction, fire protection systems, and alternative energy systems
- 363 Defensible space inspections
- 8 Home Assessments
- 2 engine company business inspections
- 15 fire and life safety inspections, including R-2, R-1, A, and H occupancies

Plan Reviews Completed:

27 Plan reviews were completed from 05/01/2026- 05/31/2026

Community Risk Reduction:

Fire Prevention Specialist Musante and Inspector Ramiro attended the Marin County's CWPP Public Forum on May 2, 2026. The event was designed to educate the public on

the newly updated CWPP and provide an opportunity for residents to ask questions to their direct fire district or agency.

Tiburon Fire hosted their first Chipper Day on Saturday, May 9. 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 FF-Trainee Zac Patterson and volunteers Gary Morgan and retired Chief Richard Pearce for helping support this effort!

Fire Prevention Specialist Musante, Inspector Ramiro, Battalion Chief Elkington, Administrative Officer Chaput, Acting Battalion Chief Fitzgerald, and C-Shift's Engine 11 and Medic 10 volunteered at Reed Elementary's Safety Day on Wednesday, May 13, 2026. The chiefs and engine crews helped students tour the engine while the administrative and prevention staff taught a lesson on turnout gear and fire safety with the help of FF-Trainee Whitney.

Education/Training:

The fire prevention team attended the monthly Marin County Fire Prevention Officers Meeting and the bimonthly Marin County Fire Investigator Team meeting.

Additional Information

The prevention division kicked off the annual defensible space inspections in May. Any property that falls in the Wildland Urban Interface or a fire hazard severity zone, as defined by the CA Board of Forestry, will receive an inspection of their property. These inspections are performed from the public right of way and evaluate if a property presents any immediate threats of rapid wildfire spread to a home or structure. After every inspection, residents will receive a door hanger listing the status of their inspection and information on next steps or additional resources.

- B. SB 827 – mandated fiscal & financial training
Discussion.

- C. Belvedere Annexation
Discussion.

M/Tucker, S/Woodford to pause annexation discussions with Belvedere and instead revisit and improve the existing Tiburon-Belvedere service contract with City of Belvedere staff.

Administrative Officer Chaput polled the Board:

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

AGENDA ITEM 7 – TREASURER'S REPORT

- A. Finance Report
Director Woodford presented the Finance Report

5/31/2026

Balance on Hand Operating (BofA), beginning	\$ 428,230.71
Cash Revenue/Deposits	\$ 1,991,823.27
Cash Expenditures	\$ (1,243,809.36)
Net LAIF/CAMP Transfers In/(Out)	\$ (55,000.00)
Balance on Hand Operating (BofA), ending	\$ 1,121,244.62

Transfers to P/R Account	\$ 905,000.00
Transfers from LAIF	\$
Transfers to LAIF	\$
Transfers from CAMP	\$ 850,000.00
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 \$ 3,972,555.90

LAIF Ending Balance	\$ 2,834,710.48
CAMP Ending Balance	\$ 8,282,605.42
Total Investment Acct Balance	\$ 11,117,315.90

- Director Woodford reported out on two items from the Finance Committee meeting: \$28,000 invoice for a forcible entry training prop (Connex box, Station 10) missed the warrant list for immediate payment and releasing up to \$1,500,00.00 from facilities reserves to cover Station 10 costs. Board discussed and acknowledged these items.

B. Orbach Huff & Henderson LLP Retainer Agreement

Discussion.

M/Woodford, S/Tucker to approve the Orbach Huff & Henderson LLP Retainer Agreement for 2026-27

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye
Capell – Absent
Jones – Absent

C. 450 Architects, Inc. Agreement Discussion.

M/Woodford, S/Tucker to authorize Chiefs Hellyer and Elkington to enter into a Not-to-Exceed Agreement with 450 Architects, Inc. in the amount of \$165,000.00 for design review plans for Station 11 – Phase 2: office updates

Administrative Officer Chaput polled the Board:

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

D. Approve Station 10 – Arntz Builders Change Order(s) Discussion.

M/Woodford, S/Tucker to approve Station 10 – Arntz Builders Change Order #10 – switch gear upgrade in the amount of \$84, 396.74

Administrative Officer Chaput polled the Board:

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

AGENDA ITEM 8 – RESOLUTIONS

A. Approve Resolution #2026-07, administrative correction of CalPERS contract documentation (Classic Member Contributions) Discussion.

M/Tucker, S/Woodford to approve Resolution #2026-07, administrative correction of CalPERS contract documentation (Classic Member Contributions)

Administrative Officer Chaput polled the Board:

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

AGENDA ITEM 9 – COMMITTEE REPORTS

A. SMEMPS – Chief Hellyer/Director Tucker

1. Stipend for F/Y 2026-27 Treasurer and Administrative Services

M/Tucker, S/Woodford to approve SMEMPS stipend for F/Y 2026-27 Treasurer and Administrative Services

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Absent

Jones – Absent

B. Facilities/Construction – Battalion Chief Elkington

BC Elkington provided facilities and construction update in lieu of a committee meeting. Construction is progressing well overall. Groundwater issue is being monitored, and a solution is in development. PG&E pole savings confirmed. Timeline is end of year at the earliest.

AGENDA ITEM 10 – BOARD OF DIRECTORS

No Board comments.

AGENDA ITEM 11 – ADJOURNMENT

M/Woodford, S/Tucker to adjourn

Administrative Officer Chaput polled the Board:

Ho – Aye

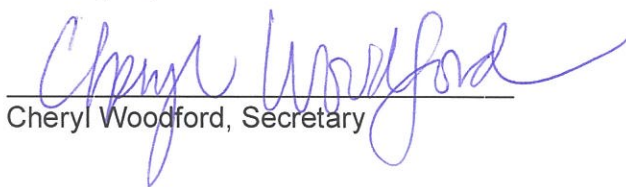
Tucker – Aye

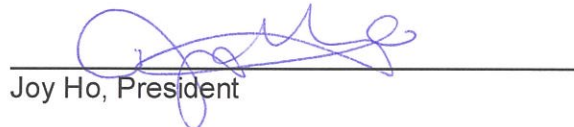
Woodford – Aye

Capell – Absent

Jones – Absent

Meeting adjourned at 1758 hrs.


Cheryl Woodford, Secretary


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

MCFA – 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

