

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

January 14, 2026

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

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

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, December 10, 2025
- B. Communications
- C. Payroll and Warrants
- D. Step Raise – Day/Admin Battalion Chief Daniel Elkington, Range 405, Step #2, \$16,096/month, effective January 16, 2026
- E. Appointment of Firefighter/Trainee Zachary Patterson, Range 400, Step #1, \$4,478/month, effective February 1, 2026
- F. Resolution #2026-01 through #2026-02, years of service recognition for 2025

M/Jones, S/Capell to approve Consent Calendar Items with the following correction to the 12/10/2025 Minutes: change President Jones to Vice President Ho in Agenda Item 5 – PUBLIC OPEN TIME.

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 additional public comments.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. Monthly Report – Chief Hellyer

Administration

The Strategic Planning continues and the organization is close to completing its strategic goals and objectives and finalizing the planning process.

TFD Firefighter/Trainee and Firefighter/Paramedic recruits have successfully completed background checks and will start the Marin County Regional Fire Academy on February 2,

2026. TFD's Probationary Firefighter/Paramedic Conner Branco will also be attending the 10-week academy training.

Fire Station 11 final inspection completed. Potential to update the offices at the end of the Station 10 construction and is in the budget.

Operations

The District responded to the following calls in December:

203 calls

Zone 10 – 34

Zone 11 – 61

Zone 12 – 22

Angel Island – 1

Bay Waters – 2

All Other Calls – 84

Out-of-County/Pre-Positioning:

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

Training

December was an excellent month for our crews, offering opportunities to enjoy shorter days, various storms, and the holidays. This year we had a large amount of diverse training, and Battalion Chief Terrell is very proud of the dedication shown by the Tiburon Fire Department. While training alongside calls and regular shift duties is always demanding, our crews consistently demonstrated a strong commitment to sharpening and developing their skills and knowledge throughout the year.

Training Highlights:

- **Driver Operator Training:** Probationary Firefighter/Paramedic (FF/PM) Conner Branco and C-shift have been diligently working toward the TFD Driver Operator standard. This is a comprehensive process that relies on the participation of many staff members to complete the necessary signoffs. FF/PM Conner will continue his operator training while assigned to A shift.
- **Residential Destructive Training:** TFD successfully participated in a final residential destructive training exercise in December. This invaluable, real-world setting in a two-story house allowed our crews to practice complex drills, including vertical ventilation, large structure victim search, fire attack, and firefighter rescue. Our thanks go to the Prevention Department for securing these essential training locations.
- **Night Drills:** Due to the long nights, multiple shifts took advantage of county-wide battalion drills at night, including focused dock fire drills.

TFD personnel with 20 hours or more of training: FF/PM Charles Armour (104); CPT Mark Fitzgerald (76.5); FF/PM Chris May (48); FF/Tr Will Scharninghausen (44).

Total training hours for December = 349.

Logistics/Maintenance**Apparatus/Equipment**

- Routine monthly maintenance completed
- E12 OOS will be repaired during pump testing in January. Erratic RPM's occurred while shut down during training. Unable to replicate the problem since
- Fireboat Tiburon found to have dead batteries while parked at CYC - determined to be power draw from inverter while boat was shut off. Problem reconciled
- E12 found to have small leak from pump - problem fixed by personnel
- M10 routine oil change
- E11 rear dual tire replaced due to treadwear damage

Stations:

- Routine maintenance completed
- St. 11 generator battery maintainer was upgraded to 10 amp as recommended by service technician. Personnel installed new battery maintainer
- Hydrant maintenance & inspections ongoing by all shifts
- Temp Station 10 rodent issue reported to have been mitigated
- St. 11 side door had new keypad-controlled lock installed by personnel - updates complete
- St. 11 generator BAAQMD permit to operate renewed
- Mezzanine updated with new desks and layout to create improved workspace for an additional employee
- Ring Down speakers in some dorms were not working, problem found to be incorrect ground and fixed by technician
- St. 11 exterior painting was completed

Prevention Bureau**Permits:**

\$6,794.70 paid in December.

Inspections Completed:

FPS Heckler performed (10) Fire Sprinkler inspections, (25) PV/ESS System inspections, (1) Affected Area inspection.

FPS Musante performed (362) Vegetation Management inspections, (7) PV/ESS System inspections, (3) Engine Company inspections, (2) Knox Box inspections.

Plan Reviews Completed:

FPS Heckler has completed 25 plan reviews
Inspector Ramiro has completed 6 plan reviews

Community Risk Reduction:

FPS Musante attended the Town of Tiburon Planning Commission meeting to renew the approval for TFD's Chipper Day Conditional Use Permit on 12/9/25.

Education/Training:

FPS Musante and Inspector Ramiro attended EMS training with B Shift for MBM classes on 12/19/25 and 12/31/25.

AGENDA ITEM 5 – TREASURER’S REPORT

A. Finance Report

Director Woodford presented the Finance Report
1/12/2026

Balance on Hand Operating (BofA), beginning	\$	282,545.29
Cash Revenue/Deposits	\$	5,161,236.48
Cash Expenditures	\$	(436,866.73)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(4,790,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	216,915.04
Transfers to P/R Account	\$	890,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	
Transfers to CAMP	\$	3,900,000.00
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	\$	3,782,199.53
LAIF Ending Balance	\$	83,010.69
CAMP Ending Balance	\$	<u>10,843,948.84</u>
Total Investment Acct Balance	\$	10,926,959.53

Discussion. Director Woodford discussed the possibility of hiring for the position of HR/Finance Analyst to address succession planning and meet the current/updated needs of District staffing moving forward.

B. Acceptance of ACFR/Audit Submission

Discussion. The Board expressed their appreciation and commended Finance Officer Rosevear on all her hard work.

M/Woodford, S/Jones to accept the ACFR/Audit Submission

Administrative Officer Chaput polled the Board:

- Ho – Aye
- Tucker – Aye
- Woodford – Aye
- Capell – Aye
- Jones – Aye

AGENDA ITEM 6 – COMMITTEE REPORTS

A. S MEMPS – Chief Hellyer/Director Tucker

S MEMPS December meeting was postponed to the month of February. Citygate presentation to the S MEMPS Board should occur at this next meeting. More to follow.

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

President Jones stated we are still on target with construction of Station 10. BC Elkington reported we don't have final numbers for potential change orders to present to the Board just yet; more to follow once numbers filter in. Weekly meetings with Arntz Builders have proven beneficial. The siren should be installed and up and running on Town of Tiburon property adjacent to Station 10 in the next couple of weeks. BC Elkington stated Station 11's construction updates are all being appreciated by staff. Director Jones discussed the construction spreadsheet tracking of costs, change orders, and contingencies

AGENDA ITEM 7 – BOARD OF DIRECTORS

AGENDA ITEM 8 – ADJOURNMENT

Director Jones requested the Board adjourn the meeting in recognition of Admin Officer Chaput's 10 years of service in 2025.

M/Woodford, S/Tucker to adjourn the meeting in recognition of Admin Officer Chaput's 10 years of service in 2025

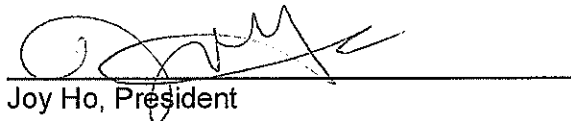
Administrative Officer Chaput polled the Board:

- Ho – Aye
- Tucker – Aye
- Woodford – Aye
- Capell – Aye
- Jones – Aye

Meeting adjourned at 1654 hrs.



Brett Tucker, Vice President



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
~~FASIS – Fire Agencies Self Insurance System~~ **NOW 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