

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

October 8, 2025

BOD PRESENT: Rick Jones, Cheryl Woodford, and Brett Tucker

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

ABSENT: Joy Ho and Mark Capell

AGENDA ITEM 1 – CALL TO ORDER

President Jones called the meeting to order at 1604 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, September 10, 2025
- B. Communications
- C. Payroll and Warrants
- D. Step Raise – Captain Dean Bonfigli, Step #2, Range 404, \$12,617/month, effective October 16, 2025
- E. Step Raise – Lieutenant Matt Wilson, Step #2, Range 403, \$11,782/month, effective October 16, 2025

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

Administrative Officer Chaput polled the Board:

Jones – Aye

Ho – Absent

Tucker – Aye

Woodford – Aye

Capell – Absent

AGENDA ITEM 3 – PUBLIC OPEN TIME

President Jones opened the floor to the public. No public present.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. Monthly Report – Chief Hellyer

Administration

Strategic planning mission, vision and values first draft are complete and being distributed to the rest of the department for review and further comments. Next steps are in place and there will be an all hands meeting on 10/24/25 for finalization of the operational strategic plan.

A draft Disbursement Policy is in progress, has been reviewed by District counsel and will be discussed at an upcoming Board meeting. Board members present requested that there be a separation of "routine" and "station(s)" Disbursement Policies.

Promotional exams for Captain and Lieutenant are scheduled for the end of October, and Chief Hellyer should be making recommendations at the next board meeting.

We are also holding interviews for a fire inspector position in October with the goal of having a recommendation at the November meeting.

We are continuing our research on potential of hiring either a part-time, full-time, or consultant for Human Resources.

We continue talks with Ready Rebound which is a company that helps facilitate and speed up the workers' compensation process for on-duty injuries. Chief Hellyer should have a recommendation regarding using their services at the November meeting.

Chief Hellyer recognized LT Mark Newman who spent time on the tragic investigation of the multi-family fatal structure fire in San Rafael.

Operations

The District responded to the following calls in September:

192 calls

Zone 10 – 35

Zone 11 – 47

Zone 12 – 24

Angel Island – 0

Bay Waters – 3

All Other Calls – 83

Out-of-County/Pre-Positioning:

9/5/25 - E612 crew swap at the Blue Fire in Siskiyou County

Training

With the upcoming Officers exam ahead of us, personnel are logging multiple hours of simulations and on the spot incident training that tests our candidates' abilities to perform as company officers.

This past month has been spent largely on understanding and digesting our countywide training appendices regarding emergency operations. The District was also able to participate in the annual auto extrication exercise that takes place in Richmond. Engine companies worked alongside neighboring agencies to stabilize, cut, and make access to vehicles to extricate victims. As always with newer firefighter-trainees on each shift, the engine companies have been working hard at making sure each firefighter can perform the duties required as a firefighter for our district.

Probationary Firefighter Conner Branco continues to work on gaining his signoff as a paramedic with the District. He also is continuing his Driver Operator task book by putting in the time to learn pumping operations.

Our Rescue Swimmers are continuing to train throughout the year. As winter approaches we have had many opportunities for our swimmers to get extra swim

practices in preparation for winter storms. Our annual swim qualification is set for the middle of October.

MBM EMS focus this month was on CQI update and compliance and tied together with a full Vector Solutions PPT from the County EMS Agency.

Tiburon Fire District Personnel with 20 hrs. or more of training: CPT Travis Terrell (151.5); FF/PM Charles Armour (149) FF/PM Chris May (82); CPT Mark Fitzgerald (119); LT Mark Newman(34.5), LT Matt Wilson (32); FF/PM Omar Bell(42); FF/PM Nate Buck (22); FF Grant Euleless (26); BC Steve Ardigo (26); FF-Tr Parker Deuel (50.5)
Total TFD training hours for September = 748.5

Logistics/Maintenance

Apparatus/Equipment

- Routine monthly maintenance completed
- E11 oil leak repaired and fuel injector seal replaced
- E610 put in service on Angel Island and is inspected each Friday along with A11
- New Type 1 Engine build continues and we are in the final stages of drawings prior to order submission
- E12 annual completed
- E10 annual completed and leaking seal on on-board air compressor will be repaired
- The new Type 3 (E611) is currently being built by BME
- BC vehicle oil changed at R&S
- Fireboat motors to be serviced in October by KKMI

Stations:

- Routine maintenance completed
- Dead vegetation removed from the front of Stn. 11
- Hydrant maintenance & inspections ongoing by all shifts
- Temp Station 10 rodent mitigation in progress
- Temp Station 10 pass-through to Tiburon Blvd. passed CalTrans final inspection and is in service for emergency vehicles only
- Stn. 11 remodel of interior living space expected to be completed at the end of September with tile installation in progress and charging stations are in service. An additional light post was added to the back parking lot. The exterior/training tower expected completion at the end of October.

Prevention Bureau

Permits:

\$6,315.88 paid in September.

Inspections Completed:

FPS Heckler performed (4) Vegetation Management inspections, (10) Fire Sprinkler inspections, (9) PV/ESS System inspections, (1) Knox Box inspection, (3) Affected Area inspections, (1) Annual inspection.

FPS Musante performed (52) Vegetation Management inspections, (10) Annual inspections,
(2) Knox Box inspections.

Plan Reviews Completed:

FPS Heckler completed 26 plan reviews.

Community Risk Reduction:

The Chipper Day season completed on 9/13/25, filling (12) 40-yard debris containers with 58.29 tons of vegetation debris.

2025 Chipper Day Totals:

(58) 40-yard debris containers = 2,320 yards / 187.48 tons / 374,960 pounds.

FPS Musante & Heckler attended and hosted a TFD booth at the 2025 Marin County Ember Stomp held at the Marin Civic Center. The event's purpose was to educate residents on wildfire safety, preparedness, and evacuations. FPS Musante is continuing work on inputting data & information for the 2026 Community Wildfire Protection Plan (CWPP).

Education/Training:

FPS Heckler & FPS Musante continued to attend the Marin County Fire Prevention Officer meetings on the upcoming adoption of the 2025 California Fire Code under TFPD Ordinance #133. The Prevention Bureau has been working to update details in the First Due inspection reporting system.

AGENDA ITEM 5 – TREASURER’S REPORT

A. Finance Report

Director Woodford presented the Finance Report
9/1/2025

Balance on Hand Operating (BofA), beginning	\$	324,167.45
Cash Revenue/Deposits	\$	35,102.13
Cash Expenditures	\$	(176,316.51)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(125,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	57,953.07
Transfers to P/R Account	\$	745,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	620,000.00
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	\$	<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	\$	1,578,710.11
LAIF Ending Balance	\$	82,113.69
CAMP Ending Balance	\$	<u>8,641,356.42</u>
Total Investment Acct Balance	\$	8,723,470.11

Discussion.

AGENDA ITEM 6 – INTRODUCTION & FIRST READING (IN TITLE ONLY) OF ORDINANCE #133

President Jones introduced Ordinance #133 and conducted the first reading in title only as follows:

AN ORDINANCE OF THE TIBURON FIRE PROTECTION DISTRICT ADOPTING AND MODIFYING THE 2025 CALIFORNIA FIRE CODE & 2025 CALIFORNIA WILDLAND -URBAN INTERFACE CODE WITH AMENDMENTS SUPPORTED BY LOCAL FINDINGS, PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION; PROVIDING FOR THE ISSUANCE OF PERMITS FOR HAZARDOUS USES OR OPERATIONS; AND DEFINING THE POWERS AND DUTIES OF THE TIBURON FIRE PROTECTION DISTRICT OFFICERS

M/Tucker, S/Woodford to set the Public Hearing for the adoption of proposed Ordinance #133 at the TFPD regular meeting of the Board, November 12, 2025.

Administrative Officer Chaput polled the Board:

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

AGENDA ITEM 7 – COMMITTEE REPORTS

A. SMEMPS – Chief Hellyer/Director Tucker

SMEMPS Admin Chiefs came to an allocation agreement moving forward based on Citygate findings and it will be presented to the Board at the December meeting. More to follow.

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

President Jones stated TFPD’s Owner Representative Michael Shane continues to report on construction project status for each station. BC Elkington reported the Station 11 project is nearing completion and BC Elkington is getting ready to do a punch list. Commencement of the training tower installation should be towards end of October/beginning of November.

President Jones stated that the Town of Tiburon Building Permit is now in hand for Station 10. BC Elkington reported that PG&E was out at Station 10 to disconnect all gas and grading is happening at the lot as of today. Schedule variation on the project is off by only a couple of days. Estimates for solar are coming in and Michael Shane is reviewing them. President Jones wants a motion and Board approval on the credit amendment to the Arntz Builders contract for Station 10. Discussion regarding emergency Change Orders that occur between Board meetings going to the Facilities Committee members Jones and Capell was also discussed.

AGENDA ITEM 8 – BOARD OF DIRECTORS

The Directors requested a tour of the Station 11 remodel prior to the meetings on November 12, 2025 as well as a tour of the dispatch/communications center. President Jones would like to see construction project progress via spreadsheet to encompass all paid costs thus far and anticipated costs moving forward for the Station 10 rebuild.

AGENDA ITEM 9 – ADJOURNMENT

M/Woodford, S/Tucker to adjourn

Administrative Officer Chaput polled the Board:

Jones – Aye

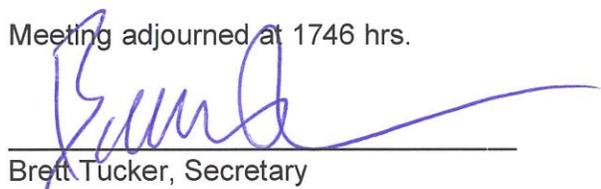
Ho – Absent

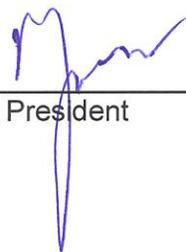
Tucker – Aye

Woodford – Aye

Capell – Absent

Meeting adjourned at 1746 hrs.


Brett Tucker, Secretary


Rick Jones, 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

