

Southern Marin Emergency Medical Paramedic System  
Special Meeting of the Board of Directors  
MONDAY, APRIL 27, 2026  
APPROVED MINUTES

**BOARD MEMBERS PRESENT:** Marin County -- James Devitt; Southern Marin -- Kurt Chun; Tiburon -- Brett Tucker;

**BOARD MEMBERS ABSENT:** None

**ALSO PRESENT:** Chief Tubbs (Liaison Chief), Chief Hellyer, Chief Weber, Chief Watson, Finance Manager- Samantha Miller (via Zoom), Charlotte Jordain, Legal Counsel-Emily Longfellow, Clerk to the Board- Serge Avila

**1. CALL TO ORDER**

Meeting called to order at 1:02 p.m.

SMEMPS Clerk of the Board, Serge Avila conducted roll call:

Devitt Present- Tucker Present- Chun Present

**2. PUBLIC OPEN TIME for items not on the agenda**

There was no public participation.

**3. BUSINESS ITEMS**

3.1 Receive Report and Presentation by Citygate Associates, LLC

Chief Tubbs introduced Stewart Gary from Citygate Associates LLC. He provided the S.M.E.M.P.S. Resources and Fiscal Review Update and used a PowerPoint Presentation. Recommending that the JPA Agreement be developed to a new, clean JPA agreement reflecting current members, purpose, and terms and limit membership to ambulance transport agencies and Marin County. Under the Governance section boards should ratify reserve funding and net revenue distribution formulas annually and a designated treasurer and auditor/controller should be included in the JPA agreement. The financial policy should define how each reserve amount is calculated and approved and clearly state the paramedic unit reimbursement formula in policy. Lastly it was recommended that the billing be implemented with monthly billing reconciliation procedures with compassionate care waiver policies. Stewart Gary, Chief Weber, Chief Tubbs, Emily Longfellow and Charlotte Jourdain answer questions of the Board of Directors.

Chair Devitt opened Public Comment

There was no Public Comments

Chair Devitt closed Public Comment

Chair Devitt thanked Stewart Gary from City Gate Associates LLC for all the hard work put into the report.

3.2 Presentation, Discussion, and Possible Action to Approve and Authorize Execution of Amended and Restated Joint Powers Agreement, and Recommend Adoption to Member Agency Governing Bodies.

Emily Longfellow- Legal Counsel presented the staff report and used a PowerPoint presentation. Charlotte Jourdain, Chief Tubbs answered questions from the Board of Directors.

Chair Devitt opened Public Comment

There was no Public Comment

Chair Devitt closed Public Comment

M/S Devitt, Chun voted unanimously to approve Resolution No. 2025-01 approving the Amended and Restated Joint Powers Agreement and recommending adoption by member agencies.

Vote by roll call:

Devitt – Aye Tucker – Aye Chun – Aye Cromwell - Absent

3.3 Receive and accept the FY 25 Audit Report, and Approve Related Member Agencies' Disbursements

Charlotte Jourdain presented the staff report Finance Manager- Samantha Miller attended via Zoom. Charlotte answered questions from the Board.

Chair Devitt opened Public Comment

There was no Public Comment

Chair Devitt closed Public Comment

M/S Chun, Tucker voted unanimously to Accept the Fiscal Year 2025 Financial Audit report and approve related member agencies' surplus revenue disbursements, in amounts consistent with that year's EMS resources deployment.

### 3.4 Receive a Report and Adopt the S.M.E.M.P.S. Accounts Payable Policy, and Depreciation Policy

Charlotte Jourdain presented the staff report. Charlotte answered questions from the board.

Chair Devitt opened Public Comment

There was no Public Comment

Chair Devitt closed Public Comment

M/S Chun, Tucker voted to adopt the attached Accounts Payable Policy and to adopt the Capital Assets and Depreciation Policy.

#### **4. CHIEF'S REPORT**

Chief Tubbs thanked Stuart Gary and the CityGate team he also highlighted the Captain Robert Grady and Mike Coleman whom will be receiving the life-saving medals from the California Emergency Medical Services and reiterate to the Board his retirement effective June 30,2026, Chief Hellyer will be stepping into the roll.

#### **5. BOARD OF DIRECTORS COMMENTS**

The Board thanked Chief Tubbs for all of his years of service and thanked staff for their work.

#### **6. ADJOURNMENT**

M/S Tucker, Chun to adjourn.

Vote by roll call:

Devitt -- Aye

Tucker -- Aye

Chun -- Aye

Meeting adjourned at 3:01 p.m.

Respectfully submitted by Serge Avila, Clerk to the S.M.E.M.P.S. Board