Novato Fire District
Board of Directors
Regular Board Meeting
Minutes
January 7, 2015

The meeting was called to order by Vice President Galli 6:00 p.m. in the Board meeting room at Fire Station 61, 2nd Floor, 7025 Redwood Blvd. Novato, CA 94945.

ROLL CALL
Vice President Jim Galli, Directors Worth Fenner, Jr., Tomas Kaselionis and Lj Silverman

ABSENT
President Brad Beedle

STAFF PRESENT
Fire Chief Mark Heine, Battalion Chiefs Ted Peterson and Dmitri Menzel, Finance Director Dan Hom, and Recording Secretary Denise Wade

ALSO PRESENT
Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT
None

DIRECTOR MATTERS
Novato Fire Foundation: none

Director Kaselionis read a statement to the Board of Directors with the following highlights:
As the Board begins a new year, he hopes they continue to review and search for improvements and strive for sound leadership principles for the Districts Future.
He shared his thoughts on Leadership Values and Accountability:

- LEADERSHIP VALUES: He stated there was an historical practice of the rotation of board members to become president but was not followed. He asked the Board for an explanation or rationale for electing a president that was under condemnation by the public and Board members.

APPROVED 2.4.15
• ACCOUNTABILITY: He stated that the Board should review and consider the following moving forward: spending, legal requirements, and district morale.

• EXPENDITURES: He stated there were expenditures over the last three years for an IT system for nearly a half a million dollars, which was not approved by the Board. Along with an accreditation program that the District is no longer pursuing and are no longer internationally accredited nor carry forward the industry best practices learned through the process.

• LEGAL REQUIREMENTS: He stated that the Board permitted our staffing model to become imbalanced and required a course correction and reclassification of several firefighters to cover the lack of Advanced Life Support on our engines.

• MORALE: He stated that the morale of our staff and the lack of trust between the last Fire Chief and Board caused an abrupt retirement and lawsuit.

He reviewed these incidences and other factors and questioned whether trust is appropriate or a standardized process for evaluating the performance of the Fire Chief. He asked the Board members to look back at the past and assist not only themselves but to provide the public the standard by which the Board to hold the Fire Chief accountable.

Vice President Galli attended the toy drive.

Director Silverman attended two days of the toy drive.

CHIEF’S REPORT
The Fire Chief reported on the following:

Next meeting:
• Strategic Planning Session January 21-Location TBA
• Regular Board Meeting February 4, 2015

BOD Items:
• 22nd Annual Heart of Marin Awards Luncheon
  Thursday, January 8, 2015
  11:00 am – 2:00 pm
  Marin Center Exhibit Hall

• Novato’s Birthday Bash-Paint The Town Red Novato
  Saturday, January 24, 2015
  6:30 pm -10:00 pm
  Fireman’s Fund Insurance Company
  777 San Marin Drive
General Items:

- Lexipol progress: Currently more than 45 policies have been reviewed for transition to Lexipol. Gretchen Feliciano is the lead on this project and we are on schedule. The OPS Chiefs are working through Book 3 (operations), and have completed quite a few policy reviews.

- Negotiations are in progress with the Non-Sworn Administrative Association.

- Recently there were two EOC activations. The preparation of an After Action Report is underway. We are collecting the feedback from all participants and will produce a final AAR report for review.

- Re-writes of the Career Development Guide will begin soon. Many job descriptions and job qualifications are out of date and need to be addressed. Committee is inclusive of representatives from each labor group and ranks.

- Currently the employee performance evaluations for 2014 are underway using a new evaluation tool that has been completely revised to now evaluate core competencies consistent to all positions as well as job specific criteria. A new electronic approval process has been implemented to significantly reduce the time it takes to process and file a completed evaluation. We will achieve 100% compliance again with every employee receiving an evaluation.

The FLM Division was busy in 2014 with community programs that included contact with many citizens attending our programs:

- Car Seat Safety (12)
- CPR/AED (10 classes/150 participants)
- Evacuation Drills (2) 300 participants
- Youth Fire Setter Intervention (16)
- Arson Awareness Program (600)
- Fall Prevention (80)
- Vial of Life (Handed out over 400 Vials to various groups during presentations)
- Safety House –Smoke Alarms and Two Ways Out (1,500 2nd Grade Students)
- Disaster Preparedness (500 participants, various programs; schools, business, groups)
- CERT (52)
- Fire Squirts (26)
- Fire Extinguisher Training (50)
- Crime Free Housing and Inspection Education Program (15 reps from various Apartment Complex)
- Senior Safety and Safe Cooking (60)

Contracts:

External contracts

- 12/15/14 Nelson Staffing Service-Temporary services, not exceed 35,000
DIVISION REPORTS
2. EMS Division Report, November 2014
3. Training Division Report, November 2014
4. Fire Loss Management Division Report, November 2014

CONSENT CALENDAR ITEMS
1. Minutes of Special Board of Directors Meeting of November 12, 2014
2. Minutes of Regular Board of Directors Meeting of December 3, 2014

Director Kaselionis requested that consent calendar items 1 and 2 be pulled for modifications and brought back to the board at a future meeting.

3. Approval of Advancement records:
   Deputy Fire Chief Adam Brolan - probationary to permanent Deputy Fire Chief status
   Battalion Chief Dmitri Menzel - probationary to permanent Battalion Chief status
   Battalion Chief Jeff Whittet - probationary to permanent Battalion Chief status
   Captain John Dicochea - probationary to permanent Captain status
   Captain Don Fletcher - probationary to permanent Captain status
   Captain Mike Taul - probationary to permanent Captain status
   Firefighter Paramedic Kyle Marshall - merit salary increase to FF/PM step 4
   Firefighter Paramedic Jason Zanoni - merit salary increase to FF/PM step 4
   EMS Billing Analyst Shannon Wager - merit salary increase to Billing Analyst 1

Director Kaselionis congratulated all the members on their advancement.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

M/s Silverman/Kaselionis motioned to approve consent calendar items 3 as present.

In Favor: Directors Kaselionis, Galli, Fenner Jr., Silverman and President Beedle
Opposed: None
Absent: President Beedle
Motion carried. 4-0-1
WRITTEN COMMUNICATIONS
Denise Wade read the following correspondences for January 7, 2015.

A thank you letter from:
Mrs. Judy Cutler thanking Captain Dicochea, Engineer Pannell, and Firefighter Paramedic Godoy, who responded to her home for a water problem, the crew arrived and assessed the problem; Captain Dicochea and crew immediately went to work to open up the drain. She cannot fully express the gratitude and relief she felt for their help. The most heartfelt appreciation for their skill and compassion.

A thank you email from:
Mrs. Barbara Sorensen thanking Captain Taul, Engineer Boals and Firefighter Paramedic Lemelin, who responded to her home for a water problem, she expressed that the crew was clearly worth every dollar earned and probably more. Thank you for your leadership and the excellent work your department performed.

A thank you card from:
Mrs. Laura Cronin thanking Captain Dague, Engineer Peck and Firefighter Paramedic Peters for their patience and prompt attention assisting her husband. Thank you, thank you, and thank you.

A thank you card from:
A case manager thanking Captain Valuch, Engineer Larkin and Firefighter Paramedic Hamilton, who responded to Ms. Purkey’s home to assist with water in kitchen. The crew went above and beyond the call of duty. Sincere and heartfelt thanks.

NEW BUSINESS
1. Consideration of establishing parameters and procedures for Fire Chief’s performance evaluation.

Chief Heine introduced this item and turned this over to Director Kaselionis

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

Director Kaselionis read a statement to the Board of Directors with the following highlights:

He stated in his previous statement, he encourages the Board to work together to develop a long term strategy to track and record the performance of the fire chief. He conveyed the following information on minutes from 2007 to present in a chronological order.

- November 7, 2007, he stated there was a one hour deliberation with no public statement made on Chief Revere’s performance.
- 2008 – He stated there was no performance evaluation or closed session, but the Chief was granted 80 hours of leave and $5,000 bonus.
- June 3, 2009, he stated there was an evaluation conducted and the public disclosure from then President Mansourian included five specific areas the board reviewed. The Chief
agreed to a 10% cost share increase in retirement contribution for a period of one year (about $2,000).

- **2010** - He stated there was no evaluation conducted or closed session.
- **September 7, 2011**, he stated there was an evaluation conducted by the Board of Directors. There was no public report on the performance, only an action taken that the Board of Directors approved the Fire Chief to receive the recognition and incentives awarded to the Chief Officer's under the new labor contract.
- **November 16, 2011**, he stated there was an evaluation conducted by the Board of Directors. No report on the performance, but was awarded an educational incentives and 5% differential in the form of CTO, retroactive to July 1, 2010. The pay difference compared to 2010 amounted to an increase near $27,000 in total wages or 11.4% and does not include deferred compensation ($3,500), overtime ($16,000), and lump sum and other pay ($25,000) summed to $71,500.
- **2012** - He stated there was no evaluation disclosed; the Chief retired and at the end of employment cashed out a sum amounted to $110,000.
- **November 6, 2013**, he stated there was no report out until December 4, 2013, at that time, there were comments made by the Board of Directors. No Pay incentives noted.
- **March 5, 2014**, he stated there was no public disclosure.
- **June 4, 2014**, he stated there was no public disclosure.
- **June 18, 2014**, he stated there was advancement from Step 2 to 3.
- **August 20, 2014**, he stated there was amount of $36,000 offered and moved to review by legal counsel.
- **November 12, 2014** he stated there was an approval by the Board of Directors, 4-1 with a $15,000 bonus and one week’s vacation.

Director Kaselionis motioned to establish an Ad Hoc Committee for the Fire Chief’s performance evaluation.

There was no second made, motion was not passed.

2. **Consideration of adjustment to amount of District Rainy Day Fund**

Chief Heine introduced this item and requested Board approval to increase the Rainy Day Fund Balance by $83,944 from $4,115,948 to $4,199,942.

**OPEN TIME FOR PUBLIC EXPRESSION**

No public comments were made.

M/s Kaselionis/Silverman motioned to approve the increase of the Rainy Day Fund Balance by $83,944 from $4,115,948 to $4,199,942.

In Favor: Directors Kaselionis, Galli, Fenner Jr., Silverman and Opposed: None

Absent: President Beedle

Motion carried. 4-0-1
3. **Marin Local Agency Formation Commission (LAFCO) Call for Nominations for Special District Members**
   Chief Heine introduced this item and asked the Board to consider nominating a current Board member or another independent special district to the Marin LAFCO.

   Chief Heine turned this item over to Riley Hurd to provide more background information.

   Director Silverman nominated President Beedle for regular member selection.

**OPEN TIME FOR PUBLIC EXPRESSION**

No public comments were made.

M/s Director Silverman/Vice President Galli motioned to nominate President Brad Beedle to the Marin LAFCO.

In Favor: Directors Galli, Fenner Jr., Silverman
Opposed: Director Kaselionis
Absent: President Beedle
Motion carried. 3-1-1

**COMMITTEE REPORTS**

1. **MERA:** None

2. **City of Novato As Successor Agency to Dissolved Redevelopment Agency**
   Director Kaselionis stated that those board members should have received the paperwork on the changes with the judges.

3. **Finance Committee**
   Director Kaselionis stated the next meeting will be January 12, 2015.

4. **Policy Committee**

   Director Galli reviewed the policies that came to the committee.

   Director Galli attended the Lexipol conference. There were only 2 fire agencies in attendance the rest were police departments from all around the country. Lexipol is working to make sections of their website less encumbrance and user friendly.

   Director Kaselionis asked Director Galli who funded it.

   Director Galli replied he did not attend as a representative from the Novato Fire District he was there on behalf of Schell-Vista Fire Protection District.

   Vice President Galli moved to the consideration of Board members assignments to the following committees: MERA, Policy, Finance, and Redevelopment Agency Committees.
1. MERA

Vice President Galli nominated President Beedle to the MERA (Governing Board) as the primary representative.

Director Galli stated that President Beedle is interested to continuing on with the MERA Committee.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

M/s Silverman/Galli motioned to nominate President Beedle MERA (Governing Board) as the primary.

In Favor: Vice President Galli, Directors Fenner Jr. and Silverman
Opposed: Director Kaselionis
Absent: President Beedle
Motion carried. 3-1-1

Vice President Galli nominated Director Silverman to the MERA (Governing Board) as the Alternate representative.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

Director Silverman nominated himself to be an alternate for the MERA Governing Board.

M/s Kaselionis/Fenner, Jr. motioned to nominate Director Silverman to the MERA Governing Board as the Alternate representative.

In Favor: Vice President Galli, Directors Fenner Jr., Kaselionis, Silverman
Opposed: None
Absent: President Beedle
Motion carried. 3-1-1

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency

Director Kaselionis stated he was happy to continue with the RDA Committee.

M/s Galli/Silverman motioned to nominate Director Kaselionis to the City of Novato As Successor Agency to Dissolved Redevelopment Agency

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.
In Favor: Vice President Galli, Directors Fenner Jr., Kaselionis, Silverman
Opposed: None
Absent: President Beedle
Motion carried. 3-1-1

3. Finance Committee

Director Kaselionis stated he was interested to stay on the Finance Committee.

Director Galli stated that President Beedle is interested in the Finance Committee.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

M/s Galli/Silverman motioned to nominate Directors Kaselionis and Beedle to the Finance Committee

In Favor: Vice President Galli, Directors Fenner Jr., Kaselionis, Silverman
Opposed: None
Absent: President Beedle
Motion carried. 3-1-1

4. Policy Committee

Vice President Galli stated he was interested to stay on the Policy Committee.

Director Silverman stated he interested to stay on the Policy Committee.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

M/S Kaselionis/Galli motioned to nominate Directors Galli and Silverman to the Policy Committee.

In Favor: Vice President Galli, Directors Fenner Jr., Kaselionis, Silverman
Opposed: None
Absent: President Beedle
Motion carried. 3-1-1
FINANCIAL REPORTS

INFORMATION

There was no closed session held.

CLOSED SESSION
1. CONFERENCE WITH LABOR NEGOTIATORS
   Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
   Employee Organization: Non-Sworn Administrative Staff Association

ADJOURNMENT
There being no further business to conduct, Vice President Galli adjourned the meeting at 6:45 p.m.

Submitted by,

Denise Wade, Recording Secretary
The meeting was called to order by President Beedle at 6:00 pm in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato, CA 94945.

BOARD MEMBERS PRESENT
President Brad Beedle, Vice President Jim Galli, Directors Worth Fenner, Jr., Tomas Kaselionis, and Lj Silverman.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Tyler, Finance Director Dan Hom, and Recording Secretary Denise Wade.

ALSO PRESENT
Riley Hurd, District Counsel.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

Chief Heine pulled the presentation recognition for the Deputy Fire Chief Adam Brolan since he was unable to attend.

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT
None.

DIRECTOR MATTERS
Novato Fire Foundation: None.

Director Kaselionis attended the CSDA leadership conference.
President Beedle attended the CSDA leadership conference.
Directors Silverman and Galli attended a walk-through of Station 64 with Fire Chief and Chief Ted Peterson. Director Galli stated the progress is really coming along at Station 64.
CHIEF'S REPORT
Chief Heine reported on the following:

Board Meetings:
- Regular Board meeting March 4, 2015.
  Chief Heine proposed a new date of March 2, 2015.
  All Board members agreed to move the meeting to March 2, 2015.
- Chief Heine discussed dates for a study session for the Strategic Planning.
  All Board members agreed to February 17, 2015.

Board information items:
- Novato Fire Foundation 3rd Annual Chili Academy is Thursday, March 12th, 4-6pm, at
  the Novato Youth Center.
- City of Novato has a new Chief Building Official, Annette Chavez. Ms. Chavez comes
  from Glenn County where she was the Chief Building Official. Her start date is February
  23, 2015.
- The Novato Fire Foundation has three debit cards of $100.00 each for victims of
  emergency incidents. A policy to be developed.

Internal contracts:
- Municipal Emergency Services Inc., $10,000.00 -for Professional Services - SCBA
  Annual Bench Testing.
- Vanzebo Laser LLC, $3,000.00-for Professional Services-Annual Maintenance and "as
  needed repairs, District printers, faxes, scanners.
- Occupational Health Dynamics, Inc. $2,045.00-for Professional Services - Annual
  Calibration and Maintenance.

Director Galli asked the Fire Chief about the concrete floor issue at station 64.

Chief Heine replied that a contractor was located and has experienced a similar concrete floor
issue. The contractor will meet with the District to outline his process and over the next 4-5 days
he will perform the process for the section of the engine room floor. If the District is satisfied
with the process he will finish it. If the District is not satisfied with the contractor’s result, he is
prepared to tear it out. The District should know in a week or so.

DIVISION REPORTS
2. EMS Division Report, December 2014
3. Training Division Report, December 2014
Chief Heine added an additional comment to the Operations report regarding the emergency managers’ report. He stated the District will present the Emergency Operations Plan (EOP) to the Board at their March meeting. The EOP was developed by Dave Jeffries on our behalf and the City of Novato’s behalf. The draft has gone through several layers of reviews and is currently at the upper management level for review; Michael Frank, City Manager; Jim Berg, Police Chief; and Mark Heine, Fire Chief. Also, a resolution for adoption will be presented to the City Council first and then to the District.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

CONSENT CALENDAR ITEMS
1. Minutes of Special Board of Directors Meeting of November 12, 2014
2. Minutes of Regular Board of Directors Meeting of December 3, 2014
3. Minutes of Regular Board of Directors Meeting of January 7, 2015
4. Approval to consider the Request for Travel Authorization and Advance for Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan to attend Liebert Cassidy Whitmore Conference, March 5-6, 2015 Anaheim, CA
5. Approval to consider adding Gretchen Felciano, Human Resources Manager to the Bank of America operating fund signature for Novato Fire District
6. Approval to consider adding Gretchen Felciano, Human Resources Manager to the WestAmerica Bank payroll, Flexible Saving Account and Lockbox signature card for Novato Fire District
7. Approval to consider the Bad Debt Write Off-Uncollectible Ambulance Billing Accounts totaling $54,410.02

Director Kaselionis stated that regarding consent calendar item 7, the Fire Chief provided him with data on the staff report. He would prefer to have the annual totals of aggregates stated in the staff report.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

M/s Silverman/Galli motioned to approve consent calendar items 1-7 as present.

In Favor: Directors, Fenner Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Motion carried. 5-0

WRITTEN COMMUNICATIONS
Denise Wade, Recording Secretary read the following communications for the February 4, 2015 Board of Directors Meeting:

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APPROVED 5.6.15

Minutes– 2/4/15
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Consent Calendar-1
1. A thank you letter from: Sharon and Stanly Searles thanking the Novato Firefighters; Battalion Chief Gerald McCarthy, Captains White, Bowlds, Black and LaCroix; Engineers Bargiacchi, Brody, Peck and Michalik; Paramedics Blue, Keady, Pacheco, Hakenen, McGuinness, and Pace for their prompt response and expertise on our carbon monoxide situation. Your thoroughness and attention to our home and personal well being made it easier for us to go through this.

NEW BUSINESS
1. Request for Proposal (RFP) for Station 62 HVAC Replacement
   Chief Heine introduced this item and requested the Board to accept the Scope of Services & Project specifications section and the release of the Request for Proposal (RFP) for Station 62 HVAC Replacement during FY 2014/2015.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

M/s Kaselionis/Silverman motioned to accept the Scope of Services & Project Specifications for the installation of a replacement HVAC system at Fire Station 62 and release the Request for Proposal (RFP) for the work to be performed in replacing the HVAC system at Fire Station 62.

In Favor: Directors, Fenner, Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Motion carried. 5-0

2. Adoption of the County of Marin Annual Statement of Investment Policy FY2014/2015
   Chief Heine introduced this item and asked the Board to accept the County of Marin Annual Statement of Investment Policy for the FY2014/2015.

Director Kaselionis stated he had questions regarding the Districts’ investments, however he would prefer the Finance Committee to review our investments of monies, and to be able to ask questions and provide options.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

M/s Fenner/Kaselionis motioned to accept the County of Marin Annual Statement of Investment Policy for the FY2014/2015.

In Favor: Directors Fenner, Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Motion carried. 5-0

3. Approval of Other Post Employment Benefits (OPEB) Pre-Funding Contributions 2014/2015
   Chief Heine introduced this item and asked the Board to approve the funding of the OPEB contribution for 2014/2015 in the amount of $851,730.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

APPROVED 5.6.15

Minutes— 2/4/15
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Consent Calendar-1
M/s Silverman/Kaselionis motioned to approve funding the OPEB contribution for 2014/2015 in the amount of $851,730.

In Favor: Directors, Fenner, Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Motion carried. 5-0

3. Approval of New Policy for Worker’s Compensation Settlements
   Chief Heine introduced this item and asked the Board to approve the new policy establishing levels of authorization for settlement amounts with regard to Worker’s Compensation claims.

   Chief Heine stated currently the District does not have a policy in place. He would like the Board to define the process on settlement levels, which simply mirror our purchasing policy for consistency.

   Mr. Hurd stated the Board can give direction in a closed session but cannot settle a case in closed session. He asked the Board what threshold amount the Board would be comfortable with.

   Directors Kaselionis suggested a written report be provided in either the Human Resources division report or verbally under the Chief’s report of notification to the Board when a case is settled.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

   Director Galli stated he’s uncomfortable with the $35,000 amount and no discussion about the settlement makes him uneasy. He’s not sure where the rest of the Board members stand on the amount but if the Board is comfortable with that threshold amount, he is fine.

   Director Kaselionis stated though the amount was in line with the purchasing policy level, he was not in agreement previously and did not approve the threshold that passed. The board needs to understand that these settlements are occurring and what that threshold is, he is not sure. He does not have enough data or information to look at. He suggested that this item be discussed at a workshop.

   President Beedle asked if this was time sensitive or can it be pulled for later discussion.

   Mr. Hurd asked the Fire Chief about the settlements; how many are ready and relatively urgent and over $10,000.

   Chief Heine replied none.

   Mr. Hurd suggested that the Board adopt the threshold at $10,000. Settlements up to $10,000 and under be approved by the Fire Chief and Human Resources Manager; any settlement over $10,000 come back to the Board. Then send this policy to the Policy Committee and Finance Committee and amend the policy as needed.
M/s Galli/Silverman motioned to approve settlements up to $10, 000 will be reviewed and approved by Human Resources Manager and/or Fire Chief. Settlements over $10,000 will be brought to the Board, whether it's closed session or open session will be determined based on what is being proposed. Also, settlements will be reported out in the Human Resources monthly report that is presented to the board at their monthly public meeting. Direction to staff was received.

In Favor: Directors, Fenner Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Motion carried. 5-0

4. Revision to the Finance Committee Charter
   Chief Heine introduced this item and provided background information, and asked the Board to consider approving the revised Finance Committee Charter.

Mr. Hurd provided feedback on the meeting dates and provided the definition of a standing committee and an ad hoc committee.
   • An ad hoc committee which is not subject to the Brown Act, is formed for a limited purpose and limited duration. The current committees do not fall under this definition.
   • The standing committee rules are the same as the public meetings for the Board meetings. The meetings need to have a set time and place. If you cannot make the set place and time, you either don’t have the meeting and/or if there is something that comes up before the next set place and time you can have a special meeting.

Mr. Hurd added an additional comment that the committee report section of the agenda will be restructured because the MERA Committee, is not a committee; the Board has two designees to the MERA Board the same with the RDA (City of Novato As Successor Agency to Dissolved Redevelopment Agency), these two are not technically committees but the Board wishes to hear what the assignees are doing.

Directors Kaselionis asked since the next Finance Committee meeting falls on a holiday would this be regular schedule meeting or reassigned a new date or would it be a special meeting.

Mr. Hurd replied that it would be a regular meeting rescheduled.

Director Galli asked Mr. Hurd if the Policy committee would like to change the dates of their regular meeting to the first Friday of the month, does the committee have to bring this back to the board for a motion.

Mr. Hurd replied yes, it would have to come back to the Board. The Committees can only be made, created, or changed by the Board.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.
M/s Kaselionis/Silverman motioned to approve the revised Finance Committee Charter

In Favor: Directors, Fenner Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Motion carried. 5-0
5. Adoption of Resolution No. 2015-1

Chief Heine introduced this item and requested the Board to adopt Resolution No. 2015-1 the Novato Fire Protection District identifying the terms and conditions for Fire District response away from their official duty station and assigned to an emergency incident.

Chief Heine provided background information on the California Fire Assistance Agreement (CFAA) for reimbursement of out of county mutual aid response. The 2015 CFAA requires participating departments to have Memorandum of Understanding (MOU) documents on file internally that describe the wages and benefits of any member who will respond to a mutual aid assignment. The District has MOU’s on file for each of its represented labor organizations.

OPEN TIME FOR PUBLIC EXPRESSION

There were no public comments made.

M/s Fenner, Jr./Silverman motioned to adopt Resolution No. 2015-1 the Novato Fire Protection District identifying the terms and conditions for Fire District response away from their official duty station and assigned to an emergency incident.

Roll Call: Directors, Fenner Jr., Galli, Kaselionis, Silverman and President Beedle

In Favor: Directors, Fenner Jr., Galli, Kaselionis, Silverman and President Beedle

Opposed: None

Motion carried. 5-0

Director Kaselionis stated as a board member, how does the board direct our appointees to vote? As himself being on the RDA Board, if something came up that warrants a discussion, he would not be comfortable making a decision on behalf of the board without their opinions. His concern is that the Board packets are distributed 5 days before the meeting, which does not give him enough time for a discussion. Since he has been on the Board, there has been no discussion on how to provide direction to a Board member.

President Beedle stated that during his MERA meeting Board members asked how they would go back to their boards and discuss the issues. MERA will be looking into this and to providing more time for Board members to bring any issues or concerns back to their full Board.

Director Galli asked President Beedle to email the MERA agenda for opinions and reviews.

President Beedle stated that the MERA Governing Board has set their meeting dates through June 2015.

Mr. Hurd expressed his concerns on the proposal to email the MERA agenda out to individuals for opinions, this would not work. It is considered the hub and spoke violation of the Brown Act. When one person acts as a central depositary for reaching decision.

Mr. Hurd suggested the Board formally discuss or create a policy on this.
Chief Heine stated this is an active issue that the MERA Governing Board is working on. Our Board is experiencing the same issue. The answer for tonight is that MERA is working on it.

Director Fenner, Jr. asked what President Beadle is supposed to do.

Mr. Hurd stated that President Beadle is supposed to act in the best interest of Novato Fire Protection District.

Director Kaselionis suggested this item be placed on the agenda for the March meeting.

Mr. Hurd suggested that staff check with the Board of Supervisors on their procedures and/or policy in place.

Director Fenner, Jr. gave direction to staff to investigate and research this item and discuss with MERA on their solution.

COMMITTEE REPORTS

Mr. Hurd suggested the Board remove the word “Committee” from “Committee Reports” to have it read “Reports,” this way the board can report on their assignments.

1. MERA
   (President Beedle and Director Silverman)

Director Beedle stated that the MERA Governing Board met and adopted their meeting dates and policies.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Director Kaselionis and Finance Director Hrom)

Director Kaselionis stated no meeting, nothing to report.

3. Finance Committee
   (President Beedle Director Kaselionis)

Director Kaselionis stated no meeting, nothing to report.

4. Policy Committee
   (Directors Galli and Silverman)

Director Galli stated the committee met on January 16, 2015.

The following items were reviewed:

- 64 Lexipol policies were reviewed
- 80 polices left to review
- Discussion on labor group and the current policies in place. The policies are being updated to reflect the current Memorandum of understating (MOU) so the committee felt that the Board does not need to approve those policies.
• Discussion on a preliminary run through of how to change or amend or produce a new policy

Chief Heine stated a request from the Novato Professional Firefighter’s Association president was not to have a member on the policy committee. The president response was he does not charge them with making decisions on behalf of the association. Any issues he has with a policy are brought up to Chief Brolan.

Director Kaselionis stated when the policy committee was developed, the one reason was to have the opportunity for anyone to raise a policy concern or issue that the Board would have to review and/or designate to staff to review. Has the Policy committee looked at how any district employee can present an item for review to the policy committee?

Director Galli replied that the information is available in the Lexipol policy

FINANCIAL REPORTS

Director Kaselionis asked if the bad debt write off on the uncollected balances is located in the operation balance of EMS or is there a separate line item.

Mr. Hom replied it’s a reduction in revenues and doesn’t show up in operations.

Director Galli asked about the overtime amount of $272.73 for Chief Heine.

Chief Heine replied it’s an entry error in telestaff, should have been 2 hours of regular time. A payroll change form was submitted to accounting.

INFORMATION
2. 2014 Third Quarter Work Plan Results

President Beedle stated that he would like to report on an item he did not mention under Directors Matters. He attended the City Council meeting which the City of Novato and Novato Fire District received a Storm Ready award.

President Beedle turned it over to Chief Heine to provide information.

Chief Heine stated that the City of Novato and the Novato Fire District received a National weather service -Storm Ready certification. Storm Ready is a nationwide program. This program is about how our community has taken steps to become prepared to deal with significant winter storms. Preparation includes: training for EOC command staff, Emergency weather alert radios, and a messaging system in place to share communication to internal and external customers.
The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 7:10 p.m. to discuss closed session item 1 CONFERENCE WITH LABOR NEGOTIATORS
Section 54957.6

CLOSED SESSION
1. CONFERENCE WITH LABOR NEGOTIATORS
Section 54957.6
Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
Employee Organization: Non-Sworn Administrative Staff Association

The closed session was completed 8:00 p.m.

Return to open session at 8:00 p.m.

2. Action taken: Direction given to labor negotiators

ADJOURNMENT
There being no further business to conduct, President Beedle adjourned the meeting at 8:00 p.m.

Submitted by,

Denise Wade, Recording Secretary
Novato Fire District
Board of Directors
Special Board Meeting
Minutes
March 2, 2015

The meeting was called to order by President Beedle at 6:00 pm in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato, CA 94945.

ROLL CALL
President Brad Beedle, Vice President Jim Galli, Directors Worth Fenner, Jr., and Tomas Kaselionis.

ABSENT
Director Lj Silverman.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Dmitri Menzel, Finance Director Dan Hom, and Recording Secretary Denise Wade.

ALSO PRESENT
Riley Hurd, District Counsel.
Bill Johal, Kitchell.
Jason Yi, Kitchell.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

President Beedle turned it over to Chief Heine for the presentations.

Chief Heine stated he would like to pull number two from the presentation; Chief Brolan is not available to attend the meeting.

PRESENTATIONS
1. Presentation: Bill Johal, Kitchell-Station 64 project update.

Chief Heine introduced Bill Johal with Kitchell, and he provided the following highlights:

- The project is now entering its 10th month of construction and is scheduled to be completed on time per the original contract schedule. The Building is completely framed; inside the mechanical, electrical and rough-in work is almost completed; the underground and site utilities are completed and the roof to be installed in upcoming weeks. The windows are installed and exterior stucco process to start shortly.

- In regards to the overall budget, there was a Change Order contingency of 10% allowing for $437,000. As of today, Change Order No. 1 in the amount of $37,000 was issued and contained a number of small items. Change Order No. 2 in the amount of $51,000 is being issued at present for Board’s approval. This Change Order provides for data

APPROVED 5.6.15
telecom cabling and all the terminals associated. This item was never part of the original scope of work and intended to be a special project, but being incorporated for an easier transition.

Director Kaselionis asked if the living space furniture was accounted as part of the completed project.

Mr. Johal confirmed and a separate furniture packet bid is scheduled to be released in the next month.

Director Galli asked for an update on the Station 64 engine floor.

Mr. Johal replied that once the slab was poured, the contractor ran into a few issues with the overall flatness and is trying to resolve the problem using a grinding and polishing process at his own cost. Removing the floor in its entirety has the potential to create other issues that are unknown and may come upon the road; the grinding process is the initial recommendation. At the end of the process, if it's not acceptable by the District, the contractor will remove the section of the floor and replace it with the original sealed concrete asked for in the contract.

Director Galli asked when the floor is expected to be complete.

Mr. Johal replied the contractor was given the okay to continue last week; the process will begin in the next two weeks.

Director Galli asked if the concrete is removed what would be the chain reaction to the timeline.

Mr. Johal replied he does not have an exact date. If the process is completed in the next 3 or 4 weeks and is not acceptable, the contractor will be asked to remove it, and there is the potential for it to go longer. There are stipulations in the contract that if the contractor does go longer, there are penalties that can be assessed for damages suffered by the District.

Director Galli asked how long it would take the contractor to remove the floor. Mr. Johal replied within a week to a week-and-a-half. The floor could be removed and prepped and ready to pour back again. If that is done, there may be a border around the perimeter that will have to be left to get the equipment in to saw cut. Removing all the way to the edge may have some structural implications that would require getting direction from the structural engineer on how to proceed with the removal.

Director Galli asked about the statute of limitations on the accountability of the Contractor for structural damage in the event there is a chain reaction years from now.

Mr. Johal replied the contractor would have direction from the structural engineer on how to remove it and how to pour it back so there are no structural issues in the future. There is a ripple effect when you are saw cutting a slab. For example, there are pipes and conduit underneath the slab and the vibration of cutting and removing may cause some of those pipes to come loose. There would be a process to go through to determine if effects were a result of natural causes or moving the slab. The contractor would be responsible for any damages, but it is a process the District will have to go through to reclaim those costs.

Minutes—3/2/15

APPROVED 5.6.15

Consent Calendar-2
Director Galli asked about the potential of the rocks to pop out in future years.

Mr. Johal replied that all the rocks would be sealed and polished over the top and the process should not allow for rocks to pop up. If they do, there is a warranty that provides contractor would come back and patch it up.

President Beedle asked if there were any anticipated red flags towards the end of the project.

Mr. Johal replied there are none and that none were anticipated to come up in the closing months.

President Beedle asked about the relationship with the neighborhood in the area.

Mr. Johal replied the relationship with the neighborhood is very good and that folks are interested in what is going on, with no complaints. There is a bi-weekly newsletter made available on the website, and a mailer to be sent out soon to give the neighborhood an update on the anticipated opening of the new station.

2. Recognition to Deputy Fire Chief Adam Brolan for his 25 years of Service with the District

Chief Heine pulled the recognition for Deputy Fire Chief Adam Brolan form the agenda.

**NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT**

None.

**DIRECTOR MATTERS**

Novato Fire Foundation: None.

Director Galli attended a construction meeting for Station 64 and recommends everyone takes a walkthrough if they have the time, to see all the moving parts and what a great job is being done. If anyone is interested in a site visit, please contact Chief Heine to make sure there isn’t something going on that would make a visit disruptive.

**CHIEF’S REPORT**

Chief Heine reported on the following:

Next meeting:

- Normally scheduled Study Session March 18, 2015, 6:00 p.m.,

To be discussed at Study Session:

- Community Marketing/Outreach and Communication Plan
- Training on Target Solutions Software Program
- Regular Board Meeting April 1, 2015
General Items:

- Fire District’s Association of California Conference is April 8th, 9th, and 10th in Napa. If you are interested in attending, please contact Denise Wade
- CSDA Legislative Days is May 19th, and 20th in Sacramento
- Chief Brolan and Chief Whittet are currently on Worker’s Comp status with Chief Brolan out a minimum of 2 - 4 weeks, and Chief Whittet out another 4 - 6 weeks
- Chief Heine will be in Anaheim Wednesday evening through Saturday evening (March 4 - March 7) for the Liebert Cassidy Employment Law Conference. Chief Tyler will be the acting Fire Chief in Chief Heine’s absence
- Chief Heine attended the Marin County Fire Chief’s Installation Dinner last night where Chief Tyler was recognized for renewal of his Chief Fire Officer designation from CPSE
- Chief Heine is serving in the Fire Chief’s Association as the Vice President this year. Jason Webber from Marin County Fire is the President
- Chief Heine will be off for the better part of the week of March 23, 2015
- The Fire Foundation’s Chili Cookoff event, the 3rd Annual Chili Academy is scheduled for Thursday, March 12, 2015 from 4:00 p.m. to 6:00 p.m. at the Novato Youth Center

Contracts:

External contracts

- Municipal Emergency Services, $10,000
- Vanzebo Laser, $3000
- Marin Building Maintenance, $550
- Parcel Quest, $567
- PG&E, $28,806.28
- Telestaff, $5795.57
- Cagwin & Dorward, $955

DIVISION REPORTS
1. Operations Division Report, January 2015
2. EMS Division Report, January 2015
3. Training Division Report, January 2015
4. Fire Loss Management Division Report, January 2015

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.
CONSENT CALENDAR ITEMS
1. Request to Forgive Ambulance Fee Debt Due to Hardship in the amount of $1,587.98
2. Approval of Budget Amendments for January 2015
3. Request for approval of Travel Authorization and Advance for President Beedle to attend the Fire District Association of Californian (FDAC) conference held April 8-10, 2015 in Napa, California

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

M/s Galli/Kaselionis motioned to approve consent calendar items 1-3 as present.

In Favor: Directors, Fenner, Jr., Galli, Kaselionis, and President Beedle
Opposed: None
Absent: Director Silverman
Motion carried. 4-0-1

WRITTEN COMMUNICATIONS
Denise Wade, Recording Secretary read the following Communications for March 2, 2015:

1. A thank you letter from: Shauna Rockson thanking Captain Black, Engineer Sheline and Firefighter Paramedics Pace, Rhoades and Zanoni, who responded and provided immediate assistance to her dad. The crews were kind, calm and understanding. My heartfelt thanks to each and every responder. I will never forget your kindness to my dad and me.

2. A thank you letter from: Fire Chief Gil Dong of Berkeley Fire Department thanking Chief Heine for his assistance with the Assistant Chief/Battalion Chief promotional assessment. Your feedback is greatly appreciated and will help him to determine who is ready for a command staff position

NEW BUSINESS
1. Approval of Station 64 Construction-Change Order Request Revised No. 00008
   Chief Heine asked the Board to consider approving the change order request Revised No. 00008 (Note: No. 00008 is the incorrect number due to a sequential system the contractor uses internally, and the correct number is No. 00002) to D.L. Falk Construction Inc. in the amount of $51,753.46 for station 64 construction project.

   Chief Heine stated an exterior security recording camera system is necessary at Station 64 due to its history of security issues because of heavy foot traffic. Other IT infrastructure upgrades have also been incorporated.

   Director Kaselionis asked for clarification Change Order No. 00002 is for the conduit and boxes, and not for the closed circuit television (CCTV) system itself.

   Chief Heine confirmed that is correct, and the cameras and speaker system will be part of the service package through Bay Alarm.

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Minutes 3/2/15
APPROVED 5.6.15
OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

M/s Kselionis/Fenner, Jr. motioned to approve the Change Order Request Revised No. 00002 to D.L. Falk Construction Inc. in the amount of $51,753.46 for station 64 construction project.

In Favor: Directors, Fenner, Jr., Galli, Kaselionis, Silverman and President Beedle
Opposed: None
Absent: Director Silverman
Motion carried. 4-0-1

REPORTS

1. MERA
   (President Beedle and Director Silverman)

President Beedle suggested that our Fire District representative Chief Rich Pearce attend our next Board meeting April 1, 2015 for questions and answers. Chief Pearce asked that questions be submitted to President Beedle.

Director Kaselionis recommended that the March 18, 2015 Study Session would be better for Chief Pearce to attend.

Chief Heine stated he would check with Chief Pearce on his availability for the March 18th Study Session.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Director Kaselionis and Finance Director Hom)

Mr. Hom stated that the committee approved the Administration budget and Operational schedule for the next 6 months. The Redevelopment Agency Committee will be consolidated in July 2016; there are only two meetings left.

Mr. Hom added that the litigation with the State of California has been set with a hearing date on September 25, 2015.

3. Finance Committee
   (President Beedle and Director Kaselionis)

Director Kaselionis reported on the following:
- There are nine reserve accounts for specific use. The committee will be able to start setting levels of those accounts based on the projections.
- A straw man for a new budget process was developed to help get the committee able to promulgate the Board’s direction for the year.
- A modification for the District check writing policy was made.
• No amendments made to the mid-year financials.

4. Policy Committee
   (Directors Galli and Silverman)

Director Galli stated nothing to report.

FINANCIAL REPORTS

INFORMATION

The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 6:37 p.m. to discuss closed session items CONFERENCE WITH LABOR NEGOTIATORS and EXISTING LITIGATIONS Section 54957.6

CLOSED SESSION
1. CONFERENCE WITH LABOR NEGOTIATORS
   Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
   Employee Organization: Non-Sworn Administrative Staff Association

   Action taken: Direction given to negotiator

2. EXISTING LITIGATION
   Subdivision (a) of Section 54956.9 of Government Code
   Claimant: Mario Bernardini Sr.
   Claim No.: 13003810

   Action taken: Direction given to Fire Chief

3. EXISTING LITIGATION
   Subdivision (a) of Section 54956.9 of Government Code
   Claimant: Michael Boals
   Claim No.: 13001664

   Action taken: Direction given to Fire Chief

The closed session was completed at 7:30 p.m.

Return to open session at 7:30 p.m.
ADJOURNMENT

There being no further business to conduct, President Beedle adjourned the meeting at 7:35 p.m.

Submitted by,

[Signature]

Denise Wade, Recording Secretary
The meeting was called to order by President Beedle at 6:00 pm in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Brad Beedle, Vice President Jim Galli, Directors Worth Fenner, Jr., Tomas Kaselionis, and Lj Silverman.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Dmitri Menzel, Finance Director Dan Hom, and Recording Secretary Denise Wade, IT Analyst Jeanne Villa, Fire Prevention Specialist Sandy Wargo.

ALSO PRESENT
Riley Hurd, District Counsel.

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

President Beedle turned the meeting over to Chief Heine to facilitate the presentations.

PRESENTATIONS
2014 Employee of the Year-Captain Don Fletcher
Chief Heine provided background information on Captain Don Fletcher followed by presenting him with an employee of the year plaque.

Citizen Recognition for the Stuffed Toy Animal Program
Chief Heine introduced Fire Prevention Specialist Sandy Wargo, she provided background information on Ms. Singh’s stuffed toy animal program, followed by Chief Heine presenting a plaque to Ms. Singh.

BREAK AND REFRESHMENTS-15 MINUTES
President Beedle called a break at 6:10 p.m. for family and friends to congratulate members for their accomplishments.

The public meeting reconvened and was called to order by President Beedle at 6:20 p.m.

President Beedle asked the Fire Chief if there were any additions to the agenda.

Chief Heine replied yes, he asked Mr. Hurd, District Counsel to walk the Board through the process.
Mr. Hurd informed the Board of an urgency item that has come up since the posting of the agenda. He advised the Board under the Brown Act with a two-thirds vote or more the Board can add an agenda item, and vote, and take action on it if certain criteria were met, which all were met in this case. He stated that the Board authorized and accepted an offer on the Washington street house, however in order to close the sale of the Washington street house, the title company is requiring a letter from the board specifically authorizing the Fire Chief to execute the sales documents on behalf of the District. He requested the board add a new business item authorizing the Fire Chief to execute the sale and contract for the Washington street house and a letter stating the same to be sent to the title company.

M/s Silverman/Fenner, Jr. motioned to add 21 Washington Street to the agenda under new business as item one.

In Favor: Directors Galli, Fennier, Jr., Kaselionis, Silverman and President Beedle
Opposed: None
Absent: None
Motion carried. 5-0

**NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT**

None.

**DIRECTOR MATTERS**

Novato Fire Foundation: None.

Director Galli informed the Board he had the opportunity to attend chili cook-off as a judge this year at the Novato Youth Center. He really enjoyed it.

Director Silverman informed the Board he attended the chili cook-off at the Novato Youth Center. Nice participation and partnership with the youth center.

Director Silverman informed the Board he had the opportunity to do a walk through at station 64; station is moving along and looks great.

President Beedle informed the Board he attended the firefighter’s employee of the year dinner at the Novato Elks Club. He commented that it was a great event and stated that Director Kaselionis stopped by.

President Beedle informed the Board of the Board the 2nd Annual California Highway Patrol and Fire Rib cook-off at Birkenstock on June 20, 2015.

**CHIEF’S REPORT**

Chief Heine reported on the following

- April 12th through the 18th is the National Public Safety Communication week aka Dispatchers Week. The Novato Fire Fire Foundation is making a donation in the amount of $500.00 for the dispatchers. Each shift for that week will be recognized with meals and raffles.
Next meeting:
- Study Session April 15, 2015
- Regular Board Meeting May 6, 2015

Board information:
- California Special Districts Association Special District Legislative Days
  May 19-20, 2015Sacramento, CA
- August 19th is the tentative date for Grand Opening Ceremony for Station 64.
- The contractors finish date for the Station 64 project is the end of June. July is the month that would be uses it for LED certification and move furniture in.
- Battalion Chief-Training Officer Jeff Whittet has returned to normal work schedule.
- Deputy Fire Chief Adam Brolan is out on worker’s compensation for a couple of more months.
- The fire season is rapidly approaching and our communication messaging will be wrapping up. Normally May 1st is the official start from the Fire District on wildland season but the directive has been given to staff is to prepare for May 1st start.

Internal contracts
- Novato Lumber & Fence- $5,300.00- Professional Service - Fence section rebuild at 21 Washing Street, Single service event
- On Call Minute Taker- variable amount, Professional Services - On Call Minute Taker & Transcriptionist
- Rocket Fire Consulting- $5,000, Professional Services - RMS Training in house for Emergency reporting for prevention module.

External Contracts
- County of Marin - Tax Collector-$7,876.05- 21 Washington Street - Taxes
- NorCal Fitness Service -$350.00 -Service contract for annual maintenance
- JPA-City of Novato: Skyhawk Photography-$1,835.00- Joint Agreement with City of Novato Police Department for Aerial Plans
- SEFAC-$2,000.00 - Maintenance and Repair Service Provider for Mobile Lift unit at S62
- Sacramento Metropolitan Fire District-$2,754.89-GEMT Administration Fee

Piggyback
- Staples Advantage: Grainger -variable amount- NJPA with Staples: facilities, maintenance, repair and operations.
DIVISION REPORTS
2. EMS Division Report, February, 2015

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

Directors Kaselionis stated under the Operations report noted there are joint response protocols, how would these be merged into the joint plan.

Chief Heine asked which one specifically.

Director Kaselionis replied specifically the earthquake response.

Chief Heine stated there was one currently being worked on which was the windshield survey. The District had a protocol for procedures in place for a windshields survey along with the Police Department and Department of Public Works which discovered there was overlapping or other agencies were looking at target hazards that the District staff was unaware of. He stated the first step was to figure out an initial response phase of the incident which would consist of what the agencies want to look at and who would be responsible. This was an issue from the December storm.

Director Kaselionis asked where would the response protocols be located, and would the district be included as part of an annex to the plan.

Chief Heine replied that this would be in the operation plan and as annexes, along residing in the WEB EOC as a reference.

CONSENT CALENDAR ITEMS
1. Advancement Record for Shannon Wager, EMS Billing Analyst
2. Approval to Surplus 4 Treadmills
3. Approval of Policy 1-IX-17 District Checking Writing
4. Approval of AppleOne Employment Service FY2014/15 Contract Value Increase of $15,000
5. Approval to Surplus Unit 27-2003 Ford Windstar and Unit 38-2002 Chevrolet Pickup

Director Kaselionis asked the Fire Chief, what direction is Chief Weber heading with this agreement and it seems the language in the extension seemed a little obscure.

Approved 7.1.15
Chief Heine replied the district is working in partnership with Chief Weber to campaign across the County. The goal through County Fire Chiefs is to revisit the agreement from scratch since the current agreement reflects agencies that do not pay and/or participate.

Director Kaselionis commented as the County Fire Chiefs move into the agreement phase he advised them to keep in mind the train derailment situation nationally, especially when the tracks are complete and a possibly increase of freight cargo.

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

M/s Silverman/Fenner, Jr. motioned to approve consent calendar items 1-6 as present.

In Favor: Directors Galli, Fennier, Jr., Kaselionis, Silverman and President Beeddle
Opposed: None
Absent: None
Motion carried. 5-0

WRITTEN COMMUNICATIONS
There were no communications read for April 1, 2015.

NEW BUSINESS
1. Authorized the Fire Chief to execute and act as the director's agent for the property on Washington

Mr. Hurd reiterated the definition of an emergency item. He stated that District meeting was held on a March 19th, which the Board of Directors met in closed session conference with the District's realtor property negotiator and in that meeting the Washington Street house was discussed. However, since the meeting was conducted in closed session; any authority that may or may not been given to the Chief in closed session cannot be disclosed without a majority of the board authorizing this disclosure. He stated for this evening the Board needs to bring this back as an urgency item. He recommended that a motion be made specifically authorizing Fire Chief to execute sale documents and authorize the President to send a letter to the title company stating the same.

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

Kaselionis/Fenner, Jr. motioned to authorizing Fire Chief to execute sale documents and authorize the President to send a letter to the title company stating the same.

In Favor: Directors Galli, Fennier, Jr., Kaselionis, Silverman and President Beeddle
Opposed: None
Absent: None
Motion carried. 5-0

2. Adoption of Resolution 2015-6 Declaring Arson Awareness Week
Chief Heine introduced this item and asked the Board to adopt Resolution 2015-6 declaring May 3 - 9, 2015 Arson Awareness Week.
Chief Heine stated each year there is a highlighted message given to Marin-Sonoma County Fire Prevention Officers with the approval of the Marin County Fire Chief’s Association. This year the focus is on gaining an accelerate detection canines. The County would like to secure an accelerant detection canine for the Marin County Arson Investigation Team or the Fire Investigation Team, accessible for both Marin and Sonoma County, currently the team does not have one. Currently the team would have to rely on one from southern California and the availability and response time has seriously jeopardized past cases and ability to investigate criminal cases.

Director Galli commented that he supports this. He ran the arson team for many years in the county. A lot of big arson investigation occurred in the county and not having a canine at the team disposal was critical.

Director Kaselionis asked the Fire Chief if this is something the District is investing in.

Chief Heine replied this is something the District might be looking into or through the County Fire Chiefs.

**OPPORTUNITY FOR PUBLIC COMMENT**
There were no public comments made.

M/s Galli/Kaselionis motioned to approve to adopt Resolution 2015-6 declaring May 3 - 9, 2015 Arson Awareness Week.

Roll Call: Directors Jim Galli Worth Fenner, Jr., Tomas Kaselionis, Silverman, and President Brad Beedle

In Favor: Directors Galli, Fennier, Jr., Kaselionis, Silverman and President Beedle

Opposed: None

Absent: None

Motion carried. 5-0

President Beedle recused himself from new business item 3 and 4 for the reason of running as candidate for the LAFCO regular and alternate representative, then he turned the meeting over to Vice President Galli, followed by Director Beedle removing himself from the Berthinier training room.

3. **Election of Local Agency Formation Commission (LAFCO) Regular Special District Representative Member**

Chief Heine introduced this item and asked the Board to consider selecting Brad Beedle for the Marin LAFCO Regular Special District Representative Member.

Mr. Hurd advised the Board, they would need to choose three people and rank them as one, two and three for the ballot to be considered valid.

**OPPORTUNITY FOR PUBLIC COMMENT**
There were no public comments made.
Director Silverman recommended the nomination in the following ranking order; 1.-Brad Beedle, 2.-Jack Baker 3.-John Carapiet, Director Galli second the motioned

Director Kaselionis expressed his concern on whether to abstain or provide a recommendation. He abstained from voting.


In Favor: Directors Galli, Fenner, Jr., Silverman
Opposed: None
Abstain: Director Kaselionis
Recused: Director Beedle
Motioned carried 3-0-1-1

4. Election of Local Agency Formation Commission (LAFCO) Alternate Special District Representative
Chef Heine introduced this item and asked the Board to consider selecting Brad Beedle for the Marin LAFCO Alternate Special District Representative.

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

Director Galli recommended the nomination in the following ranking order; order; 1.-Brad Beedle, 2. Jack Baker, 3.Justin Kai, Director Silverman second the motioned

M/s Galli/Silverman motioned to select in ranking system order 1-Brad Beedle, 2- Jack Baker 3-Justin Kai for the Marin LAFCO Alternate Special District Representative.

Favor: Directors Galli, Fenner, Jr. and Silverman
Abstain: Directors Kaselionis
Recused: Director Beedle
Motioned carried. 3-0-1-1

President Beedle returned to the Berthinier training room.
Vice President Galli turned the meeting back over to President Beedle

5. Request for Proposal (RFP) Fire Station 62 HVAC Project Bid Rejection
Chief Heine introduced this item and asked Board to accept Staff’s recommendation to reject both bids received for the FY 2014/15 RFP: Fire Station 62 HVAC Project, and to place the Fire Station 62 HVAC Project on a temporary hold until it can be addressed in FY 2015/16.

Chief Heine informed the Board that the District received two bids; one from Aaero Heating and Air Conditioning; second from Dowels and Son’s Mechanical Incorporated. The Aaero heating was submitted an hour and fifteen minutes past the deadline time. The Dowels and Son’s Mechanical Incorporated was reviewed by staff and legal, and was found to be non-responsive, which contained information discrepancies and missing documents that were mandatory requirement in the RFP.
Director Kaselionis asked the Fire Chief why staff would need Board approval because letters rejecting the bid were already sent.

Mr. Hurd replied that the letters concluded that these items would be brought to the board for final determination. He stated that staff made contact with each respondent and informed them of the Board meeting.

Chief Heine informed the Board that he would bring this RFP process to the Board. He stated during this process staff learned that services of mechanical engineer might be a better cost effective approach next time.

President Beedle asked if that would eliminate the current bidders.

Mr. Hurd replied no.

Director Kaselionis asked what type of terms on the non-responsiveness.

Chief Heine stated that the non-responsive items that stood out were: 1. To provide a required checklists for the District to sign off on; 2. Vendors failed to provide warranty information and manufacturer information. Since the District just went through this on another purchase regarding warranty information it would be wise not to continue without the requested documentation. And provide several different checklists for the District to sign off on. Most important the vendors failed to provide warranty information, manufacturer warranty information, and having just been through this issue on another purchase, it would not be wise to continue without the requested documentation.

Mr. Hurd advised the Board of their options: a) to accept one of these bids; b) reject all bids as suggested and reopen the RFP tomorrow; or c) reject all bids and put the RFP on hold as the Chief recommended for the reasons he stated.

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

Chief Heine stated in regards to the budget process the district has budgeted a set amount of money in the current fiscal year budget for the replacement of the HVAC system and the What designated funds for this item will be placed in a designated reserve fund that can be retracted out of the next year’s budget.

Director Kaselionis stated he had the understanding that station 62 is fairly unbearable with the current HVAC system or is it?

Chief Heine replied it’s not the intent to delay this for months. Staff has some homework to do before the RFP is rereleased.

M/S Silverman/Fenner, Jr. motioned to reject both bids received for the FY 2014/15 RFP: Fire Station 62 HVAC Project, and to place the Fire Station 62 HVAC Project on a temporary hold until it can be addressed in FY 2015/16.
In Favor: Directors Galli, Fennier, Jr., Kaselionis, Silverman and President Beedle
Opposed: None
Absent: None
Motion carried. 5-0

REPORTS
1. MERA
(President Beedle and Director Silverman)

Director Silverman attended the March 25th MERA Governing Board meeting as the alternate.

Director Silverman stated that MERA is revalidated through the court system to confirm that Measure A is passed, before MERA goes out for bonds. The next step for MERA was a proposed Memorandum of Understanding (MOU) agreement with MERA and the County of Marin for implementation of Measure A and to MERA and County of Marin for the Next Gen Project. MERA was trying to merge both MOU agreements but the Governing Board voted for two separate MOU agreements. The senior member of the Park family recently passed away and the Park family land was apparently deeded or promised to MERA, but the paperwork was never signed. MERA is trying to reestablish that relationship to hopefully receive the property.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
(Director Kaselionis and Finance Director Hom)

Director Kaselionis stated there was no meeting held.

3. Finance Committee
(President Beedle and Director Kaselionis)

Director Kaselionis stated that the Finance Committee met March 16th.

Directors Kaselionis stated that the Committee is very close to having a final reserve policy. The next step would be to fine tune it with numeric and crafting resolutions for all of the District reserve funds. He's waiting for numbers on worker's compensation settlement history to be broken down more. The MCERA actuarial report came in favorable for the District

Chief Heine introduced Dan Hom, Finance Director to provide information on the MCERA Actuarial report.

Mr. Hom summarized the MCERA Actuarial report dated June 30, 2014 and highlighted the Fund percentage, stating the funding ratio for Novato Fire Districts increased from 79.8% in 2013, which went up to 84.3%. This is based on market value, which is one change. Funding percentages will be based upon marked value instead of the actuarial smooth values which will be the standard measured moving forward. In addition, the Unfunded liability is at $16.7 million, which is the smallest it's been in a long time.

Dan Hom stated the next step is to provide the formal report to the Board at the next meeting.

Director Galli asked if these policies will come to the policy committee to review.
Director Kaselionis replied yes.

4. Policy Committee  
(Directors Galli and Silverman)

Director Galli stated no meeting last month and still in discussion on the May meeting.

Chief Heine summarized the Lexipol transition and training. He highlighted that staff is ahead of schedule in regards to the master timeline for the transition of Lexipol. Chief Brolan and his team are 85% of the way through book three, which is the operational manual. There were a few glitches that were developed on meet and confer items but working them out.

Director Galli added an additional comment, he thanked the Fire Chief, Staff and District Counsel for handling the ladder truck issue.

FINANCIAL REPORTS

INFORMATION

The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 6:37 p.m. to discuss closed session items CONFERENCE WITH LABOR NEGOTIATORS Government Code Section 54957.6 and PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code Section 54957 b

CLOSED SESSION
1. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan  
Employee Organization: Non-Sworn Administrative Staff Association

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957 b  
Title: Fire Chief

Action taken: no reportable action.

The closed session was completed at 10:00 p.m.

Return to open session at 10:00 p.m.

Approved 7.1.15
ADJOURNMENT

There being no further business to conduct, President Beedle adjourned the meeting at 10:00 p.m.

Submitted by,

[Signature]

Denise Wade, Recording Secretary
Novato Fire District
Board of Directors
Minutes
Special Meeting
April 15, 2015

The meeting was called to order by President Beadle at 6:00 p.m. in the Board meeting room at Station 61.

ROLL CALL
President Brad Beadle, Vice President Jim Galli, Directors Worth Fenner, Jr., Tomas Kaselionis, and Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Jeff Veliquette, and Recording Secretary Denise Wade

OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

Chief Heine stated he would like to start with the Emergency Operations Plan first under new business.

NEW BUSINESS ITEMS
2. Study Session regarding the draft Novato Fire District/City of Novato Joint Emergency Operations Plan (EOP).

Chief Heine introduced this item and stated that EOP has for four primary sections: 1. General information; 2. Hazard/Threats assessment; 3. Annexes, References and Acronyms; 4. Attachments then provided a presentation to the Board of Directors with the following highlights:

- The plan is based on FEMA’s Guide 101 which is developing and maintaining and Emergency Operations Plan
- The plan fully integrates the City of Novato and Novato Fire District as far as emergency disaster preparedness.
- The plan outlines how the integration process of assistances, aids and agencies are used regionally and geographically.
- The plan specifies the direction of communication for Emergency Operation Center (EOC) recipients and responders and more.
- The plan specifies logistic support for planned operations and EOC activation.
- The plan integrates the Disaster Council membership:
  - The District now has seats on the Disaster Council; Board President and/or designee and Fire Chief and/or designee.
  - They review and recommend agreements, ordinances to the City council and the Fire Board
  - The Director of Emergency Services is the Fire Chief on the Fire side and City Manager on the City side.
  - They promote individual preparedness for all of our workers, families and neighborhood.
  - They provide annual reports on the overall status of operations and planning.
Chief Heine added that the foundation of the Emergency operations plan is that all players operate on the same page the availability of use of all incident command system type structures;

1. Study Session regarding the draft Policy Establishing District Emergency Management Operations.

Chief Heine introduced this item and provided a presentation to the Board of Directors with the following highlights:

Chief Heine stated the policy establishes the purpose of how the District prepares and carries out the components, and provides the direction to the organization on staffing, succession planning, and expenditures.

- Succession Plan

Chief Heine stated for the succession plan section for the Board, he would need direction from the Board on the depth of seats, one or two or more for the standby officer, in case of anything was to happen to a Board member in an event that member is unavailable. He stated once a year a resolution would be passed by the Board and the standby officer would be sworn in under Oath, which follows Government Code 8636.

- Expenditures Threshold

Chief Heine stated for the expenditure threshold section, he would need direction from the Board on the amount of the expenditures the Board feels comfortable with. He states that the City Manager has a large expenditure threshold but the Board does not need to go that high.

The Board gave direction to the Fire Chief on a succession plan for one person deep.

The Board gave the Fire Chief direction on the expenditures for a single purchase up to $35,000 and aggregate purchase up to $150,000.

3. Study Session regarding the Fire District’s Association of California (FDAC) Annual Conference.

Chief Heine introduced this item and provided a presentation to the Board of Directors with the following highlights:

California climate impacts on fire conditions
- The current analysis of drought conditions
- No Sierra snowpack for fill reservoirs
Fire Districts Finance
- Reassess current fee structures
- Impact Fees
- Average salary vs. the budget
- DUI fees for emergency response

Legislative Changes
- Reduce tax/assessment fee passage to 55% from 66.6%
- ERAF Money
- Prop 172 sales tax history
- SRA fee

Napa Earthquake lesson learned
- Call centers and bilingual
- Drones
- Disaster relief funds
- Water Districts and CalWARN
- EOC recall system

Public Safety Legal Update
- Subpoena charge for issuers
- PERB
- FLSA audits
- Public records requests are expanding

**ADJOURNMENT**
There being no further business to conduct, President Beedle adjourned the meeting at 7:41 p.m.

Submitted by,

[Signature]

Denise Wade, Recording Secretary