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

ROLL CALL
President Galli, Vice President Worth Fenner, Jr., Directors Bill Davis, Steve Metcho, and Lj Silverman.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine; Deputy Fire Chief Adam Brolan; Battalion Chiefs Jeff Whittet; Finance Dan Hom, Finance Director; and Denise Wade, Recording Secretary.

ALSO PRESENT
Riley Hurd, District Counsel

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

President Galli moved to presentation to accommodate our guest.

PRESENTATION
Introduction of New Purchasing Administrator: Colleen Walraven
Chief Heine provided background information and introduced Colleen to the Board of Directors.

The Board continued their meeting with no break.

BOARD ELECTIONS AND MEETINGS
1. Election of President
Director Galli opened the floor up for nominations.
Director Davis nominated Director Galli for President. Director Galli respectfully declined the nomination.
Director Metcho nominated Director Silverman for President.
Director Silverman accepted the nomination.
OPEN TIME FOR PUBLIC COMMENT
There were no public comments made.
M/s Metcho/Galli motioned to elect Director Silverman for President.
In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

2. Election of Vice President
Director Galli opened the floor up for nominations.
Director Silverman nominated Director Metcho for Vice President.
Director Metcho accepted the nomination.
M/s Silverman/Galli motioned to elect Director Metcho for Vice President.

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

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

3. Election of Secretary/Treasurer
Director Galli opened the floor up for nominations.
Director Galli nominated Director Davis for Secretary/Treasurer. Director Davis did not accept the nomination.
Director Silverman nominated Director Galli.
Director Galli accepted the nomination.
M/s Silverman/Metcho motioned to elect Director Galli for Secretary/Treasurer.

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

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

4. Election of Committees:
Policy Committee (2)
Director Galli opened the floor up for nominations.
Mr. Hurd stated that it’s always good to have one committee member stay on for continuity reasons.

Director Galli stated he would like to remain on the policy committee.

Director Silverman stated he would like to remain on the policy committee

**OPEN TIME FOR PUBLIC COMMENT**
There were no public comments made.

M/s Metcho/Davis motioned to elect to Directors Galli and Silverman to the Policy Committee.
In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

Finance Committee (2)
Director Galli opened the floor up for nominations.
Director Galli nominated Directors Fenner and Davis to the Finance Committee.
Both Directors accepted the nominations.

**OPEN TIME FOR PUBLIC COMMENT**
There were no public comments made.

M/s Galli/Silverman motioned to elect to Directors Fenner and Davis to the Finance Committee.
In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

City of Novato As Successor Agency to Dissolved Redevelopment Agency (1)
Mr. Hom stated the committee attends meetings twice a year. The redevelopment agencies were dissolved by the state of California and currently being administered by the Oversight committee.

Director Galli opened the floor up for nominations.
Director Galli nominated Davis to the City of Novato As Successor Agency to Dissolved Redevelopment Agency.
Director Davis accepted the nomination.

**OPEN TIME FOR PUBLIC COMMENT**
There were no public comments made.

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APPROVED 2.3.16
M/s Galli/Metcho motioned to elect Director Davis to City of Novato As Successor Agency to Dissolved Redevelopment Agency.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

MERA Governance Board (2-Primary and Alternate)
Director Galli opened the floor up for nominations.
Director Metcho stated he is interested to serve on the committee.
Director Silverman stated he would stay on as the alternate.

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

M/s Galli/Davis motioned to elect Directors Metcho and Silverman to the MERA Board, Director Metcho as the primary and Director Silverman as the alternate.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

Director Galli thanked the Board for their support. He is very proud to where the Board has come, especially with our two new Board members. He is very comfortable that the District is in a positive place and future direction.

Director Silverman thanked President Galli for taking the position in a time of distress. Jim did a great job. Along with your rapport with Mark during that time has helped clear the air and develop a direction for the Board to get back on track.

Director Galli turned the meeting over to President Silverman.

5. Establishment of Meeting Times and Place

Chief Heine introduced this item and stated there was some discussion about moving the regular board meeting evening time to a day time. He would like to advise the Board not to change the meeting time for a variety of reasons: 1. The District would be the only special district that would meet during the day; 2. Honoring people in the evening is when most people can make it, if we moved the time during the day people would not be able to attend. His recommendation would be to stay with the regular meeting time.

Mr. Hurd stated he concurs with the chief to remain at the evening time.
Chief Heine stated that the finance committee meets on the 3rd Monday of each month; however there is a conflict with the January and February dates that need to be discussed. The Finance committee discussed the dates and decided on the alternate dates of the January 19th and February 16th.

Chief Heine stated that the March 2nd Board of Directors meeting would need to be moved due to conference he and Chief Brolan will be attending. He would like to move the meeting to March 9th at the same time. All Board members agreed.

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT
None.

DIRECTOR MATTERS
Novato Fire Foundation: None.

Director Metcho attended the MERA meeting and stated that Dan Hom was recognized for his efforts.

Director Silverman attended the MERA meeting and echoed Metcho’s accolades.

Director Silverman attended the Police v Firemen bell ringing at Lucky’s; the explorers did a great job and fun event.

Directors Silverman and Metcho attended the move and delivery of the toy for tots.

CHIEF’S REPORT
Chief Heine reported:

Meeting Schedule
• Regular Board Meeting February 3, 2016

Board of Directors
• The Novato’s Birthday Bash-Paint the Town Red will be held January 22, 6:30-10 at the Margaret Todd Center.

Chief Heine informed Board members that they are now able to use Target Solution for their mandatory training. If they need any assistance to contact Denise.

Chief Heine stated that there was an incident that took place at IVC, city of Novato public works workers were out checking the IVC softball fields after a storm and came across a subject in cardiac arrest. The workers immediately requested the fire department. The worker assessed the victim, and started CPR and from a recent training they remembered that there was an AED located at the ball field which was retrieved and applied to the patient. The workers successfully resuscitated the patient; unfortunately, the patient did not survive their hospital stay.

Chief Heine concluded that this is great example of how the EMS system is designed to work and the huge impact that our Foundation’s AED program is making in the community.
Division Reports:

Administration
Chief Heine stated that the District is in the final close out phase with D.L. Falk. The Landscaping project on Salvatore will start soon.

Risk Prevention Mitigation Division
Chief Heine affirmed that the school inspections for the Novato Unified School District were completed. There are some improvements from last year’s inspections; however there is plenty of work to do on the education side regarding safety.

Chief Heine assured the Board that the Prevention module for emergency reporting system is near completion. The prevention module program has been beta tested, and all aspects have been completed. The final stage of module is the user’s manual, forms, and definitions. Once completed the go live date would be January.

Chief Heine informed that John Bixlar pleaded guilty to arson charges for the Chevy dealership fire that damaged 4 new Chevy volt cars. It is anticipated that his plea deal includes a minimum of 7 years in prison.
Chief Heine confirmed that the CWPP maps are being finalized with proposed vegetation reduction project area. The full plan draft is expected in late January. Currently being worked on is additional map edits and material to the structural ignitability section of the document.

Chief Heine indicated that the Matrix Consulting Fire Impact Fee and Fire Prevention Fees are nearing completion.

Chief Heine stated that the New Novato Community Television holiday video was an easy way to send holiday greetings and a safety message with our local partner cable station.

Chief Heine declared that the car seat install and educational training and Fire Station Tours continue to be productive programs for Novato Fire District during the month of December.

EMS Division
Chief Heine announced that South San Francisco Fire Department is our newest EMS billing client.

CONSENT CALENDAR ITEMS
1. Minutes of Regular Board of Directors Meeting August 5, 2015
2. Minutes of Special Board of Directors Meeting November 4, 2015
3. Minutes of Special Board of Directors Meeting December 2, 2015
4. Request for Ambulance Fee Debt Due to Hardship in the amount of $1,175.16
5. Request for Travel Authorization for Chief Heine to attend the Fair Labor Standards Act Conference

APPROVED 2.3.16

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

M/s Galli/Metcho motioned to approve consent calendar items 1-6 as present.
In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

NEW BUSINESS
1. Rainy Day Fund-June 30-2015
   Chief Heine introduced this item and stated that Resolution 2013-7 determines the calculation of funding towards the rainy day fund. This does not mandate the Board to make the funding. His recommendation is not do this tonight, with the reason of some major long term expenditures coming up; MERA, new CAD system, and unfunded liabilities. His recommendation would be to not fund the rainy day fund and defer this to the Finance Committee to review for different options and bring it back to the Board or at later date.

   Chief Heine reviewed the two trigger points to remove the funds out.

   Mr. Hurd stated that the resolution gives the Board the option not to fund this.

   Chief Heine stated that the District is in good financial shape right now, we are not draining money from our designated reserves.

OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

M/s Galli/Metcho motioned to not fund this and defer item to the Finance committee for further analysis.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

2. Marin County 15/16 Annual Statement of Investment Policy
   Chief Heine introduced this item and asked the Board to consider accepting the County of Marin Annual Statement of Investment Policy FY 15/16.

   Chief Heine turned this over to Dan Hom, Mr. Hom provided background information.
OPPORTUNITY FOR PUBLIC COMMENT
There were no public comments made.

M/s Metcho/Davis motioned to accept the County of Marin Annual Statement of Investment Policy FY 15/16.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

1. MERA

Director Metcho stated that there is a MERA Workshop on January 26, 2016.

Chief Heine stated that MERA is in the system design phase. The meeting on the 26th will be with the contract system design vendor to discuss coverage maps. This is a super critical meeting from his perspective for opportunity with the new system to pick up the coverage from the dumps overpass to the Petaluma River which the District suffers horrible right now. The rest of the MERA meetings for this year will be critical for representation for the Bond and cost.

1. City of Novato As Successor Agency to Dissolved Redevelopment Agency (Open and Finance Director Hon)

There was no meeting held.

2. Finance Committee
   (Director Fenner and Open

There was no meeting held.

3. Policy Committee
   (Directors Galli and Silverman)

Director Galli stated meeting was held December 18, 2015.

Lexipol is being reviewed by the Chief Officers, labor groups, and division management.

FINANCIAL REPORTS
INFORMATION
2. Written Communications

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 7:00 p.m.

Submitted by,

[Signature]

Denise Wade, Recording Secretary
Novato Fire District
Board of Directors
Regular Board Meeting
Minutes
February 3, 2016

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

ROLL CALL
President Silverman Vice President Steve Metcho, Directors Bill Davis, Worth Fenner, Jr., and Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Bill Tyler, 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
Director Metcho stated he would like to introduce Dominic Grossi to the Board, Mr. Grossi is running for the 4th District Court Supervisor seat that will be vacated by Steve Kinsley.

Mr. Grossi stated he appreciated Mr. Metcho inviting him to the Board meeting tonight to give him a chance to reach out to the Board to provide information about himself. He is a fourth generation Novato resident and farmer. His family has a dairy across from Stafford Lake and is deeply rooted in the community. He would like to see the agricultural community and the rest of Novato thrive. The 4th District is odd and encompasses parts of San Rafael, Mill Valley. He is very excited about the challenges ahead. He thanked the Board for their time and thanked the crews for all their assistance.

Christine Derby, Novato resident thanked the eight firemen that showed up at her house after she collapsed due to a cardiac arrest, and saved her life. She was here to say, “Thank you” and heard that it’s rare for fire department to ever get the chance for it to come full circle, where you are able to see the person that you touched. These people are; Tom Gaulke, Ryan Hamilton, Robert Lacroix, Jeff Larkin, Kirk Lear, Dave Schiavo, Owen Valuch, and Nick Zagaris, and would like to shake your hands.

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT
Engineer Larkin stated nothing to report.

DIRECTOR MATTERS
Novato Fire Foundation: None.

Director Metcho attended the badge pinning for Jennifer Welch the new Chief of Police for SMART.

APPROVED 4.13.16
Director Metcho attended the Blue Ribbon Coalition for Youth with Chief Heine. A very worthwhile organization, he brought back brochures for the Board to review.

Chief Heine stated that the coalition’s primary goals are to find programs and services and methods for reducing the teen drinking and drug usage in Novato. They’ve been highly successful in similar programs in the last few years.

Director Silverman attended the badge pinning for Jennifer Welch the new Chief of Police for SMART.

CHIEF’S REPORT
Chief Heine reported:

- Special meeting/workshop February 4th at 9:00 am.
- Finance Committee meets on February 16th, which depends on your decision of the Finance Committee Charter tonight.
- Policy Committee meets on February 19th
- The next Regular Board Meeting is March 9th
- The 2016 Fire District’s Association of California (FDAC) Annual Conference is April 6th, 7th, and 8th in Napa.
- The EMS department is concluding the setup for billing services for South San Francisco Fire Department.
- Chief Peterson met with Modesto Fire Department commands staff to discuss ambulance billing services.
- District staff had a strategic planning session, which was very productive.
- Staff continues their final evaluation process of the Lexipol Policy Manual System - to go live with that still in the next couple of months.
- Chief Tyler and he will be attending a meeting with Pacheco Valley Homeowner’s Association leader’s tomorrow night. The group is reached out for a following up on our work from November and would like to take the next step working towards Firewise Community designation.
- Gretchen Feliciano and he will be out of town next week, Tuesday through Thursday, attending a FLSA Conference in Vegas. The conference will focus on FLSA as it applies to public sector in the fire service.

Station 64 update:

- There was a significant roof leak that occurred between the main dorm room hallway and solar tubes that were not flashed properly.
- There are some floor draining issues in the Apparatus Bay that is being worked on.
- The statue for the public art piece will be installed next week. The statue will have two plaques on the base; one that faces in front there - the main street will mirror the language of the National Fallen Firefighter’s Monument plaque back at the National Fire Academy, and the plaque facing the fire station will mirror the plaque of our fallen firefighters that on the monument outside the administrative office. This will satisfy the City building requirement, which required us to have a public art piece.

- The Fire District is in the final stages of closing out items with the general contractor DL Faulk.
The two months of operating costs is still what is supported as a best practice by the Government Finance Officers Association of California, Special District’s Association, and the California Fire District’s Association.

**OPPORTUNITY FOR PUBLIC COMMENT**

There were no public comments made.

M/s Fenner/Galli motioned to adopt the updated Rainy Day Committed Fund Formula.

Roll call was conducted: Director Davis, Galli, Fenner, Jr., Metcho, and President Silverman
In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

2. **Rainy Day Fund Calculation for FY 15/16**: there should be a correction made on this FY 14/15 Chief Heine introduced this item and asked the Board to consider the annual recalculation of the amount of the Rainy Day Committed Fund.

**OPPORTUNITY FOR PUBLIC COMMENT**

There were no public comments made.

M/s Metcho /Fenner, Jr. motioned to keep the Rainy Day Fund calculation at $4,199,942.

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

Motion carried. 5-0

3. **Modification to the Finance Committee Charter**

Chief Heine introduced this item and asked the Board to consider the Finance Committee’s recommendation to modify the charter of the Finance Committee, including a change to the Committee’s meeting dates and times. This would be for the third Tuesday of the month at 9:00 am.

**OPPORTUNITY FOR PUBLIC COMMENT**

There were no public comments made.

M/s Fenner/Metcho motioned to modify the charter of the Finance Committee, including a change to the Committee’s meeting dates and times; of the third Tuesday for each month at 9:00 am.

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

Motion carried. 5-0

Director Galli asked counselor about if he has issues with the voting process for the rainy day fund and Mr. Hurd to address this for the Board.
Mr. Hurd stated he reviewed the resolution, which requires unanimity of those present, not a true five. The current voting for funding is a three-fifths, however given a scenario of a true emergency to access funds, whether everyone can't make it, he would rather not make it five actual yes's.

4. **Modification of the Request for Proposal (RFP) Mobile Data Computer (MDC) Project**
   
   Chief Heine introduced this item and asked the Board to consider modifying the scope of services for, and release of, the RFP for the purchase and installation of a Mobile Data Computer tablet system for the District’s fleet.

   Chief Heine provided background information stating this project goes back to October or November of last year. The District has a significant need to replace our mobile data computers in all of our fleet. The existing Toughbook 29 and Toughbook 30 laptops that are in our vehicles currently are outdated, especially for parts. This has been accelerated since the County is adopting a new CAD systems (dispatch system), in late March or early April, which will be only compatible with latest version of windows and a certain amount of memory, and other accessories. The District would like to replace our existing fleet with tablet devices. The request (RFP) for proposal was released, and we received to bids. There were some issues with both bids, however the bidders were given the opportunity to make the necessary corrections which were done and submitted. One of the two bidders still provided a non-confirming bid, however in that time between October and December our needs of the organization was re-evaluated and our need to purchase more hardware then what was originally proposed in the request for proposal.

   In this situation to be fair to the potential bidders and to confirm with the legal requirements we worked with District counsel and came to a decision to redraft the scope of work in our RFP and issue an addendum to the existing bidders to rebid the project.

   Chief Heine reiterated that the recommendation for the Board is to approve the adjusted Scope of Services in the RFP and to allow the District to release an addendum to the two bidders.

   Mr. Hurd stated in his research on the purchasing policy doesn’t actually have a requirement to bring Request for Proposals (RFP) to the Board, because Requests for Proposals are not expenditures of the funds. However this would be best practice to keep the Board informed and if this was not a project that should move forward. The contracting amount would come later. The reason why this was brought back to the Board was the differential in the RFP amount exceeded that staff level of authority.

**OPPORTUNITY FOR PUBLIC COMMENT**

There were no public comments made.

M/s Metcho /Galli motioned to modifying the scope of services for, and release of, the RFP for the purchase and installation of a Mobile Data Computer tablet system for the District’s fleet.

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

Motion carried. 5-0
REPORTS

1. MERA

Director Metcho attended the MERA workshop with Chief Heine. He stated the workshop reviewed the current coverage of MERA and the coverage with the new MERA sites activated.

In addition Chief Heine stated that the meeting was with the engineering firm hired by MERA to review the coverage maps. The current existing MERA system has a series of 17 transmitter antenna sites across Marin and lower Sonoma County including Sonoma Mountain. The firm displayed the maps to show the current radio coverage, and where the spotty or non-existent coverage is. There are a few locations in Marin under the current system that has no coverage.

Chief Heine expressed his concern for firefighter safety due the lack of radio coverage along the 101 from just south of the dumps to about the Petaluma.

Chief Heine stated that MERA is proposing five additional sites and one proposed site at the entrance to the dumps on the 101 overpass. This site will add 101 up to about San Antonio Road. However, if the antenna site was moved to the Corda ranch just before the county line it adds 100% coverage from Atherton to Petaluma, all the way East to the other side of Lakeville, and up San Antonio valley and through Hicks valley. To add an additional site would cost MERA about $2.2 million, which the MERA Board is reluctant to move forward.

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

Director Davis turned it over to committee member Mr. Hom.

Mr. Hom stated that the committee approved the administration budget for fiscal year 2016/17 and the required obligation payments schedule for fiscal year 2016 and fiscal year 2017. There is an update on the pending litigation with State of California, and that hearing date has been set for March 25, 2016, regarding the $5.2 million that was owed from the City to the State of California.

Director Galli asked about receiving a check from the Redevelopment Agency

Mr. Hom stated yes, the District received a check in the amount of $400,000 in January.

3. Finance Committee

No meeting was held.

4. Policy Committee

No meeting was held.
FINANCIAL REPORTS

INFORMATION
2. Written Communications

The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 6:42 p.m. to discuss CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION (Government Code Section 54956.9) Name of case: Government Tort Claim - John O'Keefe v. Novato Fire Protection District

CLOSED SESSION
1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION (Government Code Section 54956.9)

The closed session ended at 6:55 p.m.

There were no reportable actions.

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 6:55 p.m.

Submitted by,

[Signature]

Denise Wade, Recording Secretary
The meeting was called to order by President Galli at 9:00 am in the Heritage Conference Room, at the Administration Building, 95 Rowland Way, Novato CA, 94945.

ROLL CALL
President Galli, Vice President Worth Fenner, Jr., Directors Bill Davis, Steve Metcho, and Lj Silverman.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chief Ted Peterson, Battalion Chief Bill Tyler

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

WORKSHOP ITEMS

1. Board of Directors Strategic Planning Session

The Board of Directors reviewed, discussed and prioritized their strategic goals for the District.

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 11:45 a.m.

Submitted by,

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

ROLL CALL
President Lj Silverman, Vice President Steve Metcho, Directors Bill Davis, Jim Galli, Worth Fenner, Jr.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Bill Tyler and Dmitri Menzel, Finance Director Dan Hom, Recording Secretary Denise Wade, and Information Analyst Jeanne Villa

ALSO PRESENT
Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
1. Recognize Battalion Chief Bill Tyler for 20 years of dedicated service.

Chief Heine introduced Battalion Chief Tyler and provided background information, followed by presenting him with a plaque.

2. Recognize Battalion Chief Dmitri Menzel for 20 years of dedicated service.

Chief Heine introduced Battalion Chief Menzel and provided background information, followed by presenting him with a plaque.

BREAK AND REFRESHMENTS
President Silverman called a break at 6:00 p.m. to allow family and friends to congratulate those presented with awards. The public meeting reconvened and was called to order by President Silverman at 6:14 p.m.

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT
No Novato Professional Firefighters Association report.

DIRECTOR MATTERS
No Novato Fire Foundation report.

Director Metcho attended the City of South Lake Tahoe Battalion Chief examination with the Fire chief.
Directors Metcho and Galli attended the Novato Fire retiree breakfast.

**CHIEF'S REPORT**

Chief Heine reported:

- Finance Committee March 15, 2016
- Policy Committee for March 18th was cancelled.
- Regular Board meeting will be held on April 13th due to the CSDA Conference
- The 2016 Fire Districts Association of California Annual conference will be held April 6-8 in Napa.
- The Novato Youth Center-40th anniversary luncheon event is March 24th, 11:30 am-1:30pm.
- The Marin Valley Mobile Country Club’s newsletter had a nice article on the fire department.
- The fire department received a letter from CaJAC regarding an audit of our training records and found no discrepancies.
- Chief Heine attended the Northwest Leadership Seminar last week.
- Chief Heine and Director Metcho assisted with the South Lake Tahoe Fire District as an assessor for their BC exam.
- The Fire District received their ISO classification rating: Class I. This is the highest rating that a fire department can earn.
- Chief Brolan is out of the country for the next two weeks.
- A major storm system is heading our way and will have an impact of our operating area over the next few days. Chief Heine and other Emergency Operations Center Directors are monitoring and planning accordingly. At this point he does not anticipate an EOC activation.
- The EMS division will be adding South San Francisco Fire Department and Northshore Fire Protection District as EMS billing clients. There will be need to add one full-time biller position. There are discussions with Marin County Fire Department, Southern Marin Emergency Paramedic System, and Ross Valley Paramedic Authority about coming on board as clients as well.
- The fire departments are leading a fire service effort towards developing a collaborative response protocol for responding to active shooter incidents.
- There will be a second meeting with Pacheco Valle FireWise Community Board later this month.
- The fire department is working with P.G. & E. on gas pipeline transmission safety. They will be starting a vegetation management program around major transmission lines.
- The fire department is initiating a pilot program to introduce yoga into our health and wellness program. The goal is to reduce injuries and speed recovery from injuries.
- There was a recent hazmat incident at Biomarin involving Picric Acid, a highly volatile and explosive acid. The Biomarin emergency response team personnel worked in great collaboration with the fire department, the hazmat team, and the Berkeley bomb squad to successfully mitigate this dangerous situation.
- Truck 64 remains out of service. The tank baffle welds broke causing the tank to become elongated instead of round. Will require a new tank, which is 8-10 weeks out. The old tank will be re-installed and the Truck returned to service until the new tank is in stock for installation.
Director Fenner stated that there are not many organizations that reach a class 1 so it's an honor for an organization to reach that.

Director Galli asked about the rural areas rating.

Chief Heine stated that the class I rating is for entire District.

CONSENT CALENDAR ITEMS

   - Increase 9308 Election Expense budget account 2129 in the amount of $23,000
   - Decrease 9308 Gas & Oil budget account 2501 in the amount of $23,000
   - Increase 9313 Training Aids budget account 2040 in the amount of $25,000
   - Decrease 9308 Fire Suppression Equipment budget account 4815 in the amount of $25,000

2. Request for waiver of Ambulance Fee Debt Due to Hardship in the amount of $1,225.32

3. Request for Surplus of Informational Technology Equipment for 1-Dell Latitude Laptop

4. Request for Travel Authorization and Advancement for Directors Davis, Galli, Metcho, Silverman to attend the Fire Districts Association of California Conference, April 6-8, 2016, Napa, CA.

5. Request for Travel Authorization for Deputy Fire Chief Adam Brolan to attend the Alfred K. Whitehead Legislative Conference, April 2-7, 2016, Washington, D.C.

Chief Heine requested that consent calendar item 5 be pulled from the agenda.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Galli/Metcho motioned to approve consent calendar items 1-4 as present.

In Favor: Directors, Davis Fenner Jr., Galli, Metcho, and President Silverman
Opposed: None

Motion carried. 5-0

NEW BUSINESS
1. Selection of Members for District Personnel Committee
   Chief Heine recommended the Board consider the appointment of members to the District Personnel Committee as nominated by management and represented labor.
Chief Heine turned new business one, the selection for District Personnel Committee over to District Counsel.

Mr. Hurd stated that the Personnel Ordinance was created in the 70’s through an initiative process of the people, which allowed voters to pass an ordinance in a special district or a city. One of the components of this Personnel Ordinance is a Personnel Commission, which is tasked with hearing appeals from terminated employees about possible reinstatement. At some point, the Personnel Commission in the District was disbanded, and/or stopped meeting, and/or was not called upon by any employee who had been terminated. Currently the District has a terminated employee who has requested to exercise this right. At this point the District needs to reconstitute the Personnel Commission.

He advised the Board to create the commission by the same process that was used the first time it was formed, which is outlined in the Ordinance. The Personnel Commission consists of 5 people appointed by the Board of Directors. He reviewed the procedures on the selection process of the management list and the recognized employee organization (labor) list. In addition, he stated that there is a 60-day timeframe for the Personnel Commission to meet, and hear the appeal of the aggrieved former employee. The Board will make a decision tonight to select the first four members.

Chief Heine stated that the proposed names from the management list are: Chris DeGabrielle, who is the General Manager of North Marin Water District; Jeff Davidson, Retired Fire Chief -Mill Valley Fire Department; and Bill Welch, Security Consultant. However Mr. Davidson is scheduled to leave the country beginning next week, and will not return until the middle or the end of April.

Director Metcho suggested that since Jeff Davidson will be out of the country, it might be efficient for the Board to select the other two; Chris DeGabrielle and Bill Welch, from the management list.

**OPPORTUNITY FOR PUBLIC COMMENT**

No public comments were made.

M/s Metcho/Davis motioned to select Chris DeGabrielle and Bill Welch from the management list to the Personnel Commission.

In Favor: Directors, Davis Fenner Jr., Galli, Metcho, and President Silverman

Opposed: None

Motion carried. 5-0

Director Galli expressed his opinion in favor of Mr. DeGabrielle since he’s a civilian and does not have a job related to law enforcement and fire service.

Mr. Hurd advised the Board to move on to the labor list.

**OPPORTUNITY FOR PUBLIC COMMENT**

Ms. Jeanne Villa, Novato resident, she stated that she does not personally know any of the people on the labor group list, however they all have a public safety background and seem qualified.
Director Galli motioned to select Estaban Cespedes and Bill Murphy based on the information provided from the exclusively recognized employee organization.

M/s Galli/Metcho motioned to select Estaban Cespedes and Bill Murphy to the Personnel Commission.

In Favor: Directors Davis, Fenner Jr., Galli, Metcho, and President Silverman
Opposed: None
Abstain: Fenner, Jr.

Motion carried.
4-0-1

2. Maze & Associates Services for District's Ambulance Billing and Collections Sample Size
   Chief Heine asked the Board to consider Maze & Associates to perform additional services that include a 10% sample size for ambulance billing and collections.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Galli/Metcho motioned to approve Maze & Associates to perform additional services that include a 10% sample size for ambulance billing and collections as annual audit.

In Favor: Directors, Davis Fenner Jr., Galli, Metcho, and President Silverman
Opposed: None

Motion carried. 5-0

3. Maze & Associates Services for Purchasing and Credit Card Sample Size
   Chief Heine asked the Board to consider Maze & Associates to perform a 10% sample size for the District's purchasing policy and credit cards.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Galli/Metcho motioned to approve Maze & Associates to perform a 10% sample size for the District's purchasing policy and credit cards as an annually audit.

In Favor: Directors Davis, Fenner Jr., Galli, Metcho, and President Silverman
Opposed: None

Motion carried. 5-0

   Chief Heine asked the Board to take action on government tort claim from Mr. John O'Keefe against the District alleging personal injuries.

Chief Heine turned new business item four, the tort claim, over to District Counsel.
Mr. Hurd defined the "Government Tort Claims Act" as a law that requires people to take certain actions before being able to sue a government agency for damage, for example, personal injury, damage to property, however there must be a written claim submitted first to that entity before you are permitted to go to court. The fire department has received a claim. The claimant’s name is John O’Keefe. He is represented by an attorney from Albert Stoll Law Offices, whose name is Walter Haynes.

Mr. Hurd provided a synopsis of the allegations of Mr. O’Keefe, stating when it came time to remove him from the vehicle, he was lifted up on both sides, and then, their words was “dropped” such that his lower back hit the sill of the vehicle, fracturing his spine.

In addition, the Fire Chief spoke to the responding paramedics and firefighters on two separate occasions, and each of them had very clear memories of the incident, and was adamant that the drop never occurred. For this reason, he suggested that the claim be rejected, which will start a 6 month statute of limitations for going to court.

Director Galli asked if the amount was less would it be a different legal route.

Mr. Hurd stated there are three legal routes; Small Claims is $10,000 or less; Limited Civil Jurisdiction $25,000 or less, and then there is $25,000 and up.

**OPPORTUNITY FOR PUBLIC COMMENT**

No public comments were made.

M/s Davis /Fenner, Jr. motioned to reject the claim.

In Favor: Directors Davis,Fenner Jr., Galli, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

5. **Delegation of Tort Claim Rejection Authority**

Chief Heine asked the Board to delegate he tort claim rejection authority to the Fire Chief.

Chief Heine turned new business item five, the delegation of tort claim rejection authority over to District Counsel.

Mr. Hurd stated the purpose of delegating this to the fire chief prevents staff having to bring each of these claims to the Board. He recommended that Tort Claim Rejection Authority be given to the fire chief, and in addition he recommended a resolution be created and brought back to the Board at their next regular board meeting.

Mr. Davis asked for a report to be given to the Board on each rejection claim.

**OPPORTUNITY FOR PUBLIC COMMENT**

No public comments were made.

M/s Galli/Metcho motioned to delegate the tort claim rejection authority to the Fire Chief.
In Favor: Directors Davis Fenner Jr., Galli, Metcho and President Silverman
Opposed: none

Motion carried. 5-0

6. Award of Contract to CDCE, Inc. for the Mobile Data Computer (MDC) project in the
   amount not exceed $125,000
   Chief Heine asked the Board to consider Staff's recommendation to award the MDC project
to CDCE, Inc. for the hardware and installation.

Chief Heine provided the Board with a synopsis of replacing the MDC's two years ago to the
current process and the award of the contract. The new Sheriff's CAD system goes live on March
27th. Chief Hien pointed out that the new CAD system will have the AVL (automatic vehicle
locating) moving mapping display that will make recommendations for dispatchers based on the
current GPS location of the fleet.

Director Galli asked Chief Heine about the AVL is everything except ambulances.

Chief Heine relied that probably have closest available resource recommendations for everything
other than ambulances. And the reason for it not being with the ambulances is to ensure that we
have no issues with 201224 rights.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Metcho/ Davis motioned to award the MDC project to CDCE, Inc. for the hardware and
installation of the MDC tablets.

In Favor: Directors Davis, Fenner Jr., Galli, Metcho, President Silverman
Opposed: None

Motion carried. 5-0

7. Brown Act Training for Board of Directors
   Mr. Hurd made a presentation to the Board on the Brown Act and the Rosenberg's Rule of
   Order.

REPORTS
1. MERA

Director Metcho referred to two slides; the first slide had MERA radio coverage current and no
radio coverage; the second slide had the corda ranch site with radio coverage throughout the 101
corridor to the count line.

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

No meeting held.
3. Finance Committee

No meeting held.

4. Policy Committee

No meeting held.

FINANCIAL REPORTS

INFORMATION

The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 8:00 p.m. to discuss closed session item CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Government Code Section 54956.9)
Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Government Code Section 54956.9)
Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

The closed session was completed at 8:30 p.m.

Return to open session at 8:30 p.m.

There were no reportable actions.

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 8:30 p.m.

Submitted by,

Denise Wade, Recording Secretary
The meeting was called to order by President Silverman at 1:00 p.m. in Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Lj Silverman, Vice President Steve Metcho, Directors Bill Davis, Jim Galli, Worth Fenner, Jr.

Absent:
Director Worth Fenner, Jr.

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

ALSO PRESENT
Riley Hurd, District Counsel

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

NEW BUSINESS

1. Board Selection of Fifth Member of Personnel Commission
   Chief Heine asked the Board to select a fifth member of Personnel Commission.

Chief Heine stated at the March 9th Board meeting, the Board selected 2 individuals from the management list and 2 from the labor group list. The four people came together and developed a list with two names. The Board has the list of 2 individuals from which to select one as the fifth member to serve on the Personnel Commission.

Director Galli asked when the Personnel Commission would meet.

Chief Heine stated that we would need to convene a Personnel Commission for a formal hearing between now and May 20th.

Mr. Hurd stated that he would need to provide the Personnel Commission with training before the hearing.

Chief Heine reiterated to the Board that candidate Jeff Davidson is out of the country until April 20th.

APPROVED 4.13.16
OPEN TIME FOR PUBLIC EXPRESSION
There were no public comments made.

Director Metcho motioned to nominated John Geraty to the Personnel Commission.

M/s Metcho/Davis motioned to select John Geraty as the fifth Personnel Commissioner.

In Favor: Directors Davis, Galli, Metcho, and Silverman
Opposed: None
Absent: Director Fenner, Jr.

Motion carried. 4-0-1

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 1:08 p.m.

Submitted by,

[Signature]

Denise Wade, Recording Secretary
The meeting was called to order by President Silverman at 6:01 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Silverman, Vice President Worth Fenner, Jr., Directors Bill Davis, Jim Galli, Steve Metcho

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Jeff Velquette, Ted Peterson, and Recording Secretary Denise Wade

ALSO PRESENT
Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
1. Recognize Battalion Chief Ted Peterson for the Tom Forster Perpetual Leadership Award.

Chief Heine provided background information on the leadership award, stating the Tom Forster’s perpetual leadership award is an annual award established by the Marin County Fire Chiefs Association to recognize an active member of the Marin Fire Services for their contribution towards building a partnership and collaboration, and enhancing the fire services in Marin and beyond. Chief Heine introduced Chief Peterson followed by presenting him with the 2016 Tom Forester Perpetual Leadership Award plaque.

Chief Peterson expressed his gratitude and without the support from the Board and Fire Chief Heine, he could not have accomplished this.

2. State of the District Address
Chief Heine addressed the community of Novato, the Board, and personnel on the state of the District.

Chief Heine reviewed and discussed the following highlights from each category.

He stated that the Executive Summary of the District is that the District’s fiscal health is stable, our morale is positive and strong, and there is cohesiveness relationship with the labor and management groups, along with an improved communication and transparency with our customers. The Organizational Achievements are; a new Emergency Reporting management system, CAD system Target Solutions, and Lexipol policy management system; The Districts ISO classification is now a class 1 rating, the District received a A+ on our web transparency, along with the community of Novato’s customer service feedback is supportive. Our Executive
Leadership continues to meet weekly for executive leadership meetings and monthly administrative staff meetings, along with our source documents; fiscal year strategic plan, comprehensive facility evaluation, career development and more provide the foundation. Chief Heine moved to the divisions sections and stated the Operations division is preparing for next wildfire season, Emergency operations center drill and a multi-agency active shooter drill, the district is moving to a single command vehicle employment model, and there are more personnel going through our active certification program. The EMS division; the Districts cardiac arrest survival rate is 65% twice the national average, there has been four new billing clients, and our partnership with Dominican University on research on the cause of elderly falls for a prevention module. The Training division; there are new ventilation and live training props, training documents have been revised and updated, personnel has receive new wildland personnel protective equipment, there had been interagency training with Smart and station 62 IT improvements. The Risk Prevention Mitigation division has implanted a new occupancy module within emergency reporting system, the conversion to electronic digital version of plans and documents, the update of our fire preventions fee & fire impact fee structure, along with new firewise communities neighborhood candidates. The Human Resources division has implemented the Lexipol management systems, the career development guide rewrite has started, management training for supervisors, working on a retirement forecast module. The Finance division; our budget preparations have started, the preliminary property taxes are estimated at 2%, and the finance director has started on the districts 9th CAFR award. The IT division has implemented a new personnel performance and core evaluation system, a new web based TeleStaff system and our new website to launch in May, along with future plans to replace the phone system. The Administration division has achieved the web transparency A+ report card, and a new retention records policy. The Fleet Management division had 4 personnel attend the Mechanics academy, refigured are fleet replacement program plan, and prepared the type III for fire season. The Facility division; our facilities are in good condition, completed a water usage evaluation study and landscaping repairs, soon to begin changing all lighting to led at all facilities, the need for a storage assessment, and the relocation of the museum to station 61, along with the future needs in FY 16/17 are to infuse designated reserve for future projects, reseal the mechanics bay floor, remove the station 61 lawn, and the station 62 classroom technology infrastructure. Chief Heine provided a summary stating that the district is moving from reactive to a proactive position, that unfunded liabilities need our focus more, our facilities, apparatus and equipment are healthy, and that our strategic planning will provide a solid foundation for moving forward.

Director Metcho expressed, he's proud to be a part of this organization.

Director Galli stated there is a huge amount of work achieved behind the scenes. He expressed how proud and a pleasure to be on the board.

President Silverman stated he absolutely agrees with the Board members comments.

President Silverman called a break at 6:30 p.m. for family and friends to congratulate members for their accomplishments.

The public meeting reconvened and was called to order by President Silverman at 6:45p.m.
ASSOCIATION PRESIDENTS’ REPORT

DIRECTOR MATTERS
Novato Fire Foundation: No report
Directors Metcho, Galli, Davis and Silverman attended the FDAC conference.

CHIEF'S REPORT
Chief Heine reported:

- The Policy Committee meeting on Friday was cancelled
- The Finance Committee meeting this month was cancelled
- The next Regular Board meeting is on May 4th, which is the same day that EOC Drill will be conducted.
- Chief Heine attended the 2016 Fire Districts Association of California annual conferences last week in Napa
- The California Special Districts Leadership Academy is July 10-13 in Napa
- The Muscular Dystrophy Association Fill the Boot campaign is Sunday, April 14, 10-3, at Rowland Way near Vintage Oaks
- The Fire Squirts Camp is July 19-23, 0830-1600 each day. Contact Denise if you would like to volunteer your time.
- The Marin County Fire Chiefs Association focusing on CAD implementation, active shooter training, and senior access referral program
- The new CAD system has been implemented for two weeks, currently working through technical issues.
- The crews are preparing for Fire Season 2016.
- The Pacheco Valley is working towards FireWise Community designation. Community wildfire preparedness day on May 7 at City Hall, 0930-1230.

Division Reports

Fire Agency Self Insurance System (FASIS):
Chief Peterson stated that FASIS completed their Strategic planning session.
The agency has a program for onsite physicals for fire departments; the District will be using this program.

Chief Heine reported on the following division reports:

Human Resources:
Gretchen is on vacation until May 2nd.
The Career Development rewrite is underway
Lexipol goes to entire membership for review in May

Risk Reduction Prevention Mitigation (RPM)
Chief Tyler is reviewing and commenting on the draft Marin County Community Wildfire Protection Plan.

APPROVED 4.13.16
Operational:
Preparing for fire season
Reviewing CQI items from last fire season
Preparing Type III engines
Fitness testing

EMS Division
There was a cardiac arrest save, a 40 year old male collapsed during a fitness test. There was a police car in the area that heard the dispatch and was in route with an AED that was donated by the Novato Fire Foundation, AED was applied and patient recovered.

Finance Division
Preparing the District’s 9th CAFR Report
The auditors finished up their agreed upon procedures for EMS billing, credit card and check transactions
The Budget preparation is underway with Chief Tyler leading our efforts

Contracts reported:
Professional Services
Avantguard Locksmith $2,880 Re-code all keypad locks for all fire stations.
Greg Stepanich – Attorney $6,500 Legal services for preparation of Deferred Improvement Agreement with Pacheco Ranch Winery
Public Works
American Asphalt $29,769 Repaving and restriping of Admin & Station 62 parking lots.
True North Signs & Graphics $9,225 Create new signage for Station 61
Renewals
ATCO Pest Control $5,760 Annual renewal for pest control services
Leete Generators $10,000 Annual renewal for generator maintenance and repairs.
EMS Billing
JPA for Town of Corte Madera Peterson $0 three year renewal for EMS Billing services.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting February 3, 2016

2. Minutes of Special Meeting-Board Workshop of Board of Directors Meeting
   February 4, 2016

3. Minutes of Regular Board of Directors Meeting March 9, 2016

4. Minutes of Special Board of Directors Meeting March 17, 2016

5. Budgetary Amendments for February 2016
   ➢ Increase 9308 Communication & Computer Equipment budget account 4834 in the amount of $112,000
   ➢ Decrease 9308 Consulting Fees budget account 2718 in the amount of $55,000

APPROVED 4.13.16
6. Request for Surplus of Informational Technology Equipment: HP Laserjet 4600 Printer and 2-MDC Toughbooks

7. Request for Travel Authorization and Advancement for Director Davis to attend the Special District Leadership Academy (SDLA) Conference, July 10-13, 2016, held in Napa, Ca.

8. Adoption of Resolution 2016-4: Delegating Certain Tort Claim Rejection Authority to the Fire Chief

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Galli/Fenner, Jr. motioned to approve consent calendar items 1-8 as present.
Roll call was conducted: Directors Davis, Galli, Fenner, Jr. Metcho and President Silverman
In Favor: Directors Davis, Galli, Fenner, Jr. Metcho and President Silverman
Opposed: None
Motion carried. 5-0

Chief Heine requested that new business item 3 be pulled from the agenda due to the Finance Director was unable to attend tonight’s meeting and would rather have him here to answer any Board questions that you might have. Chief Heine stated that this item will be added to your next Board meeting.

NEW BUSINESS

1. Adoption of Resolution 2016-2: Proclaiming May 2-8, 2016 as Wildfire Awareness Week
Chief Heine asked the Board to adopt Resolution 2016-2 proclaiming May 2-8, 2016 as Wildfire Awareness Week.
M/s Galli/Metcho motioned to adopt Resolution 2016-2 proclaiming May 2-8, 2016 as Wildfire Awareness Week.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.
Roll call was conducted; Directors Galli, Fenner, Metcho, Davis and President Silverman
In Favor: Directors Galli, Fenner, Davis, Metcho, President Silverman
Opposed: None

Motion carried. 5-0

2. Adoption of Resolution 2016-3: Reclassification of Part Time Fire Inspector Position and Administrative Assistant Position

Chief Heine asked the Board to adopt Resolution 2016-3 reclassifying the Part Time Fire Inspector Position and the Administrative Assistant as the Risk Reduction, Prevention, Mitigation Assistant and setting an annually salary at $89,504.16.

Chief Heine provided background information and clarified the financial pay structure, which is the current rate of a mid-step executive assistant in that group's agreement. When you take a look at the totality, workload and skill set and the prerequisites for the position, requirements and the core responsibility is much more tied into the Executive Assistant position in the organization.

The new job description has been vetted by the three labor groups. There is a cost increase but the real savings is back filling position with internal employees and putting the right people in the right position in the most cost effective manner.

Director Galli stated that the amount would be $135,200, and asked if this is the full burden rate.

Chief Heine replied yes.

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Galli/Metcho motioned to adopt Resolution 2016-3 reclassifying the Part Time Fire Inspector Position and the Administrative Assistant as the Risk Reduction, Prevention, Mitigation Assistant and setting an annually salary at $89,504.16.

Roll call was conducted; Directors Davis, Galli, Fenner, Metcho and President Silverman

In Favor: Directors Davis, Galli, Fenner, Metcho and President Silverman

Opposed: None

Motion carried. 5-0

President Silverman stated that item 3 was pulled from the agenda and moved on to item 4.

3. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution FY15/16

Chief Heine asked the Board to approve the OPEB contribution in the amount of $934,494.

4. Transfer Reserve Funds

Chief Heine asked the Board to approve the Finance Committee’s recommendation to move funds from the Unassigned Reserve Funds to the Apparatus Reserve Fund and the Retiree Health Reserve Fund.
Chief Heine stated that he would like to clarify the Board’s action tonight, there are two parts:

one is to move $1 million from the Unassigned Reserve Fund into the Apparatus Reserve Fund. The title of the Apparatus, equipment and hose replacement reserve fund listed in the staff report is incorrect and the correct title is the Apparatus Reserve Fund. The second is to move $2 million from the Unassigned Reserve Fund to the Retiree Health Benefits Reserve Fund. By doing this, this will allow us to meet our Memorandum of Understanding requirements.

Director Davis stated that future expenses should be properly allocated to funds.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Fenner, Jr./Davis motioned to move the funds-state the fund

In Favor: Directors Galli, Fenner, Davis, and Silverman
Opposed: None

Director Metcho recused himself from voting due to the retirement healthcare section.

Motion carried. 4-0-1


Chief Heine asked the Board to consider the responses to the Grand Jury Report, “2015-2016 Web Transparency Report Card, and Bringing Marin County’s Local Governments to Light.”

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/ Galli/Fenner, Jr. motioned to accept the recommended response stated by the fire chief.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

6. **Designate the Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan as Negotiators for the Novato Fire Chief Officer’s Association, IAFF Local 1775**

Chief Heine asks Board to appoint the Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan as designated negotiators for the Novato Fire Chief Officer’s Association, IAFF Local 1775.

M/s Fenner, Jr./Metcho motioned to appoint the Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan as designated negotiators for the Novato Fire Chief Officer’s Association, IAFF Local 1775.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.
In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

7. Renewal of Contract with Aerotek Staffing Services for EMS Billing
Chief Heine asked the Board to consider Staff’s recommendation to renew the contract for staffing services for EMS billing with Aerotek in amount not to exceed $280,000.00.

Chief Heine turned this item over to Chief Peterson; he stated this is an annual contract not to exceed 280,000 for EMS billers.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

Ms Galli/Davis motioned to accept staff’s recommendation to renew the contract for staffing services for EMS billing with Aerotek in amount not to exceed $280,000.00.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

8. Renewal of Two Year (FY 2016/17-2017/18) Contract with Cascade Training Center for EMS Educator Services
Chief Heine asked the Board to consider Staff’s recommendation to renew a two year contract from FY 2016/17 through 2017/18 with Cascade Training Center for EMS Educator Services in the amount of $132,000.

Chief Peterson stated this is for the remainder of the two year contract. Cascade training center won the bid for the EMS Educator services. The company has completed one year and the contract is for the next two years. The contract has a clause in it that District would be able to terminate the contract at any time.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

Ms Fenner, Jr. /Metcho to accept Staff’s recommendation to renew a two year contract from FY 2016/17 through 2017/18 with Cascade Training Center for EMS Educator Services in the amount of $132,000.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

9. Renewal of Three Year (FY 2016/17-2018/19) Contract with Cascade Training Center for CQI Coordinator Services

APPROVED 4.13.16
Chief Heine asked the Board to consider Staff’s recommendation to renew a three year contract from FY 2016/17 through FY 2018/19 with Cascade Training Center for CQI Coordinator Services in the amount of $180,000.

Chief Peterson stated that Cascade Training Center won the bid for the CQI coordinator services and this is a three year contract with a clause in it that District would be able to terminate the contract at any time.

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Metcho/Davis motioned to consider Staff’s recommendation to renew a three year contract from FY 2016/17 through FY 2018/19 with Cascade Training Center for CQI Coordinator Services in the amount of $180,000.

In Favor: Directors Galli, Fenner, Davis, Metcho, And Silverman

Opposed: None

Motion carried. 5-0

REPORTS

1. MERA
   (President Silverman and Director Metcho)
   Director Metcho stated that MERA is over budget on the NextGen system. The Corda site was removed from the preliminary list.
   Chief Heine stated that the Corda site has been placed back on the preliminary list. The list of the alternate transmitters sites have been cut due to the over budget but there is still support for the Corda site.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   Director Davis stated the RDA is currently in litigation, nothing else to report.

3. Finance Committee
   (Directors Davis and Fenner, Jr.)
   Director Fenner stated the committee is moving forward to make sure proper expenses are placed into the appropriate accounts. The committee is moving forward to be as transparent as possible.
   Chief Heine stated that there was one step added to our budget preparation; which will be using the May Finance Committee meeting to have a first look at the preliminary budget before it comes to the Board.
4. Policy Committee
(President Silverman and Director Galli)

Chief Heine praised the policy committee, stating when it was first form in was done in a crisis mode to reactive and now is proactive. The policy committee has identified a policy system Lexipol and in a few months of going live

FINANCIAL REPORTS


INFORMATION

2. Written Communications

CLOSED SESSION

The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 7:21 p.m. to discuss closed session items:

1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
   (Government Code Section 54956.9)
   Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731
2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
   Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Government Code Section 54957 b
   Title: Fire Chief

The closed session was completed at 7:00 p.m.

Return to open session at 9:00 p.m.
1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
   No reportable action.

2. CONFERENCE WITH LABOR NEGOTIATORS
   Direction given to negotiators.

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   No reportable action.

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at
9:02 p.m.

Submitted by,

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

ROLL CALL
President Silverman, Vice President Worth Fenner, Jr., Directors Bill Davis, Jim Galli, Steve Metcho

ABSENT
None

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Bill Tyler, Ted Peterson, Jeff Whittet 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.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
1. Recognize Captain Mike Taul for Employee of the Year
Chief Heine introduced Captain Taul and provided background information, followed by presenting him with the Employee of the Year plaque.

2. Recognize Captain Robert LaCroix for 20 years of dedicated service
Chief Heine introduced Captain LaCroix provided background information, and then presented him with his 20 years dedicated service.

Captain LaCroix thanked the Board of Directors.
BREAK AND REFRESHMENTS-15 MINUTES
President Silverman called a break at 6:05 p.m. for family and friends to congratulate members for their accomplishments.

The public meeting reconvened and was called to order by President Silverman an 6:12 p.m.

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT:
Novato Fire Professional Firefighters Association report: No report

DIRECTOR MATTERS
Novato Fire Foundation report: No report

Directors Davis, Galli, Metcho and Silverman attended the Emergency Operation Center (EOC) exercise.

Directors Davis stated that Station 62 had a remarkable drill with the ladder truck.

Director Galli stated that Mr. Jeffries was very knowledgeable in his position and answers.

CHIEF’S REPORT
Chief Heine reported:

- Finance Committee May 17, 2016
- Special Finance Committee meeting June 14, 2016
- Policy Committee meeting May 20, 2016
- Regular Board meeting June 1, 2016 (budget review)

Chief Heine stated that Chief Tyler has taken the lead on the budget for his professional career development and has adopted a new methodology approach and guiding staff through the process this year and has been very successful.

Chief Heine read the totals for the MDA Fill the Boot event:
- Tiburon: total $3,705.45
- Novato: total $6,508.95
- Sausalito: total $5,513.55
- San Rafael: total $8,780.48
- San Anselmo: $11,006.76

Chief Heine stated that fire season has been declared as of May 1, 2016. There has been an operation deployment change on the red flag engine; the data that we have does not support the need for extra personnel. The goal for the critical fire days would be to add a 5th engine.

Chief Heine stated that Station 64 apparatus bay floor was tested with a forensic concrete analyst. The test was performed with a laser grid that showed the floor was not in compliant; however the report does not show an executive summary or any suggestions. The agency hires their own forensic concrete analyst who will provide a report to the department.

Chief Heine stated that the District will be hosting OES Region II meeting.
Chief Heine stated that Station 64 will be receiving an award from The Construction Management Association of America Northern California Chapter—"Best Building-New Construction". There will be an Awards banquet on May 19th in Sacramento. Chief Tyler and he will be representing the District with Kitchell.

Chief Heine stated that Fire Squirts Camp is July 19-23 0830-1600 at Station 62.

Chief Heine reported on department reports:

**Fire Agencies Self Insurance System (FASIS)**

No report.

**Human Resources -**

- Admin Assistant/ Fire Inspector position for Risk Prevention Mitigation (RPM), there was one internal candidate.
- Lexipol to roll out June 1st to our folks to review and live roll out after that.

**Risk Prevention Mitigation**

- Pacheco Valle Wildfire Community Preparedness Day on May 7 930-1230 at Novato City Hall.
- New electronic messaging board signs arrived.
- Wildland Urban Interface (WUI) postcard to me mailed out next week.

**Operations**

- Preparing for fire season
- Reviewing CQI items from last fire season
- Preparing Type III engines
- Fitness testing
- New Wildland personal protective equipment (PPE)

**Finance**

- Dan is working on the District’s 9th CAFR
- Maze and Associates completed their EMS audit.

**EMS Division**

- Completed an Emergency Operation Center (EOC) exercise event with two field sites.

**Emergency Manager**

- EOC exercise conducted earlier today
- Active shooter training on May 24 at Indian Valley College
Chief Heine reported on the following contracts:

Professional Services:
- Craters & Freighters, $3,316, shipper hired to deliver World Trade Center steel from the Port Authority in NY/NJ to Station 62.
- Skyhawk Photography, Not to exceed $10,000, there was no contract previously for aerial photography services shared by Novato Police Department.
- Kleinfelder, $4,000, Professional services agreement for Station 64 apparatus bay concrete slab evaluation and report

Public Works:
- True North Signs & Graphics Menzel, $9,225, Station 61 outdoor signage
- Simpson Sheet Metal, Contract in place now for as-needed HVAC repairs.
- Cagwin & Dorward, $4,368, Added Station 64 to landscaping maintenance contract.

Renewals:
- Rocketfire Consulting, Not to exceed $5,000, Renewal of RMS training services.
- Donald Dammen, Not to exceed $15,000, Renewal of fire protection/engineering inspection professional services.
- TargetSolutions, $6,560, Renewal of training software and services.
- Air Exchange, Not to exceed $5,000, Renewal of Plymovent repair services.
- Valley Power, $140,000, Two-year renewal of fire apparatus repair services.
- Hi-Tech, $140,000 Two-year renewal of fire apparatus repair services.
- Marin Plumbing Not to exceed $5,000, Renewal of on-call plumbing services.
- IES, $11,724, Renewal of HVAC maintenance services & added Station 64 to service schedule.

CONSENT CALENDAR ITEMS
1. Budgetary Amendments for March 2016
   - Increase 9308 Building Facilities budget account 4048 in the amount of $600,000
   - Decrease 9308 Consulting Fees budget account 7070 in the amount of $600,000

Chief Heine stated there is a correction under the budgetary amendments bullet number two states a Decrease 9308 Consulting Fees budget account 7070 in the amount of $600,000, the correction should be 9308 Unassigned Fund balance account 7070 in the amount of $600,000

2. Request for waiver of Ambulance Fee Debt Due to Hardship in the amount of $5,536.64
3. Bad Debt Write off Uncollectible Ambulance Billing Accounts in the amount of $54,435.73
4. Request for Travel Authorization for Chief Heine to attend the Executive Fire Officer Symposium at the National Fire Academy, September 7-10, 2016
OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Galli/Davis motioned to approve consent calendar items 1-4 with the correction of
9308 Unassigned Fund balance account 7070 in the amount of $600,000

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None
Motion carried. 5-0

NEW BUSINESS

1. Adoption of Resolution 2016-5 Special Assessment Tax Rate 2016/2017
   Chief Heine asked the Board to accept the Finance Committee’s recommendation to adopt

Chief Heine turned new business item one over to Mr. Hom, he stated that the Board has two
actions; one is to apply the Consumer Price Index annual adjustment of 2.61% for 2015 and
second is Adopt Resolution 2016-5 establishing the Special Assessment Tax Rate for residential
at 8.61 cents per square foot and commercial / industrial at 12.91 cents per square foot for the
2016/2017 fiscal year.

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Galli/ Fenner, Jr. motioned to apply the Consumer Price Index annual adjustment of 2.61%
Roll call was conducted Directors Galli, Fenner, Jr. Davis, Metcho, and Silverman
In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman
Opposed: None
Motion carried. 5-0

Director Metcho recused himself from new business item 2, he stated due to him currently
receiving benefits as a retiree of Novato fire district and left the Board meeting room.

2. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution FY15/16
Chief Heine asked the Board to fund the OPEB contribution in the amount of $934,494.

Chief Heine turned this item over to Mr. Hom, he stated back in November of last year the board
approved the retiree healthcare actuarial valuation which called for an annual required
contribution of 1.5 million dollars which the District estimated to have paid $895,000 to the
retiree healthcare benefits, which brings the balance to $934,494. The district has budgeted
$895,000. There has been an increase of $45,000, which is based off previous year’s actuarial
study to factor in the inflation, however at this time there is sufficient funds available on the
healthcare budget to take care of this expenditure.

APPROVED 6.1.16 –REVISED
OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Fenner, Jr. /Davis motioned to fund the OPEB contribution in the amount of $934,494.

In Favor: Directors Galli, Fenner, Davis, and Silverman
Opposed: None
Rescued: Director Metcho
Motion carried. 4-0-1

REPORTS

1. MERA
   (President Silverman and Director Metcho)
   Directors Metcho and Silverman attended the April 27th Governing Board meeting.
   Director Metcho stated that the radio system request for proposal (RFP) is ready to be released
   May 6th. He handed out a MERA timeline sheet with notes and the master site list of current sites
   and additional sites. (See attached)
   President Silverman stated that a cost of a site is estimated around 2 million.
   Chief Heine stated that this is significant to point out that the Redwood landfill site (Corda site) is
   listed in the RFP. Not all 8 additional sites are listed in the RFP.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Director Davis and Finance Director Hom)
   No report.

3. Finance Committee
   (Directors Fenner and Davis)
   No report.

4. Policy Committee
   (Directors Galli and Silverman)
   No report.
FINANCIAL REPORTS

INFORMATION
2. Written Communications

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 7:45 p.m. to discuss the closed session items:

1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
   (Government Code Section 54956.9)
   Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

   No reportable action.

2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
   Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

   Item two CONFERENCE WITH LABOR NEGOTIATORS was pulled from the closed session.

The closed session was completed at 9:30 p.m.

Return to open session at 9:30 p.m.

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 9:30 p.m.

Submitted by,

Denise Wade, Recording Secretary
MERA Timeline

- RFP's to be distributed starting May 6.
- Vendors will have until July 22 to submit proposals.
- Vendor contract approval in December.
- Final construction plans expected by Spring 2017.
- Construction to start early Summer 2017.
- Project expected to be complete around October 2018.

Option 5 is still on the master list (attached)
Overall project estimate is $42,862,000.
Corda site estimate to be $2,379,000.
The above are only estimates because there is no design until a vendor is selected through the RFP process.
# Appendix D - Master Site List

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Site Status</th>
<th>Priority (for new sites)</th>
<th>Address</th>
<th>Site Owner</th>
<th>TX Antenna Height (centerline - feet)</th>
<th>RX Antenna Height (centerline - feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt. Barnabe</td>
<td>38.02713889</td>
<td>-122.7163889</td>
<td>Current West TX/RX</td>
<td></td>
<td>1 Barnabe Peak Ave. Lagunitas, CA. 94938</td>
<td>County of Marin</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>Bay Hill Road</td>
<td>38.34158333</td>
<td>-123.0216667</td>
<td>Current IR</td>
<td></td>
<td>2855 Bayhill Rd. #1. Bodega, CA. 94923</td>
<td>Incline Partners</td>
<td>40</td>
<td>60</td>
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<tr>
<td>Big Rock</td>
<td>38.05908333</td>
<td>-122.6038611</td>
<td>Current East TX/RX</td>
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<td>325 H Ranch Rd. San Rafael, CA. 94947</td>
<td>C&amp;C</td>
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<td>Burdell</td>
<td>38.14490556</td>
<td>-122.5940972</td>
<td>Current East TX/RX</td>
<td></td>
<td>End of Burdell Mt. fire road</td>
<td>American Tower</td>
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<td>60</td>
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<tr>
<td>Dollar Hill</td>
<td>37.98032222</td>
<td>-122.5293278</td>
<td>Current East TX/RX</td>
<td></td>
<td>End of Robert Dollar Drive</td>
<td>San Rafael / MERA</td>
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<td>60</td>
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<tr>
<td>Forbes</td>
<td>37.979081</td>
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<td>195 Tamal Vista dr. San Rafael, CA. 94901</td>
<td>MMWD</td>
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<td>Mill Valley City Hall</td>
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<td>26 Corte Madera Dr. Mill Valley, CA. 94941</td>
<td>City of Mill Valley</td>
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<td>Mt. Tamaplaia</td>
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<td>-122.5875</td>
<td>Current West TX/RX; East TX</td>
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<td>2001 Ridgecrest BLVD. Mill Valley, CA. 94941</td>
<td>American Tower</td>
<td>20</td>
<td>40</td>
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<td>Mt. Tiburon</td>
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<td>991/2 Mt. Tiburon Rd.</td>
<td>MERA</td>
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<tr>
<td>Pt. Reyes</td>
<td>38.08002778</td>
<td>-122.8672222</td>
<td>Current West TX/RX</td>
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<td>FFA Vortac Site Mt Vision Rd. Inverness, CA. 94937</td>
<td>FFA</td>
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<td>San Pedro</td>
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<td>Current East TX/RX</td>
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<td>2099 Bayhills Dr. San Rafael, CA. 94903</td>
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<tr>
<td>Site Name</td>
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<td>Longitude</td>
<td>Site Status</td>
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<td>Address</td>
<td>Site Owner</td>
<td>TX Antenna Height (centerline - feet)</td>
<td>RX Antenna Height (centerline - feet)</td>
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<tr>
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<td>Sonoma Mt.</td>
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<td>-122.5769444</td>
<td>Current IR</td>
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<td>Sonoma County</td>
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<td>Stewart Point</td>
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<td>Current IR</td>
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<td>615 Horseshoe Hill Rd.</td>
<td>Martinelli Ranch</td>
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<td>(Bolinas)</td>
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<td></td>
<td></td>
<td></td>
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<td>Corda</td>
<td>38.182906</td>
<td>-122.596407</td>
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<td>Unknown</td>
<td>Unknown</td>
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<td>New Candidate Site</td>
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<td>28775 Shoreline Highway, Tomales, CA 94971</td>
<td>Private Owner, Cell site managed by American Tower</td>
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<td>Martha</td>
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<td>-122.449833</td>
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<td>140 Lyford Drive, Tiburon, CA 94920</td>
<td>Martha Property</td>
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<td>-122.4984167</td>
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<td>200 Sundial Road, Sausalito, CA 94965</td>
<td>FM Broadcast</td>
<td>40</td>
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<td>Muir Beach WT</td>
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<td>-122.5854</td>
<td>New Candidate Site</td>
<td>4</td>
<td>Muir Beach Overlook, Muir Beach, CA 94965</td>
<td>Muir Beach Community Services District</td>
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<td>Redwood Landfill</td>
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<td>-122.575222</td>
<td>New Candidate Site</td>
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<td>Redwood Highway and San Antonio Road</td>
<td>Verizon Wireless</td>
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<td>Unknown</td>
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RESPONDENT:

April 18, 2016
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<th>RX Antenna Height (centerline - feet)</th>
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<td>Golden Gate Toll Plaza</td>
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<td>New Candidate Site</td>
<td>7</td>
<td>Golden Gate Bridge Toll Plaza, San Francisco, CA 94129-0601</td>
<td>Golden Gate Bridge Highway and Transportation District</td>
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<tr>
<td>Sutro Tower</td>
<td>37.755278</td>
<td>-122.45277</td>
<td>New Candidate Site</td>
<td>8</td>
<td>1 La Avanzada Street, San Francisco, California 94131-1124</td>
<td>Sutro Tower Inc (ASR # 1001289)</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
The meeting was called to order by President Silverman at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL

President Silverman, Vice President Steve Metcho, Directors Worth Fenner, Jr., Bill Davis, Jim Galli

STAFF MEMBERS PRESENT

Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Bill Tyler, and Dmitri Menzel; Dan Hom, Finance Director; Denise Wade, Recording Secretary, Gretchen Felciano, Human Resources Manager and Jeanne Villa, IT Analyst.

ALSO PRESENT

Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION

No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS

1. **Citizen recognition Anthony Bonino for Achieving Eagle Scout**
   
   Chief Heine suggested the Board moves onto the next presentation since the Bonino family has not arrived.

2. **Recognize Captain Erich Mesenburg for completing the National Fire Academy Executive Fire Officer Program**
   
   Chief Heine introduced Captain Mesenburg and provided background information on his achievement and highlighted that the Executive Fire Officers (EFO) program from the National Fire Academy is a four year intense Master’s program. The EFO program is for Chief Officers; however Captain Mesenburg was one of a few Captains who were accepted into the program. Chief Heine presented Captain Mesenburg with an EFO challenge coin and on behalf of the Board of Directors President Silverman presented him with his diploma.

   Captain Mesenburg thanked the Board and Fire Chief.

3. **Recognize Fire Chief Mark Heine for 30 years of dedicated service**
   
   Chief Brolan introduced Chief Heine and provided background information, followed by an introduction of Chief Heine’s wife Kim, his mother Jean and father Richard, fellow fire peers Fire Chiefs Welch, Weber, Tubbs and Davidson; City of Novato Counsel Member Eric Lucan and Marie Borders from Novato Chambers, then Chief Brolan presented him with his 30 years of service plaque.
Chief Heine thanked his wife for her support, dedication and commitment, along with his parents.

**BREAK AND REFRESHMENTS-15 MINUTES**

President Silverman called a break at 6:17 p.m. for family and friends to congratulate members for their accomplishments.

The public meeting reconvened and was called to order by President Silverman at 6:30 p.m.

3. Presentation on the Novato Fire Foundation Report by Captain Erich Mesenburg

Chief Heine introduced Captain Mesenburg, he reported out on the Foundation programs, along with foundation website; facebook, twitter and the newsletter.

President Silverman thanked Captain Mesenburg for his report.

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

No report.

**DIRECTOR MATTERS**

Novato Fire Foundation: Report provided by Captain Mesenburg.

Director Metcho attended the Alisha Ruch relay at station 61 and noted that the relay came through in reverse order this year.

President Silverman recognized FF/PM Marc Teldeschi and Engineer Don Wehr for taking care of his neighbor last week; the crews were polite and professional.

Director Davis recognized Director Galli for participating on the Finance Committee while he was on vacation.

**CHIEF’S REPORT**

Chief Heine reported:

- Special Finance Committee meeting June 14th, at 9:00 a.m. The primary focus is on the preliminary budget FY16/17 review
- Special Board of Directors meeting June 22nd, at 6:00 p.m. The Board to adopt the preliminary FY16/17 budget
- Regular Board meeting July 6th

Board of Directors items:

- Art & Wine Festival June 11th and 12th downtown Novato
- Sidewalk CPR/AED training same dates at Art/Wine and at Vintage Oaks Shopping Center

Chief Heine stated that Dan Hom has been appointed to the Marin County Financial Audit Advisory Committee. His term will run until May of 2019.

Chief Heine stated that there was a three alarm Structure fire last Friday at the Cooley Ranch located on San Antonio Road. Chief Menzel performed a great job as the incident commander. The Family was very pleased with our efforts and attention to detail in the salvage process.
Chief Heine stated that the Fire District received the 2016 Project Achievement Award for Station 64 project, which came from the Construction Managers Association of America. He and Chief Tyler attended the banquet in Sacramento to accept the award on behalf of the District.

Chief Heine stated that the Fire District completed the recruitment process for the reclassified position of Administrative Assistant/RPM Division. He was pleased to announce that Denise Wade has been selected for the position.

Chief Heine stated that the Fire District completed the recruitment process for the Executive Assistant position, which has been retitled to “Administrative Services Manager”. There were two applicants; Shannon Wager and Jeanne Villa. The applicants were interviewed by a panel and passed to be interviewed by the Fire Chief.

Chief Heine stated that the final phase of the Lexipol Policy Management System transition has started. The entire membership will have a 30 day window to review the policies with a July 1st live date.

Chief Heine stated that Maze and Associates are conducting the credit card and ambulance billing transaction analysis.


Chief Heine reported:

PROFESSIONAL SERVICES
SimplexGrinnell, $23,670, Fire sprinkler & alarm inspection service for all locations. Scheduled repair maintenance
Lube Air Systems, $2,254, Mechanics machinery service and repair. Scheduled repair maintenance
Fowler Electric Services, $975 New HDMI and CAT #6 cabling for Station 65 Scheduled repair maintenance

PUBLIC WORKS
Simpson Sheet Metal, $5,375, New HVAC for server room at Station 65. Scheduled repair
PIGGYBACK: Nothing to report
RFP/IFB: Nothing to report

RENEWALS:
Superlative Steam Cleaning, $9,670, Renewal of carpet & tile cleaning contract.
Marin Building Maintenance, $6,500, Renewal janitorial services contract for Administrative Office.
Mark Clementi, PhD, $4,110, Renewal of pre-employment psychological testing contract.
Big Bear Fire Extinguisher, $4,000, Renewal of fire extinguisher maintenance renewal contract.
Cagwin & Dorward, $28,776, Renewal of landscape maintenance services contract.
President Silverman stated he would like to pull Consent Calendar item 3 Advancement Record for Lauren Pallas as a separate item.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board Of Directors Meeting April 13, 2016
2. Minutes of Regular Board Of Directors Meeting May 4, 2016

Director Metcho stated he would like to make one correction to the minutes of May 4, 2016, to reflect that he left the room when he recused himself.

3. Advancement Record: Lauren Pallas, Administrative Assistant

4. Budgetary Amendments for April 2016:

   - Increase 9305 CTO Pay budget account 1019 in the amount of $50,000.
   - Increase 9307 CTO Pay budget account 1019 in the amount of $75,000.
   - Increase 9305 Overtime budget account 1020 in the amount of $100,000.
   - Increase 9307 Overtime budget account 1020 in the amount of $175,000.
   - Increase 9308 OES Reimbursements revenue budget account 9942 in the amount of $400,000.
   - Increase 9305 Out of Class Pay budget account 1021 in the amount of $13,000.
   - Increase 9306 Out of Class Pay budget account 1021 in the amount of $9,000.
   - Decrease 9305 Overtime budget account 1020 in the amount of $13,000.
   - Decrease 9306 CTO Pay budget account 1019 in the amount of $9,000.
   - Increase 9307 Cal OSHA Requirements budget account 2020 in the amount of $30,000.
   - Decrease 9307 Special Fire Equipment budget account 2268 in the amount of $30,000.
   - Increase 9308 Audit & Accounting Fees budget account 2717 in the amount of $25,000.
   - Decrease 9308 Property Tax Fees budget account 2269 in the amount of $25,000.
   - Increase 9308 Legal Fees budget account 2713 in the amount of $45,000.
   - Decrease 9308 Parts & Outside Labor budget account 2087 in the amount of $23,000.
   - Decrease 9305 Data Processing Equipment budget account 4880 in the amount of $22,000.

5. Request to Surplus Informational Technology (IT) Equipment:: 10 Panasonic Toughbook’s (MDCS) and 1 Dell Latitude c840 laptop

6. Request to Surplus Unit 36-2002 Chevrolet pickup


OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.
M/s Galli/Fenner Jr. motioned to approve consent calendar items 1, 2, 4, 5 and 6 with the correction stated by Director Metcho.

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

Motion carried. 5-0

Director Galli rescued himself from consent calendar item 3 due to his son lives with Ms. Pallas, followed by him leaving the Board meeting room.

President Silverman moved to Consent Calendar item 3.

M/s Fenner, Jr. /Metcho Advancement Record: Lauren Pallas, Administrative Assistant –

In Favor: Directors, Fenner, Jr., Davis, Metcho, and Silverman
Opposed: None
Recused: Director Galli

Motion carried. 4-1

Director Galli returned to the Board meeting room at 6:50 p.m.

NEW BUSINESS

1. Adoption of Resolution 2016-6 Regarding Records and Reports Retention Policy and the Retention Schedule for Novato Fire Protection District

   Chief Heine asked the Board to accept the Policy committee’s recommendation to adopt the records and reports retention policy and retention schedule.

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Metcho/Fenner, Jr. motioned to adopt Resolution 2016-6 Regarding Records and Reports Retention Policy and the Retention Schedule for Novato Fire Protection District

Roll call was conducted; Directors Galli, Fenner, Jr., Davis, Metcho, and President Silverman

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

Motion carried. 5-0


   Chief Heine asked the Board to consider the adoption of Resolution 2016-7: Authorizing Execution of A Joint Powers Agreement for Hazardous Materials Spill Management.
Chief Heine stated the primary changes are the increase in total contribution to $85,000 and the
OES typing for the team increases to a Type I team.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.

M/s Fenner, Jr./Metcho motioned to adopt Resolution 2016-7: Authorizing Execution of A Joint

Roll Call: Directors Fenner, Jr., Davis, Metcho, Galli, and President Silverman

In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, Silverman

Opposed: None

Motion carried. 5-0

3. Adoption of Resolution 2016-8 Establishing the Special Tax Rate for 2016/17 and
   Recinding Resolution 2016-5
   Chief Heine asked the Board to consider the adoption of Resolution 2016-8: Establishing the
   Special Tax Rate for 2016/2017 and Recinding Resolution 2016-5.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.

M/s Galli/Fenner Jr. motioned to adopt Resolution 2016-8: Establishing the Special Tax Rate for

Roll call was conducted; Directors, Davis, Metcho, Galli, Fenner, and President Silverman

In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

4. Continuation of Agreement between the Novato Fire Protection District and City of Novato
   for Shared Services of an Emergency Consultant
   Chief Heine asked the Board to consider Staff’s recommendation to continue agreement 4539
   (Emergency Services Consulting) between the Novato Fire Protection District and the City of
   Novato for the shared service of an Emergency Consultant.

President Silverman stated the exercise was very impressive.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.

M/s Davis/Fenner Jr motioned to approve to continue the agreement 4539 (Emergency Services
Consulting) between the Novato Fire Protection District and the City of Novato for the shared
service of an Emergency Consultant.
In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman
Opposed: None
Motion carried. 5-0
Director Metcho stated he has to rescue himself from this item because he’s a recipient of Marin County Employees Retirement benefits and stepped out of the board meeting room.

5. **Marin County Employees’ Retirement Association Actuarial Valuation Report as of June 30, 2015**
Chief Heine asked the Board to consider the Finance Committee’s recommendation to accept and file the Marin County Employees’ Retirement Actuarial Valuation Report as of June 30, 2015.

Chief Heine turned this item over to Dan Hom; he reviewed the actuarial report with the Board of Directors.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.
Director Metcho recused himself from consent calendar item 5 since he is a retired member of the Marin County Employees’ Retirement Association, and left the Board meeting room.
M/s Galli/Fenner, Jr. motioned to accept and file the Marin County Employees’ Retirement Actuarial Valuation Report as of June 30, 2015.
In Favor: Directors Galli, Fenner, Jr., Davis, and Silverman
Opposed: None
Recused: Director Metcho
Motion carried. 4-0-1
Director Metcho returned to the Board meeting room at 7:30 p.m.

6. **Formation of ad-hoc Committee regarding Board Manual**
President Silverman asked the Board to consider a formation of an ad-hoc committee to review and update the Board of Directors Manual and provide direction to staff.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.
M/s Galli/Silverman motioned to create an ad-hoc committee and an appoint Directors Fenner and Metcho to the ad-hoc committee.

7. **Renewal of IT Support Services Contract with the Marin IT**
Chief Heine asked the Board to approve Staff’s recommendation to renew the IT support services contract, add an additional 4 hours per week to the contract and utilize Marin IT’s software and hardware reseller services.
Minutes– 6/1/16  
Minutes Approved as corrected 8/3/16

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Metcho/Davis motioned to renew the IT support services contract, add an additional 4 hours per week to the contract and utilize Marin IT’s software and hardware reseller services.

In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

8. Adoption of Amended Disposition of Surplus Property Policy 1-IX-26

Chief Heine asked the Board to accept the Policy committee’s recommendation to adopt the amended Disposition of Surplus Property Policy 1-IX-26.

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

M/s Gall/Davis motioned to adopt the amended Disposition of Surplus Property Policy 1-IX-26.

In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

9. Preliminary Budget Summary and Comparison Information for FY 2016/2017

The Board reviewed and discussed the Preliminary Budget Summary and Comparison information for FY2016-2017.

Chief Heine turned this item over to Chief Tyler; he provided background information on the budget process and noted that the items in the budget are based off of our core responsibilities.

Chief Tyler turned it over to Dan Hom, he reviewed the Budget summary and comparison sheet.

President Silverman asked about station 63 for future renovation and tower/classroom was addressed in the budget.

Chief Heine stated that station 63is not listed as a line item for next year’s budget; however there are designated reserve funds available.

REPORTS

1. MERA

(President Silverman and Director Metcho)

Director Metcho stated that the MERA Governing Board meeting has been cancelled for June 22nd.
Chief Heine recommended Director Metcho to follow up with the MERA Executive Board regarding our radio experience at the Colley fire that was located in the valley and how important the Corda site is.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   No report.

3. Finance Committee
   (Directors Fenner and Galli)
   No report.

4. Policy Committee
   (President Silverman and Director Galli)
   Director Galli stated that the District is performing the roll out of Lexipol and will report out to the committee next month.

FINANCIAL REPORTS

INFORMATION
2. Written Communications

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 7:59 p.m. to discuss the closed session items:
1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
   (Government Code Section 54956.9)
   Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam
   Brolan
   Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

The closed session was completed at 9:30 p.m. The Board returned to open session at 9:30 p.m.,
President Silverman stated that there were no reportable actions.

ADJOURNMENT
There being no further business to conduct, President Silverman adjourned the meeting at
9:31 p.m.

Submitted by,

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

ROLL CALL
Vice President Steve Metcho, Directors Worth Fenner, Jr., Bill Davis, and Jim Galli

ABSENT
Director Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chief Bill Tyler; Dan Hom, Finance Director and Denise Wade, Recording Secretary

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

CONSENT CALENDAR ITEMS
1. Advancement Records: Jeanne Villa Administrative Services Manager and Denise Wade Risk Reduction, Prevention & Mitigation(RPM) Assistant

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Fenner, Jr./Davis motioned to approve consent calendar item 1 as present.
In Favor: Directors Galli, Fenner, Jr., Davis, and Metcho
Opposed: None
Absent: Director Silverman

Motion carried. 4-1

NEW BUSINESS
1. Acceptance of Strategic Plan Fiscal Year 2016/2017
Chief Heine asked the Board to accept the Strategic Plan Fiscal Year 2016/2017 with the amended edits that he will provide to the Board.

Chief Heine reviewed the 2015/2016 Strategic plan. He stated that the Board of Directors set five strategic goals for staff, in which staff developed fifty-nine measurable objectives to meet them, as of today staff completed forty-nine measurable objectives. He reviewed what objectives were completed, what objectives would move to next year and what objectives were still active. He reviewed the 2016/2017 Strategic Plan with the Board of Directors.
Chief Heine stated the following amendments to the 2016/2017 Strategic Plan would be to added; Chief Brolan’s name to page one and under Goal four Develop/Revise Core District Documents the Grand Jury Report; The 911 First Responder Referral Program will be implemented under this goal.

Director Fenner, Jr. stated that there should be a procedure in place for periodic review of the Strategic Plan.

Chief Heine replied yes, a Strategic Plan policy should be developed.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.

M/s Fenner, Jr./Davis motioned to accept the Strategic Plan Fiscal Year 2016/2017 with the amended edits; add Brolan’s name to page one and under Goal four Develop/Revise Core District Documents the Grand Jury Report; The 911 First Responder Senior Referral Program will be implemented under this goal and county wide.

In Favor: Directors Galli, Fenner, Jr., Davis, and Metcho
Opposed: None
Absent: Director Silverman

Motion carried. 4-1

2. **Adoption of Preliminary Budget Fiscal Year 2016/2017**
Chief Heine asked the Board to adopt the Preliminary Budget Fiscal Year 2016/2017 and formally set a date for the adoption of the final budget.

Chief Heine turned this item over to Chief Tyler; he provided a summary of the budget process and highlighted the following items: the District’s property taxes came in at 5.36%, which provided the District with an extra $430,000 dollars plus of revenue. Along with an unanticipated amount of $280,000 dollars of Redevelopment Agency funds.

Chief Heine stated that the good news is that Novato Fire will adopt a budget with total revenues exceeding expenditures. He also, recommended that $250,000 dollars be placed in the unassigned fund balance for the Finance Committee and Board to review at a future date.

**OPPORTUNITY FOR PUBLIC COMMENT**
No public comments were made.

M/s Galli/Davis motioned to adopt the Preliminary Budget Fiscal Year 2016/2017 of $28,016,481 and set the September 7, 2016 date for the adoption of the final budget.

In Favor: Directors Galli, Fenner, Jr., Davis, and Metcho
Opposed: None
Absent: Director Silverman
Motion carried. 4-1

Chief Heine asked the Board to consider the Finance Committee’s recommendation to extend Maze & Associates contract for the Fiscal Years 2017 through 2019 in the amount of $61,014.

Chief Heine stated that built into Maze & Associates contract was an option to extend for three years. The service provided by them has been outstanding. He noted that the maximum period allowed under the Audit Rotation Requirement of Government code section 1240.6(b) is six consecutive years with the same audit principle partner; however after 2019 the District would need to change an audit partner with Maze & Associates or issue a request for proposal for audit services.

OPPORTUNITY FOR PUBLIC COMMENT
No public comments were made.

M/s Fenner, Jr./Davis motioned to extend Maze & Associates contract for the Fiscal Years 2017 through 2019 in the amount of $61,014.

In Favor: Directors Galli, Fenner, Jr., Davis, and Metcho
Opposed: None
Absent: Director Silverman
Motion carried. 4-1w

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine at 6:35 p.m. to discuss the closed session items:

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Government Code Section 54956.9)
Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

The closed session was completed at 8:00 p.m. The Board returned to open session at 8:01 p.m., President Silverman stated that item one there was no reportable action, item two direction was given to negotiators.

ADJOURNMENT
There being no further business to conduct, President adjourned the meeting at 8:02 p.m.

Submitted by

Denise Wade, Recording Secretary

Approved 8/3/16
Novato Fire District
Board of Directors
Special Board Meeting
Minutes
July 6, 2016

The meeting was called to order by President Silverman at 9:00 a.m. in the Heritage Conference room at Administration Building, 95 Rowland Way, Novato CA, 94945.

ROLL CALL
President Lj Silverman, Vice President Steve Metcho, Directors Worth Fenner, Jr., Bill Davis, and Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan

OPPORTUNITY FOR PUBLIC EXPRESSION
No public comments were made.

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine and Deputy Fire Chief Brolan at 9:00 a.m. to discuss the closed session item:

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: Novato Fire Chief Officer’s Association, IAFF Local 1775

The closed session was completed at 11:05 a.m. The Board returned to open session at 11:05 a.m., President Silverman stated that direction was given to negotiators.

ADJOURNMENT
There being no further business to conduct, President Silverman adjourned the meeting at 11:06 a.m.

Submitted by

Denise Wade, Recording Secretary

Approved 8/3/16

Minutes– 7/6/16
Page 1
Consent Calendar-3
The meeting was called to order by President Silverman at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Silverman, Vice President Steve Metcho, Treasurer Jim Galli, Directors Worth Fenner, Jr., Bill Davis

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Bill Tyler and Ted Peterson, Dan Hom, Finance Director; Jeanne Villa, Recording Secretary, Lauren Pallas, Admin. Assistant.

ALSO PRESENT
Riley Hurd, District Counsel; guests Anthony Bonino and parents.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
1. Citizen recognition Anthony Bonino for Achieving Eagle Scout
   Chief Heine recognized the numerous community service and volunteer activities of Anthony (A.J.) Bonino, who recently received his Eagle Scout award from the Boy Scouts of America. Chief Heine presented Anthony with a District challenge coin, explaining the significance and congratulating him on his achievements. Scout Bonino thanked the Board and the Chief.

A short break was observed for a photo opportunity at 6:05 PM

The public meeting reconvened and was called to order by President Silverman at 6:10 p.m..

2. Recognize Engineer Shawn Kreps for 20 years of dedicated service.
   Chief Heine advised the Board Members that Engineer Kreps has been assigned Out of County on an incident. This item will be moved to a date upon which Engineer Kreps is able to attend.

3. A Presentation made to the Board regarding the 8th Comprehensive Annual Financial Report (CAFR) Award.
   The Chief Heine introduced Finance Director Dan Hom who provided background on the significance of the CAFR award and the process by which it is produced. Finance Director Hom thanked the Board, the Fire Chief and his staff for their support and assistance with the
production of the CAFR. Finance Director Hom displayed the CAFR plaque and noted that the Novato Fire District is one of only 8 special districts in California to receive a CAFR award from the Government Financial Accounting Office, a national organization; and that this is the District’s 8th consecutive award.


Chief Heine noted that Mr. Jeffries has been requested to assist with the California fires and is not available to make his presentation. The presentation will be rescheduled for a future meeting.

ASSOCIATION PRESIDENTS’ REPORT

No report.

DIRECTOR MATTERS

Director Davis reported that the Special District Leadership Academy was a great educational value. Noted topics included Improved Board Teamwork, Setting Board Direction, Fiscal Accountability, Transparency and Pitfalls.

Director Fenner noted that the Board packet was large and suggested that Staff revise the packet to make it easier to quickly assess action items, and perhaps delineate informational items to a separate section.

Counsel Hurd described other public agencies methods of distributing board meeting material. Direction was given to staff by the Board to explore modification of the full Board meeting packet.

President Silverman reported that he attended Fire Squirts muster and was impressed by the efforts of the staff and the campers.

Director Metcho reported that he attended the retirement party of Kentfield Fire District Fire Chief Paul Smith. He also attended the Fire Squirts Muster and was impressed by great experience the camp represents for the youth that attend.

Director Davis recognized Director Galli for participating on the Finance Committee while he was on vacation.
CHIEF’S REPORT

Chief Heine reported:

- Upcoming Meeting Schedule: Finance Committee meeting - August 16, 0900, at Admin; Policy Committee meeting - August 19, 0900, at Admin; Regular Board meeting on September 7, 2016 (There will be an Acting Fire Chief covering for the Fire Chief while he is at the National Fire Academy.
- Chief Brolan and Fire Chief will be attending Fire Rescue International conference in San Antonio, TX, Aug 16-20, 2016. There will be an Acting Fire Chief covering.
- Currently the District has one Type III engine, an OES engine, and both Battalion Chief Veliquette and Menzel deployed to the Sobranes Fire in Monterey County. The fire is at 45,000 acres and 25% contained. It is burning into the Los Padres National Forest. Dozer operator Robert Reagan was killed while building fireline on the Sobranes Fire. Two engines were destroyed by fire while engaged in firefighting on the fireline.
- Cold Fire is burning on Hwy 128 near Lake Berryessa. It has burned over 4,000 acres and is 0% contained. Structure threat is minimal. The District may send overhead command personnel, if requested.
- Pacheco Valle – The District is working closely with residents on their FireWise Committee. The residents are scheduling their first chipper day. The District and Pacheco Valle are working in strong partnership with Max Korten, Interim Open Space Director, and with Supervisor Judy Arnold. A plan for the entrance to Pacheco Valle and the Pacheco Meadow has been developed. The next FireWise meeting is on August 9.
- Truck 64 is out of service for a month for warranty work/repairs.
- Crews attended National Night Out with NPD at two locations: Leafwood Drive and Bel Marin Keys.
- Increased marketing of our safety messaging leading up to the Fourth of July resulted in a more than 50% reduction in Police calls for service related to fireworks.
- Fire Squirts program was held the week of July 18. It was a very successful camp again this year. The focus is on building teamwork and self confidence.
- He was a guest speaker at the Ignacio Rotary last week, and spoke to a group of 50 on the Fire District and the current fire season.
- Police Chief Jim Berg has retired from Novato Police Department. He called Jim to congratulate him and to thank him for his years of dedicated service to our community. Chief Kreins, former Novato Police Chief has been named as the interim police chief. Chief Heine also noted that the City of Novato has chosen a City Manager.
- Chief Heine announced that the District has reactivated its Twitter account and is using to communicate safety messages and other important information. Chief Heine and Public
Information Officer Sandy Wargo have created “Friday Videos” to place on Twitter. The videos are brief, about 45 seconds in length, and cover important current issues.

- Chief Heine reported that Station 64 apparatus bay concrete floor replacement is moving forward. The Contractor and the District are closer to an agreement as to the replacement cost. The floor should be replaced within 3 months, pending any unforeseen circumstances.
- Chief Heine reported that PGE needs to re-record electrical construction elements in front of Station 64 and in the driveway area. PGE will be responsible for any costs of their work up to and including replacing the street and driveway to its current condition.
- Chief Heine reported that Station 64 is a finalist for the Firehouse magazine Station Design award.

Chief Heine reported on contracts

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stroupe Petroleum</td>
<td>$12,400</td>
<td>Fuel tank quarterly maintenance.</td>
</tr>
<tr>
<td>Crosspoint Realty</td>
<td>zero</td>
<td>Sidewalk CPR at Vintage Oaks</td>
</tr>
<tr>
<td>FTS</td>
<td>$10,195</td>
<td>Weather station cells paid through 2020.</td>
</tr>
<tr>
<td>Simpson Sheet Metal</td>
<td>$1,545</td>
<td>HVAC repair in Captain’s dorm room at S65</td>
</tr>
<tr>
<td>Cagwin &amp; Dorward</td>
<td>$3,489</td>
<td>New irrigation timer for Admin.</td>
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<tr>
<td>Cagwin &amp; Dorward</td>
<td>$1,731</td>
<td>Irrigation repairs</td>
</tr>
<tr>
<td>Jones Garage Door</td>
<td>$4,500</td>
<td>Garage door spring repair_Station 61.</td>
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<tr>
<td>Marin Mechanical II</td>
<td>$738</td>
<td>Boiler repair at Station 61.</td>
</tr>
<tr>
<td>Marin IT</td>
<td>$91,512</td>
<td>IT services. Took their services from one day per week to 1-1/2 days per week.</td>
</tr>
<tr>
<td>Pacific eDocument</td>
<td>$10,500</td>
<td>Document management.</td>
</tr>
<tr>
<td>Gary Barner</td>
<td>$7,500</td>
<td>Background investigation services for pre-employment</td>
</tr>
</tbody>
</table>
President Silverman stated he would like to pull Consent Calendar item 1, June 1, 2016 Board Meeting Minutes as a separate item.

CONSENT CALENDAR ITEMS

2. Minutes of Special Board Of Directors Meeting June 22, 2016
3. Minutes of Special Board Of Directors Meeting July 6, 2016
4. Advancement Record: Lynne Osgood, Fire Inspector
5. Request for Ambulance Fee Debt Write Off due to financial hardship in the amount of $2,522.26
6. Request for EMS Write Off Multi-Year Uncollectible Ambulance Billing Accounts totaling $28,697.56
7. Board approval is requested to remove Denise Wade and add Administrative Services Manager Jeanne Villa to the Bank of America Operating Fund Signature card, and the WestAmerica Bank Novato Fire Protection District Payroll and Lockbox and FSA Signature Card; and to direct the Accounting Specialist to prepare the necessary paperwork.
8. Board approval is requested to add Administrative Services Manager Jeanne Villa and remove Denise Wade from the Westamerica Safe Deposit Signature Card
9. Board approval is requested to donate a surplused vehicle, (Unit 28, a 2002 Chevy Tahoe) to Bull Lake Fire District, Montana.
10. Request for Travel Authorization for Fire Chief Heine, Deputy Chief Brolan, and Director Davis to attend the California Special District Association (CSDA) Conference in San Diego October 9-13, 2016.

No public comments were made.

M/s Galli/Davis motioned to approve consent calendar items 2 through 10.

Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman
159  
160  Opposed: None  
161  Motion carried. 5-0  
162
163  President Silverman moved to Consent Calendar item 1.  
164
165  1. Minutes of Regular Board of Directors Meeting, June 1, 2016.  
166  Directors Fenner and Silverman requested a correction to the minutes on line 285 and 288,  
167  indicating that Director Metcho recused himself and left the room regarding the vote to  
168  accept and file the Marin County Employees Retirement Association Actuarial Valuation  
169  Report; and to reflect the vote as 4 Ayes, 0 Opposed, 1 Recused (Metcho)  
170
171  No public comments were made.  
172
173  M/s Galli/Fenner, Jr. motioned to approve consent calendar item 1, as corrected.  
174
175  In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman  
176  Opposed: None  
177
178  Motion carried. 5-0  
179
180  NEW BUSINESS  
181  1. Ambulance Re-mount for Units 24 and 39  
182  Board to consider Staff’s recommendation to award a single source request to Leader  
183  Industrial for the re-mount of two District ambulances.  
184
185  Battalion Chief Ted Peterson explained the cost saving reasons for choosing to remount  
186  rather than purchase new ambulances. Single sourcing to the original manufacturer to re-use  
187  the box over a new chassis will not invalidate warranties on ambulance parts that traverse  
188  through the box to the new chassis.  
189
190  No public comments were made.  
191
192  M/s Galli/Metcho motioned to award a single source request to Leader Industrial for the  
193  remount of two District ambulances.  
194
195  In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman  
196  Opposed: None
Motion carried. 5-0

2. Grand Jury Report 2015-2016 The 911 First Responder Referral Program, More Than a
Band-Aid for Seniors

Board to review and approved suggested responses to the Grand Jury Report, “015-2016 The
911 First Responder Referral Program, More Than a Band-Aid for Seniors”

Chief Heine briefed the Board members on his meeting with the Grand Jury prior to the
issuance of their report.

The Board of Directors had no edits to the draft response letter.

No public comments were made.
M/s Metcho/Fenner, Jr. motioned to send the District response letter to the required parties.

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

Motion carried. 5-0

Happening In Our Backyard

Board to review and approved suggested responses to the Grand Jury Report, “2015-2016
Marin’s Hidden Human Sex Trafficking Challenge. It’s Happening In Our Backyard”

Chief Heine reported that the recommended training should be implemented by the District
by the end of the calendar year. Chief Heine also noted that some responses could not be
responded to in the required format since it would require the District to comment on issues
on which the District has no ability to ascertain the veracity.

Counsel Hurd noted that some responses could not be answered as required, and deviations
to the required format were necessary, since the District has no ability to ascertain as to how
other public agencies may or may not be performing.

The Board of Directors had no edits to the draft response letter.
No public comments were made.

M/s Metcho/Fenner, Jr. motioned to send the District response letter to the required parties.

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

Motion carried. 5-0

4. Big Cat Advertising Contract
Board to consider Staff’s recommendation to approve Big Cat Advertising contract for $68,400.

Chief Heine explained how the District will use Big Cat Advertising services to effectively push important District information and safety information to the public, in a concise and consistent method in cooperation with other Marin County public agencies.

No public comments were made.

M/s Galli/Davis motioned to approve Big Cat Advertising contract for $68,400.00.

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

Motion carried. 5-0

Board to consider Staff’s recommendation to enter into an Joint Power Agreement with Marin County Fire Department.

Chief Heine stated that EMS billing services are slated to begin shortly for Marin County Fire Department.

No public comments were made.

M/s Fenner, Jr./Metcho motioned to enter into an Joint Power Agreement with Marin County Fire Department.
In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman
Opposed: None
Motion carried. 5-0

6. Fuel Delivery Services for Fiscal Year 2016/2017 through Fiscal Year 2017/2018
   Board approval is requested for Staff’s recommendation to release an Invitation to Bid for Fuel Delivery Services.

   No public comments were made
   M/s Galli/Fenner, Jr. motioned to release an Invitation to Bid for Fuel Delivery Services.
   In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman
   Opposed: None
   Motion carried. 5-0

COMMITTEE REPORTS

1. MERA
   (President Silverman and Director Metcho)
   Director Metcho stated that he attended the July 27, 2016 MERA Governing Board meeting. The most has been cancelled for June 22nd. MERA approved the use of radios by the Marin County School Board.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   Finance Director Hom reported there was no meeting.

3. Finance Committee
   (Directors Fenner and Galli)
   Director Fenner stated the committee will be reviewing the committee’s charter.

4. Policy Committee
   (President Silverman and Director Galli)
   Director Galli stated that the District is progressing with the review of Lexipol policies, following the Lexipol database glitch.
FINANCIAL REPORTS

INFORMATION
2. Written Communications

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session at 7:08 PM to discuss the closed session items:

1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Government Code Section 54956.9)
Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731
Attending Closed Session Item 1: All Directors, Chief Heine, Chief Brolan, Chief Peterson, Chief Tyler, Riley Hurd

2. CONFERENCE WITH LABOR NEGOTIATORS
(Government Code Section 54957.6)
Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775
The closed session was completed at 7:52PM. The Board returned to open session at 7:52 PM.
President Silverman stated that there were no reportable action on Closed Session Item 1.
Direction given to negotiators on Closed Session Item 2.

ADJOURNMENT
There being no further business to conduct, President Silverman adjourned the meeting at 7:53 PM.

Submitted by,

Jeanne Villa, Recording Secretary

Approved 9/7/16 BOD meeting
The meeting was called to order by President Silverman at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Silverman, Vice President Steve Metcho, Treasurer Jim Galli, Directors Bill Davis, and Worth Fenner, Jr.

STAFF MEMBERS PRESENT
Battalion Chiefs Bill Tyler (Acting Fire Chief), Battalion Chiefs Jeff Whittet and Jeff Veliquette, Dan Hom, Finance Director; Jeanne Villa, Recording Secretary, Lauren Pallas, Admin. Assistant.

ALSO PRESENT
Riley Hurd, District Counsel; Kushboo Hussein and Courtney Ramos of Matrix Consulting

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
1. Results of Fire Facilities Impact Fees study by Matrix Consulting. Kushboo Hussein and Courtney Ramos of Matrix Consulting presented a PowerPoint presentation: Fire Facilities Impact Fee Results Overview. Novato Fire District can no longer collect development impact fees after the end of 2016 since the District no longer meets all five conditions of AB1600.

2. Website Review - Jeanne Villa demonstrated the updated features and design of the District website.

ASSOCIATION PRESIDENTS’ REPORT
No reports.

DIRECTOR MATTERS
Director Metcho commented that the District’s use of social media to alert the community to ongoing incidents is valuable information; and allows the District to reach citizens quickly.

CHIEF’S REPORT
Chief Tyler reported:
Novato Fire District
Board of Directors
Regular Board Meeting Minutes
September 7, 2016

- Upcoming Meeting Schedule: Finance Committee meeting - September 20, 0900, at Admin;
  Policy Committee meeting - September 16, 0900, at Admin; FASIS meeting – October 20;
  Special Board meeting on September 28, 2016.

Upcoming events: 9/11 – Patriot Day with Sheriff’s Dept. Communication Center ring down of
all Marin County Fire Stations at 6:59 A. M.; September 19 – Rucker golf tournament at
Stone Tree Golf Club; 10/9 – Open House at all fire stations from 10-1 P.M. with a theme of
“Don’t Wait Check the Date” for 10 year smoke alarm safetyw; October 12 – Blood Drive at
Station 61 in the Apparatus Bay from 11-4 P.M.

October 5, 2016 Board meeting will be cancelled due to lack of quorum. Board will meet on
September 28, 2016 at 6 p.m.

Out of County update: all crews have returned from their out of county assignments.

Pacheco Valle – Supervisor Judy Arnold, the District, the Open Space District and the residents
of Pacheco Valle agreed on a solution to alleviate the residents’ concerns about access should
the meadow catch fire. A walking path and fence will be relocated allowing for 50 feet of
mowing (standard width is 10 feet), Pacheco Valle residents are on track to become Novato’s
first FireWise community.

Chief Tyler reported on contracts.

<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SERVICES</td>
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<td></td>
</tr>
<tr>
<td>Leader Industries</td>
<td>Veliquette</td>
<td>$800,000</td>
<td>Two ambulance remounts. Three month lead time to begin work. First ambulance to be started late November 2016 and delivered March 2017.</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES - PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marin Mechanical</td>
<td>McCarthy</td>
<td>$1,170</td>
<td>Boiler Repair at Station 61.</td>
</tr>
<tr>
<td>JDL Electric</td>
<td>Menzel</td>
<td>$675</td>
<td>Wiring for extractor at Station 62.</td>
</tr>
<tr>
<td>IES</td>
<td>Menzel</td>
<td>$6,150</td>
<td>Two add'l ceiling units were discovered by the IES tech that needed to be added to maintenance. In addition, 10 high-efficiency filters need to begin to be replaced.</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES - NON-PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connected Fleet</td>
<td>McCarthy</td>
<td>$2,312</td>
<td>Wifi installed for two final vehicles. Project is now completed.</td>
</tr>
</tbody>
</table>

PIGGYBACK
Nothing to report

REP/RR
Nothing to report

RENEWALS
Big Cat Advertising

EMS BILLING
Nothing to report

GRANT FUNDS
Nothing to report

LEASES
Novato Toyota
Heine $30,000 Updated the lease. Enforced locked gate in parking lot & obtained certificate of insurance from Novato Toyota.

Approved 9/28/2016
Novato Fire District
Board of Directors
Regular Board Meeting Minutes
September 7, 2016

Blackpoint Vegetation Project: Blackpoint Community secured a $25,000 grant for a vegetation management project in the area leading out to Days Island. Plans for future evacuation drill are under way.

Station 64 Floor Update: A 48-hour contractors notice was delivered to D.L. Falk. Falk is executing a contract with a new subcontractor to repair apparatus bay floor. Floor will have regular finish and the project will be overseen by an onsite 3rd party, special inspector. Deputy Chief Brolan is working on plans to keep station staffed during construction.

Chief Tyler asked Chief Velquette to speak about the ambulance remount process through Leader Ambulance.

CONSENT CALENDAR ITEMS
Consent Calendar Items 2 and 3 were extracted to be voted on individually.

1. Minutes of Regular Board of Directors Meeting August 3, 2016

No public comments were made.

M/s Davis/Metcho motioned to approve consent the minutes of August 3, 2016.

In Favor: Directors Galli, Fener, Jr., Davis, Metcho, and Silverman
Opposed: None

Motion carried. 5-0

Prior to discussion and vote, Director Silverman recused himself and left the room. Vice President Metcho proceeded with Consent Calendar Item 2.

2. Board approved the Request for Travel Authorization for Director Silverman to attend the National Association of Elected Officials Annual Conference September 19-20, 2016 in Las Vegas Nevada.

No public comments were made.

M/s Galli/Davis motioned to approve consent calendar item 2, travel authorization for Director Silverman.

In Favor: Directors Galli, Fener, Jr., Davis, Metcho

Approved 9/28/2016
Prior to discussion and vote on Consent Calendar Item 3, Director Metcho recused himself and left the room. Director Silverman remained out of the room. Director Galli indicated he would not be attending the conference, and proceeded with the meeting.

3. Board approved the amended (removing Director Galli from the request) Request for Travel Authorization for Directors Metcho and Silverman to attend the Fire Show West Conference October 3-7 in Reno, Nevada.

No public comments were made.

M/s Fenner, Jr./Davis motioned to approve consent calendar item 3, travel authorization for Directors Metcho and Silverman.

In Favor: Directors Fenner, Jr., Davis, and Galli
Opposed: None
Abstain/Recused: Silverman and Metcho

Motion carried. 3-0-2

Directors Silverman and Metcho returned to the room.

NEW BUSINESS

New Business Item 6, Fire Station 64 Apparatus Bay Concrete Floor Replacement, was pulled from the agenda.


Finance Director Dan Hom reported on the finalized budget for the fiscal year of 2016-2017. He stated that the budget is in surplus.

Director Silverman asked about the contingency amount $150,000 funds budgeted for Station 64’s apparatus bay floor.
Finance Director Hom advised the amount was budgeted to cover architectural and legal fees for the close out of the Station 64 project.

Director Galli requested a final report of Station 64 costs once construction is complete. Director Galli thanked Chief Tyler, Finance Director Hom and staff for their efforts during the budget process.

Directors Metcho and Silverman also thanked Chief Tyler, Finance Director Hom and staff for their work on the budget.

No public comments were made.

M/s Galli/Davis motioned to approve the 2016-2017 annual budget.

In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0


Finance Director Hom explained the Appropriations Limit and calculations.

No public comments were made.

M/s Galli/Davis motioned to adopt Resolution 2016-9, determining the Appropriations Limit.

Roll Call Vote:
In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

3. Annual Insurance Policies Single Source Renewal. Board approval is requested to accept Staff’s recommendation to select MOC Insurance Services to broker the renewal of the District’s property and casualty insurance policies as a single source for the period beginning September 1, 2016 through September 1, 2017.
No public comments were made.

M/s Metcho/Silverman motioned to select MOC Insurance Services as broker of the renewal of the District’s property and casualty insurance policies as a single source for the period beginning September 1, 2016 through September 1, 2017.

In Favor: Directors Galli, Davis, Metcho, and Silverman
Opposed: None
Abstain: Fenner Jr.

Motion carried. 4-0-1

4. Resolution 2016-10, Electing to be subject to the Public Employees’ Medical and Hospital Care Act at an equal amount for employees and annuitants with respect to a recognized employee organization: Board approval is requested to approve the addition of the Non-Sworn Administrative Staff to the list of recognized employee organizations in the District CalPERS medical insurance plan.

No public comments were made.

M/s Metcho/Davis motioned to select MOC Insurance Services as broker of the renewal of the District’s property and casualty insurance policies as a single source for the period beginning September 1, 2016 through September 1, 2017.

Roll Call Vote:
In Favor: Directors Galli, Davis, Fenner, Jr., Metcho, and Silverman
Opposed: None
Abstain: None

Motion carried. 5-0

5. Guaranteed 36 Month Price Agreement with ADP Payroll Services: Board approval is requested to accept Staff’s recommendation to approve a three-year price agreement with ADP, beginning October 1, 2016 through September 30, 2019 for the provision of Payroll, HR, and Time Management services.

No public comments were made.
M/s Galli/Davis motioned to approve a 36 Month Price Agreement with ADP Payroll Services.

In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

**COMMITTEE REPORTS**

1. MERA
   (President Silverman and Director Metcho)
   Director Metcho commented that one proposal was returned to the committee by Motorola. They received a letter from Novato School District Superintendent, Mary Jane Burke expressing her appreciation for the school District’s ability to use MERA radios.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   Director Davis commented that there haven’t been any meetings nor any activity.

3. Finance Committee
   (Directors Fenner and Galli)
   Director Fenner Jr. commented that the committee is continuing work on the Finance charter.

4. Policy Committee
   (President Silverman and Director Galli)
   Director Galli stated that the committee is progressing on the Lexipol project. He mentioned the upcoming meeting on September 16th, 2016.

**FINANCIAL REPORTS**


**INFORMATION**

2. Written Communications – Two letters from Novato residents were read expressing their gratitude. A letter from Battalion Chief Matt Barnes from Southern Marin Fire District was read thanking the District’s participation on a recent strike team at the Sobranes fire.
3. City of Novato General Plan Update was included in the Board packet.

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 7:01 PM.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Silverman at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Silverman, Vice President Steve Metcho, Secretary/Treasurer Jim Galli, Director Worth Fenner, Jr.

ABSENT
Director William Davis

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Dmitri Menzel, Bill Tyler and Ted Peterson; Finance Director, Dan Hom; Admin. Assistant, Lauren Pallas; Human Resources, Gretchen Felciano.

ALSO PRESENT
Riley Hurd, District Counsel.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
None

ASSOCIATION PRESIDENTS' REPORT
No reports.

DIRECTOR MATTERS
Director Fenner commented that he will be unavailable from October 23rd through November 3rd 2016.

Director Galli informed the Board he would be out of town for the next regularly scheduled Board of Directors meeting on November 2, 2016 but is available via phone conference.

CHIEF'S REPORT
Chief Heine reported:
• Upcoming Meeting Schedule: Finance Committee meeting - October, 0900, at Admin; Policy Committee meeting – October 21, 0900, at Admin; No October Board of Directors meeting; Regular Board of Directors meeting on November 2, 2016.

• Annual Rucker Golf Tournament: Took place on September 19th, 2016. Largest fundraiser for the Foundations programs.

• Upcoming events: 10/9 – Open House at all fire stations from 10-1 P.M. with a theme of “Don’t Wait Check the Date” for 10 year smoke alarm safety; October 12 – Blood Drive at Station 61 in the Apparatus Bay from 11-4 P.M.

• Out of County update: Marin Strike Team deployed to the Sobranes Fire was demobilized and released. Captain Smith is assigned to the Loma Fire as a Field Observer.

• Fuel Conditions: Extremely dangerous at the moment. Fires experienced this past week displayed extreme fire behavior.

• FireWise Communities: Two additional Novato communities, Green Point and Marin Valley have shown interest in pursuing a FireWise certification.

• Comm Center: Experiencing issues with CAD paging on multiple alarm events. No pages went out for our two second alarm fires we experienced this week. They are working with the CAD vendor to try and resolve the issue.

• California Special Districts Conference: Deputy Chief Brolan, Director Davis and Chief Heine will be attending from October 10th through the 13th, 2016 in San Diego, California.

• Deputy Fire Chief Promotional Process: Anticipating a memo to be released announcing the process within a few weeks. Will be establishing an eligibility list.

• Division Updates: RPM – Busy with building plans to review, taxed with fire investigations from the recent fires. EMS Billing – In talks with other fire EMS providers to discuss EMS billing services. Will soon be receiving final report on our EMS structure and processes. HR – Open healthcare enrollment for active and retired members, supporting the preparation for Deputy Fire Chief promotional examination process, and Workers Compensation claim reviews. Finance – Supporting the work of our auditors
and beginning to look at the preparation of our Comprehensive Annual Financial Report.
Training – Focused on weekly core competency training, and collaborating with Chief
Peterson’s division on implementing the new 911 Referral Program and training on
human trafficking awareness.

Contracts:

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<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SERVICES - NON</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADP</td>
<td>Hom</td>
<td>$43,552/Yr</td>
<td>Established 3 year price agreement.</td>
<td>SRM</td>
</tr>
<tr>
<td>Stratoguard - Proofpoint Software</td>
<td>Villa</td>
<td>$2,611/Yr</td>
<td>Cyber security software to replace McAfee.</td>
<td>SRM</td>
</tr>
<tr>
<td>Aerotek</td>
<td>Peterson</td>
<td>zero</td>
<td>Business Associate Agreement to ensure Aerotek employees safeguard Private Health Information (PHI)</td>
<td>SRM</td>
</tr>
<tr>
<td>ProShred</td>
<td>Villa</td>
<td>$495</td>
<td>Mobile media destruction services.</td>
<td>SRM</td>
</tr>
<tr>
<td>All Green</td>
<td>Villa</td>
<td>$415</td>
<td>E-Waste pickup and recycle service.</td>
<td>SRM</td>
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<tr>
<td>PROFESSIONAL SERVICES - PUBLIC</td>
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<tr>
<td>WORKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HouseSavers/Deckmasters</td>
<td>Menzel</td>
<td>$13,200</td>
<td>Powerwash Admin, S61, S62 &amp; S63 in preparation for painting.</td>
<td>SRM</td>
</tr>
<tr>
<td>Fowler Electric</td>
<td>Menzel</td>
<td>$10,000</td>
<td>Set up Master Services Agreement with a 3 year term with a NTE amount of $10,000 for as-needed electrician services.</td>
<td>SRM</td>
</tr>
<tr>
<td>Crandall Roofing</td>
<td>Menzel</td>
<td>$34,444</td>
<td>Roof resurfacing for Station 61's West roof.</td>
<td>SRM</td>
</tr>
<tr>
<td>LEASES</td>
<td></td>
<td></td>
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<tr>
<td>NeoPost</td>
<td>Villa</td>
<td>$9,805</td>
<td>New postal machine 5 year lease agreement.</td>
<td></td>
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<tr>
<td>RENEWALS</td>
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<td></td>
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<tr>
<td>MOC Insurance</td>
<td>Heine</td>
<td>$153,698</td>
<td>Annual P&amp;C insurance policy renewal.</td>
<td></td>
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<tr>
<td>PIGGYBACK</td>
<td></td>
<td></td>
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<tr>
<td>Nothing to report</td>
<td></td>
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<tr>
<td>RFP/IFB</td>
<td></td>
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<tr>
<td>Nothing to report</td>
<td></td>
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</tr>
<tr>
<td>EMS BILLING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marin County Fire</td>
<td>Peterson</td>
<td>N/A</td>
<td>JPA for EMS Billing beginning November 1st for 3 years.</td>
<td></td>
</tr>
</tbody>
</table>
Recent Fires: Novato has had two fires within the last 48 hours that have posed significant threats to the community. The Cambridge Fire – Occurred at the end of Shevelin Road, burned 6.5 acres and threatened 15 homes. Came in at 6:27 Monday evening, 4.25 minutes response time. It spotted 300 yards across the drainage to another street. The cause was human, suspicious but undetermined. One Firefighter sustained 1st and 2nd degree burns to a leg due to falling into an ash pit. Olive Drive Fire – Occurred behind Olive Drive and burned 2.5 acres and caused major damage to a home at the top of the hill. Although defensible space had been created it was not properly maintained. No injuries. Cause was a 13 year old playing with matches. The child was cited by the Novato Police Department and will be referred to our successful Juvenile Firesetter Program.

CONSENT CALENDAR ITEMS
Prior to vote, Director Silverman requested a change to the Regular Board of Directors Meeting September 7, 2016 on line 132 to reflect the inquiry of $150,000 for the Station 64 floors.

1. Minutes of Regular Board of Directors Meeting September 7, 2016 with amendment.
2. Request for Ambulance Fee Debt Write Off Due to Hardship.

No public comments were made.

M/s Galli/Fenner, Jr., motioned to approve consent calendar items 1 through 2.

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

Motion carried. 4-0-0

NEW BUSINESS

Chief Heine asked counsel to walk the Board of Directors through the process for New Business Item 1.
Mr. Hurd explained how the government code works for adopting the proposed ordinance. He described the two step process for the introduction of the ordinance and the approval, with only the introduction occurring tonight.

Director Silverman pointed out an error in the staff report that doesn’t include Director Metcho’s name.

Mr. Hurd explained how the process for the introduction needed to be performed to include public comment. A motion must be made to introduce the ordinance by title only and then a motion must be made for setting the public hearing.

No public comments were made.

1. Introduction and first reading by title only of an ordinance of the Novato Fire Protection District, adopting and modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code 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 risk reduction prevention and mitigation division and officers.

The Board considered the introduction and first reading by title only of an ordinance that would adopt by reference, and amend portions of, the California Fire Code, the International Fire Code, and Appendix A of the International Wildland-Urban Interface Code. The ordinance would also provide for the issuance of permits for hazardous uses or operations and define the powers and duties of the Risk Reduction Prevention and Mitigation division and officers. This ordinance includes penalty provisions for violations thereof. The Board also set a hearing date for the adoption of the proposed ordinance.

No public comments were made.

M/s Metcho/Fenner motioned to introduce the ordinance by title only.

Roll Call Vote:
In Favor: Directors Galli, Fenner, Jr., Metcho, and Silverman
Opposed: None
Abstain: None

Motion carried. 4-0-0
Director Silverman read the introduction of the ordinance.

Mr. Hurd clarified that the next step in the process would be to hold the hearing and actual adoption at the next regular Board meeting. He also advised that if the adoption passes, it would be forwarded onto the City of Novato, who has the ability to reject, accept or accept with amendments the adoption since their jurisdiction would be bound by the ordinance.

Chief Heine advised the Board that the next regular Board of Directors meeting is November 2, 2016.

Director Silverman inquired if it would be added to the agenda and if a motion was needed.

Mr. Hurd informed the Board a formal motion to set the hearing date would be advised.

No public comments were made.

M/s Galli/Metcho motioned to set the hearing of the ordinance to adopt and modify the California Fire Code, International Fire Code and Appendix A of the International Wildland-Urban Interface Code at the next regular Board of Directors meeting, November 2, 2016.

In Favor: Directors Galli, Fenner, Jr., Metcho, and Silverman

Opposed: None

Abstain: None

Motion carried. 4-0-0

Director Galli expressed his gratitude to Chief Tyler for the hard work from his division during this process.

Chief Heine highlighted Chief Tyler’s leadership role with the county-wide adoption process and working with the other fire prevention officers throughout the County. He expressed his faith in the fire and Wildland Urban Interface codes and the safety role of residents they played in the two recent fires we’ve experienced.

President Silverman thanked Chief Tyler and his staff for their hard work.
2. Adoption of Resolution 2016-11: Designating October 2016 as National Breast Cancer Awareness Month. Board to consider adoption of Resolution 2016-11, designating October 2016 as National Breast Cancer Awareness Month within the District.

Chief Heine introduced New Business item 2 and detailed the support of the District for Breast Cancer Awareness month with the pink t-shirts being worn the week of October 10, 2016.

No public comments were made.

M/s Galli/Fenner, Jr., motioned to adopt Resolution 2016-11, Designating October 2016 as National Breast Cancer Awareness Month within the District.

Roll Call Vote:
In Favor: Directors Galli, Fenner, Jr., Metcho, and Silverman
Opposed: None
Abstain: None

Motion carried. 4-0-0

3. Adoption of Resolution 2016-12: Intent to Participate in the Great California Shakeout and Work Toward Becoming a Safer Community. Board to consider adoption of Resolution 2016-12, stating the District’s intent to participate in the Great California Shakeout on October 20, 2016 and work toward becoming a safer community.

Chief Heine introduced New Business item 3 that detailed the District participation in earthquake preparedness drill on October 20, 2016.

No public comments were made.

M/s Metcho/Silverman, motioned to adopt Resolution 2016-12, Intent to Participate in the Great California Shakeout.

Roll Call Vote:
In Favor: Directors Galli, Fenner, Jr., Metcho, and Silverman
Opposed: None
Abstain: None
Motion carried. 4-0-0

4. **Actuarial Review of the Self Insured Workers’ Compensation Program.** Board to consider Finance Committee’s recommendation to approve the June 30, 2016 Actuarial Review of the Self Insured Workers’ Compensation Program; and to consider the Finance Committee’s recommendation to select the 80% confidence level in determining the Estimated Liability of the Unpaid Loss and Loss Adjustment Expenses as of June 30, 2016 to be $3,501,000, and direct staff to report liabilities based on the selected confidence level.

Chief Heine introduced New Business item 4 that detailed the Actuarial Review, and the two recommendations from the Finance Committee.

Dan Hom gave the background information and explained what the confidence level represented.

Chief Heine clarified for Director Galli that the review is done on an annual basis. He also informed the Board that the District is on track to reach settlements with two of its largest claimants, which will be healthy for District.

Director Galli inquired about funds within the budget for workers compensation.

Chief Heine advised that there is a line item within the budget for outgoing funds related to payments for workers compensation as well as a designated reserve.

Dan Hom clarified that the District also has a line item within the budget for Fire Agency Self Insurance, or FASIS.

Chief Heine detailed the tail claims that would be closed out. He advised the Board that the motion would be to accept both recommendations from the Finance Committee.

No public comments were made.

M/s Galli/Fenner, Jr., motioned to accept the Finance Committees recommendation to approve the June 30, 2016 Actuarial Review of the Self Insured Workers’ Compensation Program, and the 80% confidence level.

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

Approved 11/2/2016
Motion carried. 4-0-0

COMMITTEE REPORTS

1. MERA
   (President Silverman and Director Metcho)
   Director Metcho indicated that the Marin Emergency Radio Authority is on schedule and
   negotiations have started with the Motorola vendor after receiving their proposal. They are
   working on coverage maps and requested attendance from operations. He also detailed the
   radio tower sites and boosters that might be required.

   Chief Heine stressed the importance of the coverage maps for operations.

   Director Metcho advised that Dave Jeffries work with Motorola.

   Director Galli expressed his concerns about the vendor’s proposed plan.

   Director Fenner Jr., inquired about the timeline.

   Chief Heine replied that it has to be completed by 2018.

   Director Metcho discussed the portable radios and the potential issues. They received a letter
   from Novato School District Superintendent, Mary Jane Burke expressing her appreciation
   for the school District’s ability to use MERA radios.

   Chief Heine explained Deputy Fire Chief Brolan’s operational directive to move off the
   MERA system entirely when responding to incidents in the North 101 corridor. He detailed
   the issue areas.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   Dan Hom commented that there haven’t been any meetings nor any activity.

3. Finance Committee
   (Directors Fenner and Galli)
   Director Fenner Jr. commented that the committee is continuing work on the Finance charter
   and reviewed the actuarial report.
Chief Heine requested Mr. Hurd to review committee requirements with the Board of Directors.

Mr. Hurd explained the types of committees, ad-hoc and regular committees. He described how the committees should be sub-sets of the Board. Members should only be Board of Directors, and staff should only offer direction.

Chief Heine informed the Board of Directors that he would work on proposed edits for both charters with Mr. Hurd and bring them forth to the Committees.

Mr. Hurd used the policy software, Lexipol as an example of what an ad-hoc and regular committee should look like.

Director Galli inquired about the meeting schedule requirements.

Mr. Hurd advised that the meeting frequency of any standing committee is at the discretion of the committee.

4. Policy Committee  
(President Silverman and Director Galli)

Director Galli stated that the committee is progressing on the Lexipol project.

Chief Heine informed the Board that Lexipol is on track and the next phase would be for division heads to review in October. District members’ review will follow in January.

FINANCIAL REPORTS

INFORMATION
1. Written Communications –A letter from Battalion Chief Michael Hadfield from Kentfield Fire Department was read thanking the District’s participation on a recent strike team at the Sobranes fire.

Chief Heine detailed the Districts social media presence and the responses generated from the two recent fires. He went on to describe Fire Training Specialist Sandy Wargo’s, engagement in the community during these incidents.
CLOSED SESSION

The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief Heine, Gretchen Felciano, and Chief Peterson at 6:58 p.m. to discuss the closed session items:

1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
   (Government Code Section 54956.9)
   Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

   Chief Peterson was excused from closed session at 8:15 p.m. after the conclusion of item 1.

2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan
   Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

The closed session was completed at 8:30 p.m. The Board returned to open session at 8:30 p.m., President Silverman stated that there were no reportable actions for item one, and that direction was given to District negotiators for closed session item two.

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 8:33 p.m.

Submitted by,

Lauren Pallas, Recording Secretary
The meeting was called to order by President Silverman at 6:03 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Lj Silverman, Vice President Steve Metcho, Directors Bill Davis.
Absent: Treasurer Jim Galli and Worth Fenner, Jr.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Bill Tyler, Jeff Whittet, Jeff Veliquette, Ted Peterson, Gretchen Felciano, Finance Director Dan Hom, and Recording Secretary Jeanne Villa

ALSO PRESENT
Riley Hurd, District Counsel; Bob Brown, Community Development Director for the City of Novato, and Katherine Yuen of Maze and Associates.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.
President Silverman requested that New Business Items 1 and 2 be moved to immediately following the City of Novato Presentation.

PRESENTATIONS
1. City of Novato General Plan Update:

Bob Brown, the City of Novato Community Development Director presented the City General Plan Update 2035. He noted the process will take about 4 years to complete and involves substantial community involvement. The plan will articulate the future plans for Novato and provide the road map to achieve the agreed upon goals. The plan also assists the City in their budgeting process. The 2035 plan strives to cover all residents, be attractive for existing businesses and potential businesses, and to protect the land.

The General Plan Update is available to view at the NFD website in the 11/2/16 BOD meeting agenda packet.

Director Davis asked what the City defines as a senior citizen. Mr. Brown stated residents 62 and over are considered members of the senior population.

Mr. Brown asked the Directors to complete a survey to add to the information the City is gathering from the community and agency partners.

Approved at 12/7/17 BOD mtg. 11/2/16 BOD Meeting
ASSOCIATION PRESIDENTS’ REPORT

No report.

DIRECTOR MATTERS

Director Davis attended the California Special District Association meeting in mid-October. He reported that the conference was extremely beneficial to him as a Director. The seminars on the Brown Act were very informative. He extended his appreciation for the presence of District Counsel at board meetings.

Counsel Hurd noted that the complexity of the Brown Act is the main reason that he attends every regular board meeting.

Directors Silverman and Metcho reported that the Fire Shows West conference was very well attended and had an illuminating keynote speaker, a fire chief from Chicago. Director Metcho also noted seeing the Trump Campaign arrive in Reno. Both Directors also met with former Phoenix Fire Chief Alan Brunacini.

Directors Silverman and Metcho attended an award ceremony in Lafayette to receive 2 awards given to the District for the excellent sustainability of the District’s new station 64. The District also received the Distinguished Construction Award among some other large (400-500 million dollar projects) from the Western Council of Construction Consumers. The event was attended by Kitchell, the project manager, and Eric Glass, the architect of Station 64.

Directors Metcho and Silverman expressed their congratulations to Chief Heine on his new position on the Executive Board of the Cal Chiefs Association.

CHIEF’S REPORT

Chief Heine reported on upcoming Board Meetings:

- Finance Committee meeting November 15, 0900, Admin
- Policy Committee meeting November 18, 0900, Admin
- Need to set special meeting date/time for week of November 13

Chief Heine reported on District Activities:

- Chiefs Brolan, Peterson, Tyler, Veliquette joined the fire chief to attend the annual Cal Chiefs Conference in Sacramento. I was sworn in as an E-board member.
- Station 64 floor work is in progress. The concrete was removed. Conduit damaged...
in the process of cutting out the existing floor resulted in electrical problems in the station. Most issues have been resolved. The sub-contractor is a good contractor to work with. They are sloping the entire floor to the four drains and are ahead of schedule at this point. We still have a problem with the general contractor, DL Falk, not paying some sub-contractors for their original work.

- Open house held on October 9th was a success, although the attendance was down from previous years. Thanks to Chief Veliquette who was covering the Fire Chief as Acting Fire Chief.

- Chief Brolan and the Fire Chief attended the California Special Districts Association annual conference in San Diego.

- Arrests were made in two of the three fires that occurred the week of September 26, 2016. It was a testament to the exceptional investigation work conducted by Chief Tyler’s division. The cause of the Marin Valley vegetation fire has not yet been determined but is suspicious.

- The District is partnering with the Marin Valley Mobile Country Club residents to help them pursue certification as a Firewise Community. They have already done a lot of vegetation management work in and around the park. This represents a good partnership between the City, the District, and the residents.

- Ten members will attend the Behavioral Health Conference in December hosted by Cal Chiefs, CPF, and CalJac. The concept is to convert the Safety Committee to a broader scope Health and Safety Committee.

- New City of Novato City Manager Regan Candelario reception is 11/9 at 1730 at City Hall

- Fire Chief attended an executive level meeting with Motorola executives to look at station alerting, paging, and coverage maps. It was a very productive meeting. The Corda transmitter site is still in. There are some operational issues to resolve but strong commitment to resolve them.

- Attended the E-board meeting of the Novato Professional Firefighters Association. There were no issues.

- The Fire Chief is in negotiations with the Novato Chief Officers Association
The Fire Chief thanked the Board of Directors for their role in the District succession program, and for meeting with each of the three participating Chief Officers.

President Silverman asked about the tentative dates for the January Strategic Planning Board retreat. Chief Heine will look into some dates and respond to the Board.

Chief Heine reported on contracts

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<td>Pamela Sukeforth</td>
<td>Peterson</td>
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<td>Yoga instructor for S64 pilot program.</td>
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CONSENT CALENDAR ITEMS

1. Minutes of Special Board of Directors Meeting September 28, 2016.

2. Ambulance Fee Write Off Debt Due to Hardship
   Board approval is requested to write off the designated ambulance billing accounts.

3. Bad Debt Write Off - Uncollectible Ambulance Billing Accounts
   Approved at 12/7/17 BOD mtg. 11/2/16 BOD Meeting
Board to consider the approval of Staff’s recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling $2,927.02

Board approval is requested to accept Staff’s recommendation to make the following FY 2016/2017 budget account adjustments:

a. Increase 9308 Hazardous Materials Program budget account 2268 in the amount of $25,000.
b. Increase 9308 Other State Aid Grant revenue budget account 9367 in the amount of $25,000.

5. Advancement Record for Colleen Walraven - Probationary to Permanent Status effective November 17, 2016

6. Board approval is requested to accept Staff’s recommendation to surplus the HP Printer 4000

No public comments were made.

M/s Metcho/Davis to approve consent calendar items 1 through 6.

In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr.
Motion carried. 3-0-0

NEW BUSINESS

Board considered the Finance Committee’s recommendation to accept the Independent Auditor’s Report and Audited Financial Statements for the fiscal year ended June 30, 2016 as presented by the District’s independent auditor, Maze & Associates.

Finance Director Hom noted that the Finance Committee had reviewed the audit and seen a presentation by Maze and Associates.

Katherine Yuen of Maze and Associates presented a brief Powerpoint highlighting the salient points of the audit and commenting on the effect of the GASB 75 reporting:
The District received an unmodified/clean opinion. There were no material deficiencies.
One of the Powerpoint slides referenced the Station 65 project. Director Metcho noted that it should read Station 64.

No public comments were made.

M/s Davis/Metcho to accept the audit performed by Maze and Associates.

In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr.
Motion carried. 3-0-0

2. Memorandum on Internal Control and Required Communications (MOIC)—Year Ended June 30, 2016

Board considered the Finance Committee’s recommendation to accept the Memorandum on Internal Control and Required Communications for the year ended June 30, 2016 as presented by the District’s independent auditor Maze & Associates.

Katherine Yuen spoke briefly on the MOIC, and noted her comments on this item were covered in her Powerpoint presentation.

No public comments were made.

M/s Davis/Metcho to accept the audit performed by Maze and Associates.

In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr.
Motion carried. 3-0-0

3. PUBLIC HEARING: Ordinance No. 2016-1 California Fire Code Adoption

Board considered final adoption of Ordinance 2016-1, adopting and modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code; prescribing regulations governing conditions hazardous to life and property resulting from Fire or Explosion; providing for the issuance of permits for hazardous uses or operations; and defining the powers and duties of the Risk Reduction, Prevention, and Mitigation Division and Officers.
Battalion Chief Bill Tyler reported on the process the State of California uses to adopt and/or modify the State Fire Code. B/C Tyler explained that the Novato Fire District can then adopt and modify for our specific community needs. The County of Marin Fire Prevention Officers performed an exhaustive review so that the Ordinance would be consistent across the county. This consistency makes it easier for the County and cities to adopt via resolution for enforcement.

Notable Ordinance provisions are:

- Numbering Changes
- Changes to Appendix A regarding Vegetation Management
- An exception to the sprinkler requirement for junior accessory units
- Addition of unwarranted alarms provision allowing responders to charge fees
- Amendment regarding sprinklers in mobile home parks
- Ability to inspect food trucks

The ordinance will go to the City of Novato and to the County of Marin for ratification by resolution on November 15, 2016. It will be enforceable by January 1, 2017.

Counsel Hurd clarified the steps in a Public Hearing process.

The meeting was opened for a Public Hearing at 7:21 p.m.

No public comments were made.

The Public Hearing was closed at 7:22 p.m.

M/s Davis/Metcho to Board to adopt Ordinance 2016-1, adopting and modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code; prescribing regulations governing conditions hazardous to life and property resulting from Fire or Explosion; providing for the issuance of permits for hazardous uses or operations; and defining the powers and duties of the Risk Reduction, Prevention, and Mitigation Division and Officers.

A roll call vote was held:

In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr.

Approved at 12/7/17 BOD mtg. 11/2/16 BOD Meeting
4. Purchase of Two Type 1 Fire Engines.

Board approval was requested to approve Staff’s recommendation to piggyback onto the City of San Jose’s bid process and contract with Hi-Tech Emergency Vehicle Service (“Hi-Tech EVS”) for the design and build of two Type 1 fire engines in an amount not to exceed $1.3 million dollars. The cost would incur in fiscal year 2017-2018.

Chief Heine reviewed details of the benefits of the piggyback process. Also noted is the build time will mean that the engines will not be ready for delivery until 2017/2018, at which time payment would be due. In the 2017/18 budgeting process, the District can research the various payment methods (use District funds, finance the purchase or a combination of methods) and select the most advantageous payment method.

Chief Heine noted that this purchase is in alignment with the Board approved fleet replacement plan.

No public comments were made.

M/s Metcho/Davis to approve the purchase of 2 Type 1 Fire Engines using the San Jose bid process and to contract with Hi-Tech Emergency Vehicle Service.

In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr.
Motion carried. 3-0-0

5. Fuel Purchase Bid Award.

Board approval is requested to accept Staff’s recommendation to award a contract to North Bay Petroleum for the District’s fuel delivery service, in an amount not to exceed $300,000.

No public comments were made.

M/s Davis/Metcho to to award a contract to North Bay Petroleum for the District’s fuel delivery service, in an amount not to exceed $300,000.

In Favor: Directors Davis, Metcho, and Silverman
6. Non-Sworn Administrative Staff MOU Side Letter.

The Non-Sworn Administrative Staff (NSAS) and the Novato Fire District have agreed on three (3) items concerning wages, continuing education, and working conditions in the NSAS MOU: Establishing pay steps, amending the Continuing Education courses, and changing the title of the Purchasing Administrator; establishing the pay steps for the Administrative Services Manager; and definition of the daily uniform of the Risk Reduction, Prevention Mitigation Division Administrative Assistant uniform.

Chief Heine described the details of the NSAS side letter.

No public comments were made.

M/s Davis/Metcho to approve the NSAS side letter, amending the 2014-2017 Memorandum of Understanding.

In Favor: Directors Davis, Metcho, and Silverman

Opposed: None

Abstain: None

Absent: Galli, Fenner, Jr.

Motion carried. 3-0-0

7. Contract with Occu-Med for On Site Annual Employee Medical Evaluations

Board approval is requested to approve the contract between the District and Occu-Med for onsite annual employee medical evaluations for 2016.

Chief Peterson reviewed the process of performing safety member physicals under the previous Kaiser model; initially it involved Kaiser personnel performing the physicals at District facilities. That later changed to District members being required to travel to San Rafael for physicals at Kaiser facilities.

The Occu-Med program through our existing FASIS program will perform physicals at District facilities. Cost savings are greater than 50%.

Tiburon Fire District has utilized Occu-Med’s services and was pleased with them.
No public comments were made.

M/s Metcho/Davis to approve the contract between the District and Occu-Med for onsite annual employee medical evaluations for 2016.

In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr.
Motion carried. 3-0-0

COMMITTEE REPORTS
1. MERA
   (President Silverman and Director Metcho)
   None

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   Director Davis reported there was no meeting. Litigation continues.

3. Finance Committee
   (Directors Fenner and Galli)
   Director Davis reported the committee reviewed the independent audit with Katherine Yuen from Maze and Associates,

   The committee will be reviewing the committee’s charter at the upcoming 11/15/16.

4. Policy Committee
   (President Silverman and Director Galli)
   The next meeting is scheduled for 11/18/16.

FINANCIAL REPORTS

INFORMATION
2. Written Communications
   Approved at 12/7/17 BOD mtg. 11/2/16 BOD Meeting

Page 10
Consent Calendar 1
President Silverman ended the open session at 7:33 p.m.

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session at 7:38 PM to discuss the closed session items:

1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
   (Government Code Section 54956.9)
   Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731
   Attending Closed Session Item 1: Directors Silverman, Metcho and Davis, Chief Heine, Chief Brolan, Chief Peterson, Chief Tyler, Gretchen Felciano, and Riley Hurd

2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Directors Silverman, Metcho and Davis, Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan and Gretchen Felciano.
   Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

   1. EXISTING LITIGATION
      Subdivision (a) of Section 54956.9 of Government Code
      Claimant: Erin Rhoades
      Claim number: 14002805
      Attending Closed Session Item 3: Directors Silverman, Metcho and Davis, Chief Heine, Chief Brolan, Chief Peterson, Chief Tyler, Gretchen Felciano.

      The closed session was completed at 9:05 p.m.

      The Board returned to open session at 9:05 p.m.

      President Silverman stated that there were no reportable actions on Closed Session Item 1.

      President Silverman stated that there was direction given to the negotiators on Closed Session Item 2. No action taken.

      President Silverman stated that there was a M/s Silverman/Metcho to accept settlement amount of $21,895.00 regarding the worker’s compensation case of Firefighter/Paramedic Erin Rhoades.
In Favor: Directors Davis, Metcho, and Silverman
Opposed: None
Abstain: None
Absent: Galli, Fenner, Jr
Motion carried 3-0-0

ADJOURNMENT
There being no further business to conduct, President Silverman adjourned the meeting at 9:07 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Silverman at 10:30 AM in the Heritage Conference room at the Administrative Offices, 95 Rowland Way, Novato CA, 94945.

ROLL CALL
President Lj Silverman, Vice President Steve Metcho, Directors Bill Davis Worth Fenner, Jr., and Jim Galli.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Ted Peterson, Gretchen Felciano, Finance Director Dan Hom.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
   Board approval is requested to accept Staff’s recommendation to enter into a Joint Power’s Agreement (JPA) with the Southern Marin Emergency Medical Paramedic System (SMEMPS) for the District to provide ambulance billing services to SMEMPS.

   No public comments were made.

   M/s Davis/Galli to approve the JPA with SMEMPS.

   In Favor: Directors Davis, Metcho, Galli, Fenner, Jr. and Silverman
   Opposed: None
   Abstain: None
   Absent: None
   Motion carried. 5-0-0

President Silverman ended the open session at 10:40 AM

President Silverman entered closed session at 10:40 AM

CLOSED SESSION
1. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam

Approved at 12/7/17 meeting 11.15.16 Special Board Meeting Minutes

Consent Calendar 3
Brolan
Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

The closed session was completed at 11:00 AM.

The Board returned to open session at 11:00 AM.

President Silverman stated that there was direction given to the negotiators on Closed Session Item 1. No action taken.

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 11:05 AM

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Silverman at 6:01 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President Lj Silverman, Vice President Steve Metcho, Directors Bill Davis, Secy/Treasurer Jim Galli and Worth Fenner, Jr.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Jeff Whittet, Ted Peterson, and Recording Secretary Jeanne Villa

ALSO PRESENT
Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

PRESENTATIONS
None

BOARD ELECTION AND COMMITTEES
President Silverman noted it was an honor and privilege to serve as Board President. He thanked his fellow Board members and staff for their support and efforts during his term as Board President.

1. Election of President
President Silverman opened the floor up for nominations.
President Silverman nominated Director Metcho for President.
Director Metcho accepted the nomination.
There were no public comments made.

M/s Silverman/Davis to elect Director Metcho for President.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

2. Election of Vice President

Director Metcho nominated Director Davis for Vice President.

Director Davis accepted the nomination.

There were no public comments made.

M/s Metcho/Galli to elect Director Davis for Vice President.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

3. Election of Secretary/Treasurer

President nominated Director Galli for Secretary/Treasurer.

Director Galli accepted the nomination.

There were no public comments made.

M/s Silverman/Metcho to elect Director Galli for Secretary/Treasurer.

In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman

Opposed: None

Motion carried. 5-0

4. Election of Committee Members

M/s Metcho to retain current membership of all committees.

There were no public comments made.

Policy Committee membership: Directors Silverman and Galli

Finance Committee membership: Directors Davis and Fenner
City of Novato As Successor Agency to Dissolved Redevelopment Agency: Director Davis
MERA Governance Board (Primary and Alternate): Directors Silverman and Metcho
Ad Hoc Board Manual Review Committee: Directors Metcho and Fenner
In Favor: Directors Galli, Fenner, Davis, Metcho, and Silverman
Opposed: None
Motion carried. 5-0
At this time, the gavel passed to newly elected President Metcho. President Metcho continued the meeting.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Galli attended the Novato Tree lighting and remarked that it was a nice family event. Director Galli also remarked on the recent Marin IJ editorial by Dick Spotswood. No Board members or District staff were contacted for facts or comment. Director Galli was offended by the slanted opinion on the District efforts to reduce costs and exposure to the taxpayer.

Director Davis remarked that he supports free speech. The Board encourages public opinion and comment. The Spotswood article is appreciated, but Dir. Davis objects to the labeling of the Board as culprits - “Culprits” insinuating criminals. It is insulting. Director Davis encourages Mr. Spotswood to contact the Board and District to receive current and accurate data before writing another article about District finances. District is easily reachable and available, and are not culprits.

Director Fenner remarked that the article was ridiculous, the public will see through it, and a mistake on Spotswood’s part.

Director Silverman was in agreement with previous Directors’ comments.

Chief Heine remarked that the District does an exhaustive analysis, most recently in September 2016 comparing the cost difference between paying overtime and hiring a full time position. The decision to use overtime is a financially responsible decision saving approximately $282.00 per shift or approximately $180,000 annually is based on sound data. The District would have been happy to share this data, but was not asked. The District maintains fiscally responsible policies with regard to overtime spending. Decisions are not subjective but a result of careful analysis.
Director Galli commented that the public doesn’t attend meetings, the Board carefully oversees the finances of the District: the reduction in post-employment benefits, OPEB, new retirement tiers, etc. The newspapers won’t print the data, but if it did get printed the public would be proud of the District and Board’s efforts to reduce debt and control expenditures.

President Metcho thanked Director Silverman for his tenure as President.

CHIEF’S REPORT
Chief Heine thanked Director Silverman for his leadership over the past year, and expressed confidence in President Metcho’s leadership.

Chief Heine reported on upcoming Board Meetings:
- Finance Committee meeting December 20 - Cancelled
- Policy Committee meeting December 16, 0900, Admin
- Regular Board Meeting January 4, 2017 6:00 PM, Station 61

Pacheco Valle has been awarded certification as a FireWise Community from the National Fire Protection Association. A formal dedication event will be scheduled in early 2017.
Director Davis commented that Pacheco Valle was a group frustrated by bad data. The attitude of the entire community changed when they received accurate information from the District. He praised the District for their excellent efforts.

Last night the Fire District responded to a structure fire. The house was heavily involved in fire upon our arrival. Difficult access due to narrow, windy roads and parked cars. The cause of the fire is under investigation, but appears related to an illegal narcotics case. One occupant received critical burns and was driven to a hospital prior to our arrival. Investigators from Novato Fire, Marin SO, Marin Fire Investigation Team, and Contra Costa Fire Protection District are at the scene investigating.

Chief Officers, labor representatives and staff are attending a behavioral health conference on the 14th and 15th in Sacramento. This conference will provide information key to the success of a committee to be formed on Health and Safety for fire personnel.

There is a Toy drive event at Novato Youth Center on 12/15. The Rotary will be providing lunch after.

The Novato Fire Foundation fundraising event at Cyclebar in Bel Marin Keys is on the 10th at 2pm.

New radio communications plan are being implemented for 101 corridor north of Atherton due to MERA coverage issues. MERA is aware of the gap. The next generation system is planning a tower near Corda Ranch to resolve the issue. In the meantime, the District is communicating via Hi Band radio in that area.
There is a Staff meeting on Monday, December 12 to begin the process to identify our hiring needs and options for conducting a hiring process for the next few years. District expects a 50% turnover in the next 5-10 years, due to retirements.

Completed responses to two grand jury investigations on pension liability and OPEB liability.

Completed meetings with each shift to brief personnel on current District matters.

The District contracted with a law firm to analyze our EMS billing structure. They have completed their analysis. Our structure is sound and in compliance with all applicable laws. They are working on recommendations regarding the continued use of temporary workers in the biller positions.

Chief Heine will be off on vacation the week prior to Christmas. Chief Brolan will be the Acting Fire Chief.

Promotional process has begun for the position of Deputy Fire Chief in anticipation of Chief Brolan’s retirement in early 2017. An interview panel will make a recommendation to the Fire Chief, who will then make the final selection.

Chief Heine reported on contracts:

<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SERVICES - NON PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wakefield &amp; Associates</td>
<td>Peterson</td>
<td>TBD</td>
<td>Bad Debt Collection Service for EMS Billing for NFD only.</td>
</tr>
<tr>
<td>North Bay Petroleum</td>
<td>Veliquette</td>
<td>NTE $300,000</td>
<td>Fuel delivery service contract for a three-year term beginning 12/12/16 and ending 12/11/19.</td>
</tr>
<tr>
<td>TriTech Software Systems</td>
<td>Peterson</td>
<td>Zero</td>
<td>Onsite software training for EMS Team. NFD will host other Ambulance billing firms at this training as well.</td>
</tr>
<tr>
<td>Marin IT</td>
<td>Villa</td>
<td>$30,294</td>
<td>Cisco Firewall purchase and installation.</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES - PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones Garage Door</td>
<td>Menzel</td>
<td>$3,948</td>
<td>Garage Door spring replacement at Station 65.</td>
</tr>
<tr>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>LEASES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nothing to report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RENEWALS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nothing to report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PIGGYBACK</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nothing to report</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>RFP/IFB</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nothing to report</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>EMS BILLING</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SMEMPS</td>
<td>Peterson</td>
<td>N/A</td>
<td>Ambulance Billing JPA for a three-year term ending February 2020.</td>
</tr>
<tr>
<td><strong>GRANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nothing to report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ER**=Emergency Repair, **UR**=Urgent Repair, **SRM**=Scheduled Repair/Maintenance/Upgrade

Director Silverman asked about the recent PRA from Mr. David Brown. Chief Heine explained that Mr. Brown requested copies of 2 resolutions and 1 actuarial study, which were provided. He also asked for agendas on his specific topic, of which there were none.

Director Galli asked how much time and labor have been spent on PRAs?

The Board directed the Fire Chief to put this topic on the January Board meeting agenda.

President Metcho thanked Chief Peterson for his report and work on the EMS Billing Analysis and for his assistance recently given to Chief Tubbs.

**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board of Directors Meeting November 2, 2016.

2. EMS Billing Write off due to Hardship
   Board approval is requested to write off designated ambulance billing accounts due to hardship.

3. Minutes of Special Board of Directors Meeting November 15, 2016.
4. **Surplus Palo Alto Firewalls and Servers**
   
   Board approval is requested to surplus 7 Palo Alto firewalls and 2 servers.

5. **Request to Surplus Portable Generator**
   
   Board approval is requested to accept Staff’s recommendation to surplus the portable generator formerly used at the temporary location of Fire Station 64 on Roblar Road.

   Director Galli inquired as to whether the generator could be used elsewhere. Chief Heine commented that this generator was purchased used and really has no further value to the District. The funds received would be used to offset the cost of Station 64.

   No public comments were made.

   M/s Galli/Fenner, Jr. to approve consent calendar items 1 through 5.

   In Favor: Directors Davis, Metcho, Galli, Fenner, Jr. and Silverman
   
   Opposed: None
   
   Abstain: None
   
   Motion carried. 5-0-0

**NEW BUSINESS**

New Business items #3 and #4 were pulled from the Agenda.

1. **Finance Committee Charter**
   
   Board to review and approve the amended Finance Committee Charter with following significant changes: Committee members are Directors only, meet quarterly February-December.

   Chief explained that the February meeting is important due to the Reserve Accounts review prior to beginning the annual budget process.

   Director Galli asked if the Policy Committee Charter would be changing. Chief Heine commented that the Policy Committee charter will be reviewed at the upcoming Policy Committee meeting.

   No public comments were made.

   M/s Fenner, Jr./Silverman to approve the revised Finance Committee Charter

   In Favor: Directors Davis, Metcho, Galli, Fenner, Jr. and Silverman

Board to consider the approval of the CAFR for the year ended June 30, 2016.

Chief Heine thanked Finance Director Hom and Staff and Jeanne Villa for their work putting together the CAFR. The CAFR is the go to document for the public or other agencies that have inquiries about District finances.

Director Silverman asked if the Grand Jury has seen our CAFRs. Chief Heine responded that one of their latest investigations asked for CAFR information and we provided them with our web address location, as requested.

Chief Heine also explained that our web transparency received an A+ from the Grand Jury.

Director Silverman asked if the Marin IJ printed the Web Transparency report. Chief Heine responded that they did.

Director Galli asked if we publicize the web transparency/CAFR and if we have seen it published. Chief Heine responded that we publish a press release, but have not seen any press coverage.

No public comments were made.

M/s Silverman/Davis to approve the CAFR

In Favor: Directors Davis, Metcho, Galli, Fenner, Jr. and Silverman

Opposed: None

Abstain: None

Motion carried. 5-0-0

5 Request to Purchase Staff Vehicle – Chevrolet Tahoe

Board approval is requested to accept staff’s recommendation to purchase one Chevrolet Tahoe SUV from Elk Grove Auto / Winner Chevrolet, under the State of California Contract #1-14-23-20A-G in an amount not to exceed $44,000.00

Chief Heine explained that this purchase is in alignment with our fleet replacement plan. Vehicles are rotated down through the ranks, in response to Director Galli’s question.
No public comments were made.

M/s Galli/Fenner, Jr. to approve the purchase one Chevrolet Tahoe SUV from Elk Grove Auto / Winner Chevrolet, under the State of California Contract #1-14-23-20A-G in an amount not to exceed $44,000.00

In Favor: Directors Davis, Metcho, Galli, Fenner, Jr. and Silverman
Opposed: None
Abstain: None
Motion carried. 5-0-0

COMMITTEE REPORTS

1. MERA
(President Silverman and Director Metcho)
Director Silverman reported that the November meeting was cancelled, but have one coming up December 14th.
Chief Heine noted that MERA is dealing with the Fire Station Alerting problem. The MERA Next Generation project RFP did not contain a Fire Station Alerting system. The Marin County Fire Chiefs have recommendations for MERA, and how to deal with the Motorola equipment. Fire Station alerting equipment is obsolete and will not function with next generation equipment.

Chief Heine also noted that even though Motorola offered radios at a discount if purchased early, MERA declined. The last time MERA bought radios early, there were obsolete when the system went live.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
(Finance Director Hom and Director Davis)
Director Davis reported there was no meeting. Litigation continues.

District Counsel Hurd stated that reams of pleadings arrive at Ragghianti/Freitas. It is not a good use of time or expense to review all of the documents. There is another law firm handling the issue.

3. Finance Committee
(Directors Fenner and Galli)
Director Davis reported the committee reviewed the Finance Committee Charter.

4. Policy Committee
(President Silverman and Director Galli)
Director Galli commented that the Policy Committee Charter is under review.

Chief Heine noted that Lexipol has been issued to the general membership, who must now read and acknowledge the policies. The policies have been reviewed by Chief Officers and labor representatives. The Lexipol manual should keep the District in compliance with applicable laws.

Chief Heine will be discussing compensation adjustments due to the version control problem that occurred early in the year.

The manual will be published to our District Website.

Director Galli commented that help from all of the labor groups helped get through the process of the detailed review.

5. Ad Hoc Board Manual Review Committee
   (Director Metcho and Director Fenner, Jr.)

President Metcho reported that the committee, and reviewed the Board Manual Policy. The next meeting is set for January 10th.

Chief Heine commented that it was a good review of the Board Manual Policy. We are awaiting the review by District Counsel.

FINANCIAL REPORTS

Chief Heine explained that our expenses are at 25% of budget, which indicate the District is right on track, and that Staff is doing a good job staying on budget and managing expenses.

INFORMATION
2. Written Communications were read.
3. 2017 Board of Directors Meeting Schedule.

Chief Heine added that we had a cardiac save at Our Lady of Loretto Church recently. The patient’s husband sent a heartfelt letter thanking the District for their life saving care.
Deputy Chief Brolan remarked that Chief Heine received a thank you note from Captain Bowlds, thanking the Chief for his response and leadership on the recent Annual Physicals process issue.

Chief Heine remarked that he would like to strategize with President Metcho about a Board/Staff Strategic Planning session.

President Metcho ended the open session at 6:58 p.m.

CLOSED SESSION

The Novato Fire Protection District Board of Directors moved to a closed session at 7:04 PM to discuss the closed session items:

1. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Directors Silverman, Metcho, Galli, Fenner, Jr. and Davis, Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan.
   Employee organization: Novato Fire Chief Officer’s Association, IAFF Local 1775

   The Board returned to open session at 8:05 p.m.

   Direction was given to the negotiators.

ADJOURNMENT

There being no further business to conduct, President Metcho adjourned the meeting at 8:06 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Silverman at 8:00 AM in the Heritage Conference room at the Administrative Offices, 95 Rowland Way, Novato CA, 94945.

ROLL CALL
Present: Directors Lj Silverman, Bill Davis, Worth Fenner, Jr., and Jim Galli.
Absent: President Steve Metcho

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan

Other Attendees: District Counsel Riley Hurd and Morin Jacobs

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

Director Davis ended the open session at 8:02 AM

Director Davis announced that the Board entered closed session at 8:02 AM

CLOSED SESSION
1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
   (Government Code Section 54956.9)
   Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731

The closed session was completed at 10:45 AM.

The Board returned to open session at 10:46 AM.

No reportable action taken.

ADJOURNMENT
There being no further business to conduct, Director Davis adjourned the meeting at 10:47 AM

Submitted by,

Jeanne Villa, Recording Secretary