



Novato Fire District Board of Directors
Regular Board Meeting Minutes
March 6, 2019

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

3
4 **ROLL CALL**

5 Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

6
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet, Kyle Dague and Robert LaCroix, Captain
10 Mesenburg, Colleen Walraven, and Station Crews.

11
12 **ALSO PRESENT**

13 District Counsel Riley Hurd, Former Director Jack Hickey, Tim Schmidt with family and
14 friends, Katie Doolittle, Lillian McKernan, Matt Walraven.

15
16 **ABSENT**

17 President James Galli

18
19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 No public comments were made.

21
22 **AGENDA ADJUSTMENT**

23 New Business item #7 is pulled. Chief Tyler would like all five Board members to be present.
24 This item will be placed on a future agenda.

25 **SPECIAL ANNOUNCEMENTS/PRESENTATIONS**

26 Presentation 1:

27 Fire Chief Bill Tyler introduced the three new Firefighter/Paramedics Arthur Bowlds, Nathan
28 Krepes and Kevin Larson to the audience and the Board of Directors. They are currently in the
29 Academy led by Captain Mesenburg.

30
31 Presentation 2:

32 BC Kyle Dague recounted the code save with bystander CPR at the Body Kinetics Gym. The
33 patient suffered a cardiac event during a basketball game. Tim Schmidt, Katie Doolittle and other
34 gym employees called 911 and performed CPR. They also used a Novato Fire Foundation
35 supplied AED unit.

36
37 BC Dague recognized the Novato Fire members who responded to the 911 call: Captain Peters,
38 Engineer Larkin, and FF/PMs Saldana, Godoy and Keena.

39
40 Chief Tyler described the tradition in the fire service of the Challenge Coin, and presented one to
41 Tim, Katie and sent two extras for Ashley Simonds and Kat Blair, who assisted but could not
42 attend the meeting.



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43 Presentation 3:

44 Chief Tyler introduced Colleen Walraven, the District Contracts and Purchasing Administrator,
45 and presented her with the Employee of the Year Plaque for 2018. Colleen was nominated and
46 selected by her peers for her professionalism. In particular, Colleen showed extraordinary efforts
47 when she took over the Payroll and Accounts Payable job duties when the District had a vacant
48 position. Colleen is well respected by all of her peers.

49

50 The meeting paused for photos and refreshments at 6:14 p.m.

51 The meeting resumed at 6:28 p.m.

52

53 **ASSOCIATION PRESIDENTS' REPORT**

54 No report.

55

56 **DIRECTOR MATTERS**

57 Director Davis attended a Chamber of Commerce meeting and the City Manager Candelario was
58 the speaker. It was a good presentation and showed that the City of Novato is engaged in the
59 process to reduce fire risk in our community.

60

61 Director Goines reported that he attended the Ad Hoc Wildland Fire Mitigation meetings and
62 that it was a good experience working with the Fire Chief and Deputy Chief, along with Fire
63 Marshal Jessell and Fire Inspector Osgood.

64

65 Director Metcho reported that he attended the Firehouse Subs Grant donation event, which was
66 well attended. Firehouse Subs was very generous to our Explorer program, providing 12 new sets
67 of turnouts.

68

69 Director Silverman reported that he also attended the Firehouse Subs Grant donation event.

70

71 **CHIEF'S REPORT**

72 Chief Tyler reported:

73 Calendar:

74

74 The Coffee with the Cops reschedule date is TBD

75

75 Monday, March 4th: Fire Chief has been selected for Jury Duty for approximately 2 weeks

76

76 March 8th, Friday, Firewise Event: Marin's 2nd Annual Firewise Workshop. This workshop is
77 intended to introduce resident and neighborhood leaders to the Firewise USA program, and
78 provide resources and networking opportunities for potential Firewise sites that intend to seek
79 national recognition in 2019. It includes representatives from Marin's fire agencies, land
80 management agencies, and other parties who routinely interact with residents and communities at
81 risk of wildfire.

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- 83 March 12, Tuesday, Pacheco Valley Firewise meeting 4-5:30 p.m.
- 84 March 13th, 1:30 to 2:30 p.m.: PG&E Wildfire Safety Plan, City Admin with City Manager and
85 the Public Works Director
- 86 March 15th: 7:00 am, Fire Chief will be the Guest Speaker at the Novato Breakfast Club, at
87 Bacon Restaurant on Grant Ave.
- 88 March 19th: Tuesday, Marin's first FREE "Wildfire Safety and Vegetation Management
89 Workshop For Contractors" to help Marin's many Green Industry professionals, including Tree
90 Services, Arborists, And Landscapers better understand Marin's wildfire risk, defensible space
91 laws, and best practices for creating a wildfire resistant landscape. The event is to be held at 100
92 Marin Valley Dr., Marin Valley Mobile Country Club.
- 93 March 21st Regular meeting of the FASIS Board of Directors in Sacramento.
- 94 March 21st, Dan Hom's Farewell Lunch at Admin at 12:15 pm
- 95 March 22nd Dan Hom's last Day in the Office
- 96 March 26th: Presentation to update the Board of Supervisors on current accomplishments with
97 the Lessons Learned recommendations, discuss open items and next steps. To be held at the
98 Board of Supervisors Chambers.
- 99 April 3rd: 5th FDAC Annual Conference Napa. 4 Directors are attending.
- 100 April 8th through April 14th: Novato Fire is hosting the state Fire Explorer Academy at Station
101 62
- 102 April 10th: Special Board meeting due to the lack of quorum on April 3.
- 103 April 16th: Next Finance Committee Meeting
- 104 April 20th: the Annual Employee of the Year Dinner hosted by the Novato Elks.
- 105 Recent Highlights:
- 106 Administrative Items: NFD Wildland Ad-Hoc committee has completed their goal of developing
107 a draft enhanced wildfire mitigation plan. It is a two-year plan containing 11 action items that are
108 recommended to be funded entirely from existing unassigned fund balance revenues. There are
109 also two additional action items that are being contemplated and will be perused concurrently as
110 resources allow.
- 111 We completed a great Fire House Subs PR event Tuesday Feb 26th to acknowledge the grant
112 received for 12 pairs of firefighter turn-out and helmets for our fire explorers.
- 113



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114 Tuesday, March 5th: I attended the Marin County Board of Supervisors Lessons Learned Update
115 meeting and reviewed all 60 plus action items contained in the report. The work of this group is
116 now converting over to smaller working groups assigned to the various tasks of completing all
117 action items.

118

119 I was approached by Marin County BOS Katie Rice and agreed to participate in a regional group
120 to prepare for a May 4th Wildfire Community Forum.

121 Finance: The new finance division position: We have now received a total of 11 applications. We
122 have reviewed all applications and are moving forward with 6 interviews on March 14th. There
123 are several well qualified candidates in the group. A job offer would follow and backgrounds
124 would commence. It is hoped to fill the position by May 1st. The position will remain open until
125 filled.

126 Reminder--Mark your calendars, March 21st @ 12:15 for Dan Hom's last day send off! Food &
127 beverage will be provided so an RSVP to Jeanne Villa would be greatly appreciated by March
128 14th in order to get a proper headcount. We will be holding this event at NFD admin office.

129 OPS: Today was the first day on the job for three new NFD FF/PM: Arthur Bowlds, a native of
130 Willits, CA, Arthur is a former Novato Fire Reserve; Nathan Kreps who was most recently an
131 AMR paramedic in Redding who lives in Cottonwood; and Kevin Larson: A native of Marin
132 County who most recently worked as a Firefighter/Paramedic with the Petaluma Fire
133 Department.

134 Please join me in congratulating Erich Mesenburg and John Dicochea with their successful
135 completion of the Acting Battalion Chiefs process. Thursday they both finalized the completion
136 of their task books with several scenarios of emergency incidents demonstrating organized
137 operational command and control skills. In total we have 4 Acting B/Cs. In addition, FF/PM
138 Ricky Godoy passed his Truck Test as is qualified to now work on the Truck as needed.

139 The new type 3 wildland fire engine has arrived in District and will be readied for deployment
140 into our existing fleet. Our Ladder Truck is out of service with a waterway repair taking place at
141 High-Tech this week.

142 Training: Tower / Classroom project: We mailed invitations to the immediate 20 neighbors of
143 station 62. The information meetings are set for Tuesday March 12 and Tuesday March 19 to
144 share our plans and request feedback. A new RFP for tower demolition and ventilation prop
145 demo, getting electrical bids for classroom, getting classroom quotes and a proposed site plan
146 completed. BC LaCroix has completed the septic bid.

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148 April Explorer Academy: NFD is hosting the 2019 California Fire Explorer Academy on
149 Monday April 8th through Sunday April 14th. The California Fire Explorer Academy today and
150 throughout its history, has provided the most comprehensive, hands on, live fire training
151 exercises for any Explorers in the World. These activities include: Auto Extrication, Wildland
152 Fire Fighting, Flammable Liquids Fire Fighting, Structure Firefighting, and Technical Rescue.
153 The Fire Explorer Organization and its programs are created by the Sponsoring Fire Agencies,
154 Boy Scouts of America, Explorers, and the Academy Board of Directors. This program has been
155 successful because of the countless hours, days, weeks, and months of dedication, sacrifice, and
156 volunteerism contributed to the explorer academy and our young people. Novato Fire members
157 Hamilton, Keady, Whittet and LaCroix have been instrumental in the organization of this event.

158 Emergency Medical Services (EMS) division: Dr. Gomez from Pinnacle Training Systems
159 presented to Admin, "C" shift, and "A" shift and received positive feedback from the crews with
160 25 people scheduled for personal consultations. Dr. Gomez is returning March 26th "B" shift.

161 EMS Division: B/C Dague, Dr. Konik and NFD CQI Coordinator Kristina Freas attended the
162 County EMS CQI Meeting where a presentation by Dr. Tsai on ET intubation success rates and
163 Full Arrest call review protocol per agency was given. County EMS Protocol books have been
164 updated on all apparatus District-wide. B/C Dague is writing the scope of service for a consultant
165 to manage iOS devices through the District. BC Dague is working on the Harvey Yorke Award
166 nomination for 2019.

167 Prevention Division: Chief Jessell is off duty for 3 weeks on a Workers Compensation related
168 medical procedure. Inspector Osgood is available for fire prevention assignments and follow up.
169 In addition, MCFD B/C Scott Alber is available for Fire Marshal assignments as needed.
170 Additional fire investigation responsibilities are being shared by the Marin County Fire
171 Investigation Team.

172 **CONSENT CALENDAR ITEMS**

- 173
- 174 1. Minutes of Regular Board of Directors Regular Meeting February 6, 2019
 - 175 2. Minutes of Regular Board of Directors Special Meeting February 6, 2019
 - 176 3. EMS Billing Ambulance Fee Write off Due to Hardship
177 Board approval was requested to approve a write-off of the designated ambulance billing
178 account due to hardship in the amount of \$200.00.
 - 179 4. Westamerica Bank Safe Deposit Box Access Update
180 Board approval was requested to approve the removal of Mark Heine, Adam Brolan, and
181 Dan Hom from the Westamerica Bank Safe Deposit Box signature card; and to complete
182 a new signature card giving access to current signatories Louis Silverman, Jeanne Villa,
183 and to add as signatories Joseph Valenti, William Tyler and Colleen Walraven.

184 There was no public comment.



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185 M/s Davis/Metcho to approve the consent calendar items 1-4.
186 Motion carried 4-0-1.

187
188 **NEW BUSINESS**

189 1. California Special District Association seeking Special District Directors to serve on
190 Elections and Bylaws Committee for the 2020-2022 term.
191 No action taken on this item.

192
193 2. Travel Request and Reimbursement Policy Update
194 Board approval was requested to approve the Finance Committee's recommendation to
195 update the Travel Request and Reimbursement policy, instituting a per diem rate for Food
196 and Beverage Expenses.

197
198 Chief Tyler and Admin. Svcs. Manager (ASM) Villa explained the details of the
199 recommendation to move to a per diem amount for food and beverage expense for
200 members and Directors traveling for District business. The District recommended
201 adopting the Federal Government process of a per diem amount for food/beverage.
202 Expenses in excess of the per diem would require receipts.

203
204 There was no public comment.
205 M/s Metcho/Davis to approve the Finance Committee's recommendation to update the
206 Travel Request and Reimbursement policy, instituting a per diem rate for Food and
207 Beverage Expenses.

208
209 Motion carried 4-0-1.

210
211 3. Resolution 2019-3, Amendment to the Employment Agreement of Fire Chief Bill Tyler
212 Board approval was requested to adopt resolution 2019-3 amending the Employment
213 Agreement of Fire Chief Bill Tyler.

214
215 Counsel Hurd explained the reason for the resolution is to leave a clear paper trail of
216 actions when an employment contract is amended. The 3% increase matches what other
217 members of the District received, and the five vacation days must be taken as leave.

218
219 There was no public comment.
220 M/s Metcho/Goines to adopt resolution 2019-3 amending the Employment Agreement of
221 Fire Chief Bill Tyler.
222 Motion carried 4-0-1.

223
224 4. Resolution 2019-2, Updating the District Records Retention Policy and Procedure
225 Board approval was requested to adopt Resolution 2019-2 updating the District Records
226 Management and Retention policy and records destruction procedures.



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Chief Tyler and ASM Villa explained the background of the updated Records Retention policy, which now includes an expanded list of documents maintained by the District. The resolution 2019-2 also provides for the proper destruction of records that are past their retention period, and provides that a list of destroyed documents is permanently maintained.

Director Silverman asked if the District had a storage issue. Chief Tyler commented that we don't have a storage issue, with more documents now stored electronically. Records beyond their retention period can be shredded, and the District has entered into a contract with a shredding company for efficient disposal of records that are not longer needed.

There was no public comment.

M/s Davis/Goines to adopt resolution 2019-2 updating the District Records Management and Retention policy and records destruction procedures.

Motion carried 4-0-1.

5. Election for LAFCO Special District Member

Board considered the ranking of the nominees and casting a ballot for the election of a LAFCO Special District Member.

Chief Tyler reviewed the LAFCO ballot request. He noted that Mr. Baker of the North Marin Water District coordinates well with the Fire District and is an advocate for fire service.

There was no public comment.

M/s Davis/Goines to rank the ballot with Jack Baker as number 1, Lew Kious as number 2, and Tod Moody as number 3.

Motion carried 4-0-1.

6. Harvey Yorke Committee Nominations

Board was requested to nominate two members to the Harvey Yorke award selection committee.

Directors Davis and Silverman volunteered to join the Harvey Yorke Selection Committee.

There was no public comment.

M/s Metcho/Goines to confirm the appointment of Directors Davis and Silverman to the Harvey Yorke Committee.

Motion carried 4-0-1.



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269 BC Dague will send out a meeting request.

270

271 7. Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan
272 Board approval was requested to accept the Novato Fire District 2019-2020 Enhanced
273 Wildfire Mitigation Plan.

274

275 This item was pulled. It will be agendized at a future meeting so that all five Directors
276 may participate in the discussion.

277

278 8. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2018/19

279 Board approval was requested accept staff's recommendation to:

280 a) Fund the OPEB contribution for 2018/19 in the amount of \$1,547,797.

281 b) Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined
282 Contribution (ADC).

283

284 Director Metcho recused himself from the meeting stating that he is a recipient of District
285 retirement benefits. He left the room at 7:10 p.m.

286 Finance Director (FD) Valenti reviewed the essential points of the Nyhart actuarial study
287 and the benefits of funding the OPEB at 100% of the ADC.

288 The District is at approximately 40% funded of the total liability, which is a good place to
289 be.

290 There was no public comment.

291 M/s Davis/Goines to accept staff's recommendation to fund the OPEB contribution for
292 2018/19 in the amount of \$1,547,797; and to establish the OPEB Funding Policy to be at
293 least 100% of the Actuarially Determined Contribution (ADC).

294

295 Motion carried 3-0-1-1

296

297 Director Metcho returned to the meeting room at 7:15 p.m.

298

299 9. Rainy Day Fund – Committed Fund Balance

300 Board approval was requested to approve the Finance Committee's recommendation to
301 leave the Rainy-Day Fund Balance at its existing level of \$4,199,942.

302

303 FD Valenti commented to the Board that the District is required to inform the Board of
304 the level of the Rainy-Day Fund required to cover two months of District expenses. The
305 Board may choose to move unassigned funds to raise the fund to that level, however staff
306 recommends that the existing level is adequate to cover an emergency or disaster.



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307

308 There was no public comment.

309 M/s Metcho/Davis to approve the Finance Committee's recommendation to leave the
310 Rainy-Day Fund Balance at its existing level of \$4,199,942.

311

312 Motion carried 4-0-1

313

314 10. Re-allocation of Assigned and Unassigned Fund Balances

315 Board approval was requested to approve the Finance Committee's recommendation to
316 re-allocate assigned and unassigned fund balances as listed on the attached staff report.

317

318 Chief Tyler reviewed the recommendations from the Finance Committee, and then
319 offered a modified scenario in order to fund the Wildland Fire Mitigation plan.

320

321 The Chief's modified recommendation involves creating a new reserve fund for Wildland
322 Fire Mitigation and funding it with the \$502,000 from Unassigned that is not going to be
323 placed into the Rainy-Day fund, plus \$138,000 from the Compensated Absences fund,
324 plus the \$98,000 from the Apparatus Fund.

325

326 Director Silverman noted that if the funds are not spent, they can be reassigned back to
327 their original reserve funds.

328

329 Director Goines commented that the apparatus are not experiencing heavy wear and tear,
330 so it's unlikely the District will need the \$98,000 in the upcoming 2 years. Chief
331 Veliquette noted that the \$98,000 has been set aside to fully pay off any debt on
332 apparatus of the next 5 years. He is comfortable with the reassignment of those funds.

333

334 There was no public comment.

335 M/s Metcho/Silverman to approve the modified recommendation involving the creation
336 of a new reserve fund for Wildland Fire Mitigation and funding it with the \$502,000 from
337 Unassigned that is not going to be placed into the Rainy-Day fund, plus \$138,000 from
338 the Compensated Absences fund, plus the \$98,000 from the Apparatus Fund.

339 Motion carried 4-0-1

340

341 11. FY 2018-19 Budget Adjustment for Tower Rebuild

342 Board approval was requested to accept Staff's recommendation to make the following
343 FY 2018-19 budget adjustments:

344 a) Increase the Building Facilities Account # 9308-4048 in the Capital Outlay budget by
345 \$1,200,000 to fund the Tower Rebuild project at Station 62

346 b) Decrease the Unassigned Fund balance by \$1,200,000



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347
348 Chief Tyler explained the need for the budget adjustment into the existing operating
349 funds, so as to be able to pay the necessary expenses as the Tower Project progresses.
350

351 Chief Tyler noted that the Capital Expense fund still has \$500,000 in it, should the Tower
352 Project exceed the proposed \$1,200,000.
353

354 There was no public comment.

355 M/s Metcho/Silverman to accept Staff's recommendation to make the following FY
356 2018-19 budget adjustments of increasing the Building Facilities Account # 9308-4048 in
357 the Capital Outlay budget by \$1,200,000 to fund the Tower Rebuild project at Station 62,
358 and to decrease the Unassigned Fund balance by \$1,200,000.
359

360 Motion carried 4-0-1
361

362 **COMMITTEE REPORTS**
363

364 **MERA** (Director Metcho and Director Silverman)

365 Director Silverman and Director Metcho attended the MERA meeting and reported that the.
366 Metcho reported the CEQA process should be ready for legal review in March, with the 45 day
367 comment period coming in April/May.
368

369 Counsel Hurd noted that the comment period for CEQA can be when the litigation begins, but a
370 lawsuit would require an injunction to stop the MERA site building process; and the public
371 safety aspect would make getting an injunction difficult. So the process might move forward
372 even if lawsuits are filed.
373

374 Chief Tyler added that Corte Madera has agreed to take on the MERA support services, with a
375 transition to be determined, but that Novato Fire is willing to maintain the administrative support
376 until the end of June, per the contract if necessary. The District conference rooms are also
377 available for MERA's use.
378

379 **Finance Committee** (Director Davis and Director Goines)

380 Nothing to report. Next meeting is April 16, 2019.
381

382 **Ad Hoc Wildland Fire Mitigation Committee** (Director Davis and Director Goines)
383

384 There will be a special meeting scheduled so that the full board can discuss the tabled New
385 Business # 7 item.
386



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387 Director Goines noted that he is looking forward to the full Board’s review and the public
388 involvement. The plan will require an augmentation of District resources to provide effective
389 information, education and compliance with risk reduction measures.

390

391 **FINANCIAL REPORTS**

392 There were no comments.

- 393 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, January 2019
- 394 2. Revenues and Expenditures Detail Financial Report January 2019
- 395 3. Vendor Summary Financial Report, January 2019
- 396 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
397 Bank Statement) January 2019
- 398 5. District Contracts Information January 2019

399

400

Fire Chief’s Report: Contract Administration				
New and Renewed Contracts to Date				
for the 3/6/2019 Board of Director's Meeting				
PROFESSIONAL SERVICES -NON PUBLIC WORKS				
ArtTek3D	LaCroix	\$ 450.00	3D site plan for tower	SRM
MedWaste Management	Dague/Hakenen	\$5,000.00	Non-narcotic medical	SRM
Freas Emergency Management Group	Dague	\$24,000.00	CQI Coordinator renewal	R
Safety-Kleen	Whittet/Forkes	\$2,000.00	MSA for parts wash basin & regular disposal of wash	N
MHN	Felciano	Min \$850	Amendment to master agreement to add service	N
Taylor Houseman	Menzel	\$5,000.00	MSA for commercial	N
Novato Health	LaCroix/Mesenburg	\$4,800.00	MSA for Academy physical	N
GOODS				
Nothing to report				
LEASES				
Nothing to report				
PIGGYBACK				
Nothing to report				
RFP/IFB				
Nothing to report				
OTHER				
Nothing to report				



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401

402 **INFORMATION**

403 1. Customer Satisfaction Survey Report, January 2019

404 2. Written Communications

405 Three letters from the public were read.

406 3. MERA Update

407

408 **ADJOURNMENT**

409 There being no further business to conduct, Vice President Silverman adjourned the meeting at

410 7:36 p.m.

411

412 Submitted by,

A handwritten signature in cursive script, appearing to read "J Villa", is written in black ink.

416

417 Jeanne Villa, Recording Secretary