Novato Fire District
Board of Directors
Regular Board Meeting Minutes
January 4, 2017

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Jeff Whittet, Bill Tyler, Finance Director Dan Hom, Captain Erich Mesenburg and Recording Secretary Jeanne Villa

ALSO PRESENT
Riley Hurd, District Counsel; Morin Jacobs, District Counsel; Dave Jeffries, Emergency Services Consultant; Luis Murillo of Nyhart Company.

Dave Grenetsky, Novato resident.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

New Business Item 3 was taken first to accommodate Mr. Murillo’s travel via air to San Diego. There were no public comments made.

M/s Davis/Fenner, Jr. to begin the meeting New Business item 3.
In Favor: Directors Davis, Fenner, Jr., Galli, Metcho, and Silverman
Opposed: None
Motion carried. 5-0

President Metcho recused himself and left the room at 6:05 PM. His stated recusal is due to being a former member of the District’s represented group, and a current recipient of a District pension.

Vice President Davis resumed the meeting and proceeded to New Business Item 3.

Chief Heine explained the need for the Nyhart Company actuarial study whenever contract changes affect pension benefits, whether an increase or decrease. The Novato Fire Chief Officers Association tentative contract contains a decrease in the District-paid member contribution (subvention) for the employees’ pension benefit.
**New Business Item 3**

Luis Murillo of Nyhart Company presented the findings of their actuarial study analyzing the financial impacts of the proposed changes to the scheduled pay increases for two members of the represented Novato Fire Chief Officers’ Association, and the 5% reduction in the District-paid member contribution (subvention) for the employees’ pension benefit.

Director Galli asked for clarification of the subvention reduction. Mr. Murillo responded that the District has reduced its obligation to pay the 5% subvention as shown on the study.

Director Galli asked if the assumptions assumed a retiree opting for retirement with a survivor benefit. Mr. Murillo responded that the analysis did not. The figures only assume an employee retiring and receiving a pension until his/her death.

There were no public comments made.

Counsel Hurd clarified the need to meet government code 7507 requirements, by ensuring that the actuarial study is available to the public, reported out at public meeting at least 2 weeks prior to the Board approving the Novato Fire Chief Officers’ Association contract.

President Metcho returned to the meeting room and resumed as President at 6:15 PM.

**PRESENTATIONS**

1. Dave Jeffries, Emergency Services Consultant for the City of Novato presented a PowerPoint review of the Board of Directors’ roles, responsibilities, training opportunities, media contact practices, and defined “local emergency” and the process to declare.

Director Silverman asked how Emergency Operations Center (EOC) vacancies are staffed, if affected by retirements, promotions, and other vacancies.

Mr. Jeffries explained that the EOC roles are staffed by groups of City or Fire District employees, so there can be multiple shifts of trained EOC staff filling each role. Training groups of staff is effective when emergencies last over several days or multiple work periods, and also cover any vacancies that occur.

Chief Heine noted that EOC Directors are taking a very proactive approach to potential EOC activations, as opposed to a reactive approach. Staffing is often filled early in known potential emergency situations such as a storm, so that EOC staff are less affected by traffic and travel difficulties.
2. District Counsel Riley Hurd presented a review of the Brown Act law and procedures, including Open vs. Closed session items, parliamentary procedure and Rosenberg’s Rules of Order.

Director Silverman asked about adding items not on a published agenda. Counsel Hurd explained that 2/3 of the Board can vote to add an item, but it must be time sensitive.

Director Silverman asked if the Brown Act is only applicable in California. Counsel Hurd answered “yes”, and that only the State Legislature is exempt. Mr. Hurd also clarified that Rosenberg’s Rules of Order is recommended by the California League of Cities as the standard for public meeting procedure.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Directors Silverman, Fenner, Jr., Davis and Galli had no comments.

President Metcho thanked Fire Training Specialist Sandy Wargo for the safety videos that have been on the District Facebook page over the holidays. He also extended his appreciation to the crews who delivered a bike and 2 gift cards to a family in need that had also been dealing with a family member suffering from seizures. He also thanked the Tam Crew for their assistance with the annual Toy Drive.

CHIEF’S REPORT
Board Ad-hoc committee on the Board Policy Manual meets on Jan 10 at 1000 at Admin
Next Policy Committee meeting is January 20
Next Finance Committee meeting is February 17
Regular Board meeting February 1. Chief is be out of town on vacation Feb 1-12. Chief Peterson will be serving as Acting Fire Chief for the Board meeting.

Chamber of Commerce Installation dinner is Jan 12.
City of Novato Paint the Town Red event is Jan 20

Fire District responded to a small amount of storm related incidents over the past 36 hours. We are watching the forecast for this weekend closely for potential EOC trigger points.

Marin Valley residents have filed for FireWise Community certification. We are starting discussion with Black Point and Green Point on the same topic.
We have reached tentative agreements in our negotiations for a new Memorandum of Understanding (MOU) with the Novato Chief Officers Association. Tentative agreements have been posted on our website for the past two weeks. The MOU may be on the February Board meeting agenda.

Holiday toy drive events were a huge success benefitting many families that would not have been able to provide for their kids otherwise.

On Christmas Eve we responded to a medical emergency where a gentleman was experiencing a seizure. His 9 year old daughter was the 911 caller while the wife/mother attended to her husband. During the incident our crews noticed that the family was struggling a bit and did not have much for their daughter for Christmas. After transporting the husband to the hospital our crew returned to the station and picked up (2) $50 gift cards and a new bicycle that had been donated to the toy drive and delivered them to the family. The family was shocked and extremely grateful to now have Christmas gifts for their daughter.

New Police Chief starts work next week. He comes to us from the City of Truckee where he served as Chief. I had the honor of serving on the interview panel. He was an outstanding candidate.

Office closed on Jan 16 for Martin Luther King Day

The Chief will be in Sacramento Jan 11-13 attending the annual strategic planning session for the Cal Chiefs E-board.

Chief Heine reported on contracts: None

**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board of Directors Meeting December 7, 2016.
2. Request to surplus HP 4000 Printer and Ferrups Backup Unit
   Board approval is requested to surplus the obsolete IT equipment.
   Board approval is requested to declare Units 23, 25 and 43 as surplus and dispose of in accordance with District Policy 1-IX-26.

Mr. Dave Grenetsky, a Novato resident thanked the Fire Marshal and the Fire Chief for help resolving his sprinkler installation issue.

No other public comments were made.
President Metcho noted a correction to the December 7, 2016 minutes, changing President Silverman to President Metcho.

M/s Silverman/Davis to approve consent calendar items 1 through 4 with noted correction.

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

NEW BUSINESS

1. Marin County 2016/2017 Annual Statement of Investment Policy

   The Board to consider accepting the County of Marin Annual Statement of Investment Policy FY 16/17.

   Director Silverman asked if the District has input into the pool investments.
   Finance Director Hom responded that essentially the District does not give input, and the pool is invested in very safe, no risk investments: Treasury bills and similar vehicles with low yield and high liquidity.

   Director Galli asked if the District reserve funds are in the pool.
   Mr. Hom responded that yes, essentially the County fund is the District treasury. The District could invest its funds, but it is inadvisable. The pool is audited and rated annually.

   Director Davis asked if fees are charged.
   Mr. Hom responded that fees are extracted from our interest earned. Mr. Hom also described dry period loans, but the Novato Fire District has never gone negative, so it has never applied.

   There were no public comments made.

   1. M/s Galli/Fenner, Jr. to accept the Marin County 2016/2017 Annual Statement of Investment Policy

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

   2. JPA - For Paramedic Ambulance Billing Services for the City of Indian Wells
Board approval is requested to accept Staff’s recommendation to enter into a Joint
Powers Agreement ("JPA") with the City of Indian Wells for the District to provide
ambulance billing services.

Director Galli asked if the $27,000 is gross revenue. Chief Heine responded that it is gross
revenue.

There were no public comments made.

M/s Fenner, Jr./Davis to enter into a Joint Powers Agreement ("JPA") with the City of
Indian Wells for the District to provide ambulance billing services.

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

3. Actuarial Study of the Financial Impacts of Novato Fire Chief Officers’ Association
Memorandum of Understanding – Taken as the first order of business.

4. Designate Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan and Director
James Galli as designated negotiators representing the Fire District to negotiate with the
Novato Professional Firefighters Association, IAFF Local 1775. – Verbal Report

Chief Heine gave a verbal report on the need to establish a negotiating team early, since contract
negotiations can be a lengthy process.

Director Silverman asked if FF/PM Peters remains the Association President. Chief Heine
responded “yes”.

There were no public comments made.

M/s Fenner, Jr./Davis to designate Fire Chief Mark Heine and Deputy Fire Chief Adam
Brolan and Director James Galli as designated negotiators representing the Fire District
to negotiate with the Novato Professional Firefighters Association, IAFF Local 1775.

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

5. Vehicle Purchase Ford Service/Utility Truck
Board approval is requested to accept staff’s recommendation to purchase one Ford Service/Utility Truck from Downtown Ford Sales, under the State of California Contract #1-14-23-20A-G in an amount not to exceed $55,000.00.

Chief Heine commented that the piggyback process saved about $8,000.00.

There were no public comments made.

M/s Silverman/Galli to approve purchase one Ford Service/Utility Truck from Downtown Ford Sales, under the State of California Contract #1-14-23-20A-G in an amount not to exceed $55,000.00.

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

Opposed: None

Motion carried. 5-0

6. Fire Hose Purchase

Board approval is requested to accept Staff’s recommendation to piggyback onto Hanover County, Virginia’s fire hose contract for the District’s new four (4) inch fire hose. The purchase is budgeted not to exceed $125,000.

Chief Heine explained that moving from 5” to 4” hose reduces the weight of the hose pack and will potentially reduce workers compensation claims. The District received a $60,000 grant to offset the cost of the hose.

There were no public comments made.

M/s Silverman/Fenner, Jr. to piggyback onto Hanover County, Virginia’s fire hose contract for the District’s new four (4) inch fire hose. The purchase is budgeted not to exceed $125,000.

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

Opposed: None

Motion carried. 5-0

7. Call for Nominations-Marin Local Agency Formation Commission (LAFCO) Alternate Special District Member.

The Board to consider nominating a current member of its own, or another independent special district member for an Alternate Special District Member selection to the Marin Local Agency Formation Commission (LAFCO). Nomination is due January 31, 2017.
Chief Heine explained the LAFCO nomination and election process and asked Board to consider a nomination.

There was no public comment

No Action taken.


Board to discuss the Public Records Act (PRA) Requests responsibilities, obligations, impact, and options.

Director Galli requested this item be placed on an agenda for discussion.

Mr. Hurd commented that the District receives very few PRAs compared to other public agencies our size. The District has very little ability to recover costs, essentially only for copying.

Chief Heine commented we received a few PRA requests when building Station 64. A few PRAs go to Mr. Hurd for review and advice.

Director Davis commented that perhaps our costs are low because the number of requests are low.

Mr. Hurd commented that our website is very transparent and often requestors can be directed to our website for the requested information.

There was no public comment.

No Action taken.

COMMITTEE REPORTS

1. MERA

(President Metcho and Director Silverman)

Director Silverman reported that Motorola has sharpened details in its proposal, but still wants the District to purchase radios before system is up an running, possibly 3 years out.

Chief Heine noted that the issue of station alerting is being discussed. It was not part of the original proposal requested by the Marin County Sheriff’s Department. Our current alerting system is now unsupported by Motorola since it is obsolete. The Next Generation system offers an alerting system, but does not allow for expansion of features.
Director Silverman commented that two 3rd party vendors can link from the Motorola system to an alerting system, but is not sure if all the features are compatible.

Chief Heine commented that the site acquisition issue is moving along, and that the Corda Ranch site will greatly improve reception along that 101 corridor.

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. The next meeting is scheduled for January 23, 2017.

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

4. Policy Committee
(President Silverman and Director Galli)
Director Galli commented that the Lexipol System has rolled out to all District members and should go live in February.

5. Ad Hoc Board Manual Review Committee
(Director Metcho and Director Fenner, Jr.)
The next meeting is set for January 10th.

FINANCIAL REPORTS

INFORMATION
2. Written Communications were read.

President Metcho ended the open session at 7:37 p.m.

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session at 7:40 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

2. CONFERENCE WITH LABOR NEGOTIATORS 
   Government Code Section 54957.6 
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam Brolan and Director James Galli 
   Employee organization: Novato Professional Firefighters Association, IAFF Local 1775

The Board returned to open session at 8:25 p.m.

Closed item 1: No reportable action 
Closed item 2: Direction given to negotiators

ADJOURNMENT 
There being no further business to conduct, President Metcho adjourned the meeting at 8:26 p.m.

Submitted by, 

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

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

STAFF MEMBERS PRESENT
Deputy Fire Chief Adam Brolan, Battalion Chiefs Ted Peterson, Jeff Whittet, Dmitri Menzel, Bill Tyler, Finance Director Dan Hom, and Recording Secretary Jeanne Villa

Battalion Chief Peterson filled in for Fire Chief Mark Heine.

ALSO PRESENT
Captain Erich Mesenburg, Engineer Don Wehr, and FFPM Keef Kiser.

Lou Stottenbauer, Novato resident.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Silverman had no comments.

Director Galli commented on the process to choose the Deputy Fire Chief. It was a pleasure to participate in the process and see the high caliber of candidates, and of all District members. He thanked the candidates for their service to the District.

Director Davis commented on the January 12, 2017 Chamber of Commerce Installation Dinner, where the Citizen and the Business of the Year were announced. It was beneficial to have the Fire District represented at the community event.

Director Davis also commented on the January 20, 2017 Paint the Town Red event, where the organizers intended to honor Captain Mike Taul as Employee of the Year. Unfortunately, Captain Taul and crew were dispatched on a call and had to leave. Director Davis explained to the crowd why Captain Taul was no longer present to receive the accolades.
Director Davis also commented that the Marin Valley Mobile Country Club neighborhood has become the 2nd FireWise community in Novato – a national recognition.

President Metcho commented that he attended the Novato Police Chief Adam McGill’s badge pinning.

President Metcho asked Captain Mesenburg to report on the Novato Fire Foundation activities.

Captain Mesenburg reported that the museum move to Station 61 was under way, as evidenced by the construction and painting in the Station 61 upper lobby. Also upcoming is the March 2, 2017 Novato Youth Center Chili Academy from 4-6 PM. Captain Mesenburg asked the Directors and Fire Chief to support the event by selling raffle tickets.

CHIEF’S REPORT
Battalion Chief Ted Peterson, in the Fire Chief’s absence, reported:

Next Policy Committee meeting is February 17, but may need to change.
Next Finance Committee meeting is February 21
Special meeting on strategic planning set for February 23, at 10:00 AM
Regular Board meeting March 1, 2017
The Regular Board meeting in April may also need to change due to the travel schedules of Board members and the Fire Chief.

Chief Peterson reported that:
Lexipol policy system is live
Deputy Chief Adam Brolan is acting as the Fire Chief while the Fire Chief is on vacation
The Marin County Fire Chiefs met to formulate their Strategic Plan for 2017
The Fire Chief attended Cal Chiefs Conference on January 11-12 to work on their Strategic Plan goals for 2017
The Fire Chief received a memo from the County Administrator’s office alerting the District to a potential economic slowdown and reduction in property tax revenue beginning in the 2018-2019 fiscal year.

Chief Peterson reported on contracts:

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<td>Miller Pacific Engineering</td>
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<td>Station 64 Change Order to increase scope from partial app bay slab floor replacement to entire floor replacement.</td>
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CONSENT CALENDAR ITEMS

Consent Calendar Item #3 was moved to New Business Item #4, since the Directors could not vote and approve travel for themselves. The remaining consent calendar items received a motion and second and were approved.


2. Travel Authorization for Fire Chief Mark Heine
   Board to consider the approval for travel authorization for Fire Chief Mark Heine to attend the Liebert Cassidy Whitmore (LCW) Employment Law Conference in Anaheim, CA, held March 8-11, 2017. The cost of the travel/conference is estimated at $1600.00.

3. Travel Authorization for Deputy Chief Adam Brolan
   Board approval is requested to approve travel for Deputy Chief Adam Brolan to attend the 2017 Northwest Leadership Conference in Portland, Oregon. The conference covers the 10 families of risk, managing effects of sleep loss in shift work, and self-reporting and a just culture. The cost of travel/conference is estimated at $1,449.00.

4. EMS Write Off Due to Hardship
   Board approval is requested to approve a write-off the designated ambulance billing accounts.

5. Request to Surplus IT Equipment
   Board approval is requested to accept Staff’s recommendation to surplus the Fire09 server, a Dell PowerEdge 2850, asset tag # 3798.
No public comments were made.

M/s Silverman/Fenner, Jr. to approve consent calendar items 1 through 6 with Item #3 removed to New Business.

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

NEW BUSINESS
President Metcho recused himself, stating that he is a recipient of the District OPEB benefits. He left the room at 6:16 PM. Director Davis resumed the meeting.

1. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2016/2017
Board approval is requested to fund the OPEB contribution for 2016/17 in the amount of $993,225, and to establish the OPEB Funding Policy to be 100% of the Annual Required Contribution.

Chief Peterson asked Finance Director Dan Hom to explain the OPEB funding and valuation report. FD Hom reported that the District has already contributed over $800,000 of the approximately $1,600,000 that is owed for this year. The District has taken an aggressive payment plan and is on track to eliminate the unfunded OPEB in 15 years, in response to a question by Director Galli. The District pays 100% of the required amount. FD Hom also reported that this estimate is based upon the actuary’s estimates and assumptions. Historically, the unfunded OPEB liability amount was over $30 million, but has been reduced by the District negotiations with labor organizations, resulting in a reduction in liability on the back end.

Director Davis asked about the funding percentage. FD Hom reported that the OPEB is only the Retiree Health Care benefits.

There were no public comments.

M/s Galli/Fenner, Jr. to fund the OPEB contribution for 2016/17 in the amount of $993,225, and to establish the OPEB Funding Policy to be 100% of the Annual Required Contribution.

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

President Metcho returned to the room at 6:22 PM and resumed the meeting.
2. **Rainy Day Fund Balance**  
   Board approval is requested to increase the Rainy Day Fund Balance by $243,448 from $4,199,942 to $4,443,390.

Finance Director Hom explained the origin and purpose of the Rainy Day Fund, and noted that in 2016 the Board of Directors eliminated the 10% cushion. The Board can add to the fund with a 3/5 vote, and remove from the fund under specific conditions with a 4/5 vote.

President Metcho asked if the current fund balance is adequate. FD Hom noted that it would be shy of 2 entire months of District expenses.

Director Galli commented that the amount in the fund allows the District to run for approximately 2 months. The Board, in 2016, believed that $4,000,000 was adequate. Adding more to the fund locks them up in a stricter fashion.

Director Davis noted that the $243,448 is available to the District should it be needed, but not locked up in the stricter Rainy Day fund.

There was no public comment.

Item failed due to lack of a motion. No action taken.

3. **Insurance Services Request for Proposal (“RFP”)**  
   Board approval is requested for Staff’s recommendation to perform an RFP for a full range of insurance brokerage and risk management services including: Marketing and placement of insurance coverages, consulting on coverage issues, and self-insurance operations. One insurance provider will be selected to enter into a five-year contract.

Chief Peterson explained the necessity of the RFP for Insurance Services, and FD Hom explained the RFP timeline.

There was no public comment.

M/s Galli/Silverman to perform an RFP for a full range of insurance brokerage and risk management services including: Marketing and placement of insurance coverages, consulting on coverage issues, and self-insurance operations.

In Favor: Directors Davis, Galli, Fenner, Jr., Metcho, and Silverman  
Opposed: None  
Motion carried. 5-0-0
Directors Metcho and Silverman recused themselves from discussion and vote on the New Business Item 4, Travel Authorization, since both directors were requesting approval for themselves. They left the room at 6:32 PM. Director Davis continued with the meeting.

4. Travel Authorization to Fire Districts Association of California (FDAC) Annual conference in April, 2017 for Fire Chief Mark Heine, Chief Jeff Veliquette, and Directors Metcho, Davis, and Silverman. Board to consider the approval for travel authorization for Fire Chief Mark Heine, Chief Jeff Veliquette, and Directors Metcho, Davis, and Silverman to attend the FDAC Conference in Monterey, CA, held April 4-7, 2017.

Director Fenner asked if the District normally sends this many District personnel and Directors to the FDAC conference.

Chief Peterson and Director Galli noted that the District has sent the Directors and Staff to FDAC conferences, the last one attended in Napa.

There was no public comment.

M/s Galli/Davis to approve travel authorization for Fire Chief Mark Heine, Chief Jeff Veliquette, and Directors Metcho, and Silverman to attend the FDAC Conference in Monterey, CA, held April 4-7, 2017.

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

Opposed: None

Motion carried. 3-0-2

Directors Metcho and Silverman returned to the room at 6:34 PM. President Metcho resumed the meeting.

COMMITTEE REPORTS

1. MERA (President Metcho and Director Silverman)
   Director Silverman reported that MERA did not have a January meeting due to lack of agenda items.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency (Finance Director Hom and Director Davis)
   Director Davis reported there was a meeting. Litigation continues until such time as the State of California litigation against the City of Novato is resolved. The oversight committee will continue to meet twice annually until resolved.

3. Finance Committee
222  (Directors Fenner and Davis)
223  Director Davis reported that there was no meeting in January.
224
225  4. Policy Committee
226  (President Silverman and Director Galli)
227  Director Galli commented that the Lexipol System has gone live. Director Galli was
228  reviewing the Board Policy in Lexipol. The Ad Hoc Board Manual Review committee is
229  reviewing that same policy and awaiting District Counsel’s review.
230
231  The committee is considering District Counsel’s proposition that the Policy Committee need
232  not remain as a standing committee now that the Lexipol system is live.
233
234  5. Ad Hoc Board Manual Review Committee
235  (Director Metcho and Director Fenner, Jr.)
236  President Metcho noted that the committee is awaiting review of the Board Manual policy.
237
238  FINANCIAL REPORTS
242
243  INFORMATION
245  2. Written Communication, a letter from a Novato resident was read.
246  President Metcho noted that the District received an email from Councilmember Eric Lucan,
247  and how he appreciated seeing the Fire District on scene, in action, when a neighbor required
248  assistance.
249
250  ADJOURNMENT
251  There being no further business to conduct, President Metcho adjourned the meeting at
252  6:40 p.m.
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254  Submitted by,

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257  Jeanne Villa, Recording Secretary
The meeting was called to order by President Metcho at 10:02 AM in the Heritage meeting room at 95 Rowland Way, 7025 Redwood Blvd., Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chief Ted Peterson, and Recording Secretary Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. Strategic Planning Review
   Board to review Strategic Plan 2016-17 Update and will conduct strategic planning for Fiscal Year 2017/2018.
   Fire Chief Mark Heine reviewed the update to the 2016-2017 Strategic plan. The concept is to continue the current plan forward into 2018.
   Director Davis asked if the Strategic Plan is a traditional project, has the Fire District always done a Strategic Plan.
   Chief Heine clarified that although the District has often crafted a Strategic Plan, we now include the Board of Directors input into the plan.
   Chief Heine explained his preference for a fiscal year plan rather than an extensive five year plan, as goals and objectives tend to get lost over a longer time period. And a five year plan often does not capture strategic objectives that arise without prior planning and are completed.
   The fiscal year plan allows for a closer connection between the strategic objectives and the budget preparation process. It also allows the District to remain flexible enough to complete objectives that crop up.
   Director Silverman noted that in many 5 year plans, the objectives are lost and do not come to fruition
   Chief Heine suggested that this plan moving forward would combine fiscal year objectives with long term goals, and the most advantageous plan would be to push the current plan forward into 2018.
Chief Heine reviewed the SPOT (Strengths, Problems, Opportunities and Threat) analysis.

The Board members added to Strengths: good public relations and media coverage. The District is effectively communicating its message to the community. Senior staff members have beneficial contacts with other public agencies and with community groups. The District as a whole, is also open to new ideas, concepts and projects. The Directors noted that the District is not an organization closed off to new ideas as many other agencies might be.

Senate Bill 415 was discussed under the Threats category.

Director Silverman asked if this item will be on the Regular March Board meeting agenda. Chief Heine indicated that it will be.

Director Silverman also asked about the EMS Billing revenue and if it’s been earmarked for certain, specific projects, or is it in the general funds.

Chief Peterson clarified that some years, the EMS revenue is spent on budget items across the board, and in some years where the budget has a surplus, then excess funds are moved into unassigned reserve funds. Those funds can then be moved to designated reserve funds with Board action.

The Board was in alignment with Staff’s goals and objectives moving forward into 2017-2018

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 12:21 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs, Dmitri Menzel and Jeff Veliquette, Recording
Secretary Jeanne Villa and Lauren Pallas.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Silverman visited the EOC to view the operations during the most recent storm.

Director Davis commented on his visit to the EOC, and that he had talked with Fire Marshal Bill
Tyler about the potential new FireWise communities. It’s the District’s goal to have all 14
Wildland Urban Interface communities organized as FireWise communities. Director Davis
noted that the Marin Valley Mobile Home Park is the best organized and could be helpful in
marketing the FireWise structure to potential new communities.

Director Davis also mentioned that he plans to attend the City of Novato City Manager State of
the City address on March 2. He encouraged everyone to attend so that the District and the City
can create and maintain strong partnerships on important issues like CERT, Firewise and the
EOC.

President Metcho mentioned the excellent info and easy to understand format at the Strategic
Planning meeting held 2/23/2017. He thanked the Fire Chief and Jeanne Villa and staff for their
work putting together the information that was shared with the Board.

CHIEF’S REPORT
Fire Chief Heine reported:

Next Policy Committee meeting is March 17.
Next Finance Committee meeting is April 18.
Regular Board needs to be moved, but will be handled under New Business.

The District will host a Badge Pinning ceremony for newly promoted Deputy Chief Jeff Veliquette on April 13.

Captain Doug Fernandez announced his retirement after 29 years with the District. His retirement party will be combined with that of retiring Deputy Chief Adam Brolan on March 28. Details will be sent via email.

The recent retirees will be honored at the 4/3/17 Board Meeting.

The Strategic Plan planning phase is complete, and the final document will be formatted in the next few weeks and then used in the Budget Planning process.

The Finance Division released the only Popular Annual Financial Report (PAFR) by a Fire District in the United States, and was given an award by the Government Finance Officers’ Association. The PAFR is an easily digested format of the Comprehensive Annual Financial Report, which the District produces annually.

Chief Heine will be serving on the City of Novato’s promotional panel for a new police captain.

Chief Heine, Fire Marshal Tyler, HR Manager Felciano and Admin. Services Mgr. Villa will be attending an employment law conference in Anaheim from March 8-10.

Save May 6th to attend a join Community Wildfire Preparedness Event by Firewise communities Pacheco Valle and Marin Valley.

Staff will begin preparing the budget for fiscal year 2017-18 in the next few weeks. The draft budget should be on the May meeting agenda. Preliminary budget will be ready in June and the final version in August.

Chief Heine reported on contracts:

New and Renewed Contracts to Date
for the 3/1/2017 Board of Director's Meeting

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<tr>
<th>TYPE OF CONTRACT</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
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<tr>
<td>PROFESSIONAL SERVICES -NON PUBLIC WORKS</td>
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<tr>
<td>Marin IT</td>
<td>Villa</td>
<td>$3,000</td>
<td>Labor for firewall installation.</td>
<td>SRM</td>
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<td><strong>PROFESSIONAL SERVICES - PUBLIC WORKS</strong></td>
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<td>HouseSavers</td>
<td>Menzel</td>
<td>$10,300</td>
<td>Shower repair at Station 65</td>
<td>ER</td>
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<td>Cagwin &amp; Dorward</td>
<td>Menzel</td>
<td>$1,927</td>
<td>Emergency drainage installation at Station 64 due to flooding.</td>
<td>ER</td>
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<td><strong>LEASES</strong></td>
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<td><strong>RENEWALS</strong></td>
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<td>Crum/Forster through MOC Insurance Services</td>
<td>Heine</td>
<td>$313</td>
<td>Terrorist Coverage under Pollution Policy.</td>
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<td><strong>PIGGYBACK</strong></td>
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<td><strong>RFP/IFB</strong></td>
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<td><strong>EMS BILLING</strong></td>
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<td><strong>GRANT FUNDS</strong></td>
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**Public Works/Non-Public Works**

**Project Codes**

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

The Chief thanked Director Fenner for his assistance preparing the Insurance Broker RFI and RFP.

**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board of Directors Meeting February 1, 2017.
3. Travel Authorization to Fire Districts Association of California (FDAC) Annual conference in April, 2017 for Director Davis.
4. Travel Authorization to Annual EFO Symposium at the National Fire Academy (NFA)

No public comments were made.

M/s Galli/Fenner, Jr. to approve consent calendar items 1 through 4.
In Favor: Directors Davis, Galli, Fenner, Jr., Metcho and Silverman
Opposed: None
Motion carried. 5-0

NEW BUSINESS

New Business Item 6 was moved to the top of the New Business agenda in consideration of legal counsel present to comment and answer questions.

1. **New Business item 6: Consideration of Consolidation of District Elections in accordance with SB 415, “California Voter Participation Rights Act”**

   District Counsel Ashling McAnaney of Ragghianti and Freitas, LLC, presented the Board with options to conform to Senate Bill 415, California Voter Participation Act.

   The District’s off cycle election turnout percentage requires the District to conform to the requirements of SB 415. Noncompliance can result in a lawsuit by any citizen of the District.

   Earlier consolidation saves the District and taxpayers the expense of funding an 2017 Election. A 2017 election could cost more than the last election held should other special districts opt to consolidate to the 2018 election cycle, leaving less special districts to cover the total costs of an election.

   Consolidation with the 2018 elections must be passed by resolution and delivered to the Marin County Board of Supervisors before March 10, 2017.

   Director Silverman asked if the consolidation to 2018 extends all Directors seats by 1 year.
   Ms. McAnaney confirmed that it does.

   Director Galli asked if the resolutions in the agenda correlated to the matrix. Ms. McAnaney confirmed that they do.

   Director Davis commented that it would be a huge waste of money to fund an election in 2017 and 2019, when the District must consolidate at some point. Compliance is inevitable and all seats would gain a year, regardless. It’s better to comply early and save money.

   Director Fenner, Jr. commented that there is no loss to compliance now and no gain in delaying. He also noted that the public level of concern seems low.

   Possible actions included:
   a. Adoption of a resolution of the Board of Directors of the Novato Fire Protection District requesting that the Board of Supervisors of the County of Marin authorize the consolidation of District elections with the statewide general elections in 2018
b. Adoption of a resolution of the Board of Directors of the Novato Fire Protection District adopting a plan to consolidate District elections with the statewide general elections in 2020.

c. Adoption of a resolution of the board of directors of the Novato Fire Protection District adopting a plan to consolidate District elections with the statewide general elections in 2022.

d. No action.

No public comments were made.

M/s Galli/Silverman to adopt resolution 2017-3 by the Board of Directors of the Novato Fire Protection District requesting that the Board of Supervisors of the County of Marin authorize the consolidation of District elections with the statewide general elections in 2018.

A roll call vote was held:

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

Opposed: None

Motion carried. 5-0

2. Re-allocation of Assigned and Unassigned Fund Balances

Chief Heine explained the process and the background of fund balance transfers between reserve accounts, moving the reserve funds to align with designated future expenses.

The Finance Committee reviewed the status of each of the designated and undesignated reserve funds, and recommended re-allocation.

Re-allocating the reserves will better allow the Board to use District funds in a more advantageous way; either by opting to finance if rates are low, or buy paying cash outright.

When discussion came to the topic of Employee Retirement benefits reserve funds, President Metcho recused himself and left the room at 6:32 p.m., stating that he is a recipient of retiree benefits.

Director Davis then took over the meeting.

Chief Heine also clarified that excessive funds in unassigned accounts are vulnerable to takeover by the State of California, which has happened in the past.

Director Galli asked if the Workers Compensation reserve funds cover the “tail claims” from the period where the District was self insured, prior to becoming fully insured.

The Chief confirmed those funds are for the tail claims.
Chief Heine explained that the California Special District Association and the Fire District Association of California recommend as best practice to maintain 1 month of operating costs in unassigned reserve accounts. For the District, that totals approximately $2,000,000.

The District total reserves, all funds, are equivalent to nearly 7 months of operating costs.

The Budget for this year, for the first time in nearly 10 years, allows for extra funds to flow back into the reserve accounts.

Director Silverman clarified that unassigned funds would be vulnerable should the State find itself in a financial shortfall.

Director Davis noted that the plan is to have $2,000,000 in unassigned, with the rest being designated. He also noted that the Board has the ability to move reserve funds as needed, depending upon exigent circumstances that may arise.

Director Galli commented the fund transfers can happen throughout the year, not just in February.

M/s Silverman/Fenner, Jr. to approve the Finance Committee’s recommendation to reallocate assigned and unassigned fund balances.

No public comments were made.

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

Opposed: None

Abstained: President Metcho

Motion carried. 5-0-1

President Metcho returned to the meeting room at 6:46 and resumed the meeting.

3. Regular board meeting change of date from April 5, 2017 to April 3, 2017

Board was requested to move their regular April meeting from April 5 to April 3. There would not be a quorum due to Board travel on April 5.

No public comments were made.

M/s Silverman/Davis to approve the date change of the Regular April Board of Directors’ meeting to April 3, 2017.

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

Opposed: None

Motion carried. 5-0
4. Independent Accountant’s Report on Applying Agreed-upon Procedures to Certain Disbursements for the Calendar Year 2015

Chief Heine explained the process of the Maze and Associates audit of Agreed Upon Procedures for credit card expenses. The audit was done on a 10% sample of credit card expense for 2015. Board approval was requested to accept the Independent Accountant’s Report on Applying Agreed-Upon Procedures to Certain Disbursements for the Calendar Year 2015.

No public comments were made.

M/s Fenner/Galli to accept the Independent Accountant’s Report on Applying Agreed-Upon Procedures to Certain Disbursements for the Calendar Year 2015.

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

5. Independent Accountant’s Report on Applying Agreed-upon Procedures to Ambulance Billings for the Calendar Year 2015

Chief Heine explained the process of the audit of the Agreed Upon Procedures of EMS Billing. A 10% sample was used, which is quite large. The auditors noted a 2-3% sample is more typical. Since this was the District’s first EMS Billing audit, 10% was requested.

A few minor exceptions were noted, but they had already been corrected by EMS Billing Analyst Wager. It was noted that our internal and external auditing functions well.

No public comments were made.

M/s Silverman/Davis to accept the Independent Accountant’s Report on Applying Agreed-Upon Procedures to Ambulance Billing, Revenue Collection Cycle and Billings Handled on Behalf of Clients for the Calendar Year 2015.

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

6. Approval of Advancement of Jeffrey Veliquette to Deputy Fire Chief and Approval of Employment Agreement between the Novato Fire Protection District and Deputy Fire Chief Jeffrey Veliquette
Chief Heine explained the process by which he made his decision to promote Jeff Veliquette to Deputy Chief. The internal and external assessment of the 3 candidates (Tyler, Peterson and Veliquette) was extremely beneficial. Chief Veliquette is a good fit for the position, having served as a shift battalion chief for over 10 years, and has shown commitment to the mission and the vision of the District.

Chief Heine also noted that the employment agreement is fair not only to Chief Veliquette, but also the Novato tax payers.

Director Fenner, Jr. noted that he was pleased with the selection of Chief Veliquette.

No public comments were made.

M/s Galli/Davis to adopt Resolution 2017-2, adopting the Employment Agreement between the Novato Fire Protection District and Deputy Fire Chief Jeffrey Veliquette and approving his advancement to Deputy Fire Chief.

A roll call vote was held.

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

Opposed: None

Motion carried. 5-0

Chief Heine noted that the District is ahead of the game with this promotion as it affords Chief Veliquette to work with the current Deputy Chief, prior to his April 1, 2017 start date.

7. Resolution 2017-1 Novato Fire Chief Officers Association Memorandum of Understanding (MOU)

Chief Heine explained the process of arriving at MOU terms with the Novato Fire Chief Officers’ Association. The contract negotiated is compliant with government code 7507, wherein changes to pensionable benefits, whether positive or negative, require an actuarial study of the current and future impacts.

The actuarial study was presented to the Board and public at the January 2017 Board of Directors meeting.

This MOU results in a reduction in pensionable benefits for 2 members of the Novato Fire Chief Officers Association.

No public comments were made.
M/s Galli/Fenner, Jr. to adopt Resolution 2017-1 approving the Novato Fire Chief Officers Association MOU.

A roll call vote was held.

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

COMMITTEE REPORTS

1. MERA
   (President Metcho and Director Silverman)
   Director Silverman reported that MERA presented the budget of 69.5 million, and expects to receive 71 million from Measure A. The budgeted figure also includes approximately 1.5 million for a third party station alerting system. A GPS system will cost approximately $450,000, and is not budgeted, however there is an $8,000,000 contingency amount included in the 69.5 million.

   Director Galli asked if the budgeted amount covers the replacement of the District current stock of equipment. Silverman confirmed it does.

   Director Galli also asked what happens if the project goes over $71,000,000? Director Silverman answered that it is unknown.

   Motorola has offered a $500,000 discount if the Fire Agencies take possession of the radios in the Spring of 2017. The agencies can take possession of the batteries when the system is closer to launch.

   The Corda site is not viable, but the site on Mt. Burdell will effectively close the gap on Hwy 101.

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 until such time as the State of California litigation against the City of Novato is resolved.

3. Finance Committee
   (Directors Fenner and Davis)
Director Davis reported that the Finance Committee activity has already been discussed earlier in the meeting.

4. Policy Committee
(President Silverman and Director Galli)
Director Galli commented that the Lexipol System has gone live. The next meeting is March 17, 2017.

1. Ad Hoc Board Manual Review Committee
(Director Metcho and Director Fenner, Jr.)
President Metcho noted that the committee is awaiting District Counsel’s review of the Board Manual policy.

FINANCIAL REPORTS

INFORMATION
2. Written Communication, four letters from Novato residents were read.
3. The Government Finance Officers Association gave the District its award for our Popular Annual Financial Report. Novato Fire District was the only fire district in the nation to receive the award.

The Board ended open session and entered closed session at 7:15 p.m.

The Board came out of closed session at 8:20 p.m. They reported out that the Fire Chief’s performance evaluation will be discussed at the April 3, 2017 Board meeting.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 8:22 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Ted Peterson, Bill Tyler, Dmitri Menzel, Deputy Chief Jeff Veliquette, Contracts Administrator Walraven, Finance Director Hom, Recording Secretary Jeanne Villa and Lauren Pallas.

OTHERS PRESENT
Captain E. Mesenburg, Engineer M. Blandon, Station crew, Cheryl Paddock of Novato Youth Center, Retired Deputy Chief Adam Brolan, Retired Fire Captain Doug Fernandez. Goldfarb/Lipman Attorneys, Isabel Brown and Daniel Maroon.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL PRESENTATIONS
1. Novato Youth Center representative Cheryl Paddock presented the Novato Fire Foundation Director, Captain Mesenburg with a check for over $6,400, the proceeds from the recent Chili Contest.
2. Chief Heine recounted the careers of retiring Deputy Chief Adam Brolan and retiring Captain Doug Fernandez. He sent them off in fine style, with a PowerPoint that took them down memory lane and a few anecdotes from time shared during their careers.

Both Brolan and Fernandez thanked their fellow crew members, the Chief Officers and the Board of Directors for a great career, worked at a great fire agency.

Chief Brolan was presented with a custom helmet. Captain Fernandez received a shadow box with this helmet shields and badges.

A short break was taken for photos and refreshments at 6:22 PM
The meeting resumed at 6:39 PM

ASSOCIATION PRESIDENTS’ REPORT
No report.
DIRECTOR MATTERS
Director Silverman attended the party honoring Deputy Chief Brolan for his 28 years of service, and for Captain Fernandez for his 29 years of service.

Director Galli commented that he will miss the badge pinning on April 13th, but sends on his congratulations to new Deputy Chief Veliquette.

President Metcho mentioned the recent events he has attended: State of the City address, Rotary meeting, the Chili Cook Off contest at the Novato Youth Center and the years of service recognition event for Brolan/Fernandez.

CHIEF’S REPORT
Fire Chief Heine reported:

Badge Pinning Ceremony for Deputy Chief is April 13, 2017
Next regular Board of Directors meeting is May 3.

Today is Chief Veliquette’s first day in the office as our new Deputy Fire Chief. It’s also the first day in the Acting Battalion Chief Training Officer position for Captain Lacroix. Both of which we’re excited for and both of which are shining examples of the success of our succession and transition planning.

Chief Veliquette, Chief Peterson, and I will be attending the Fire Districts of California conference in Monterey tomorrow and returning on Friday. Chief Tyler will serve as Acting Fire Chief in my absence.

Last week we hosted an open house lunch to acknowledge Doug and Adam’s retirement. It was well attended by current and retired District members.

The process to revamp our Safety Committee and reform it as an Employee Health and Wellness Committee is underway. The vision for the Committee is that it focuses on items related to employee health and wellness ranging from workplace safety, family and financial health, to physical and behavioral health, to injury and illness prevention. The Committee will have representatives from each rank and our subject matter experts.

Our Firewise Committees in Pacheco Valle and Marin Valley are working in partnership together. They are planning to host a joint Community Wildfire Preparedness Day on May 6 in Marin Valley. I’m proud of the accomplishments of both communities and look forward to partnering with them in their ongoing work toward wildfire prevention and preparedness.

We have reached tentative agreement on a new MOU with the Novato Professional Firefighter’s Association. The MOU was successfully negotiated in three sessions which is a tribute to our
strong management/labor relationship. We will begin negotiations with the Non-Sworn 
Administrative Staff Association soon. Both allow us to stay ahead of a June 30 expiration date 
for current MOU’s.

Chief Peterson is leading our team’s work on developing the 2017/2018 fiscal budget. He’s also 
leading our work with labor on a comprehensive revision to the Career Development Guide.

Americare Ambulance lost its lawsuit against 11 of 12 ambulance response zones in Southern 
California when the judge ruled in favor of the jurisdiction’s motion for summary judgement.

The District is currently reviewing two submittals to our request for proposals to provide the 
District’s insurance needs.

CONSENT CALENDAR ITEMS
1. Minutes of Regular Board of Directors Meeting March 1, 2017.
2. Request to surplus 5” hose.

No public comments were made.

M/s Silverman/Davis to approve consent calendar items 1 and 2.

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

Motion carried. 5-0

NEW BUSINESS
1. Purchasing Policy Revision
Board approval was requested for Finance Committee and Staff’s recommendation to 
revise the Purchasing Policy. Chief Heine commented on the evolution of the Purchasing 
Policy and its safeguards/checks and balances/compliance process and the District’s 
ability to conduct business. The policy has been reviewed by the Finance Committee and 
District Counsel.

Director Galli asked about the change in Captain spending threshold. Chief Heine explained the 
need for Captains to be able make purchases to maintain the stations in working order, and the 
need to empower the captains, so that all facility tasks are not solely handled by one Battalion 
Chief.

Director Silverman asked if the Captains’ credit cards are the same ones used when crews are out 
of county. They are.

No public comments were made.
M/s Galli/Fenner, Jr. to approve the Purchasing Policy Revisions.

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

2. Emergency Purchasing Policy Update
   Board approval is requested to accept Staff’s recommendation to update the Emergency
   Procurement Policy to bring the policy in line with the District’s Emergency
   Chief Heine clarified the need for this policy to come into alignment with the provision of the
   other emergency procurement policies.
   No public comments were made.

M/s Fenner, Jr./Silverman to approve the Emergency Purchasing Policy update.

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

3. JPA – For Paramedic Ambulance Billing Services for the City of Rancho Mirage
   Board approval is requested to accept Staff’s recommendation to enter into a Joint
   Powers Agreement (“JPA”) with the City of Rancho Mirage for the District to provide
   ambulance billing services.
   Chief Heine explained the EMS Billing Division process and that Chief Peterson has been
   effective at marketing our EMS billing services to other agencies.
   Director Galli asked about the termination of the South San Francisco contract. Chief Heine
   explained that there were issues on the So. SF side that led to their decision to move to another
   billing company. The addition of Rancho Mirage will essentially replace the income from So.
   SF.
   No public comments were made.

M/s Fenner, Jr./Galli to approve entering into a JPA with Rancho Mirage.

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

4. **Type 1 Engine Purchase Update**
   
   The Board approval is requested for additional funding in the amount of $100,000 beyond the previously approved amount for the purchase of two Type 1 Fire engines.

Chief Heine clarified that between the time the Board of Directors approved the Type 1 Fire Engine purchase, the cost to include the Performance Bond pushed the cost over the $1,300,000 level previously approved to $1,330,000. So it is necessary to request the Board’s approval of an extra $100,000 to cover the bond and other contingencies.

Director Silverman asked if the purchase would be paid for out of reserve funds. Chief Heine commented that it is possible, since there is enough money in that account to pay cash for the engine. The Board can also decide to finance the purchase if it makes fiscal sense to do so.

No public comments were made.

M/s Davis/Silverman to approve the additional funding amount of $100,000 for the purchase of two Type 1 fire engines.

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

5. **Type 3 Engine Purchase**

Board approval is requested to approve Staff’s recommendation to piggyback the County of Marin’s bid process and contract with Hi-Tech Emergency Vehicle Service (“Hi-Tech EVS”) for the design and build of one type 3 wildland fire engine in an amount not to exceed $430,000 in Fiscal Year 2017/2018.

Director Silverman asked if the piggyback process results in savings? Chief Heine commented that savings are realized by not spending staff time working on a Request for Proposal, that there is no need for an R and D committee, or a Design Review committee.

No public comments were made.

M/s Galli/Davis to approve the to piggyback the County of Marin’s bid process and contract with Hi-Tech Emergency Vehicle Service (“Hi-Tech EVS”) for the design and build of one type 3 wildland fire engine in an amount not to exceed $430,000 in Fiscal Year 2017/2018.
In Favor: Directors Davis, Galli, Fenner, Jr., Metcho and Silverman
Opposed: None
Motion carried. 5-0

President Metcho reported out on the Fire Chief’s performance review:
Morale is high
No major labor association disputes.
Excellent leadership skills
The Board was presented with a balanced budget in 2013 and a surplus budget in 2016
The succession planning is proactive
The MOU’s negotiated have resulted in long term savings
Community relationships are well formed
The leadership team is strong
The focus on transparency across all District issues have never been higher
Station 64 is built and is up and running well
He has placed the right members in the right positions, leading to increased efficiency
He serves on the Cal Chiefs Executive Board, keeping abreast of important issues in the fire
service.

The Chief has the passion for the organization and the work ethic that makes him a standout
leader in the industry. Congratulations on a job well done.

The Board thanked the Chief for his dedication and service

There were no public comments.

7. Designate Fire Chief Mark Heine and Deputy Fire Chief Jeffrey Veliquette as designated
negotiators representing the Fire District to negotiate with the Non-Sworn Administrative
Staff Association (NSAS). – Verbal Report

Chief Heine explained the need to designate negotiators to begin MOU discussions with NSAS.
Director Fenner, Jr. asked if the negotiation process is similar to the NPFA negotiations. They
are.
No public comments were made.

M/s Galli/Davis to Designate Fire Chief Mark Heine and Deputy Fire Chief Jeffrey Veliquette as
designated negotiators representing the Fire District to negotiate with the Non-Sworn
Administrative Staff Association
In Favor: Directors Davis, Galli, Fenner, Jr., Metcho and Silverman
Opposed: None
Motion carried. 5-0

8. Policy Committee Disbanding as a Standing Committee
Board approval is requested to accept the Policy Committee’s recommendation to
disband as a Standing Committee.

Chief Heine explained that Lexipol now holds all of our policies, which have been through a
thorough review. The need for monthly meetings no longer exists. The Board is free to create ad
hoc committees to review policies if they so desire.

No public comments were made.

M/s Silverman/Davis to accept the Policy Committee’s recommendation to disband as a Standing
Committee.

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

Director Silverman thanked Director Galli for serving as committee chair.

9. Election for Marin Local Agency Formation Commission (LAFCO) Regular Special
   District Representative
   Board to consider providing a ranked choice ballot of the three nominated LAFCO
candidates to the Marin Local Agency Formation Commission.

Chief Heine explained the LAFCO voting process.
No public comments were made.

No motion was made. No action taken.

10. Resolution 2017-6 Arson Awareness Week
   Board approval is requested to adopt Resolution 2017-6, declaring May 7 through May
   13th, 2017 as ARSON AWARENESS WEEK; Preventing Arson at Houses of Worship.

Battalion Chief Tyler explained the history of arson in houses of worship. 27 houses of worship
in Novato will receive information and tips on how to avoid arson fires, and other types of fires.
They will also receive Youth Firesetter information.

No public comments were made.
M/s Silverman/Fenner, Jr. to adopt Resolution 2017-6, declaring May 7 through May 13th, 2017 as ARSON AWARENESS WEEK; Preventing Arson at Houses of Worship.

A roll call vote was held.

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


Board to receive the report from MCERA.

President Metcho recused himself from the Board Meeting at 7:16 PM, stating that he is a recipient of MCERA retirement funds. Director Davis resumed the meeting.

Finance Director Hom detailed the MCERA valuation report and explained that the increase in unfunded liability is primarily due to investment loss. The District is the highest funded agency in the County.

Director Fenner, Jr. asked how dangerous it is to be at our current unfunded level of nearly 24 million? Finance Director Hom explained that the amount can vary wildly depending upon the investment gains or losses.

Director Galli asked if the 7% return figure was unrealistic. Finance Director Hom explained that on average, the County does see a return of +/- 7%.

Finance Director Hom noted that even though we are seeing an uptick in the unfunded liability amount, our required contribution actually decreased slightly. Our unfunded liability does not impact the District’s ability to deliver and even expand services.

Director Fenner asked if we are making strides paying it down. We are.

No public comments were made.

M/s Silverman/Fenner, Jr. to receive the MCERA Valuation report.

In Favor: Directors Davis, Galli, Fenner, Jr., Metcho and Silverman
Opposed: None
Motion carried. 5-0
At 7:30 PM, President Metcho returned to the meeting room and resumed the meeting.

12. Adoption of Resolution 2017-5, Proclaiming May 1-7, 2017 as Wildfire Awareness Week

Board approval is requested to adopt Resolution 2017-5, proclaiming May 1-7, 2017 as Wildfire Awareness Week

B/C Tyler detailed the provision of Resolution 2017-7. There are 12,000 parcels in the District that are in the Wildland Urban Interface, representing a threat to the residents and visitors.

Upcoming activities include banners, community messaging, postcards, bus banners, media releases and use of social media, a speaker at School Fuel, use of electronic message boards, and the Fire Chief will make a safety video – all to promote awareness and how to create defensible space.

May 6th will be Wildfire Preparedness day with Pacheco Valle and Marin Valley Mobile Country Club (MVMCC) joining forces. They received a $500 grant from FireWise and will have speakers and vendors at the event.

Director Davis commented that the MVMCC is planning a dynamic event. The Board is invited. The event will be held from approximately 10 AM to 3 PM.

No public comments were made.

M/s Silverman/Galli to adopt Resolution 2017-5, proclaiming May 1-7, 2017 as Wildfire Awareness Week

A roll call vote was held.

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

Opposed: None

Motion carried. 5-0

13. Adoption of Resolution 2017-7, Designation of Applicant’s Agent Resolution for Non-State Agencies, which authorize certain District personnel to execute applications seeking certain federal financial assistance and/or state financial assistance under the California Disaster Assistance Act for dealing with disaster related damage.

Chief Heine clarified the process by which the District can recover funds from the State and Federal government after a disaster. CA OES requires the CAL OES form130 to be filed and for the Board to approve the designated disaster recovery agents by resolution.
No public comments were made.

M/s Galli/Silverman to adopt Resolution 2017-7, Designation of Applicant’s Agent Resolution for Non-State Agencies, which authorize certain District personnel to execute applications seeking certain federal financial assistance and/or state financial assistance under the California Disaster Assistance Act for dealing with disaster related damage.

A roll call vote was held.

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

COMMITTEE REPORTS

1. MERA
   (President Metcho and Director Silverman)
   Director Silverman reported that MERA held no meeting in March. Chief Heine commented that progress has been made on the third party station alerting system. Director Silverman asked if the cost of the alerting system was known. It is not at this time.

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 and the case is in a suspended status in court.

3. Finance Committee
   (Directors Fenner and Davis)
   Director Davis reported that the Finance Committee did not meet in March.

4. Policy Committee
   (President Silverman and Director Galli)
   No comments as the committee has now disbanded as a standing committee.

1. Ad Hoc Board Manual Review Committee
   (Director Metcho and Director Fenner, Jr.)
   Chief Heine detailed the activities on the Board Manual Policy- that it now accurately reflects Board responsibilities. The final version will go to the full board in May, and then placed into the Lexipol database. President Metcho noted that District Counsel’s advice was invaluable.
FINANCIAL REPORTS
4. Approved Contracts report.

INFORMATION
2. Written Communication, four letters from Novato residents were read.

The Board ended open session at 7:41 and entered closed session at 7:46 PM

The Board came out of closed session at 9:25 PM
They reported out:

Closed Session 1, Anticipated Litigation: No reportable action
Closed Session 2, NPFA negotiations: Direction given to negotiators
Closed Session 3, NSAS negotiations: (Director Galli recused himself stating that his son is
dating a member of the NSAS group) direction given to negotiators.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at
9:27 PM

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Metcho at 6:00 p.m. in Novato City Hall at 901 Sherman Ave, Novato, CA 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Chief Jeff Veliquette, Battalion Chiefs Bill Tyler, Gerald McCarthy, Ted Peterson, Finance Director Hom, HR Manager Felciano, Recording Secretary Jeanne Villa and Lauren Pallas.

OTHERS PRESENT
Station crews, family and friends of Jeff Veliquette, fire service personnel from Marin and Sonoma Counties, retired fire personnel, and members of the public.

PLEDGE OF ALLEGIANCE
Jack Veliquette led the assembly in the Pledge of Allegiance.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL PRESENTATIONS
Deputy Chief Jeffrey Veliquette Badge Pinning

Chief Heine recounted Deputy Chief Veliquette’s career in the fire service, and his promotion through the ranks at Novato Fire District. Deputy Chief Veliquette took the Oath of Office. He thanked the assembly and introduced family members. Chief Veliquette spoke about his experiences at Novato Fire District and thanked those who supported him along the way.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 6:18 PM

The meeting was followed by light refreshments.

Submitted by,

Jeanne Villa, Recording Secretary

Approved minutes 4/13/17 BOD Meeting
The meeting was called to order by President Metcho at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Bill Tyler, Dmitri Menzel, Deputy Chief Jeff Veliquette, Finance Director Hom, Recording Secretary Lauren Pallas.

OTHERS PRESENT
District Counsel Riley Hurd

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL PRESENTATIONS
No special presentations

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Silverman attended the badge pinning of Deputy Fire Chief Veliquette on April 13th, 2017 as well as the Employee of the Year dinner hosted by the Elks Club on April 29th, 2017.

Director Fenner attended the badge pinning of Deputy Fire Chief Veliquette on April 13th, 2017.

Director Galli also attended badge pinning of Deputy Fire Chief Veliquette on April 13th, 2017 as well as the Employee of the Year dinner hosted by the Elks Club on April 29th, 2017.

Director Davis announced the Firewise Preparedness Day on May 6th at 10am taking place at the Marin Valley Country Club in partnership with the Novato Fire District and Pacheco Valley neighborhood association.

President Metcho mentioned the recent events he has attended: the Monterey conference for Special Districts, the Deputy Fire Chief Veliquette’s badge pinning and Employee of the Year dinner.
CHIEF’S REPORT

Fire Chief Heine reported:

The Firewise Preparedness Day is May 6.

Next regular Board of Directors meeting is June 7.

A special Board of Directors meeting is requested for June 21 to adopt the preliminary budget.

Chief Peterson was appointed to the International Association of Fire Chiefs EMS reimbursement taskforce. He was chosen for his expertise by CalChiefs.

Chief Peterson, Chief Tyler and myself attended the Fire Academy Symposium in Maryland.

The classes offered valuable information for our District.

Fire season for the District has been delayed to June 1, 2017 due late green stage of fuels.

Wildland training is currently taking place to prepare the crews for the impending season.

Chief Veliquette and I have been conducting our quarterly “donut” meetings with the shifts to keep them up to date on District information.

Chief Whittet, Captain Dague and Captain LaCroix will be graduating from Leadership Novato on May 10.

Hiring process is well underway. Interviews for the firefighter/paramedic positions will be conducted by an interview panel comprised of Captain Dicochea, Engineer Joe Doherty and Firefighter/Paramedic Nicole Scott. Candidates selected to move forward will be invited for a ride along with the crews. The anticipated hire date is August 1.

Moving forward with promotions, the anticipated Engineer and Captain’s assessment is tentatively going to take place the first two weeks of November of 2017.

Battalion Chief assessments and promotions will take place in early 2018.

We’re in a competitive hiring market right now in the fire service. One of the interview candidates dropped out the morning of the interview due to a job offer at another fire department.

Chief Peterson is leading our team’s work on developing the 2017/2018 fiscal budget.

Cal Chiefs, California Professional Firefighters Association and CalJac are working together to advise on behavioral health for the fire service. They anticipate offering a variety of services including suicide prevention, and addiction prevention. One of our own, Nicole Scott, has been selected to be one of the Cal Chief representatives and serve with the Executive Board.

Director Silverman inquired about the candidates hiring list and if it will be good for a year.
Chief Heine explained that the list of candidates will likely be exhausted due to being hired elsewhere.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting April 3, 2017
2. Minutes of Special Board of Directors Meeting April 13, 2017
3. EMS Write Off Due to Hardship

No public comments were made.

M/s Silverman/ Fenner, Jr to approve consent calendar items 1, 2 and 3.

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

NEW BUSINESS

1. JPA – For Paramedic Ambulance Billing Services for the McCloud Community Services District
   Board approval is requested to accept Staff’s recommendation to enter into a Joint Powers Agreement (“JPA”) with the McCloud Community Services District to provide ambulance billing services.

No public comments were made.

M/s Galli/Silverman to approve the JPA for ambulance billing services with McCloud Community Services District.

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

2. Adoption of Resolution 2017- 4 Special Assessment Tax Rate 2017/2018
   Board approval is requested to accept the Finance Committee’s recommendation to adopt Resolution 2017-4 Special Assessment Tax Rate 2017/2018.

No public comments were made.

M/s Davis/Silverman to adopt the Resolution 2017-4, Special Assessment Tax Rate 2017/2018.

A roll call vote was held.
3. **Modification to District Check Writing Policy 214**
   Board approval is requested to accept the Finance Committee’s recommendation to approve the modified Policy #214, adding a pre-approval oversight process and a post transfer review process for electronic fund transfers.

Director Galli wanted to clarify that there would be two forms, one for the District contributions and one for the employees.

Chief Heine assured him he was correct.

Director Galli then asked if it was the same form.

Chief Heine clarified that it would be a “A” and “B” form.

Director Galli asked if they would be attached together to make it easier for Board signatures to make things easier for the folks in the office.

Chief Heine agreed they would be.

No public comments were made.

M/s Fenner, Jr./Davis to approve the Finance Committee’s recommendation to approve the modification to Policy 214 for electronic transfers.

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

Opposed: None

Motion carried. 5-0

4. **Bank Signature Card Changes**
   Board approval is requested to add Jeffrey Veliquette and remove Adam Brolan from the District bank signature cards, and direct the Accounting Specialist to authorize the necessary documents.

No public comments were made.

M/s Silverman/Galli to approve the bank signature card changes.

In Favor: Directors Davis, Galli, Fenner, Jr., Metcho and Silverman
5. **Update to Policy 222, Board Manual Policy**
   
   Board approval is requested to accept the Board Manual Review Committee’s recommendation of the changes to the Board Manual Policy.

   President Metcho thanked the Ad Hoc Committee for their work, especially District Counsel, Riley Hurd.

   No public comments were made.

   M/s Fenner, Jr./Galli to approve the Board Manual Review Committee’s recommended changes to the Board Manual Policy.

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

  Motion carried. 5-0

6. **Update to Policy 221, Travel Request and Reimbursement Policy**

   Board approval is requested to accept the Ad Hoc Board Manual Committee’s recommendation to updates to Policy 221

   No public comments were made.

   M/s Silverman/Davis to accept the Ad Hoc Board Manual Committee’s recommended changes to Policy 221.

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

   Motion carried. 5-0

7. **Rainy Day Fund Resolution 2017-8, Updating the Rainy Day Committed Fund Voting requirements**

   Board approval is requested to adopt Resolution 2017-8, which updates the votes need to utilize the Rainy Day funds.

   District Counsel Riley Hurd detailed the research and thought that went into the voting requirements.

   Director Davis wanted to clarify that it would have to be 3 assembled and they would have to be unanimous.
Mr. Hurd assured Director Davis that was correct. He went on to explain if the situation was that bad, it would be assumed you’d have the vote.

No public comments were made.

M/s Davis/Silverman to adopt the Resolution 2017-8, Updating the Rainy Day Committed Fund Voting requirements.

A roll call vote was held.

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

Opposed: None

Motion carried. 5-0

8. Agreed Upon Procedures Engagement Letter – Credit Card and other Disbursements – Calendar Year 2016

Board approval is requested for the Finance Committee’s recommendation to perform the agreed-upon procedures for credit card and other disbursements for the calendar year 2016, and to use a 5% sample size.

Director Silverman inquired if the sample size percentage was chosen by the District or recommended by the auditors.

Chief Heine clarified that it was the Board’s decision.

President Metcho confirmed that 5% was best practice.

Chief Heine told him yes.

No public comments were made.

M/s Fenner, Jr./Galli to approve the Finance Committee’s recommendation to perform the agreed-upon procedures for credit card and other disbursements for the calendar year 2016, and to use a 5% sample size.

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

Opposed: None

Motion carried. 5-0
9. **Agreed Upon Procedures Engagement Letter – Ambulance Billings – Calendar Year 2016**

Board approval is requested for the Finance Committee’s recommendation to perform the agreed-upon procedures for ambulance billings for the calendar year 2016, and accept a 5% sample size.

Director Galli asked Chief Heine if this fell under government standards as well or are we following our history.

Chief Heine answered that it was due to our history since it's hard to find other fire agencies that do ambulance billing for other departments.

Director Silverman asked when the next audit would be.

Finance Director Dan Hom informed Director Silverman that the audit started roughly two weeks ago.

No public comments were made.

M/s Silverman/Fenner, Jr. to approve the Finance Committee’s recommendation to perform the agreed-upon procedures for ambulance billings for the calendar year 2016, and accept a 5% sample size.

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

Opposed: None

Motion carried. 5-0


Board approval is requested for the Finance Committee’s recommendation to perform the agreed-upon procedures for electronic fund transfers for the fiscal year 2017/18, and to accept a 100% sample size.

No public comments were made.

M/s Fenner, Jr./Galli to approve the Finance Committee’s recommendation to perform the agreed-upon procedures for electronic fund transfers for the fiscal year 2017/18, and to accept a 100% sample size.

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

Opposed: None

Motion carried. 5-0
COMMITTEE REPORTS

1. MERA
   (President Metcho and Director Silverman)
   President Metcho said there was nothing to report.

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 and haven’t received any updates.

3. Finance Committee
   (Directors Fenner and Davis)
   Director Fenner Jr. said there was nothing to report.

FINANCIAL REPORTS

2. Revenues and Expenditures Detail Financial Report, March 2017
4. Approved Contracts report:

Fire Chief’s Report: Contract Administration
New and Renewed Contracts to Date
for the 5/3/2017 Board of Director’s Meeting

<table>
<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 PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Stroupe Petroleum</td>
<td>Veliquette</td>
<td>$450</td>
<td>BAAQ Testing on gas tank at S61.</td>
<td>SRM</td>
</tr>
<tr>
<td>Stroupe Petroleum</td>
<td>Veliquette</td>
<td>$1,300</td>
<td>Spill Bucket replacement at S61.</td>
<td>SRM</td>
</tr>
<tr>
<td>Golden Gate Polygraph</td>
<td>Felciano</td>
<td>$3,000</td>
<td>Polygraph services for pre-employment testing for one year.</td>
<td>SRM</td>
</tr>
<tr>
<td>Superlative Steam Cleaning</td>
<td>Menzel</td>
<td>$9,670</td>
<td>Carpet &amp; tile cleaning for all sites.</td>
<td>SRM</td>
</tr>
<tr>
<td>Stryker</td>
<td>Fletcher</td>
<td>$747</td>
<td>Annual preventative maintenance for 3 gurneys.</td>
<td>SRM</td>
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<td>PROFESSIONAL SERVICES - PUBLIC WORKS</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Simpson Sheet Metal</td>
<td>Menzel</td>
<td>$1,967</td>
<td>Sheet metal repairs to exterior of S64 &amp; S65.</td>
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<tr>
<td><strong>GOODS</strong></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>LEASES</strong></td>
<td></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>RENEWALS</strong></td>
<td></td>
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<tr>
<td>DCS Testing and Equipment</td>
<td>Menzel</td>
<td>$12,668</td>
<td>Annual hose and ground ladder testing.</td>
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<tr>
<td><strong>PIGGYBACK</strong></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>RFP/IFB</strong></td>
<td></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>EMS BILLING</strong></td>
<td></td>
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<tr>
<td>City of Rancho Mirage</td>
<td>Peterson</td>
<td>n/a</td>
<td>Ambulance billing JPA. Begins 7/1/17. Approved by Board 4/3/17. Potential of $81,000 revenue. 4,000-4,500 calls/year.</td>
<td></td>
</tr>
<tr>
<td><strong>GRANT FUNDS</strong></td>
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<tr>
<td>Nothing to report</td>
<td></td>
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<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacheco Ranch Winery</td>
<td>Tyler</td>
<td>n/a</td>
<td>Deferred Improvement Agreement to install a 16ft wide driveway &amp; fire engine turnaround.</td>
<td></td>
</tr>
</tbody>
</table>

**Public Works/Non-Public Works Project Codes**
E=Emergency, U=Urgent, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade

**INFORMATION**
2. Written Communication, one letter from a Novato resident was read.

The Board ended open session at 6:28 and entered closed session at 6:40 PM
The Board came out of closed session at 9:00 PM
They reported out:
Closed Session 1, Anticipated Litigation: No reportable action
Closed Session 2, Existing Litigation: No reportable action
Closed Session 3, Existing Litigation: No reportable action
Closed Session 4: Existing Litigation: No reportable action
Closed Session 5: Labor Negotiators: Direction given to negotiators (Director Galli recused himself indicating his son’s girlfriend is a member of the NSAS group)
Closed Session 6: Labor Negotiators: Direction given to negotiators

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 9:10 PM

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

ROLL CALL
Vice President Bill Davis, Secretary/Treasurer Jim Galli, and Director Worth Fenner, Jr.
Quorum established.

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Bill Tyler, Dmitri Menzel, Ted Peterson, Deputy Chief Jeff Veliquette, Finance Director Hom, Recording Secretary Jeanne Villa and Contracts Administrator Colleen Walraven.

OTHERS PRESENT
District Counsel Riley Hurd and Luis Murillo of Nyhart Company.

MEMBERS ABSENT
President Steve Metcho, and Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

Vice President Davis noted that there were two changes to the agenda:
1. The presentation on the State of the District is tabled until the July meeting, when all Directors may be present
2. The closed session item on the NSAS negotiations will not be discussed, due to a lack of quorum on that item. Director Galli must recuse himself, since his son’s girlfriend is a member of the NSAS group.

SPECIAL PRESENTATIONS
1. Pension Study of the Financial Impacts of Novato Professional Firefighters’ Association Memorandum of Understanding
Chief Heine explained the requirement for the pension study to be presented publicly, to be in compliance with government code 7507. Any change to pension benefits, whether representing a cost or a savings, must have an actuarial study and be publicly presented.
Luis Murillo presented the Nyhart’s pension study addressing the creation of a new PEPRA Tier for members of the Novato Professional Firefighters’ Association, hired on or after July 1, 2017.
The notable change is the creation of a Tier 4 in which members will receive a maximum of a 2% COLA (as opposed to the other tiers’ 4% maximum).

Director Galli asked about the difference between data on male vs. female members. Mr. Murillo stated that females are assumed to live longer, therefore liability is higher.

Legal Counsel Hurd noted that the presentation given by Mr. Murillo represents the public presentation of the pension study for any interested member of the public.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
No report.

CHIEF’S REPORT
Fire Chief Heine reported:

The Art and Wine Festival will be held in Novato on June 10 and 11 on Grant Ave. The Fire District will have a booth at the Festival.

Saturday, June 10, the Fire District will be at the Sidewalk CPR event at the Art and Wine Festival and at Vintage Oaks shopping center.

There is a special Board of Directors meeting on June 21, 2017.

July 5, 2017 is the next regularly scheduled Board meeting, but due to the holiday, the Directors may want to consider moving the meeting to July 12.

Property tax revenue figures have been received from Marin County and are 2% higher than expected.

Chief Heine and staff are working on responses to two separate Grand Jury reports. Those responses will be brought to the Board for consideration at the July Board of Directors meeting.

The Tentative Agreements with the Non-Sworn Administrative Staff will be brought to the June 21, 2017 Special Board meeting.

There are two new JPA’s with EMS Billing clients on tonight’s agenda

Fire Season officially opened on June 1, 2017
The Prevention Division is marketing educational materials on Defensible Space. Southern California has already burned 32,000 acres this year as opposed to 1,700 acres by this time last year.

The District will participate in the 4th of July parade, and Employee of the Year Lauren Pallas will be in the parade. Fire Chief Mark Heine will be one of the parade entry judges.

Hiring update: The District received 57 applications. 10 candidates were put through to the Ride A Long phase, which included crew member evaluations for organization and culture fit.

Five candidates have passed through to the next phase of preliminary background checks. Two will be offered conditional job offers, and then pass through to additional screening.

The notable change in the hiring process this year is the involvement of the station crews evaluation and input.

The museum move is back on track now that the architect who is donating her time is back from leave.

CONSENT CALENDAR ITEMS

2. Budget Adjustments – April 2017
3. Ambulance Fee Debt Write Off Due to Hardship

No public comments were made.

Director Galli noted one correction needed to line 328 of the May 3, 2017 minutes: correcting to “son’s girlfriend is a member of NSAS”.

M/s Galli/Fenner, Jr to approve consent calendar items 1, 2 and 3 with minutes corrected.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

NEW BUSINESS

1. Approve travel for Fire Chief Mark Heine for attending the California Fire EMS Disaster (CFED) Conference in Indian Wells, California, May 21-23, 2017.
Chief Heine explained that the travel was not planned, and the President of Cal Chiefs requested all Cal Chiefs Executive Board members be present at the meeting. President Metcho approved the travel and then the item was placed on the June 7 agenda for full Board approval.

Chief Heine noted that the District will need to look at the travel policy and make an update so that the District has a clearly defined process for situations as described above.

M/s Galli/Fenner, Jr to approve the travel of Fire Chief Mark Heine for attending the California Fire EMS Disaster Conference in Indian Wells, California, May 21-23, 2017.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

2. MERA JPA Operating Fund
Board approval is requested to accept Staff’s recommendation to renew the MERA JPA in an amount of $102,953.

M/s Galli/Fenner, Jr to renew the MERA JPA in an amount of $102,953.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

3. Selection of Insurance Services Broker
Board approval is requested to accept Staff’s recommendation to select Arthur J. Gallagher and Company to broker the District property and casualty insurance policies as a single source for the period beginning September 1, 2017 through August 31, 2018.

Chief Heine explained the savings generated by changing insurance brokers to Gallagher and Company.
Director Fenner, Jr. thanked Colleen Walraven for her great work during this process, which ended in a good result for the District.

M/s Galli/Fenner, Jr. to select Arthur J. Gallagher and Company to broker the District property and casualty insurance policies as a single source for the period beginning September 1, 2017 through August 31, 2018.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

4. **Renewal of JPA – For Paramedic Ambulance Billing Services for the City of Sanger**

   Board approval is requested to accept Staff’s recommendation to renew the Joint Powers Agreement (JPA) with the City of Sanger to continue to provide ambulance billing services.

   M/s Galli/Fenner, Jr. to renew the Joint Powers Agreement (JPA) with the City of Sanger to continue to provide ambulance billing services.

   No public comments were made.

   In Favor: Directors Davis, Galli, Fenner, Jr.
   Opposed: None
   Absent: Metcho and Silverman
   Motion carried. 3-0-2

5. **JPA – For Paramedic Ambulance Billing Services for Bodega Bay Fire Protection District**.

   Board approval is requested to accept Staff’s recommendation to enter into a Joint Powers Agreement (JPA) with Bodega Bay Fire Protection District to provide ambulance billing services.

   Chief Heine noted one correction to the staff report: the figure of $17,125 per year should be $9,000 per year.

   M/s Galli/Fenner, Jr. to enter into a Joint Powers Agreement (JPA) with Bodega Bay Fire Protection District to provide ambulance billing services.
No public comments were made.

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

Opposed: None

Absent: Metcho and Silverman

Motion carried. 3-0-2

6. **JPA – For Paramedic Ambulance Billing Services for Ross Valley Paramedic Authority (RVPA).**

   Board approval is requested to accept Staff’s recommendation to enter into a Joint Powers Agreement (JPA) with Ross Valley Paramedic Authority to provide ambulance billing services.

   M/s Fenner, Jr /Galli to enter into a Joint Powers Agreement (JPA) with Ross Valley Paramedic Authority to provide ambulance billing services.

   No public comments were made.

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

   Opposed: None

   Absent: Metcho and Silverman

   Motion carried. 3-0-2

7. **Add Authorized Approvers to Purchasing Policy**

   Board approval is requested to accept Staff’s recommendation to add authorized buyers to the Purchasing Policy for EMS, Station, and Ambulance Billing Supplies.

   Chief Heine explained that currently Captain Fletcher has the authority to make purchases on behalf of the EMS Division. He is moving to other assignments, and two Firefighter/Paramedics will be taking over the EMS Purchasing. Changes are needed to the Purchasing Policy to allow the two Firefighter/Paramedics, who will now also be titled EMS Purchasers, to make purchases on behalf of the EMS Division. EMS Billing Analyst Shannon Wager is also being added as an authorized purchaser to streamline purchasing of goods and services necessary to the EMS Billing operation.

   Director Fenner inquired if this was a one-time change or change to the policy going forward. The policy will be changed for purchases in the future. It is not a one-time purchasing change.
M/s Fenner, Jr /Galli to add authorized buyers to the Purchasing Policy for EMS, Station, and Ambulance Billing Supplies.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

8. Lawcx’s JPA for Worker’s Compensation Insurance Renewal through Fasis Membership

Board approval is requested to accept Staff’s recommendation to renew the Local Agency Workers’ Compensation Excess ("Lawcx") Joint Powers Authority ("JPA") for Worker’s Compensation insurance policy as a covered member of FASIS.

M/s Galli/Fenner, Jr to renew the Local Agency Workers’ Compensation Excess ("Lawcx") Joint Powers Authority ("JPA") for Worker’s Compensation insurance policy as a covered member of FASIS.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

9. Renewal of JPA – For Paramedic Ambulance Billing Services for the City of Albany.

Board approval is requested to accept Staff’s recommendation to renew the Joint Powers Agreement ("JPA") with the City of Albany to continue to provide ambulance billing services.

M/s Galli/Fenner, Jr to renew the Joint Powers Agreement ("JPA") with the City of Albany to continue to provide ambulance billing services.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

10. MERA office and staffing services agreement, ninth amendment between MERA and the Novato Fire District.

Board approval is requested to accept Staff’s recommendation to renew the MERA Staff Services Agreement.

Chief Heine reviewed the details of the ninth amendment to the agreement, in which the District provides office/cubicle space and administrative support services to MERA staff.

M/s Galli/Fenner, Jr to renew the MERA Staff Services Agreement.

No public comments were made.

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

Opposed: None

Absent: Metcho and Silverman

Motion carried. 3-0-2

11. Renewal of IT Support Services Contract with Marin IT

Board approval is requested to accept Staff’s recommendation to renew the IT Support Services contract for another 12 months with Marin IT for a total cost of $106,512 annually.

Director Davis asked if the services provided are good. Yes, they are meeting all of our expectations.

M/s Fenner, Jr./Galli to renew the IT Support Services contract for another 12 months with Marin IT for a total cost of $106,512 annually.

No public comments were made.

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

Opposed: None

Absent: Metcho and Silverman

Motion carried. 3-0-2

12. Approval of the Updated 2016/2017 – 2017/2018 Strategic Plan

Board approval is requested to approve the 2016/2017 – 2017/2018 Strategic Plan.
Chief Heine explained that our fiscal year Strategic Plan drives measurable objectives, which in turn drives a concise budgeting process.

The 2016-17 plan had projects in process, so the Strategic Plan was extended into 2017-18, and had future goals and objectives added.

The phases of the development of the Strategic Plan are:

a. Input from Staff and Labor representatives
b. Input and review from the Board of Directors
c. Final recommendation of Staff
d. Objectives are detailed as tasks

M/s Fenner, Jr./Galli to approve the 2016/2017 – 2017/2018 Strategic Plan.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

13. Update to the District Grant Application and Approval Policy

The Board of Directors’ Finance committee recommends updates to the District Grant Application and Approval policy.

Chief Heine explained how the District would miss grant submission timelines, which are typically very short since our policy required Board approval for all grant applications.

The change allows the Grants Team to apply for grants in which any District required funds have been budgeted and approved by the Board.

For any unbudgeted and/or unapproved expenditure, the grant application would require Board approval.

M/s Galli/Fenner, Jr. to approve the updated District Grant Application and Approval policy.
No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

14. Designation of Sole Source vendor status and renewal of Contract with Big Cat Advertising for community outreach and communications services in an amount not to exceed $72,000.

Staff recommends Board approval to award Single Source designation to Big Cat Advertising to continue the District’s community outreach and communications services; and to award a contract with Big Cat Advertising not to exceed $72,000.

Chief Heine explained the role of Big Cat Advertising in the District’s public outreach educational campaigns, their expertise in effective communication via the web, social media and print media.

Director Galli asked if there was any way to measure the success of the outreach mediums? Chief Heine explained that in many instances it is not possible to measure the success.

Director Galli asked if the Bel Marin Keys area was a problem regarding fireworks. The Fire Marshal Bill Tyler responded that they have received information about fireworks being illegal.

Director Davis noted that the Fireworks information cards looked good.

Fire Marshal Tyler noted that the Prevention Division sends seasonal, timely safety messages, and ties in with County and/or National efforts when possible. For example, when the District offers to evaluate properties for wildland fire season safety, the District receives a spike in requests.

Director Galli noted that Nixle messaging sign up is on our website – do we get subscriptions?
Chief Heine noted that after a fire or disaster, we get a spike in Nixle subscriptions, but that many residents are using Next Door. The District also messages on Next Door.

M/s Galli/Fenner, Jr. to award Single Source designation to Big Cat Advertising to continue the District’s community outreach and communications services; and to award a contract with Big Cat Advertising not to exceed $72,000.

No public comments were made.
In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

15. Annual Renewal of contract with Aerotek for the provision of staffing services to provide EMS billers in an amount not to exceed $320,000.

Board approval is requested to accept Staff’s recommendation to enter into a renewed contract with Aerotek for staffing services in an amount not-to-exceed $320,000.

Director Galli asked if the not to exceed figure allowed for future expansion. It does.

M/s Galli/Fenner, Jr. to enter into a renewed contract with Aerotek for staffing services in an amount not-to-exceed $320,000.

No public comments were made.

In Favor: Directors Davis, Galli, Fenner, Jr.
Opposed: None
Absent: Metcho and Silverman
Motion carried. 3-0-2

COMMITTEE REPORTS

1. MERA
(President Metcho and Director Silverman)
Chief Heine noted that the Motorola bid that originally did not include station alerting has been amended. The alerting system will reach the stations. The District will be responsible for ensuring how the alerting will be heard within the stations. That project has been budgeted in the 2017-18 budget.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
(Finance Director Hom and Director Davis)
Legal Counsel Hurd affirmed that he received notification of any important developments regarding this committee’s activities, and that he will bring it to the Board’s attention.

3. Finance Committee
(Directors Fenner and Davis)
Director Fenner Jr. noted that the Finance Committee met to review the preliminary budget in its draft form. There will be some minor adjustments, but then the full Board will review
the final preliminary budget on June 21, 2017. The final version will include an informational explanation intended to clarify to the public how the District budget is structured, and how to easily read through the document.

FINANCIAL REPORTS

2. Revenues and Expenditures Detail Financial Report, April 2017
3. Vendor Summary Financial Report, April 2017
4. Approved Contracts report:

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date

for the 6/7/2017 Board of Director's Meeting

<table>
<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>Zoll Medical</td>
<td>Fletcher</td>
<td>$5,015</td>
<td>Preventative maintenance of Xseries &amp; AutoPulse.</td>
<td>SRM</td>
</tr>
<tr>
<td>Hi-Tech</td>
<td>Veliquette</td>
<td>$1,330,632</td>
<td>Type I engine build (2 engines). Board approved in November 2016 &amp; an update in April 2017.</td>
<td>SRM</td>
</tr>
<tr>
<td>MES</td>
<td>Menzel</td>
<td>$10,000</td>
<td>Maintenance of SCBA's</td>
<td>SRM</td>
</tr>
<tr>
<td>Unitek</td>
<td>Peterson</td>
<td>$0</td>
<td>Ride-along. One-time for one ride-along.</td>
<td>n/a</td>
</tr>
<tr>
<td>Scott's PPE</td>
<td>Fletcher</td>
<td>$25,000</td>
<td>PPE cleaning, inspection &amp; repair service.</td>
<td>SRM</td>
</tr>
<tr>
<td>Santa Rosa Fire Equipment</td>
<td>Menzel</td>
<td>$4,000</td>
<td>Hydrostatic testing of SCBA's. Peformed every 5 years.</td>
<td>SRM</td>
</tr>
<tr>
<td>Nyhart</td>
<td>Hom</td>
<td>$10,000</td>
<td>OPEB actuarial study.</td>
<td>SRM</td>
</tr>
<tr>
<td>Hi-Tech</td>
<td>Veliquette</td>
<td>$422,967</td>
<td>Type III engine build. Board approved in April 2017.</td>
<td>SRM</td>
</tr>
<tr>
<td>Rocket Fire Consulting</td>
<td>Tyler</td>
<td>$5,000</td>
<td>ERS Software consulting and training.</td>
<td>R</td>
</tr>
<tr>
<td>MHN</td>
<td>Felciano</td>
<td>$26,120</td>
<td>Employee Assistance Program (EAP) renewal.</td>
<td>R</td>
</tr>
</tbody>
</table>

Approved minutes at 7/12/17 BOD Meeting

Consent Calendar 1
<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Account Name</th>
<th>Amount</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanzebo Villa</td>
<td>Tyler</td>
<td>$30,000</td>
<td>Laser printer maintenance and toner renewal.</td>
<td>R</td>
</tr>
<tr>
<td>Donald D. Dammen</td>
<td>Tyler</td>
<td>$15,000</td>
<td>Fire protection engineering consulting services.</td>
<td>R</td>
</tr>
<tr>
<td><strong>PROFESSIONAL SERVICES - PUBLIC WORKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marin Plumbing</td>
<td>Menzel</td>
<td>$1,937</td>
<td>Emergency repair of drain pipe burst at S61.</td>
<td>E</td>
</tr>
<tr>
<td>Cagwin &amp; Dorward</td>
<td>Menzel</td>
<td>$35,000</td>
<td>Contract Renewal for landscaping Services.</td>
<td>R</td>
</tr>
<tr>
<td>Marin Plumbing</td>
<td>Menzel</td>
<td>$15,000</td>
<td>Contract Renewal for plumbing repairs &lt;$1,000.</td>
<td>R</td>
</tr>
<tr>
<td>Peterson Mechanical</td>
<td>Menzel</td>
<td>$2,500</td>
<td>Bi-annual maintenance of new boiler at S61.</td>
<td>SRM</td>
</tr>
<tr>
<td>Fowler Electric</td>
<td>Menzel</td>
<td>$9,500</td>
<td>Security camera installation at Admin.</td>
<td>SRM</td>
</tr>
<tr>
<td>Simplex-Grinnell</td>
<td>Menzel</td>
<td>$10,000</td>
<td>Added repair services to maintenance contract.</td>
<td>SRM</td>
</tr>
<tr>
<td><strong>GOODS</strong></td>
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</tr>
<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>LEASES</strong></td>
<td></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>PIGGYBACK</strong></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>RFP/IFB</strong></td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td><strong>EMS BILLING</strong></td>
<td></td>
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</tr>
<tr>
<td>JPA- McCloud Community Service District</td>
<td>Peterson</td>
<td>n/a</td>
<td>Ambulance billing JPA. Begins 7/1/17. Approved by Board 5/3/17. Potential of $2,250 revenue. 125 calls/year.</td>
<td></td>
</tr>
<tr>
<td><strong>GRANT FUNDS</strong></td>
<td></td>
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</tr>
<tr>
<td>Nothing to report</td>
<td></td>
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</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
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</tbody>
</table>

Public Works/Non-Public Works

Project Codes
INFORMATION
1. Confirmation of July 5, 2017 Board of Directors meeting.
   The Board agreed to cancel the July 5th meeting and reschedule to July 12, 2017, due to the impact of the 4th of July holiday.


3. Written Communications – one letter of appreciation from Novato Resident L. Levy was read. The letter will be placed in the personnel files of the members who responded to the call.

4. Fourth of July Parade Information

The Board ended open session at 7:00 and entered closed session at 7:02 PM
The Board came out of closed session at 8:10 PM
They reported out:

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

2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Jeff Veliquette.
   Employee organization: Non-Sworn Administrative Staff (NSAS)

Closed Session 1, Existing Litigation: No reportable action
Closed Session 2: Labor Negotiators: No action taken as there was no quorum for this item.

ADJOURNMENT
There being no further business to conduct, Vice President Davis adjourned the meeting at 8:11 PM
Submitted by,

[Signature]

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Ted Peterson, Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Hom, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

CONSENT CALENDAR ITEMS
None

NEW BUSINESS
1. Adoption of Preliminary Budget Fiscal Year 2017/2018 and Set Date for Adoption of the Final Budget
   Chief Heine asked that this item be pulled from the agenda due to an error in the revenue projections. The recalculated revenue projections will be reviewed by the Finance Committee and be brought back to the full Board for review at the June 28, 2017 meeting.

No public comments were made.

The Board ended open session at 6:02 PM and entered closed session at 6:02 PM

CLOSED SESSION
Director Galli recused himself from the Closed Session due to the fact that the item to be discussed is the Non Sworn Administrative Staff (NSAS) contract, and his son’s girlfriend is a member of NSAS.

The Board came out of closed session at 6:45 PM
They reported out that direction was given to the negotiators.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 6:46 PM
Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Ted Peterson, Finance Director Hom, Recording Secretary Jeanne Villa, NSAS Representative Shannon Wager, NPFA Representative Dan Peters, District members Eli Peck and Rob Shubin.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

CONSENT CALENDAR ITEMS
None

NEW BUSINESS
1. Adoption of Preliminary Budget Fiscal Year 2017/2018 and Set Date for Adoption of Final Budget.

Board considered the Finance Committee’s recommendation to adopt the Preliminary Budget Fiscal Year 2017/2018, and set a date for the adoption of the final budget.

Chief Heine explained the budget adoption process, in particular the Preliminary Budget. He suggested we set the date for adoption of the final budget to occur at our next regular board meeting on 8/2/2017.

Chief Ted Peterson presented a PowerPoint of the budget formation process (attached).

The Preliminary budget shows a surplus of approximately $4,750.00, which can be transferred to unassigned reserves.

Director Silverman asked about the revenue increase.

Finance Director Hom explained that approximately $140,000 is due to the special tax increase and its inflation adjustment.

Chief Heine noted that this budget is using funds from reserve accounts. The funds in those reserve accounts were set aside for exactly the purpose the District intends to expend the funds in the 2017/18 budget year.

Director Silverman asked about the “escrow” funds from Station 64/
Chief Heine explained that the funds held back from the contractor payment, over which the contractor has disagreed (relating to the re-pour of the cracked concrete engine bay floor with the runoff tilt towards the building) are still held in an account. These funds represent costs to the District due to the need to redo the engine bay floor. The contractor has not made a request for those funds, but they need to be held for one year before they can be placed in the District general fund.

Director Galli asked if Station 64 was over/under budget. Chief Heine stated that he will prepare a spreadsheet to show the total project costs. He believes we are about at a break-even.

Director Galli asked about the reserve funds. They cover the 3 apparatus. The District expects to cover the telephone and video conferencing systems out of operating funds.

Director Silverman asked about the Inter-Governmental Transfer funds. Finance Director Hom explained that the District sends funds up to the State and they are returned to the District with a profit.

Director Davis asked about the healthcare for retirees paid in full. Chief Peterson explained that retiree healthcare obligation will be paid out of operating funds and they will be paid in full for this year’s annual obligation.

Director Galli asked about account 9932 – and Ambulance Billing fees and what caused the fluctuation? Chief Peterson explained that this year’s calculation was gleaned from studying the past 3-5 years. Fluctuation is caused by changes in call volume and/or reimbursements received.

Director Galli asked if the EMS Billing estimated profit of $70,000 accurately includes the costs of EMS Billing and is it beneficial overall to the District.

No Public Comments were made.

M/s Silverman/Fenner, Jr. to adopt the 2017/2018 Preliminary Budget and set the date of adoption for the final budget for the 8/2/2017 regular board meeting.

Roll Call vote was held.

Ayes: Directors Silverman, Fenner, Jr., Galli, Davis and Metcho.
Noes: None

Motion carried 5-0
2. **Adoption of Resolution 2017-10 to Close a Retirement Tier and Create a New Retirement Tier for Safety Employees, effective July 1, 2017.**

A resolution of the Board of Directors of the Novato Fire Protection District terminating the applicability of the 4% cost of living adjustment (cola) optional benefit provision under the County Employees Retirement Law of 1937 (CERL) and providing a 2% cola under CERL to sworn members of the Novato Professional Firefighters Association hired by the District on or after July 1, 2017.

President Metcho recused himself from this item and left the room, stating that he has status as a retiree of the Novato Fire District.

Director Davis assumed leadership of the meeting.

Chief Heine explained that the NPFA created a new retirement tier capping annual COLAs at 2%, down from the existing tiers COLAs of 4%. Capping the COLA at 2% will help save on long term pension costs.

Chief Heine also explained that since the new tier for the NPFA results in a change to pension benefits, government code 7507 applies. The District hired Nyhart, Inc to perform an pension study, and Nyhart presented the results of their study at the June 7, 2017 regular board meeting.

The District has met the government code 7507 requirement, as well as the requirement to have the pension study publicly presented.

The savings are approximately $88,000 for the life of the contract.

No Public Comments were made.

M/s Galli/Fenner, Jr. to adopt Resolution 2017-10 to Close a Retirement Tier and Create a New Retirement Tier for Safety Employees, effective July 1, 2017.

Roll Call vote was held.

Ayes: Directors Silverman, Fenner, Jr., Galli, and Davis.

Noes: None

Abstain: Director Metcho

Motion carried 4-0-1

President Metcho returned to the conference room and resumed leadership of the meeting.
3. **Adoption of Resolution 2017-11 Novato Professional Firefighters Association Memorandum of Understanding (MOU).**

A Resolution of The Board Of Directors of The Novato Fire Protection District ratifying the Memorandum Of Understanding between The Novato Fire Protection District and The Novato Professional Firefighters Association

Chief Heine noted that he and now retired Deputy Chief Brolan negotiated with the NPFA President, Dan Peters and his team.

The District and the NPFA signed tentative agreements, which then formed the basis for the NPFA MOU effective 7/1/2017.

Director Galli served on the negotiation team and thanked the NPFA, Dan Peters and the negotiation team for what was a quick and fairly pleasant process.

Chief Heine agreed that there was effective communication between all parties.

Director Galli noted that the fire crews often go the extra mile for the members of the community.

Director Silverman thanked Director Galli for serving on the negotiation team.

No Public Comments were made.

M/s Galli/Davis to adopt Resolution 2017-11 Novato Professional Firefighters Association Memorandum of Understanding (MOU).

Roll Call vote was held.

Ayes: Directors Silverman, Fenner, Jr., Galli, Davis and Metcho.

Noes: None

Motion carried 5-0

4. **Adoption of Resolution 2017-9, the Non-Sworn Administrative Staff Association Memorandum of Understanding (MOU).**

Board to consider the adoption of a resolution of the Board of Directors of the Novato Fire Protection District ratifying the Memorandum of Understanding between the Novato Fire Protection District and the Non-Sworn Administrative Staff.

Director Galli recused himself and left the room stating that his son’s girlfriend is a member of NSAS.
Kudos were given to NSAS representative Shannon Wager for her work negotiating the MOU.

Directors Silverman and Metcho thanked Shannon. Director Davis commented that he was pleased to see all NSAS members at the 80/20 health care premium level.

Chief Heine noted that there were no government code 7507 triggers in the NSAS MOU.

No Public Comments were made.

5. M/s Silverman/Davis to adopt Resolution 2017-9, the Non-Sworn Administrative Staff Association Memorandum of Understanding (MOU).

Roll Call vote was held.

Ayes: Directors Silverman, Fenner, Jr., Davis and Metcho.
Noes: None
Abstain: Director Galli

Motion carried 4-0-1

CLOSED SESSION
There was no closed session held as there was no legal counsel present.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 6:40 PM

Submitted by,

Jeanne Villa, Recording Secretary
Preliminary Budget

Fiscal Year 2017/18
Timeline

- **March 23rd**, notice to Division Heads
- **April 7th**, templates due back
- **May 1st**, version 1 produced
- **May 7th**, version 2 out to review
- **May 15th**, budget walk through with Div. Heads
- **June 7th**, V-4 to Finance Committee
- **June 22nd**, V-7 to Finance Committee
Goal 1 – Support and enhance apparatus, equipment, facility and storage needs.

Goal 2– Support long range planning needs.

Goal 3– Maintain fiscal sustainability.

Goal 4- Develop/Revise core District documents.

Goal 5- Support the completion of Division specific core mission competencies.
• Goal 1- New apparatus with the option to pay cash.
• Goal 2- New telephones and video conferencing.
• Goal 3- Retiree healthcare paid in full.
• Goal 4- Ongoing CDG and SOC.
• Goal 5- All Divisions identified needs fully funded.
2017 / 2018 PRELIMINARY BUDGET SUMMARY

- Operating Budget Expenditures (Pages 1 - 6) $ 28,662,632
- Capital Budget Expenditures (Page 7) 2,426,645
- Inter Governmental Transfers 150,000
- Total Expenditures 31,239,277
- Revenues (Page 9) $ 29,384,036
Summary

- Decreases to Assigned Fund Balances (Page 8)
  - Apparatus, Equipment & Hose Replacement 1,830,000
  - Protective Equipment Reserve 30,000
- Total Decreases to Assigned Fund Balances 1,860,000
- (Increase) to Unassigned Fund Balance (4,759)
- Total Revenues and Changes to Unassigned Fund Balance $ 31,239,277

- Special Tax 8.87 cents per square foot residential and 13.30 cents per square foot commercial.
• BOD approved Goals, met by Division

• Fire Chief’s priorities, met by Division

• Division specific objectives funded
BOD Future Options

• February 2018 meeting.

• Business item:
  – to move unassigned to assigned reserves.
  – Pay down debt.
  – Fund future BOD initiatives.
Questions
The meeting was called to order by President Metcho at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Bill Tyler and Ted Peterson, Acting Battalion Chief Kyle Dague, Finance Director Dan Hom, Recording Secretary Jeanne Villa.

OTHERS PRESENT
Legal Counsel Riley Hurd

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

President Metcho requested that Consent Calendar item #5, Travel Authorization to Fire Shows West, be moved to New Business #5.

President Metcho noted that there will be no closed session.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
1. State of the District
Fire Chief Heine made a PowerPoint presentation to the Board of Directors on the State of the District. The District is in a good position, financially, with a balanced budget. The budget aligns with the District Strategic Plan. The PowerPoint presentation is attached to these minutes.

Director Galli asked about the hiring process changes. Chief Heine explained that the crews were involved identifying candidates for their organizational fit. Interview were conducted by line staff in civilian attire. Chief Officers guided the process, but Captains, Engineers and Firefighter/Paramedics gave their input.

Director Silverman asked about the District’s ISO rating. Chief Heine commented that it has been upgraded from a 3 to a 1.

Director Galli asked if the line staff will see the State of the District presentation. Chief Heine will present it to them during their normal “donut” meetings.
ASSOCIATION PRESIDENTS’ REPORT
No Report.

DIRECTOR MATTERS
Directors Metcho and Silverman commented that their visit to the Fire Squirts program was
great. The program was well run by Novato Fire personnel.

CHIEF’S REPORT
No Report.

CONSENT CALENDAR ITEMS
3. Request for Travel Authorization for Fire Chief Mark Heine to attend the Cal Chiefs
5. [Moved to New Business 5]
6. Request to Surplus Unit 44, GMC Yukon
   Board approval is requested to declare Unit 44 as surplus and dispose of in accordance with
   District Policy 219.
7. Ambulance Fee Debt Write Off Due to Hardship
8. Budget Adjustments – May 2017
   Board approval is requested to make budgetary adjustments to FY 2016/2017 budget
   accounts.

No public comments were made.

M/s Silverman/Fenner, Jr to approve consent calendar items 1-4 and 6-8.

In Favor: All
Opposed: None
Absent: None
Motion carried. 5-0-0

NEW BUSINESS
President Metcho recused himself from the meeting at 6:42 PM stating that he is a member of the
District retiree group. Director Davis resumed the meeting.

1. Responses to the Marin County Civil Grand Jury Report, “Marin’s Retirement Health Care
   Benefits, The Money Still Isn’t There”. 


Counsel Hurd reviewed the response approval process with the Board. The Board reviewed each of the draft responses. Director Silverman commented on Response 5, regarding financial classes. Counsel Hurd clarified that self study courses are acceptable, and that there are lots of resources available to satisfy the Grand Jury’s recommendation. Director Fenner asked if the District response indicates that the Board has taken finance classes. Chief Heine explained that the response does indicate that the Board has taken specific finance classes.

Director Galli, in reference to Response 6, asked if the District’s A+ rating on its website was for the old or the new website. Chief Heine responded that the A+ rating applied to both, as the same information is contained on both versions of the District web site.

Regarding Response 8, Director Silverman asked if we are able to see the traffic to the website and analyze it. Chief Heine responded affirmatively. Director Galli asked if Staff could produce a report on the website traffic. Chief Heine responded that we will produce such a report for a future board meeting.

No public comments were made.

M/s Galli/Fenner, Jr to approve the draft responses to the Grand Jury report regarding retirement healthcare, and changing the signatory to Vice President William Davis.

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


Chief Heine reviewed the background to the District draft responses to the Marin Civil Grand Jury Report titled, “The Budget Squeeze – How Will Marin Fund Its Public Employee Pensions?”

Director Galli asked if the District risks exposure if we don’t implement a Grand Jury recommendation of a 5 year budget plan. Counsel Hurd advised that since the District has valid reason for not complying, the District doesn’t face any undue exposure.
Chief Heine explained that a 5 year budget would require constant updating and would not yield a better budget.

No public comments were made.

M/s Galli/Fenner, Jr to approve the draft responses to the Grand Jury report regarding pensions, adding in the recommendation verbiage, and changing the signatory to Vice President William Davis.

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

President Metcho returned to the meeting at 7:02 PM and resumed the meeting.

3. Renewal of Memorandum of Understanding (MOU) with the City of Novato for Emergency Services Consultant David Jeffries.

Chief Heine reviewed the process by which the District shares the cost of the Emergency Services Consultant, Dave Jeffries. The City of Novato contracts with Mr. Jeffries for emergency services consulting, activation assistance and training. The District has entered into a Memorandum of Understanding with the City of Novato to share 50% of the cost, not to exceed $37,500.

Director Galli asked if this service was bid. Chief explained that the service is contracted by the City of Novato, rather than the District. But the District and the City consider Mr. Jeffries to be a sole source provider, due to his experience with Novato emergency services.

Director Davis asked if the cost is in line with typical emergency service consultants. Chief Heine commented that yes, the service cost represents a good deal.

No public comments were made.

M/s Davis/Silverman to renew the MOU with the City of Novato for Emergency Services Consultant David Jeffries.

In Favor: All
Opposed: None
Abstain: None
Motion carried. 5-0-0
4. Bank of Marin/Novato Fire District/Athens Workers Comp Signature Card Changes.

Board approval is requested to accept Staff’s recommendation to remove Linda Slaughter and Heather Hornbrook from the Bank of Marin signature card, and direct the Accounting Specialist to authorize the necessary documents.

Finance Director Hom explained the need to update signatures due to changes in employment.

Director Silverman asked if there is a safety stop. Mr. Hom explained that the District receives a weekly register of checks signed on our Worker’s Compensation accounts.

No public comments were made.

M/s Galli/Davis to remove Linda Slaughter and Heather Hornbrook from the Bank of Marin signature card, and direct the Accounting Specialist to authorize the necessary documents.

In Favor: All
Opposed: None
Abstain: None
Motion carried. 5-0-0

Directors Metcho and Silverman recused themselves from the meeting room at 7:09 PM, stating that this item pertained to them. Vice President Davis led the meeting.


Board considered the approval for travel authorization and advancement for Directors Silverman, Galli and Metcho to attend the Fire Show West Conference in Reno, Nevada held November 6-9, 2017.

No public comments were made.

M/s Galli/Davis to travel authorization and advancement for Directors Silverman, Galli and Metcho to attend the Fire Show West Conference in Reno, Nevada held November 6-9, 2017.

In Favor: Directors Fenner, Jr., Galli, and Davis
Opposed: None
Abstain: Directors Metcho and Silverman
Motion carried. 3-0-2

Directors Metcho and Silverman returned to the meeting at 7:10 PM
COMMITTEE REPORTS

1. MERA (Director Silverman and President Metcho)
   Director Silverman reported that MERA is currently dealing with Motorola radio and battery
   purchase and delivery dates. Tiburon Fire Chief Rich Pearce remains as President.
   Director Metcho reported that the Tiburon towers may have some coverage problems, and that
   the new radios are expensive, about $10,000 each. Any accessories such as microphones would
   cost extra.
   Director Galli asked when MERA would “turn on”? Chief Heine commented that most likely the
   new radios would be functioning in 2019. The delay is typically due to tower placement. Tiburon
   needs to be higher and the Mt. Burdell site is brand new.

2. City of Novato As Successor Agency to Dissolved Redevelopment Agency
   (Finance Director Hom and Director Davis)
   Director Davis reported that the litigation continues. It was suggested that this item can be
   removed from future agendas until such time that there is something substantial to report.
   Director Davis suggested removing it after the August Board meeting. There may be a meeting
   soon, since they tend to occur every 6 months.

3. Finance Committee (Directors Davis and Fenner, Jr.)
   The next meeting will be held at 95 Rowland Way at 9:00 AM on July 18, 2017

FINANCIAL REPORTS


4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank

5. District Contracts Information

INFORMATION


2. Comprehensive Annual Financial Reporting Award for 2016

4. Written Communications

A message of gratitude from Donna Stroeh was read. She was very appreciative of the supportive crews during the recent illness and passing of her husband Dietrich. All were invited to attend his memorial service.

Director Galli asked if the District was represented. Chief Heine confirmed that we were.

CLOSED SESSION

There was no closed session held as there was no legal counsel present.

ADJOURNMENT

There being no further business to conduct, President Metcho adjourned the meeting at 7:16 PM

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Bill Tyler and Jeffrey Whittet, Deputy Chief Jeff Veliquette, Finance Director Hom, Recording Secretary Jeanne Villa

OTHERS PRESENT
District Counsel Riley Hurd

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL PRESENTATIONS
No special presentations

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis attended the Farmers Market for the past 2 weeks, and was promoting FireWise communities. He noted that although the community tends to agree in principle, it’s a challenge to get citizens moved to action.

CHIEF’S REPORT
Fire Chief Heine reported:

- Special Board Meeting, closed session only, August 7, 1000, at Admin
- Regular Board meeting September 6.
- E665 is currently deployed with Strike Team 2142C to the Modoc Lightning Complex, a series of lightning caused fires. They are currently on the Cove Fire. The Cove Fire has burned more than 23,000 acres of timber and brush and has exhibited extreme fire behavior and extreme rates of spread.
- State Assembly bill 398 was passed and signed into law. The bill extends the Cap and Trade program pertaining to greenhouse gas emissions reductions and, in a major development, suspends the SRA Fire Prevention Fee until January 1, 2031, and then repeals the fee as of that date.
Director Silverman asked if the suspension of the SRA fee had been publicized? Director Galli commented that he believes there was an article in the newspaper.

- The District will be forming a Station 62 training facilities committee to develop a master plan for the training facilities. At a future meeting the Chief will ask a Board Director to participate on the committee.

Director Galli asked if Station 63 might be updated. Chief Heine explained that the District will be analyzing all of the stations to make sure all stations, including 63 are in the best locations.

- Staff are close to completing a re-write of the Career Development Guide. We have revisited all of our job descriptions and are updating position requirements.
- Four candidates for entry level Firefighter/Paramedic positions are in the final stages of background investigations. Next steps include an interview with the Fire Chief and then conditional job offers, pending successful completion of pre-hire medical and psychological screenings.
- Promotional testing begins in November 2017 with a Captain and Engineer exam, and a Battalion Chief exam in February of 2018.
- Chief Veliquette is on vacation starting this weekend through August 14. Operational duties will be covered by Chief Heine.
- Ross Valley FF Chris Mahoney passed away at home early this morning. I have offered our agency’s support to our friends in the Ross Valley Fire Department. I ask for a moment of silence in honor of Firefighter Mahoney.

Director Metcho commented that the Board of Directors wishes to extend their deepest condolences to the friends and family of Ross Valley firefighter Chris Mahoney.

CONSENT CALENDAR ITEMS
1. Minutes of Special Board of Directors Meeting July 12, 2017

No public comments were made.

M/s Silverman/ Fenner, Jr to approve the consent calendar.

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

NEW BUSINESS
1. Adoption of Annual Budget for Fiscal Year 2017-2018. Board approval is requested to approve the Annual Budget for the fiscal year 2017-2018.

Chief Heine highlighted the changes made since the adoption of the preliminary budget: a $10,000 reduction in conference expenses, and $10,000 reduction in OES reimbursements and a $30,000 increase in property tax revenue.

Director Silverman asked if the Station 64 escrow funds were highlighted in the budget figures. Chief Heine explained that funds held in escrow would not appear in the budget.

No public comments were made.

M/s Galli/Davis to adopt the Annual Budget for the Fiscal Year of 2017-2018.

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

Opposed: None

Motion carried. 5-0

2. Renewal of Memorandum of Understanding (MOU) with the City of Novato for Emergency Services Consultant David Jeffries.

Board approval is requested to accept Staff’s recommendation to renew the MOU with the City of Novato for the shared services of an Emergency Services Consultant, Jeffries Public Safety Consulting.

Chief Heine explained that this item was being brought before the Board to ensure that all relevant documents were seen by the Board, for approval.

No public comments were made.

M/s Fenner, Jr./Silverman to renew the MOU with the City of Novato for the shared services of Emergency Services Consultant, Jeffries Public Safety Consulting.

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

Opposed: None

Motion carried. 5-0

COMMITTEE REPORTS

1. MERA
   (President Metcho and Director Silverman)
   President Metcho said there was nothing to report.

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 and haven’t received any updates. This item will now be removed as a standing agenda item, per the Board’s request. It will be added to the agenda if any material needs to be shared with the Board.

3. Finance Committee
   (Directors Fenner and Davis)
   Director Fenner Jr. said there the final budget work was complete. to report.

FINANCIAL REPORTS

2. Revenues and Expenditures Detail Financial Report, June 2017
3. Vendor Summary Financial Report, June 2017
   Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement)
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) June 2017

   Chief Heine noted that this is the first month in which the District had the MCERA electronic transfers available to include in the Board packet.

5. Approved Contracts report:

**Fire Chief’s Report:**

**Contract Administration**
New and Renewed Contracts to Date for the 8/2/2017 Board of Director’s Meeting

<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>Code Resource - Gale Bate</td>
<td>Tyler</td>
<td>$5,000</td>
<td>Fire and life safety speciality code consulting services.</td>
</tr>
<tr>
<td>FireStats</td>
<td>Heine</td>
<td>$10,800</td>
<td>Data management consulting services.</td>
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<tr>
<td>Mark Clementi, PhD</td>
<td>Felciano</td>
<td>$6,000</td>
<td>Pre-employment psychological inventory services.</td>
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<tr>
<td>Lynx Technologies</td>
<td>Tyler</td>
<td>$10,000</td>
<td>GIS mapping services.</td>
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<tr>
<td>Leete Generators</td>
<td>Menzel</td>
<td>$3,372</td>
<td>Replace generator transfer switch at Station 62 due to failure.</td>
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<tr>
<td>Stroupe Petroleum</td>
<td>Veliquette</td>
<td>$2,633</td>
<td>Painting of S65 fuel tank.</td>
</tr>
<tr>
<td>Company</td>
<td>Vendor</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Target Solutions</td>
<td>Whittet</td>
<td>$6,560</td>
<td>Training Management Software.</td>
</tr>
<tr>
<td>CEC Print Solutions</td>
<td>Villa</td>
<td>$5,000</td>
<td>Commercial printing services for business cards and stationery.</td>
</tr>
<tr>
<td>Aerotek</td>
<td>Peterson</td>
<td>$320,000</td>
<td>Contingent staffing services to support EMS Billing. 5 FTE's &amp; 1 Part-time Admin.</td>
</tr>
</tbody>
</table>

**PROFESSIONAL SERVICES - PUBLIC WORKS**
- Nothing to report

**GOODS**
- Nothing to report

**LEASES**
- Nothing to report

**PIGGYBACK**
- Grainger Fletcher $7,500 Industrial supplies. Piggyback onto DGS contract.

**RFP/IFB**
- Nothing to report

**EMS BILLING**
- Nothing to report

**GRANT FUNDS**
- Nothing to report

**OTHER**
- Nothing to report

### Public Works/Non-Public Works

**Project Codes**
- E=Emergency, U=Urgent, SRM=Scheduled
- Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal
- N=New contract

### INFORMATION
1. Customer Satisfaction Survey Report, June 2017
2. Certificate of Superior Community Service
3. Written Communication, two letters were read: one from Kaiser San Rafael, and one from San Rafael Fire Chief Chris Grey

Chief Heine added that during a recent EMS class, the survivor from a tennis court heart attack came to the fire station to thank the crews that saved her. Her friend performed CPR, and she has no deficits. She stopped by on her way to play tennis.

### CLOSED SESSION

Approved minutes 8/2/17 BOD Meeting
The Board did not enter closed session. There were no matters to discuss.

**ADJOURNMENT**

There being no further business to conduct, President Metcho adjourned the meeting at 6:17 PM

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Metcho at 10:00 a.m. in the meeting room at Administrative Offices at 95 Rowland Way, Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Ted Peterson and Bill Tyler, Recording Secretary Jeanne Villa

OTHERS PRESENT
District Counsel Riley Hurd and Morin Jacob

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

The Board entered closed session at 10:01 a.m.

CLOSED SESSION
The Board exited closed session and re-entered open session at 11:45 a.m.

No reportable action.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 11:46 a.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Bill Tyler, Ted Peterson, Acting Battalion Chief Kyle Dague, Finance Director Hom, Recording Secretary Jeanne Villa

OTHERS PRESENT
District Counsel Riley Hurd, Marin County Flood District/DPW employees Liz Lewis and Laurie Williams, Chair of Flood Advisory Board Bill Long.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL PRESENTATIONS
Liz Lewis introduced Laurie Williams, a senior planner for the County of Marin who gave a PowerPoint presentation on Measure E, for the Special District Marin County Flood Control District Zone 1 needs for updating the infrastructure, special projects, flood protection, sea level rise projects and habitat protection.

The Measure, if passed, would raise approximately $1,100,000 annually and would last for 18 years. The District would use the funds to seek grant funds totaling approximately $20,000,000.

Director Galli asked if the levee improvement would affect flood insurance rates. Chair member Long responded that it would although not as a direct impact.

Director Galli asked if the road damage on Highway 37 was a direct result of the levees needing maintenance. Chair member Long responded that there were a series of issues including a private levee that broke, and extreme high water levels during the storm.

ASSOCIATION PRESIDENTS’ REPORT
No report.
DIRECTOR MATTERS
Director Metcho noted that the District has multiple out of county assignments. The Board expressed its appreciation for the sacrifice of the crews who are working not only on out of county assignments, but also backfilling at the fire stations. The Board also is aware of and appreciates the sacrifice that members’ families endure.

CHIEF’S REPORT
Fire Chief Heine reported:

- Special Board Meeting, closed session only, September 14, 1pm, at Admin
- Regular Board meeting October 4, 2017.
- The District is very busy with emergency deployments right now:
  - E665 with a Marin Type III Strike Team at the Pier Fire in the Sequoia National Forest
  - OES374 and Chief Whittet is with a Marin OES Strike Team in the Klamath Nation Forest
  - Chief Menzel is with a Taskforce of engines from Sonoma, Solano, and Alameda counties at a fire in the Shasta National Forest
  - Chief Veliquette is at the Mission Fire in Mariposa County as a Division Supervisor after having been released from the Latuna fire.
  - All stations are fully staffed…thanks to personnel for their commitment.
  - Cooling centers have been publicized along with other heat related safety messages.
- Engineer Anthony Bargiacchi was dispatched with FEMA Taskforce 4 from Oakland to Hurricane Harvey as a hazmat technical specialist. He returned Monday night.
- We are deploying Captain Mike Taul and Engineer Anthony Bargiacchi with Taskforce 4 to Florida for Hurricane Irma, a category 5 hurricane. Mike will be without his dog and will be a rescue specialist, and Anthony will be the hazmat technical specialist.
- Dedication ceremony for Pacheco Valle Firewise certification is 9/19 at 4:30 on Alameda Del Prado and Black John Road. Supervisor Arnold and Mayor Athas will be attending.
- The Fire Chief will be presenting the Firewise program to the Indian Valley HOA on Saturday
- Our regular annual audit is underway this week and next.
- The Fire Chief is the guest speaker at Novato Rotary on Friday
- The District is hosting day one of the Chamber’s Leadership Novato class on Sept 12, next Tuesday. Station 1 for morning and lunch then to Station 2 for events. Captain Lori Jessell and HR Manager Gretchen Felciano are in the class.
• We have 10 applicants for the new Station 62 capital improvement committee. I’ll finalize the roster and we’ll have our first meeting in October. The District will ask for one Director to participate.
• Staff is attending the annual CalChiefs conference in Riverside 9/25-28.
• Vegetation fire this afternoon alongside Hwy 101 north of the Dumps overpass burned 2/3rds of an acre of grass. Cause is under investigation.
• Application period for the Captain’s exam closed at 3pm today. We have nine applicants for the position.
• Three FF/PM candidates have accepted our conditional job offers. They have physicals and psych evaluations to complete. They could possibly be on shift as early as November.

CONSENT CALENDAR ITEMS

Items 2 and 4 were pulled and moved to New Business

1. Minutes of Regular Board of Directors Meeting August 2, 2017.

2. Request for Travel Authorization and Advance for Director Galli to attend FireShows West Conference in Reno, NV November 6-9, 2017. Board to consider the approval for travel authorization and advancement for Director Galli to attend the Fire Show West Conference in Reno, Nevada held November 6-9, 2017.

3. Request for Travel Authorization and Advancement for Fire Chief Heine and Deputy Chief Veliquette to attend the Annual CALPELRA Conference in Monterey, CA, December 4-8, 2017. Board to consider the approval for travel authorization and advancement for Fire Chief Heine and Deputy Chief Veliquette to attend the Annual CALPELRA Conference in Monterey, CA, December 4-8, 2017.

4. Request for Travel Authorization and Advancement for Director Davis to attend the California Special District Association Conference in Monterey, CA, September 25-28, 2017. Board to consider the approval for travel authorization and advancement for Director Davis to attend the California Special District Association Conference in Monterey, CA, September 25-28, 2017.

5. Minutes of Special Board of Directors Meeting August 7, 2017.

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

No public comments were made.

M/s Silverman/ Fenner, Jr to approve the consent calendar items 1,3,5,6.
NEW BUSINESS

   
   Board approval is requested to adopt Resolution 2017-13, determining the 2017-2018 Appropriations Limit.

   Director Galli asked for the definition of appropriations limit

   Finance Director Hom responded that it is the maximum amount the District can collect in revenue. Amounts over that limit need to be refunded.

   No public comments were made.

   M/s Galli/ Davis to adopt Resolution 2017-13, determining the 2017-2018 Appropriations Limit.

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

2. Consideration of Adoption of Resolution 2017-12 Amending the Ambulance Service Fee Schedule. Staff recommends adoption of Resolution 2017–12 to amend the Ambulance Services Fee Schedule, increasing fees for basic life support and advanced life support services.

   Chief Heine clarified the issue of rising costs and the need to increase the ambulance billing fee. The increase would not affect Novato residents, since they are not balance billed. The increase would affect the insurance companies that are billed, and non-Novato residents.

   Director Davis asked about the number of patients transported that are not Novato residents.

   Chief Peterson answered that it’s approximately 20-25% of transports. Our number one demographic transport is a 71 year old woman, living alone, in Novato.

   Director Fenner asked if the fees charged are the same for residents and non-residents.

   Chief Peterson replied that the fee charged is the same, but Novatans are not balanced billed.
Chief Heine clarified that this resolution would not result in any increase to Novatans. The increase would be mainly paid by insurance companies.

Director Silverman asked if ambulance transport fees are increasing throughout the County?

Chief Peterson commented that Marin County Fire and Southern Marin SMEMPS just raised their fees to match Novato’s. The District has just performed an audit and was able to determine the actual costs. It is now known that fees charged are not covering the cost of the transport service.

Director Galli asked why the District went 5 years without increasing the fees.

Chief Peterson commented that it has not been a good strategy. This year, it was decided to wait until after negotiations to determine the costs. The recommended strategy would be to increase the fees annually if warranted.

Director Galli commented that they could be reviewed like a CPI increase.

Chief Heine commented that the Finance Committee or a special meeting with all board members can review the ambulance fees for adjustments, and then we’ll stay on track annually, similar to the action the District took with the Fleet Replacement Plan. The motion can be to adopt the resolution and schedule a future meeting to review the ambulance fees.

Director Davis asked if an annual review is adequate.

Chief Heine commented that an annual review is good.

Director Silverman asked if the ambulance fees are covered in the Maze annual audit.

Chief Heine answered yes, but the Maze audit team is ensuring that we are processing EMS billing properly, not determining the fee level. A study of the marketplace shows that the District fees are low.

Director Galli noted that the current base rate is $1882.00 and is increasing to $2400.00, approximately. Does that cover the paramedic on the engine?

Chief Peterson confirmed that it does, and it’s known as the First Responder fee. That fee is now called the pre-stabilization fee. It’s just a change in terminology.

Director Galli asked if the $2,400.00 fee includes the cost of the first responder.

Chief Peterson responded that the charges as shown on the resolution are charged if used.

Director Galli asked if non transports are charged.
Chief Peterson responded that Novato residents do not pay any balance after the insurance company pays. The charges listed on the resolution are Medicare approved charges. Medicare has designed the structure of the base rate and the itemized items shown in the chart on the resolution.

Director Galli asked that each transport gets charged the base rate, plus the amount if any of the itemized charges apply, and that would equal the total bill?

Chief Peterson responded that Medicare allows the individual items to be charged, and a 28% increase has been applied to each item. Chief Peterson also noted that the District might bill for mileage, but only receive $1.00 from Medi-Cal. No Novato resident is balance billed.

Director Galli asked about the write-offs and the no balance billing.

Chief Heine responded that those are funds the District will not receive. Measure C expanded the District services to include paramedics. 20 years ago, certain personnel with paramedic certification acted as medics, but over the 20 years of providing transport services, the fees charged did not keep up with costs.

Director Galli commented that Novato residents pay a tax, and then they receive a bill – they will probably ask the Board why they are paying taxes?

Riley Hurd commented that the taxes are not close to covering the actual costs of the services.

Chief Peterson noted that even if the District charged $6,000 per transport, the District would not receive the full $6,000.00.

Riley Hurd noted that during his research on ambulance fees that are not property tax related fees, (which cannot be more nor less than cost). Property tax revenue cannot be used to offset gaps in revenue to support ambulance services, which led to the concept of billing for transport services. The question is how to fund the gap? Reducing the costs is very difficult, but it would not be legal to subsidize the costs with property tax revenue, which the District is not doing.

Director Galli commented that every engine carries a firefighter/paramedic. And that the District spends $5.6 million and Chief Peterson added that the District recoups about $2.2 million.

Director Galli noted the difficulty in recouping the $7.1 million.

Riley Hurd noted that the District has ambulance billing revenue and a special tax.

Both Chief Heine and Mr. Hurd noted that the gap cannot come from property taxes.

Chief Heine noted that this is why it’s critical to raise the ambulance billing fee.
Director Galli commented that the property tax is not a paramedic tax.

Riley Hurd noted that District paramedics also work as firefighters.

Chief Heine noted that private companies do not provide cheaper EMS services. A District paramedic is also a firefighter, a confined rescue specialist, a USAR team member, etc.

Director Galli asked if private sector charges are comparable to the District fees.

Chief Peterson answered yes. In some cases other agencies charge more. Ebbetts Pass charges a 2,600 base rate, but the District has rates comparable to Sonoma and Marin County agencies.

Director Galli asked if the mileage fee is charged one way.

Chief Peterson confirmed that it is. You must be transporting to charge the fee. You cannot charge for the return trip when empty.

Riley Hurd noted that it’s challenging to recover the costs, and that the District sends a fire truck on a medical call.

Chief Heine explained that a paramedic is on the engine, which leads to our high rate of cardiac saves, that we have a paramedic on scene in an average of 4 minutes instead of 9 minutes, and we have some of the best outcome statistics in the County.

Riley Hurd commented that the big increase can be thought of as multiple years of discounted fees.

Director Davis noted that the residents receive first class service and the rates should be competitive.

Mr. Hurd noted that it’s crucial to avoid using other funds to cover the gap in EMS transport revenue.

Director Metcho commented that the Board should plan future meetings to discuss future adjustments.

Chief Heine commented that between now and fiscal 2018, or early 2018 is a good time.

Director Silverman asked if the Finance Committee should have input.

Chief Heine suggested it would be more efficient to bring the issue before the full Board.

Director Galli noted that the 28% increase is like a 5% increase or so over each of the years since 2012.
No public comments were made.

M/s Silverman/Fenner, Jr. to adopt Resolution 2017-12, amending the Ambulance Service Fee Schedule and to plan future meetings to review the fees annually.

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

3. Worker’s Compensation Claims Administrator Renewal
Board approval is requested to accept Staff’s recommendation to renew the contract with Athens to continue to administer worker’s compensation claims for another three years, with an estimated 3-year cost of $170,000.

No public comments were made.

M/s Galli/Davis to renew the contract with Athens to continue to administer worker’s compensation claims for another three years, with an estimated 3-year cost of $170,000.

In Favor: All Directors
Opposed: None
Motion carried. 5-0

4. VOIP RFP Vendor Recommendation - Award of New VOIP Telephone System
Board approval is requested to accept Staff’s recommendation to select Marin IT as the vendor for a Cisco VOIP Telephone system, in an amount not to exceed $108,647.44 over a three year period.

Chief Heine commented that the VOIP expenses were included in the current budget, and that Staff recommends that Marin IT be awarded the contract as the VOIP provider.

Director Silverman asked about costs after three years.

Jeanne Villa commented that after 3 years, the costs would be about $8,000 annually for hardware support and warranty. The lifecycle of the hardware is about 6 years. The normal upgrading of current hardware is about 6 years. The phones should last 15 years or more.

Chief Heine commented that our phone system is 17 years old, and this new system may lead to savings on a potential future video conferencing system.

No public comments were made.
M/s Silverman/Fenner, Jr. to select Marin IT as the vendor for a Cisco VOIP Telephone system, in an amount not to exceed $108,647.44 over a three year period.

In Favor: All Directors

Opposed: None

Motion carried. 5-0


Director Galli asked if verbal reports could have a bookmarked page. We will add that to the agenda and packet.

Director Metcho relayed the details of the Fire Chief’s stellar evaluation in March of 2017, and the decision to delay and consideration of an executive bonus until after the negotiations were complete.

Riley Hurd clarified the contract language of the Chief’s employment agreement, noting the bonuses for 2016 and 2017 were to offset the loss of subvention. The contract is silent on the Board’s granting of a discretionary bonus.

Director Galli asked what the Board action was the last time.

Director Metcho commented that the discussion of bonus after the evaluation was delayed pending the negotiations with the labor groups.

Director Silverman expressed appreciation for the Chief’s hard work and noted that a bonus was well deserved.

No public comments were made.

M/s Silverman/Fenner, Jr. to grant the Fire Chief an executive bonus equal to one month salary.

In Favor: All Directors

Opposed: None

Motion carried. 5-0

6. Consideration of forming, and appointing members to, an ad hoc committee for the limited purpose of developing drafts of District policies regarding District member travel, electronic fund transfers for CALPERS, and State Audit procedures for recommendation to the full Board.
Chief Heine noted that we need to research if board members serving on ad hoc committees can be compensated. District Counsel will research.

Mr. Hurd commented that forming an ad hoc committee when needed was the plan in mind when the Board disbanded the standing Policy Committee.

Director Davis asked why there may not be payment for serving on an ad hoc committee.

Mr. Hurd commented that an ad hoc committee is not formal, not subject to the Brown Act, there are no agendas, and not open to the public. The committee is formed for a limited time period and for specific purpose.

Director Davis asked if alternate can serve on the committee.

Mr. Hurd explained that alternates can unintentionally create communication by a majority of the board, so it’s not a good idea.

No public comments were made.

M/s Galli/Davis to convene an ad hoc policy committee and appoint Directors Galli and Silverman to serve on the committee.

In Favor: All Directors

Opposed: None

Motion carried. 5-0

7. JPA - For Paramedic Ambulance Billing Services for the City of Rialto

Board approval is requested to accept Staff’s recommendation to enter into a Joint Powers Agreement ("JPA") with the City of Rialto for the District to provide ambulance billing services.

Director Silverman asked where Rialto is located. Near Palm Springs

Director Galli commented that if $108,000 is the gross, what is the net?

Chief Peterson explained that the number of calls will not require a full time employee at $61,000 annually, but if it did require an FTE the net would be over $40,000.

No public comments were made.

M/s Silverman/Fenner, Jr. to enter into a Joint Powers Agreement ("JPA") with the City of Rialto for the District to provide ambulance billing services.

In Favor: All Directors
Novato Fire District
Board of Directors
Regular Board Meeting Minutes
September 6, 2017

Opposed: None
Motion carried. 5-0

8. JPA - For Paramedic Ambulance Billing Services for Lakeport Fire Protection District.
Board approval is requested to accept Staff’s recommendation for the District to provide
ambulance billing services to the Lakeport Fire Protection District through a Joint Powers
Agreement ("JPA").

M/s Fenner, Jr./Davis to enter into a Joint Powers Agreement ("JPA") with the Lakeport Fire
Protection District for the District to provide ambulance billing services.

In Favor: All Directors
Opposed: None
Motion carried. 5-0

9. Adoption of Resolution 2017-14: Designating October 2017 as National Breast Cancer
Awareness Month. Board to consider adoption of Resolution 2017-14, designating October
2017 as National Breast Cancer Awareness Month within the District.
No public comments were made.

M/s Fenner, Jr./Silverman to adopt Resolution 2017-14 Designating October 2017 as
National Breast Cancer Awareness Month.

Roll Call Vote:
In Favor: Davis, Fenner, Jr., Galli, Metcho and Silverman
Opposed: None
Motion carried. 5-0

10. Insurance Policies Purchase.
Board approval is requested to accept Staff’s recommendation to purchase property and
casualty insurance policies that have a term beginning September 1, 2017 through August 31,
2018, with premiums for property and casualty insurance of $112,390.

Chief Heine noted that the bid for insurance through Gallagher resulted in a reduction of
premium of about 28%. The decrease of about $44,000 for enhanced coverages with a
company with a track record of providing proactive support and guidance.

Chief Heine noted that Director Fenner’s assistance was invaluable during the bid process.

No public comment.
M/s Galli/Fenner, Jr. to purchase property and casualty insurance policies that have a term beginning September 1, 2017 through August 31, 2018, with premiums for property and casualty insurance of $112,390.

In Favor: All Directors
Opposed: None
Motion carried. 5-0

11. Adoption of Resolution 2017-15: Intent to Participate in the Great California Shakeout and Work Toward Becoming a Safer Community.

Chief Heine noted that the District will participate in earthquake and safety drills on 10/19/17.

No public comment.

M/s Galli/Fenner, Jr. to adopt Resolution 2017-15: Intent to Participate in the Great California Shakeout and Work Toward Becoming a Safer Community.

Roll Call Vote:
In Favor: Davis, Fenner, Jr., Galli, Metcho, Silverman
Opposed: None
Motion carried. 5-0


Director Galli recused himself stating that this item applied to him, and left the room.

No public comment.

M/s Silverman/Davis to approve for travel authorization and advancement for Director Galli to attend the Fire Show West Conference in Reno, Nevada held November 6-9, 2017.

In Favor: Davis, Fenner, Jr., Metcho, Silverman
Opposed: None
Abstain: Galli
Motion carried. 4-0-1

Director Galli returned to the Board room.

13. Request for Travel Authorization and Advancement for Director Davis to attend the California Special District Association Conference in Monterey, CA, September 25-28, 2017.
Board to consider the approval for travel authorization and advancement for Director Davis to attend the California Special District Association Conference in Monterey, CA, September 25-28, 2017.

Director Davis recused himself stating that this item applied to him, and left the room.

No public comment.

M/s Galli/Silverman to approve for travel authorization and advancement for Director Davis to attend the California Special District Association Conference in Monterey, CA, September 25-28, 2017.

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

Motion carried. 4-0-1

COMMITTEE REPORTS

1. MERA
   (President Metcho and Director Silverman)
   Director Silverman reported that MERA’s bond measure raised $31 million, and expenditures are approximately $30 million. The committee discussed the potential savings of $750,000 by agreeing to buy the radios early.

   Chief Heine noted that Chief McCarthy met with Motorola engineers at an operational level meeting. It was discussed that Motorola can’t build a 700 mhz system in Marin and confine the signals to Marin County. There was discussion of needing more antenna sites and 800 mhz radios. The Motorola information will need to be vetted for accuracy. The Chief stressed the importance of having an NFD voice involved in the process.

   Director Silverman remembers asking Dave Jeffries about 700 mhz versus 800 mhz. It was explained that the chips can be swapped and it’s not a big deal. The next Governing Board meeting is set for 9/23/17.

2. Finance Committee
   (Directors Fenner and Davis)
   There has been no meeting. Next meeting is October 24, 2017.

FINANCIAL REPORTS


4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) July 2017

5. Approved Contracts report:

<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
<th>CODE</th>
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<tbody>
<tr>
<td>PROFESSIONAL SERVICES - NON PUBLIC WORKS</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Leete Generators</td>
<td>Menzel</td>
<td>$3,372</td>
<td>Generator transfer switch replacement at S62.</td>
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<tr>
<td>WageWorks</td>
<td>Felciano</td>
<td>$5.82/participant</td>
<td>Flexible Spending Account Management (ADP no longer offers this service).</td>
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<tr>
<td>TriZetto</td>
<td>Peterson</td>
<td>$22,440</td>
<td>Clearing house for EMS claims management.</td>
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<tr>
<td>Bickmore</td>
<td>Hom/Feliciano</td>
<td>$3,100</td>
<td>Worker's Comp Actuarial Study.</td>
<td>N</td>
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<td>Buel Engineering</td>
<td>Freedman</td>
<td>$1</td>
<td>Structural engineering work for the 911 sculpture placement at S61.</td>
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<td>Stroupe</td>
<td>Veliquette</td>
<td>$2,633</td>
<td>Painting and labeling of fuel tank at S65.</td>
<td>SRM</td>
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<tr>
<td>Stroupe</td>
<td>Menzel</td>
<td>$6,763</td>
<td>Painting and labeling of fuel tanks at S61 &amp; S62.</td>
<td>SRM</td>
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<tr>
<td>Fowler Electric</td>
<td>Menzel</td>
<td>$10,000</td>
<td>MSA for as-needed electrical repairs and installations through June 30, 2018</td>
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<tr>
<td>MERA</td>
<td>Heine</td>
<td>$61,424</td>
<td>Staffing Services Agreement.</td>
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<td>PROFESSIONAL SERVICES - PUBLIC WORKS</td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td>GOODS</td>
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<td>LEASES</td>
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<td>Nothing to report</td>
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<tr>
<td>PIGGYBACK</td>
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<td>Nothing to report</td>
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<tr>
<td>RFP/IFB</td>
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<tr>
<td>Nothing to report</td>
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<tr>
<td>EMS BILLING</td>
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### Consent Calendar 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>City of Novato</td>
<td>$37,500</td>
<td>JPA for Jeffries Public Safety Consulting for the EOC.</td>
</tr>
<tr>
<td>DHCS</td>
<td>$113,426</td>
<td>Intergovernmental Agreement Regarding Transfer of Public Funds. After notification from DHCS of the capitation rate increases, the District transferred funds in August to DHCS for the periods July 1, 2015 - June 30, 2016 to be used as a portion of the nonfederal share of actuarially sound Medi-Cal managed care capitation rate increases.</td>
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<tr>
<td>DHCS</td>
<td>$22,685</td>
<td>Intergovernmental Transfer Assessment Fee Agreement. A 20% fee on the entire amount of the non-federal share Intergovernmental Transfer (&quot;IGT&quot;) to reimburse DHCS for the administrative costs for the support of the Medi-Cal Program.</td>
</tr>
</tbody>
</table>

**Public Works/Non-Public Works Project Codes**
- E=Emergency, U=Urgent, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal
- N=New Contract

There was no public comment.

### INFORMATION
1. Customer Satisfaction Survey Report, June 2017
2. Certificate of Superior Community Service
3. Written Communication, two letters were read: one from an EMS billing patient and one from Battalion Chief Michael St. John.

### CLOSED SESSION
The Board did not enter closed session. The matters will be discussed at a future meeting.
ADJOURNMENT

There being no further business to conduct, President Metcho adjourned the meeting at 7:42 PM

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Metcho at 1:00 p.m. in the Heritage Conference room 95 Rowland Way, Novato CA, 94945.

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

ABSENT
Director Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Chief Jeff Veliquette, Battalion Chiefs Bill Tyler, Ted Peterson, Jeanne Villa, Recording Secretary.

ALSO PRESENT
Riley Hurd, District Counsel, Morin Jacob, District Counsel.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

CLOSED SESSION
The Novato Fire Protection District Board of Directors moved to a closed session at 1:01 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: President Steve Metcho, Vice President Bill Davis, Directors Worth Fenner, Jr. and Lj Silverman, Deputy Chief Jeff Veliquette, Battalion Chiefs Bill Tyler, Ted Peterson, Riley Hurd, District Counsel, Morin Jacob, District Counsel.

The Board re-entered open session at 2:32 PM.

There was no reportable action.

ADJOURNMENT
There being no further business to conduct, President Metcho adjourned the meeting at 2:32 PM.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Chief Jeff Veliquette, Battalion Chiefs Bill Tyler, Ted Peterson, Finance Director Dan Hom, Recording Secretary Jeanne Villa.

ALSO PRESENT
Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

President Metcho asked for a moment of silence to remember the victims of the recent Las Vegas concert shooting, and their families. In particular, the Board honors the sacrifice of Novato residents, the Etcheber family, who lost wife and mother Stacee Etcheber in the tragedy.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
None

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis commented that the CSDA conference in Monterey was very interesting. The focus on how to protect the District by keeping current on policies, having policies be accurate and well written, adapting to the new marijuana laws. The District website needs to be in compliance, as well as other forms of social media.

Fire Chief Heine commented that with the District use of Lexipol, policies can be more readily kept current since Lexipol alerts the District to law updates and other necessary changes automatically.

President Metcho reported that he, Director Silverman and Chief Heine attended the Pacheco Valley Firewise event. It was well attended. There are many homeowner groups within Pacheco Valley area.
CHIEF’S REPORT

Chief Heine reported:

The next meeting for the Board is 11/1/17.

We had a recent Cardiac arrest save call involving a 40 year old male. It was a witnessed cardiac arrest. CPR was started by the father. The first ALS Engine Company arrived in 3:36 and initiated advanced life support. The patient was successfully resuscitated and transported to Kaiser where he was conscious upon arrival at the hospital.

The District has been quiet with regards to statewide mutual aid activity. We are seeing prolonged critical fire weather due to low humidity, low fuel moistures, and north east winds. This time of year is the anniversary of the Vision Fire in Pt Reyes which occurred on October 3, 1995. (12,354 acres and 45 structures)

Novato Fire Foundation held its annual Rucker Memorial Golf Tournament on Monday. The event was sold out with great support from many sponsors.

Open House is this Sunday 10-1 at all of our stations. There will not be a demonstration event this year. Attendance at the demo event has decreased in recent years, so we’ll monitor the feedback from this year’s event.

Chief Tyler, Chief Peterson, Captain Dague, and Chief Heine attended the CalChiefs conference in Riverside last week. Chief Mark Hartwig from San Bernardino was sworn in as CalChiefs President and Chief Meston from South Lake Tahoe as the President-Elect.

Chief Heine will deliver a State of the District presentation to the City Council on the 10/10/17 at 6:00 p.m.

The Chief thanked the Board members for attending the Pacheco Valle Firewise certification celebration.

The District will hold a Captain exam first week of November, followed by the Engineer exam second week of November. Chief Veliquette is leading both events.

New FF/PM hires start October 16. We will have a formal badge ceremony when they complete basic training.

Captain Jeff Davis is the Training Officer for the next 3 months. He will work a 40 hour work week and will have all the duties of a permanent Training Battalion Chief.
AGENDA ADJUSTMENT

Fire Chief Heine requested that New Business item 4 be pulled from the agenda, since the Board Policy prohibits the Board from endorsing a non-Fire District related ballot measure.

There will be no closed session tonight.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting September 6, 2017.
3. EMS Quarterly Write Off for Hardship, October 2017

There was no public comment.

M/s Silverman/Fenner, Jr. to approve the consent calendar items 1-3. Motion carried 5-0.

NEW BUSINESS

1. Master Service Agreement for Annual Medical Evaluations. Board approval is requested to accept Staff’s recommendation to select a single source for annual medical evaluations, Occu-Med, Ltd. For $40,544.00.

   Chief Heine explained that the Occumed contract allows for physicals to be performed in house, keeping crews in their zones. This service is available through our FASIS contract. This is the same company the District used last year.

   There was no public comment.

   M/s Fenner, Jr./Galli to approve the Master Service Agreement for Annual Medical Evaluations. Motion carried 5-0.

2. Adoption of Resolution 2017-16: Employment Agreement between the Novato Fire Protection District (NFPD) and Administrative Services Manager (ASM) Jeanne Villa. Board approval is requested to adopt Resolution 2017-16 adopting the Employment Agreement between the Novato Fire Protection District (NFPD) and Administrative Services Manager Jeanne Villa.

   Chief Heine explained the evolution of the position of the ASM from Executive Assistant, which was included in the NSAS association, to becoming a non-represented position. Personnel moves were made to place the right people and skills in the right position. Jeanne Villa took over the duties of the ASM and maintained her current IT duties. No salary change was made at that time.

   The Chief and Deputy Chief reviewed comparable positions at the City of Novato, the North Marin Water District, the Sanitary District and the County of Marin. Similar ASM positions could be found, but none contained IT duties.
Through negotiation, it was determined that on average a typical work week might contain 75% of ASM duties and 25% of IT duties.

Combining the previous Executive Assistant (now ASM) duties with a separate IT employee would equal a salary of approximately $190,000.

The agreement combines the ASM/IT duties to reach approximately $140,000 after three years.

Director Metcho asked if there are managerial responsibilities. Chief Heine explained that the ASM manages an Admin Assistant, the work process of the RPM Admin Assistant, supports the Chief, the Board, other Chief Officers, acts as the Board Secretary and Board liaison, as well as supports the Executive Officer and Boards of MERA.

Director Silverman asked if MERA pays for services. Chief Heine noted that yes they do.

Director Galli reviewed the figures of $121,000, and $133,000, and asked for clarification of the different figures. Finance Director Hom explained that the salary increase gives you the $133,000 figure, but deducting for the decrease in 457 plan contributions reduces the figure approximately $11,000, which is represented by the $121,000 amount.

Director Silverman noted that over 3 years it’s a 44% increase. Finance Director Hom explained it’s a 23% increase in year one, and a 16.7% increase in year two.

Chief Heine clarified the benchmark used citing the current salary schedule. The year one salary is roughly equivalent to a Firefighter/Paramedic. The year two salary is comparable to a Captain salary.

Ideally, the three senior managers would be comparable, but in reviewing salaries, to do so would place the ASM in a higher salary than a Division Chief.

Director Davis noted the IT portion of the combined duties is about 25%. Chief Heine calculated that if the District hired an outside IT contractor at 175.00/hour, the District would spend more than $90,000.

Director Davis asked if an outside IT consultant is a good as an in house IT employee. Chief Heine commented that an in house IT employee has a better handle on the strategic planning of the technology needs of the District, whereas an outside contractor handles more routine hands on tasks.
Director Galli commented about what would happen when the position is vacated. Chief Heine noted this agreement represents a cost savings to the District due to skill set of the current employee, but at such time as there is no ASM/IT, the District will need to fund for both roles.

The ASM can be reclassified with a lower pay scale. IT duties may be contracted to an outside company.

Director Galli commented that shared services for IT might be a good path. Chief Heine noted that the strategic management of IT is invaluable.

Director Galli asked how this pay change was missed. Chief Heine responded that this is a byproduct of the ASM position being left in the NSAS Association, then being advised that it should be extracted. The two former NSAS positions were combined, but no salary adjustment was made at that time.

Director Silverman noted that as a steward of the taxpayer, this is a big jump. Chief Heine noted that if IT is carved out of the ASM/IT position, it will cost the District at least $40,000 more. We wanted to know if combining the positions was do-able, and that it would save money. Chief Heine noted that he is extremely satisfied with the work and the cost savings to the District.

Director Davis noted that the Fire Chief sees this as a cost savings? Chief Heine responded that there is a cost savings and an enhancement of internal and external customer service.

Director Davis noted he represents the community and this is a big increase, but it could cost more. Chief Heine noted that in August 2016, when personnel shifted, the decision to combine the ASM/IT roles saved money versus paying another person or company to perform the IT duties.

Director Galli noted that the Board delegates the Chief and chief officers to negotiate with associations. This is a short time period to digest the employment agreement. Normally the Board is comfortable with the MOUs when they come to the Board for approval.

Chief Heine responded that the normal process with represented groups is to have the Board designate a negotiator, who keeps the Board apprised throughout the process and receives direction, which leads to tentative agreements, which form the MOU.

The ASM is not represented and the Chief has to bring the best, fair deal to the Board, but not with months of negotiation that would occur with associations.
Director Silverman noted it would be good if the Board could talk to the Chief about agreements.

Counsel Hurd noted the Board could create an ad hoc committee to involve the Board. Mr. Hurd noted that when a new job is created, it should have a salary range structure. Then the Fire Chief is empowered to hire, fire, set salary for that position within the salary range.

Director Galli commented that an ad hoc committee would give the Board input in the process. Counsel Hurd agreed that it is an option. Chief Heine noted that the next position needing an agreement can use a different process. This process was based on earlier legal advice. There are other processes that eliminate the need to bring an agreement to the Board.

Counsel Hurd noted that the Board can be involved, and one method would be to form an ad hoc committee to negotiate with an employee.

Chief Heine noted that upon the retirement of our Finance Director, the District can modify its process.

Director Galli asked if City agencies do it this way. Counsel Hurd replied that if a job is created and has a salary range established with steps, the Board doesn’t need input as to the salary.

Chief Heine noted that the District is doing away with steps, since they became cumbersome and chaotic. The streamlined step-less philosophy is what is captured in the employment agreement.

Director Galli asked if other agencies give raises within the structure of the salary range? Counsel Hurd noted that the executive officer decides who to hire, fire, and what the salary is within the salary structure established.

Director Galli noted that the District has created employment agreements with its managers. Chief Heine commented on the history of employment agreements with managers, beginning with the HR Manager position. Since there is no bargaining group or association, an agreement was recommended. The process was repeated with the Finance Director, the Deputy Chief and now the ASM. He noted that we can research whether the earlier advice is the best process and that we can modify the process in the future.

Director Silverman noted that he would like to see a change in process, and perhaps we need a policy about forming an ad hoc committee.
Director Davis suggested this issue be delayed so that a committee can be formed and then revisit this item at a future date.

Chief Heine noted that it is an option, but this agreement has been negotiated, and the employee has already conceded a lot of money.

Director Fenner commented that he would have liked an earlier meeting. This is a take it or leave it situation.

Chief Heine noted that he is empowered to negotiate with his unrepresented employees and he did that.

Director Galli noted that not knowing the details until the meeting is a bit painful, but even with a separate committee meeting we would end up in the same place. Committee or no committee we need checks and balances.

Counsel Hurd noted that as agreements expire, we could develop a personnel committee to review job description and salary ranges. Then the Chief negotiates within that structure, and the Board will have already approved the structure.

Chief Heine noted that the District will have the opportunity to revise the process when the Finance Director retires and is replaced. The best way to make these organizational changes is through attrition, not on this particular employee now.

Director Metcho asked if this position didn’t exist now, and you had to go outside to fill it, what would it look like? What does the dollar amount look like?

Chief Heine noted and ASM only salary is from $107,000 to $138,000. An IT position can cost $175.00 per hour, or $190,000 to $250,000 per year.

Director Galli noted that’s the percentage increase that is difficult.

Director Silverman noted that it’s 44%.

There was no public comment.

Director Metcho noted the value of the position and the there’s a dollar amount attributed. A certain skill set results in a certain dollar amount. It’s difficult to get over the jump, but we’re playing catch up. A longer protracted process would be easier.

Director Galli noted like the EMS Billing rates and fire trucks, we didn’t keep up, and then had a big initial cost increase, then we do maintenance. If we bought back time, the position would be in the $115,000 range, 18 months ago.

Chief Heine noted that we did have to play catch up and then had to jump forward with EMS and Fleet plan. There has been a 3 year process of moving people and skills to the right positions, now we’re fixing the salary.
Director Metcho noted there were several years of non-movement. Chief Heine noted that previously the executive assistant position was in the NSAS group. Positions received what NSAS group received.

Director Galli asked if there had been any raises since the position was created. There has not.

Director Davis noted that employee has demonstrated extraordinary performance, and the value of two separate positions costs more, but the process is not clear. An ad hoc committee would allow for research and due diligence.

Director Galli noted that Chief Heine already explained the due diligence. Due diligence is important, but we might end up in the same place. Chief Heine noted that the history would be the same, the negotiation is the same as with a represented group, and has resulted in signed tentative agreements. There would not be more information than was delivered tonight.

Director Galli noted the Board is not questioning the negotiation process.

Director Silverman asked if more time was spent, would the salary steps be put in. Chief Heine explained that would represent a major strategic change placed on an employee who has not had a contract for over a year.

Director Galli asked how many employees have salary steps. Chief Heine noted that FF/PM have 3 steps. The District has eliminated most of the steps. Most employees have no steps.

Counsel Hurd suggested that using this moment to revise process, while considering one specific employee is not the best idea. Board should make decision on this agreement and note that the agreement is before the Board for approval. You can make a motion to change the agreement if you have a specific problem. Go on record, that this is not precedential, and give direction to investigate proper way to handle agreements in the future. And how to handle negotiations, and the questions that have arisen. As agreements cycle through, there is opportunity to change.

This agreement states that it is between the District and the ASM. It should be between the District and the employee’s name.

This is an individual agreement.
Director Galli commented that 99% of the agreement is fine, but is Counsel recommending to the Board that they can make recommendations to change the agreement.

Counsel Hurd responded no, he is not making any recommendation, having done no research about comparable pay. But the Chief has.

Director Galli asked if the Board has the authority to do this contract in one year or 6 years, or to make a motion like that, which the employee can accept or reject.

Counsel Hurd responded yes.

Chief Heine noted we have tentative agreements.

Counsel Hurd noted the agreements are tentative and conditional upon the approval of the agreement by the Board.

Chief Heine noted that Board is not involved in the approval of tentative agreement process.

Counsel Hurd asked why are we here. There is a strong argument that the Chief could have just gone and done this. But it’s on the agenda.

Director Galli noted that the agreement before the Board represents checks and balance.

Chief Heine commented that it’s his opinion the Board wants some input and that this was a required step.

Counsel Hurd put forth the question does a non-sworn, non-represented employee require an employment agreement ratified by the Board?

Chief Heine noted that employment agreements need approval of the Board.

Counsel Hurd recommended that the District work with experts in employment law and be tasked with changing the process in the future.

Chief Heine noted the agreement is with a specific employee for 3 years and not tied to the position forever.

M/s Fenner, Jr./Davis to adopt Resolution 2017-16 approving the employment agreement with ASM Jeanne Villa, and to investigate the best process for negotiation with non-sworn, unrepresented employees in the future.

Roll Call Vote:

Ayes: Silverman, Fenner, Jr., Galli, Davis and Metcho

Noes: None

Motion carried 5-0.
3. Fire Prevention Week, Resolution 2017-17. Board approval is requested to adopt Resolution 2017-17 proclaiming October 8-14, 2017 as Fire Prevention Week.

No public comment.

M/s Silverman/Galli to adopt Resolution 2017-17 proclaiming October 8-14, 2017 as Fire Prevention Week.

Roll Call Vote:

Ayes: Silverman, Fenner, Jr., Galli, Davis and Metcho

Noes: None

Motion carried 5-0.

COMMITTEE REPORTS

MERA (President Metcho and Director Silverman)

Director Silverman stated that 4 years of site work will have to be redone, since the original plan allows signals to bleed over to other agencies radio frequencies.

Chief Heine noted that the 700 mhz system is not allowed to overlap, per federal regulations. The MERA 700 mhz system would bleed into Alameda, Contra Costa and parts of Solano counties. Motorola advises an 800mhz system, but that would require adding 7-10 additional antennae sites. There will be considerable delays, although there could be an opportunity to piggy back onto the San Francisco radio bid. The parcel tax that passed included specific language about the specifications of the new system.

Director Metcho noted the project could be delayed 2 years.

Director Galli asked if MERA will have enough funding.

Director Silverman responded no.

Director Silverman noted that MERA hired an engineering firm.

Director Metcho noted that the firm was not aware of the bleed issue.

Director Silverman noted the bleed issue requires the antennae sites to be powered down, and so you need more sites.

Director Metcho noted MERA has 3 options, including a 700/800 mhz system or requesting waivers, etc.

Finance Committee (Director Davis and Director Fenner, Jr.)

There was no meeting.
Ad Hoc Policy Committee Meeting
Director Galli noted there was a meeting today, and the Committee recommended two updated policies be brought to the full Board for approval.

Redevelopment Agency Committee
Counsel Hurd noted that an appeal was filed in a higher court. He will have an update for the Board soon.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report, August 2017
4. EFT Confirmation Documentation
5. District Report on Contracts

Fire Chief’s Report: Contract Administration
New and Renewed Contracts to Date
for the 10/4/2017 Board of Director’s Meeting

<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SERVICES - NON PUBLIC WORKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Athens Administrators</td>
<td>Felciano</td>
<td>$165,000</td>
<td>Worker’s Compensation administration.</td>
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<tr>
<td>National CineMedia</td>
<td>Tyler</td>
<td>NTE $1,686</td>
<td>PSA showings at local theater.</td>
<td>N</td>
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<td>Simpson Sheet Metal</td>
<td>Menzel</td>
<td>$165</td>
<td>AC repair at Station 65.</td>
<td>U</td>
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<tr>
<td>Southern Counties Lubricants (SCL)</td>
<td>Forkes</td>
<td>NTE $5,000</td>
<td>Oil and lubricant delivery to Mechanics - S62.</td>
<td>N</td>
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<tr>
<td>Superior Septic Pumping Service</td>
<td>Menzel</td>
<td>NTE $5,000</td>
<td>Septic pumping and repair service for S62.</td>
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<tr>
<td>Jones Hall, a Professional Law Corp.</td>
<td>Heine</td>
<td>$3,000</td>
<td>Bond attorney to remove S65 as collateral from S64 lease.</td>
<td>N</td>
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<tr>
<td>HouseSavers DeckMasters</td>
<td>Tyler</td>
<td>$1,200</td>
<td>Paint two message board trailers red.</td>
<td>N</td>
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PROFESSIONAL SERVICES - PUBLIC WORKS
Nothing to report

GOODS
Nothing to report

LEASES

Nothing to report

**PIGGYBACK**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description</th>
<th>Status</th>
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<tbody>
<tr>
<td>Life Assist</td>
<td>Peterson</td>
<td>$57,000</td>
<td>Medical supplies</td>
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**RFP/IFB**

Nothing to report

**EMS BILLING**

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<th>Contractor</th>
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<tr>
<td>Bodega Bay Fire Protection District</td>
<td>Peterson</td>
<td>$9,000 estimated annual gross revenue</td>
<td>JPA for ambulance billing. Approx. 500 calls per month. Services begin Oct 1, 2017.</td>
<td>N</td>
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<td>Lakeport Fire Protection District</td>
<td>Peterson</td>
<td>$36,000 estimated annual gross revenue</td>
<td>JPA for ambulance billing. Approx. 2,000 calls per month. Services begin Jan 1, 2018.</td>
<td>N</td>
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**OTHER**

Nothing to report

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**Public Works/Non-Public Works Project Codes**

- E=Emergency, U=Urgent, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal
- N=New Contract

**INFORMATION**

2. Written Communications
   - A letter was read from the Mariposa County Tourism Board thanking firefighters for their assistance helping that community during the Detwiler Fire.
3. Mandated Training for Directors. There is upcoming mandated training planned for November 2017. ASM Villa and BC Whittet will work with Directors to arrange for training through Target Solutions.
4. Open House event will be held 10/8/17 from 10:00 a.m. to 1:00 p.m.

**CLOSED SESSION**

The item was pulled.

**ADJOURNMENT**

There being no further business to conduct, President Metcho adjourned the meeting at
Novato Fire District Board of Directors
Regular Board Meeting Minutes
October 4, 2017

7:24 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Chief Jeff Veliquette, Battalion Chiefs Bill Tyler, Jeff Whittet, Finance Director Dan Hom, Recording Secretary Jeanne Villa.

ALSO PRESENT
Riley Hurd, District Counsel, Katherine Yuen of Maze and Associates, Veda Flores, Resident.

AGENDA ADJUSTMENTS
None

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
None

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Silverman commended the Fire Chief and Staff and all NFPD members for their efforts on the North Bay fires, noting that the families also made sacrifices during the event.

Director Fenner seconded Director Silverman’s comments.

Director Davis also seconded Director Silverman’s comments. He noted that the sacrifice was felt amongst our own, with NFD members losing their homes.

There will be a hosted bbq at Marin Valley Mobile Country Club in recognition of the contribution of the NFD crews. All are welcome. The event will be held from 11:30-2:30 p.m. Director Davis is one of the chefs.

Director Davis asked about the injured Firefighter. Chief Heine noted he had a knee injury and is doing OK.
The Chief noted that Ghilotti Construction was very responsive to our request for a dozer on the Hwy 37 fire.

The Chief will look for a date for an annual Board retreat for future planning.

**CHIEF’S REPORT**

Chief Heine reported:

The next meeting for the Board is 11/2/17, for a tour of the North Bay Fire area.
The next regular meeting is set for 12/6/2017.

On 11/4/2017, there will be Coffee with Cops and Firefighters. Be prepared for a postponement due to rain. The time is 9-11 a.m.

On 11/4 from 11:30-2:30, there is the Marin Valley Mobile Country Club BBQ for first responders and District members.

On 11/5/17 the Novato PD and the Elks are hosting a Dine and Donate. Seatings at 5:30 and 7:30 p.m.

Fire Chief Heine reviewed a timeline of events of the North Bay fires. Data about the fire is still coming in, highlights were overwhelming strike team support was sent from Marin County to Sonoma and Napa. Staffing levels were maintained within Marin. Ghilotti Construction delivered a dozer that helped Novato crews contain the Hwy 37 fire. During the North Bay events, Novato had a vegetation fire on 7th Street, which caused a lot of panic. We also had a house fire on McClay in which the 84 year old resident self extricated by jumping from the second story onto a trellis, while calling 911.

Six or seven local churches set themselves up as evacuation centers, along with the Marin Center.

The IAFF came in to support firefighters who suffered losses, including 2 of our own.

The Fire Academy for our 3 new FF/PMs was launched on time with Captain Dague filling in for Acting Battalion Chief Davis, who was deployed in Sonoma.

The Tubbs fire reviewed versus the Hanlee fire of 1964 showed many similarities.

Director Davis commented that he flew over the fire zones, and was amazed by the burn patterns.
Chief Heine noted the mutual aid system worked well, even though at times orders had to be held for a bit to avoid overwhelming the system. Within 72 hours there were 8000 crew on the fire, and from many states and countries.

Aircraft flights over the fire zones were hampered due to the high winds.

The District is ramping up information to the community on the topics they are requesting:
- Alerting – we are using Nixle and Alert Marin
- Home Safety and preparedness – FireSafe Marin
- Neighborhood safety and preparedness – FireWise.org

Novato has 16 neighborhoods, of which 2 are FireWise certified. There are now 5-6 more that have requested information.

For Disaster Preparation – Get Ready Marin.

The Chief prepared a full page ad for the Novato Advance to spread the messaging.

Chief Heine noted that when the town of Sonoma was prepared to evacuate, Firemen’s Fund parking lot was set up to receive evacuees as a staging center. The City of Novato has a plan in place and was set up within 45 minutes.

The Captain and Engineer promotional testing has been postponed.

Chief Tyler added to the Chief’s Report that the RPM Division is ensuring the community receives the Fire District’s safety and preparedness messaging. He also noted Fire Training Specialist Sandy Wargo’s role during the North Bay fires as a PIO deployed to the Santa Rosa Fairgrounds.

Director Galli commented that he saw Sandy at work during a visit to the Fairgrounds and noted she was very good with the public and other agencies. He was proud of how she represented Novato.

Chief Tyler noted that 7 of the 14 non FireWise Novato neighborhoods have asked for information on disaster preparedness and fire safety. He reviewed the Get Ready, Fire Wise, Fire Safe Marin and a pocket card that all fire staff have to use as talking points with the public. Since 2011 235 Novatans have trained with CERT.

The District is planning updates to the website to drive traffic to safety information for home and business.
Director Galli noted that during the 7th Street fire, Chief Heine was the IC, and still has command skills. Being fire chief has not dulled his IC abilities.

CONSENT CALENDAR ITEMS
1. Minutes of Regular Board of Directors Meeting 10.4.17.
2. Minutes of Policy Committee Meeting 3.17.17
3. Minutes of Ad Hoc Policy Committee Meeting 10.4.17

There was no public comment.
M/s Silverman/Fenner, Jr. to approve the consent calendar items 1-3.
Ayes: All
Noes: None
Motion carried 5-0.

NEW BUSINESS
1. Independent Auditor’s Report and Audited Financial Statements – Fiscal Year Ended June 30, 2017. Katherine Yuen of Maze and Associates presented a PowerPoint presentation on the Auditor’s report as well as the Memorandum of Internal Controls and the two Agreed Upon Procedures reports. The auditors issued a clean or unmodified opinion. They also noted that the District has 7.7 months of expenditures, in excess of the GFOA’s recommendation to maintain at least 2 months of expenditures.

Ms. Yuen also reviewed the Memorandum of Internal Controls and noted that the District financial statements had no misstatements.

The Maze team’s review of the Agreed Upon Procedures (AUP) audits for Ambulance Billing with a 5% sample size (810 transactions) showed on refund in error. The AUP for credit card and check transactions showed 7 exceptions, also using a 5% sample size. 4 exceptions demonstrated that the purchasing policy language needs to be clarified. 3 exceptions needed more clarification regarding workers compensation checks (that are not printed in the District office) and did not arrive for the auditors to review.

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, 2017 as presented by the District’s independent auditor Maze & Associates.
Chief Heine noted that we have had AUPs for the past 3 years, and each year the District improves. The audits and review of reserve funds help the Finance Committee during their review of reserve funds each February.
Ms. Yuen noted that the District is in a good position.
Director Galli asked if the 7.7 months of expenditures includes the Rainy Day funds. It does.
Director Silverman noted that 7.7 months is really healthy. Chief Heine noted that the District plans to stay ahead of GFOA guidelines, and is also aggressively paying down pension and OPEB liabilities, all while expanding services.

There was no public comment.

M/s Fenner, Jr./Davis to approve the Finance Committee’s recommendation to accept the Independent Auditor’s Report and Audited Financial Statements for the fiscal year ended June 30, 2017 as presented by the District’s independent auditor Maze & Associates.

Ayes: All
Noes: None
Motion carried 5-0.

1a. The Finance Committee also recommended that the Board consider an appraisal of District properties every 5 years.

Chief Heine commented that District would like to show its assets as well as liabilities and that a five year property appraisal timeframe would be a valuable tool. The District has documents where it can list its assets along with liabilities, and doing so would present a more accurate picture of liabilities and assets.

Director Fenner asked if an appraiser would use replacement value. Counsel Hurd noted they would use highest value use.

There was no public comment.

M/s Fenner, Jr./Davis to consider an appraisal of District properties every 5 years.

Ayes: All
Noes: None
Motion carried 5-0.

2. Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2017. Board considered the Finance Committee’s recommendation to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2017 as presented by the District independent auditor Maze and Associates.

There was no public comment.
M/s Galli/Fenner, Jr. to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2017 as presented by the District independent auditor Maze and Associates.

Ayes: All
Noes: None
Motion carried 5-0.


Board to consider the Finance Committee’s recommendation to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Certain Disbursements made during calendar year ended December 31, 2016 as presented by the District’s auditor Maze and Associates.

There was no public comment.

M/s Fenner, Jr./Galli to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Certain Disbursements made during calendar year ended December 31, 2016 as presented by the District’s auditor Maze and Associates.

Ayes: All
Noes: None
Motion carried 5-0.


Board to consider the Finance Committee’s recommendation to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Ambulance Billings and Related Revenue Collection Cycle, Including Billings Handled on Behalf of Clients During Calendar Year Ended December 31, 2016 as presented by the District’s independent auditor Maze & Associates.

Director Galli commented that it’s important for the Board and District to be transparent, and thanked the staff for their hard work.

There was no public comment.

M/s Fenner, Jr./Silverman to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Ambulance Billings and Related Revenue Collection Cycle,
Including Billings Handled on Behalf of Clients During Calendar Year Ended December 31, 2016 as presented by the District’s independent auditor Maze & Associates

Ayes: All
Noes: None
Motion carried 5-0.

Director Metcho noted he would like to see the “balance sheet” on the EMS Billing clients. Chief Heine noted he will bring that report to the Board in December.

Board to consider the Finance Committee’s recommendation to approve the June 30, 2017 Actuarial Review of the Self-insured Workers’ Compensation Program as prepared by the District’s actuary, Bickmore; and to consider the Finance Committee’s recommendation to select the 80% confidence level in determining the Estimated Liability for Unpaid Loss and Loss Adjustment Expenses as of June 30, 2017 to be $2,876,000 and direct staff to report liabilities based on the selected confidence level.

Finance Director Hom noted that the report reviews the tail claims from when the District was self-insured. The claims have been decreasing due to runout and from settlements. They amount decreased $625,000.

Director Galli asked for a clarification of “Run Off” claims.
Mr. Hom clarified that the tail claims or run off claims are claims incurred from the time period when the District self-insured the Workers Compensation claims. Payments continue to be made on these claims as settlements and/or as they run out over time.

There was no public comment.

M/s Galli/Fenner, Jr. to approve the June 30, 2017 Actuarial Review of the Self-insured Workers’ Compensation Program as prepared by the District’s actuary, Bickmore; and to consider the Finance Committee’s recommendation to select the 80% confidence level in determining the Estimated Liability for Unpaid Loss and Loss Adjustment Expenses as of June 30, 2017 to be $2,876,000 and direct staff to report liabilities based on the selected confidence level.

Ayes: All
Noes: None
Motion carried 5-0.
6. Travel Request and Reimbursement Policy Update

Staff recommends that the Board of Directors approve the Ad Hoc Policy Committee’s recommended update to the Travel Request and Reimbursement policy #223, expanding the zone of pre-approved travel to within the State of California.

Chief Heine noted that the staff report needs a correction to clarify that the 100 mile limit applies to the Fire Chief and the Deputy Fire Chief (needing Board approval prior to travel). All other travel of 100 miles or more is approved for staff by the Fire Chief.

The policy change applies to a broadening of the travel radius requiring pre approval from the Board for the Fire Chief and Deputy Fire Chief to anything outside the State of California.

There was no public comment.

M/s Silverman/Galli to approve the Ad Hoc Policy Committee’s recommended update to the Travel Request and Reimbursement policy #223, expanding the zone of pre-approved travel to within the State of California.

Ayes: All
Noes: None
Motion carried 5-0.

7. District Check Writing and Electronic Fund Transfer Policy #214 Update

The Board of Directors considered the approval of the Ad Hoc Policy Committee’s recommended update to the District Check Writing and Electronic Fund Transfer Policy #214, adding a new electronic fund transfer process for CALPERS payments and clarifying the payment accounts that require single or double signatures.

Fire Chief Heine and Finance Director Hom explained the needed clarifications in the existing policy due to a change in the way Calpers will now accept payment. Also the number of signatures required for the various payment accounts was not accurate and needed to be updated.

There was no public comment.

M/s Galli/Silverman to approve of the Ad Hoc Policy Committee’s recommended update to the District Check Writing and Electronic Fund Transfer Policy #214, adding a new electronic fund transfer process for CALPERS payments and clarifying the payment accounts that require single or double signatures.
Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 1, 2017

Ayes: All  
Noes: None  
Motion carried 5-0.

8. Purchase of Pickup Truck from Hanlees Dodge in an amount not to exceed $36,000.  
Board approval was requested to accept staff’s recommendation to purchase one pickup truck  
from Hanlees Dodge, under the State of California contract #1-14-23-20A-G, in an amount  /not to exceed $36,000.

Chief Heine and Chief Veliquette commented on the loss of the BC pickup truck for Chief  
Menzel in the Santa Rosa fire. All contents were also lost.

Director Galli noted that quote is from a Dodge vendor as opposed to Ford, and would this  
cause a problem for the Mechanic Bureau.

Chief Veliquette noted that it won’t be a problem for the mechanic as many of the routine  
servicing can be done by a local Dodge dealer under warranty. The state bid was won by  
Dodge in this vehicle category.

Director Metcho asked if the vehicle was 100% insured. It is, but not necessarily all of the  
contents, but the claims have been submitted.

Director Fenner asked if the District wants contents to be covered. The District does.

Chief Veliquette noted that we buy the raw vehicle and the District uses our shop or an  
outfitter in Cordelia to build out the necessary equipment in the cab. The insurance refund is  
approximately $50,000 for the vehicle plus add ons. This is the agreed value of the pickup  
and contents. The District has invoices for the contents. Mera radios are not covered, and are  
obsolete. A Mera radio will be procured from another vehicle.

Director Galli asked about insurance policies covering the Mera equipment.  
Chief Heine noted that the insurance policies will not cover the hi tech radio equipment as it  
is too expensive and constantly changing. Chief Veliquette has asked Colleen Walraven to  
research raising the agreed upon value of District vehicles. He also noted that typically if a  
vehicle is lost in an accident, the contents can be re-used. This was a total loss due to the  
ferocity of the fire.

There was no public comment.

M/s Fenner, Jr. /Galli to approve purchase of one pickup truck from Hanlees Dodge, under  
the State of California contract #1-14-23-20A-G, in an amount not to exceed $36,000.
COMMITTEE REPORTS

MERA  (President Metcho and Director Silverman)

Director Metcho noted that MERA continues to work on the frequency issue. The next
Governing Board meeting is 11/29/17. The 12/13/17 meeting will be moved to Station 61 due to
the Captain’s promotional testing.

Director Galli asked about the Motorola frequency news.
Director Metcho stated they are still dealing with the issue, and the power problem that leads to
the frequency bleed, and that they also have to deal with the regulatory agencies.

Chief Heine noted that MERA hired Frontier to do an engineering study. Motorola disagreed
with that assessment. Marin County can’t exclusively use radios with 700 mhz.

They are looking at a 700/800 mhz hybrid system.

There are many issues to be solved before the current system is shut down in 2020, due to the
current frequencies being returned to the public for use.

Marin County is just now applying for the frequencies that are leftover after other counties have
already bid for theirs.

Chief Heine noted that it is critical that MERA keep firefighter safety as a top priority.

Director Silverman noted that the system may require up to 6-11 new antennae sites. And that
MERA has already had their bond approved, but money continues to be spent, and not on the
new system.

Chief Heine noted some good new regarding CAD status monitors. We can now view live
incidents, thanks to the efforts of the Marin County Fire Chiefs Association. The next project for
County Chiefs will be GPS on vehicles allowing the closest vehicle to respond, regardless of
agency.

Director Silverman commented on the fire station alerting, which is to cost about 1.3 million
dollars, using a third party vendor. Will the system mesh with the next gen system. He asked Fire
Chief Heine to push for a working alerting system.
Finance Committee (Director Davis and Director Fenner, Jr.)
The Finance Committee worked on the New Business items 1-4 on this agenda.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report, September 2017
4. EFT Confirmation Documentation
5. District Report on Contracts

Fire Chief's Report: Contract Administration
New and Renewed Contracts to Date
for the 11/1/2017 Board of Director's Meeting

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</thead>
<tbody>
<tr>
<td>Occu-Med</td>
<td>Peterson</td>
<td>$40,544</td>
<td>Onsite annual physicals to be performed in November.</td>
<td>SRM</td>
</tr>
<tr>
<td>Fowler Electric</td>
<td>Villa</td>
<td>$18,450</td>
<td>Data cabling for VoIP phone system.</td>
<td>SRM</td>
</tr>
<tr>
<td>Simpson HVAC</td>
<td>Menzel</td>
<td>$17,160</td>
<td>Replace HVAC in Dorms at Station 63.</td>
<td>U</td>
</tr>
<tr>
<td>Marin IT</td>
<td>Villa</td>
<td>$108,647</td>
<td>Purchase &amp; Install VoIP phone system.</td>
<td>SRM</td>
</tr>
<tr>
<td>Ford Docs</td>
<td>Villa</td>
<td>$10,000</td>
<td>One-year contract for document scanning service. Formerly Pacific eDocument Solutions.</td>
<td>N</td>
</tr>
</tbody>
</table>

PROFESSIONAL SERVICES - PUBLIC WORKS
Nothing to report

GOODS
Nothing to report

LEASES
Nothing to report

PIGGYBACK
Nothing to report

RFP/IFB
Nothing to report

EMS BILLING

Page 11
Approved minutes of 11/1/17 Consent Calendar 1
## Novato Fire District Board of Directors
### Regular Board Meeting Minutes
#### November 1, 2017

<table>
<thead>
<tr>
<th>City of Rialto</th>
<th>Peterson</th>
<th>$108,000 estimated annual gross revenue</th>
<th>JPA for ambulance billing. Approx. 6,000 calls per month. Services begin Mar 1, 2018.</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Big Bear Fire Authority</td>
<td>Peterson</td>
<td>$1,678 estimated revenue</td>
<td>Shannon Wager trained Big Bear Fire’s EMS Biller on EMS Billing software for two (2) days.</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Public Works/Non-Public Works

**Project Codes**
- E=Emergency, U=Urgent, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract
- Renewal
- N=New Contract

### INFORMATION

1. **Customer Satisfaction Survey Report, September 2017**
2. **Written Communications**
   - Many letters from the residents of Marin, Sonoma and Napa counties were read thanking the District for its response to the North Bay fires.
   - Fire Chief Heine noted that several local business responded quickly with offers to feed crews in the stations and on the fire line. Notable offers came in from Boca and Jennie Lows.

### ADJOURNMENT

There being no further business to conduct, President Metcho adjourned the meeting at 7:50 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by Vice President Davis at 8:30 a.m. at the Administrative Offices at 95 Rowland Way, Novato CA, 94945. The meeting was a tour of the affected areas of the North Bay Fire area: Larkfield, Fountaingrove, and Coffey Park neighborhoods.

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Deputy Chief Jeff Veliquette, Fire Marshal Bill Tyler

ABSENT
Director Steve Metcho

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. The Board of Directors will tour the affected areas of the North Bay/Wine Country fires with the Fire Chief.

The Board toured the hard hit fire zones of the North Bay fires. Discussions involved Novato Fire District outreach to the community with safety information, fire prevention information, home and neighborhood fire hardening, defensible space. The Board also discussed the impact of the fires in Sonoma and Napa counties on the Novato Fire District and community at large.

ADJOURNMENT
There being no further business to conduct, Vice President Davis adjourned the meeting at 1:15 PM

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Mark Heine, Battalion Chiefs Bill Tyler, Dmitri Menzel, Ted Peterson, Acting BC Jeff Davis, Admin Asst. Lauren Pallas, Recording Secretary Jeanne Villa, and station crews.

ALSO PRESENT
Riley Hurd, District Counsel, Family and Friends of new FF/PMs Saldana, Powell, and Koppert.

AGENDA ADJUSTMENTS
None

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

ELECTIONS OF OFFICERS AND COMMITTEE APPOINTMENTS
Nominations for offices were held.

There was no public comment.

President: M/s Silverman/Galli to nominate William Davis as President.
Ayes: Silverman, Galli, Fenner, Jr., Metcho
Noes: None
Abstain: Davis
Motion carried 4-0-1

Vice President: M/s Silverman/Davis to nominate James Galli as Vice President.
Ayes: Silverman, Davis, Fenner, Jr., Metcho
Noes: None
Abstain: Galli
Motion carried 4-0-1
Secretary/Treasurer: M/s Galli/Fenner, Jr. to nominate Lj Silverman as Secretary/Treasurer.

Ayes:  Davis, Galli, Fenner, Jr., Metcho
Noes:  None
Abstain: Silverman
Motion carried 4-0-1

Appointment to Committees:
There was no public comment.
M/s Galli/Fenner, Jr. to leave committee appointments as they were in 2017.
Ayes: All
Noes: None
Abstain: None
Motion carried 5-0-0.

Finance committee remains Fenner, Jr. and Davis.
MERA committee remains Silverman and Metcho.
City of Novato Redevelopment Agency Liaison remains Davis.
Director Davis assumed the President’s gavel and the meeting resumed.

PRESENTATION OF BADGES
Chief Heine introduced three new Firefighter Paramedics, and described the recruitment process which led to their hiring. He read a short bio on each. Then each of the new FF/PMs received their Novato Fire badge, pinned on by a family member.

Following the badge pinning, Chief Heine administered the Oath of Office to Novato Fire’s newest FF/PMs, Andrew Saldana, James Koppert, and Kevin Powell.

There was short break for photos and refreshment.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Silverman commented that he joined Chief Heine for the Coffee with the Cops and Fire and it was a fun event. He also attended the City Council meeting where the Fire Chief gave a State of the District speech, which was well done. He also attended Director Davis’s and his wife Carol-Joy’s FireWise event at Marin Mobile Country Club to thank the firefighting staff.
Director Davis noted the State of the District speech was well done. He also attended a FireSafe Marin event that was well attended with many concerned residents looking for change. He noted that there is a lot to be done, but there seems to be some enthusiasm to do it.

Director Metcho sends his thoughts and prayers to the residents of Southern California and to our crews for their safety as they fight the Thomas and the Creek Fires. He attended Fire Shows West, and attended the political acumen seminar with Director Silverman. He also attended Coffee with the Cops and Fire. He reported out on the Foundation meeting earlier in the day. The plans for the museum are looking really good, in particular a photo kiosk that can display historical photos as well as future photos. The Foundation hopes the project can be completed by summer.

CHIEF’S REPORT
Chief Heine reported:

The next regular Board meeting is set for 1/3/2018.

Chief Heine thanked President Steve Metcho for his service as Board President for the year. He noted it has been a successful year. There ensued a well-deserved round of applause.

Marin County fire agencies have deployed 4 Strike Teams (84 firefighters) to fires in Southern California. Novato has E66 (Capt Dicochea, Eng Michalik, FF/P Hamilton, FF/P McGargill) and OES Engine 374 (Capt Smith, Eng Wehr, FF/P Lesik, FF/P Pontius) both assigned to the Creek Fire in the San Fernando Valley area of LA County. The fire has burned 12,000 acres and destroyed several homes with 150,000 people evacuated.

The National Weather Service is predicting a continuation of the Santa Ana winds for several days with wind speeds tomorrow between 50-80mph.

We continue to focus our community risk reduction efforts on messaging related to the North Bay fires: Registering your phones on Alert Marin and Nixle; learning how to protect your home through FireSafe Marin and learning how to protect your neighborhood through the Firewise Community Program.

We have just upgraded our Nixle account to a version that provides greatly enhanced methods for us to send out emergency communications including immediate distribution through our social media accounts, voice messaging, automated severe weather messaging, specific location targeting, and analytic reporting tools to track who we make end contact with. We currently have...
109 17,000 subscribers to our Nixle account. Cal Chiefs is sponsoring a bill to make it mandatory to have a Nixle subscription already installed when you purchase a cell phone.

110 We had a very successful and fun annual bell ringing competition last Saturday. Each year, the Fire District and the Police Department stake out a different entrance at the Lucky’s on Grant to ring the bells for Salvation Army. The competition is to see which agency can raise the most money in a designated time. It’s a lot of fun for both agencies. This year, the Police Department won the competition. The real winners are the clients that the Salvation Army serves as we collectively raised more than $3,000 in just a few hours.

118 Captain and Engineer exams will take place next week. Battalion Chief exam will be held in early 2018.

120 There are several toy drive events throughout this month, and the Board has been emailed the list. Contact Jeanne if you need additional information.

122 I will be on vacation Dec 9 through Dec 22. Deputy Chief Veliquette will be the Acting Fire Chief during my absence.

124 Chief Heine introduces Chief Peterson to update GEMT advances.

125 Chief Peterson updated the Board on the progress of the GEMT. We now have recognition that our crews work as a team, opening a path to recover costs for the Team that is on scene, and not just for the transport by ambulance for Medicare and MediCal patients. This may result in a reduction on the burden to the taxpayer by $2,000,000.

129 The Board offered their congratulations on the achievement.

130 Director Galli noted that the information about Pre Stabilization services that the chief gave to Schell Vista fire was very valuable and he appreciates the hard work that went in to this project.

134 CONSENT CALENDAR ITEMS

135 1. Minutes of Regular Board of Directors Meeting November 1, 2017

136 2. Minutes of Special Board of Directors Meeting November 2, 2017

137 3. Schedule of 2018 Regular Board Meetings

138 Board approval was requested to approve the schedule of regular board meetings for 2018.

139 4. Ambulance Fee Debt Write Off Due to Hardship

140 Board approval is requested to approve a write-off the designated ambulance billing accounts.

143 There was no public comment.
M/s Galli/Silverman to approve the consent calendar items 1-4.
Ayes: All
Noes: None
Motion carried 5-0-0.

NEW BUSINESS
   Board considered the staff’s recommendation to accept the Comprehensive Annual
   Chief Heine noted that this is the 11th CAFR that the District has produced. It is the 1 stop shop
   for all there is to know about the District finances. It represents the District commitment to
   transparency.
   There was no public comment.

   M/s Silverman/Fenner, Jr. to accept the Comprehensive Annual Financial Report (CAFR) for the
   Ayes: All
   Noes: None
   Motion carried 5-0.

2. Single Source Video Conferencing Contract For All Fire Station And
   Administrative Offices, Contract Not To Exceed $90,000.
   Staff recommended the Board approve a Single Source designation for Marin IT for the
   purchase and installation of a Cisco Spark Room Video Conferencing system for each of
   the District fire stations and the Administrative Offices, and award a contract in an
   amount not to exceed $90,000.
   The Chief noted that the video conferencing had been previously approved for installation in 2
   District buildings, but upon discussion with Staff and the District medical officer, it was
   determined that all of the District buildings needed to have video capability. The video
   conferencing will allow the crews to remain in their zones, and receive quality training.
   Director Silverman asked about the ETA of the project and whether all of the EMS training can
   be done by video.
Villa commented it should be complete by Spring. Chief Heine noted that some training will require the crews to come to a training at Station 61 for manipulative type classes, but much can be done via video conferencing.

Director Metcho asked about the ongoing maintenance costs of the system. Chief Heine noted that much of the technology uses the internet, so other than hardware replacement, the cost is not burdensome.

Director Davis asked when the video conferencing would be installed. Chief Heine noted that we expect it to be up and running in Spring/summer.

There was no public comment.

M/s Galli/Metcho. to approve a Single Source designation for Marin IT for the purchase and installation of a Cisco Spark Room Video Conferencing system for each of the District fire stations and the Administrative Offices, and award a contract in an amount not to exceed $90,000.

Ayes:  All
Noes:  None
Motion carried 5-0-0

3. JPA - For Paramedic Ambulance Billing Services for the Kelseyville Fire Protection District.
   Board approval was requested to accept Staff’s recommendation to enter into a Joint Powers Agreement (“JPA”) with the Kelseyville Fire Protection District to provide ambulance billing services.
   Director Silverman asked how many calls per year are expected. 1200/year.

There was no public comment.

M/s Silverman/Fenner, Jr. to accept Staff’s recommendation to enter into a Joint Powers Agreement (“JPA”) with the Kelseyville Fire Protection District to provide ambulance billing services.

Ayes:  All
Noes:  None
Motion carried 5-0-0.
COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)

Director Silverman noted that MERA was in turmoil last month, but this month, things have settled down. Motorola will finance 2 towers, although a total of 6 new towers are needed. Implementation is likely in 2021. It’s critical that the northbound 101 corridor have coverage for firefighter safety. The engineers have said that corridor will be covered. Station alerting continues to be an issue and may not be compatible.

Chief Heine commented that there is a plan to take the emergency traffic from the North Bay fires and lay it over the on the MERA system to test its ability. He noted that it’s imperative to keep the focus on firefighter safety.

Director Silverman noted that there has been talk that we lose the frequencies in 2020. Director Metcho noted that he believes that date is 2022 or 2023.

Chief Heine noted that we did not take the early purchase of the radios, which is a good thing. Director Silverman noted the discount has been extended, and we did secure the range of bands needed.

Chief Heine noted that there will still be a need to power down the signal to avoid signal bleed to Eldorado and Monterey counties, and hence the need for 6 more antennae sites.

Finance Committee (Director Davis and Director Fenner, Jr.)

There was no meeting this month. The next meeting is in February 2018, and will cover reserve fund balances and long range fiscal planning.

FINANCIAL REPORTS

There were no comments.

2. Revenues and Expenditures Detail Financial Report, October 2017
3. Vendor Summary Financial Report, October 2017
4. EFT Confirmation Documentation
5. District Report on Contracts
### Public Works/Non-Public Works Project Codes

- **E** = Emergency, **U** = Urgent, **SRM** = Scheduled Purchase/Repair/Maintenance/Upgrade,
- **R** = Contract Renewal, **N** = New

### INFORMATION

1. Customer Satisfaction Survey Report, October 2017
2. Written Communications
   - Many letters from the residents of Marin, Sonoma and Napa counties were read thanking the District for its response to the North Bay fires.

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<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leher</td>
<td>Dicochea</td>
<td>$10,000</td>
<td>Build-out of Chief Menzel's new truck - Dodge Ram which replaces the truck destroyed by 10/9/17 Sonoma Fire.</td>
</tr>
<tr>
<td>Nixle</td>
<td>Heine</td>
<td>$15,000</td>
<td>Upgraded Nixle service. $5,000 per year</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES - PUBLIC WORKS</td>
<td></td>
<td></td>
<td>Nothing to report</td>
</tr>
<tr>
<td>GOODS</td>
<td></td>
<td></td>
<td>Hanlees Dodge Veliquette $32,307 2018 Dodge Ram 2500. Replacement truck for Chief Menzel's truck destroyed on 10/9/17 in Sonoma fire. Insurance to</td>
</tr>
<tr>
<td>LEASES</td>
<td></td>
<td></td>
<td>Nothing to report</td>
</tr>
<tr>
<td>PIGGYBACK</td>
<td></td>
<td></td>
<td>Nothing to report</td>
</tr>
<tr>
<td>RFP/IFB</td>
<td></td>
<td></td>
<td>Nothing to report</td>
</tr>
<tr>
<td>EMS BILLING</td>
<td></td>
<td></td>
<td>S.M.E.M.P.S. Peterson $36/per PCR Amendment to add $36/PCR for PCR's dated before Novato Fire took over ambulance billing for S.M.E.M.P.S.</td>
</tr>
<tr>
<td>CEC Printing</td>
<td>Wager</td>
<td>$806</td>
<td>Custom window envelope for Indian Wells &amp; Rancho Mirage</td>
</tr>
</tbody>
</table>

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Approved at 1/3/2018 meeting  Consent Calendar 1
Director Silverman asked about the committee formed to review the Training grounds. It has been delayed until mid January. Many member could not attend an earlier meeting. Director Silverman is serving as the Board liaison.

**ADJOURNMENT**

There being no further business to conduct, President Davis adjourned the meeting at 7:15 p.m.

Submitted by,

Jeanne Villa, Recording Secretary