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

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

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

ALSO PRESENT
Riley Hurd, District Counsel, Family and Friends of new Captain Pacheco.

AGENDA ADJUSTMENTS
New Business Item 1: Other Post-Employment Benefits (OPEB) Actuarial Valuation – Retiree Program as of June 30, 2017 was removed from the agenda.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

Chief Heine stated his retirement on January 26th, 2018 from the Novato Fire District.

PRESENTATION OF BADGE
Chief Heine introduced Novato’s newest Captain, Nole Pacheco and described his hard work and dedication to the District and read a short biography. Captain Pacheco received his badge, pinned by his wife, and took the Oath of Office.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis commented that the Novato Fire Foundation approved the museum move over to Station 61. Director Davis would meet shortly with Captain Mesenburg and report back to the Board.

Director Galli thanked Chief Heine for his hard work in guiding the District through tough times in years past. He wished Chief Heine the best of luck in his future endeavors.

The Board echoed the sentiments of Director Galli in thanking Chief Heine.

CHIEF’S REPORT
Chief Heine reported:
The next regular meeting for the Board is 2/07/18.

A Finance Committee meeting needs to be scheduled. Jeanne Villa, Administrative Services Manager would handle scheduling.

Fire Season seems to be continuing into December with Southern California suffering from the Thomas Fire. Marin County sent strike teams down south, including two of our engines. Thankfully our crews were home by Christmas.

The annual Strategic Planning meeting has been moved to February in order for the Board of Directors and staff to work with the newly appointed Fire Chief.

The annual Toy Drive collected more toys than the Foundation could give away this season. A big thanks to Tommy Gaulke for all of his hard work, he was injured earlier this year and still made every effort to spearhead this project.

He attended the retiree breakfast.

Chief Heine is proud of the IAFF 1775 letter he signed that discusses the improvement of health and behavioral services for the fire service. The project intends to provide internal peer support and classes to personnel. Sadly there has been a growing trend of suicide in the fire service and this aims to provide the preventative support. Firefighter/Paramedic Nicole Scott is representing the District and working with other agencies and organizations on this project.

Chief Heine’s last day with the Novato Fire District will be January 26, 2018. Selecting the next fire chief will be the priority with additional meetings taking place in January.

Chief Heine expressed his gratitude to the Board for their partnership over the years. He is proud of the organization and thankful for his opportunity to work with the District.

Director Galli asked Chief Heine if he could provide a few items before his departure from the District. He requested a recap on the Station 64 rebuild, an report on the EMS billing service the District provides to other fire departments and for the status of the vacant lot at Station 62.

**AGENDA ADJUSTMENT**

Fire Chief Heine requested that New Business item 1 be pulled from the agenda, since the actuarial valuation was corrected by Nyhart and resubmitted to the Finance Director, Dan Hom after the Board Agenda had been posted.

There will be no closed session tonight.

**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board of Directors Meeting December 6, 2017.
2. 2018 Meeting Schedule, updated.

3. Budget Adjustments – November 2017
   Board approval is requested to accept Staff’s recommendation to make the following FY 2017/2018 budget account adjustments:
   - Increase 9308 Fire Suppression Equipment budget account 4815 in the amount of $30,000.
   - Decrease 9308 Apparatus Replacement Assigned Fund Balance account 6984 in the amount of $30,000. (1)
   - Increase 9308 Computers & Equipment budget account 4880 in the amount of $40,000.
   - Decrease 9308 Management Information Systems Assigned Fund Balance account 6986 in the amount of $40,000. (2)
   - Increase 9308 Executive Bonus budget account 1027 in the amount of $17,200. (3)
   - Decrease 9307 Overtime budget account 1020 in the amount of $17,200. (3)

4. Travel Authorization and Advance for Director Davis to attend the Fire District Association of California conference in Monterey, California on April 10-13, 2018.

5. AD – 16 Advancement Record for Captain Nole Pacheco

There was no public comment.
Director Davis recused himself due to the nature of Consent Calendar Item 4. 
M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-5.
Ayes: 4
Noes: None
Abstain: 1
Motion carried 4-0-1.

NEW BUSINESS

   Board approval is requested of the County of Marin 2017/2018 Annual Statement of Investment Policy.
   Dan Hom presented the Annual Statement of Investment Policy.
   Director Metcho inquired about the frequency of the statement.
   Dan Hom clarified that the statement is done annually by Marin County.

There was no public comment.
M/s Galli/Fenner, Jr. to approve the County of Marin 2017/2018 Annual Statement of Investment Policy.
Motion carried 5-0.

2. Transfer $67,500 from the unassigned reserve fund to account 9306-2121 to increase funding available for additional vegetation management grants and projects.
Board approval is requested to increase funding in the existing 2017/2018 annual budget in the Risk Reduction, Prevention, & Mitigation (RPM) Division, Vegetation Management account code 9306-2121 in the amount of $67,500 from unassigned funds to assist in reducing both the short and long term potential negative effects of wildland fires to Novato neighborhoods.

Chief Heine introduced Captain Lori Jessell, Deputy Fire Marshal to better explain the RPM Division Vegetation Management Grant program.

Captain Jessell presented the grant program and highlighted the opportunity to partner with the community. She explained that the program aims to reduce fuel loads and the risk of flammable plants. Our current program allots $32,000 in matching grant funds. Homeowner Associations can apply and receive up to $1,500 in matching funds for fuel removal, while individual homeowners can apply for up to $500. Our current allocated funds have been granted to 7 HOA’s and 9 individual homeowners. By increasing the budgeted fund amount, the District would be better equipped to support the communities we serve. Currently, the RPM Division has 5 HOA’s and 6 individual homeowners on the waitlist for the next funding year.

Director Silverman inquired as to if this was a Federal or State grant.

Captain Jessell clarified that this funded amount comes from the District’s budget annually.

Chief Heine stated that the grant helps to answer the primary questions residents have been asking after the fires in the North Bay in 2017 by being able to take preventative measures at their own homes.

Director Galli asked if there was any metrics available on the projects.

Captain Jessell answered that the companies used usually report back their tonnage of debris/fuels removed.

Director Galli asked if the Tamalpais Crew has the measurements of removal with their work in the State Responsibility Area, SRA.

Chief Heine mentioned that the Tamalpais Crew doesn’t keep the measurements, but that the District needs to do a better job at tracking it.

Director Davis wanted to clarify that the public education and the vegetation evaluations weren’t included in the budget increase.
Captain Jessell stated that part of the budget funds our post card campaigns but that we also use social media platforms. There was no public comment made.

M/s Metcho/Silverman to approve the transfer of $67,500 from the unassigned reserve fund to account 9306-2121 to increase funding available for additional vegetation management grants and projects.

Motion carried 5-0.

3. **Process and Timing for Selection of a New Fire Chief.**
   Board to consider process and timing for selection of a new Fire Chief. Options include external v. internal hiring, and setting meeting dates for interviews and appointment.

Chief Heine introduced and explained the hiring options as presented in the staff report. He asked that the Board make a decision to hire either internally or externally. Chief Heine recommended doing an internal hiring process for the next Fire Chief. He explained that the District has been aggressive in their succession training and planning. Chief Officers have been included in meetings, projects and more to prepare them for future succession. Chief Heine referenced the aggressive timeline as noted in the staff report for an internal process. He offered the suggestion of Chief Veliquette as the interim Fire Chief from 1/26/18 through 1/30/18, with the newly selected Fire Chief starting on 1/1/18.

President Davis requested the Board openly discuss the options. He mentioned the preclusion of talent by doing an internal only hiring process.

Counsel Hurd researched the legality of the options and informed the Board that there isn’t a legal requirement for either option. The Board can choose how to move forward with the Fire Chief recruitment process. The Board has a right to appoint the next Fire Chief. His research indicated that the District’s 2006 Career Development Guide anticipated an internal hiring and outlined training process.

Director Silverman, Director Metcho both stated they viewed an internal hiring process as beneficial to the District due to the known history and cultural awareness.

Director’s discussed the advantages and disadvantages of hiring internally versus externally.

No public comment.

M/s Galli/Metcho to select option 1 as stated in the staff report for an internal hiring process.
Motion carried 5-0.

4. Selection of Fire Chief Salary Range and Benefits Range.
   Board to consider setting a salary and benefits range for the position of Fire Chief.

   Chief Heine explain the salary and range and presented the Board with a breakdown of
   Marin County Fire Chief’s salaries. He informed the Board that the District has worked
   hard to align salary and benefits for all members. He also explained for the Board the
   Battalion Chief salaries and benefits and the differences with overtime. He requested the
   Board set a salary range and benefits for negotiators to begin with.

   Counsel Hurd advised that the staff recommendation is just a suggestion, the Board was
   welcome to set the salary range and benefits as what they deemed in line with their
   fiduciary duty to the District.

   The Board discussed the compressed timeline and when they would appoint negotiators.

   Counsel Hurd clarified that it would be done at the next meeting.

   The conversation turned back to the base salary and Director Galli inquired how the
   salary range in the staff report was computed.

   Finance Director, Dan Hom, explained the breakdown of the numbers and explained the
   Battalion Chief’s salaries.

   No public comment.

   M/s Silverman/Fenner, Jr. to set the Fire Chief salary range and benefits from 200,000 to
   215,000 for the negotiators to work within.

   Motion carried 5-0.

COMMITTEE REPORTS

MERA (President Metcho and Director Silverman)

Director Metcho informed the Board that Motorola planned to fund 3 more tower sites for the
radio system.

Finance Committee (Director Davis and Director Fenner, Jr.)

There was no meeting.

FINANCIAL REPORTS

There were no comments.

260 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
261 Bank Statement) November 2017
262 5. District Contracts Information – not included. November and December will be included
263 in the February Board packet.

INFORMATION
266 1. Customer Satisfaction Survey Report, November 2017
267 2. Written Communications
268 A letter was read from Sonoma Raceway thanking Chief Heine for his support in the
269 fundraising event for the 2017 North Bay Fire Victims.
270
271 A letter was read from Our Lady of Loretto Church thanking Engineer Brian Sheline for his
272 efforts on obtaining an AED for the facility on behalf of the Novato Fire Foundation.
273
274 A letter from one of the District’s retiree’s, Bob Royer was read thanking the District for its
275 support during the 2017 North Bay Fires.
276
277 Director Metcho wanted to thank the District for its public service announcements via social
278 media platforms by Public Information Officer, Sandy Wargo.

CLOSED SESSION
281 No closed session.
282
ADJOURNMENT
284 There being no further business to conduct, President Davis adjourned the meeting at
285 7:39 p.m.
286
287 Submitted by,
288
289 Lauren Pallas, Recording Secretary
The meeting was called to order by President Davis at 9:00 a.m. in the Heritage Room at the Administrative Offices, 95 Rowland Way, Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Human Resources Manager Gretchen Felciano, Fire Chief Mark Heine and Deputy Chief Jeff Veliquette.

OPEN TIME FOR PUBLIC EXPRESSION
Chief Mark Heine requested that Chief Veliquette ensure that no member of the public is in the parking lot or lobby trying to attend the meeting.

Staff made a visual check of the parking lot and lobby area. He reported that there were no members of the public who wished to attend the special board meeting open session.

No public comments were made.

CLOSED SESSION
President Davis stated that “We will now go into closed session for the purpose of interviewing, considering, and possibly selecting a new Fire Chief.”

The Board entered closed session at 9:04 a.m.

OPEN SESSION
The Board exited closed session at 12:17 p.m., and entered open session.

Staff made a visual check of the parking lot and lobby area. He reported that there were no members of the public who wished to attend the special board meeting open session.

The Board reported out of closed session: “We have come out of closed session and would like to report that the Board has tentatively agreed on who to conditionally select as the new Fire Chief assuming that contract terms can be reached with the candidate. We will now take steps necessary to attempt to negotiate a contract with this person, such that the contract approval and formal and final actual Fire Chief selection can occur at our next Board meeting.”

NEW BUSINESS
1. Appointment of designated Board representatives for negotiation of contract for proposed new Fire Chief.
Novato Fire District Board of Directors  
Special Board Meeting Minutes  
January 12, 2018

No public comments were made.

Director Silverman noted that Director Galli has experience negotiating for the District. Chief Heine suggested that he be added to the negotiating team.

M/s Silverman/Metcho to appoint Directors Bill Davis and James Galli, along with Fire Chief Mark Heine as negotiators.

Motion carried: 5-0-0

CLOSED SESSION

President Davis stated: “We will now go into closed session for the purpose of meeting with our negotiators in regards to negotiating a contract with the proposed new fire chief.”

The Board entered into closed session again at 12:22 p.m.

The Board exited closed session and returned to open session at 1:13 p.m.

Staff made a visual check of the parking lot and lobby area. He reported that there were no members of the public who wished to attend the special board meeting open session.

President Davis stated that there was no reportable action.

ADJOURNMENT

There being no further business to conduct, President Davis adjourned the meeting at 1:15 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Davis at 6:00 p.m. in the Berthinier Meeting Room at 7025 Redwood Boulevard, Novato CA, 94945.

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

STAFF MEMBERS PRESENT

OTHERS PRESENT
Administrative Staff, Station crews, Novato resident Jack Watson, Assistant Fire Marshal Ian Hardage, Santa Rosa Fire; District Counsel Riley Hurd, Tyler Family.

AGENDA ADJUSTMENTS
None

OPEN TIME FOR PUBLIC EXPRESSION
Mr. Jack Watson of Novato expressed his appreciation of the District’s open door policy, and stressed that the District, like other community agencies, is a very important part of the community. He commented that he wants the District to continue its high service levels.

CONSENT CALENDAR
1. Minutes of Special Board Meeting January 3, 2018
2. Minutes of Special Board Meeting January 12, 2018

Director Metcho noted that on the Minutes of 1/3/18, line 5 and line 247, “President” should be removed.

There was no public comment.

M/s Galli/Fenner, Jr. to approve the consent calendar items with the noted correction. Motion carried 5-0-0.

NEW BUSINESS
1. Approval of Appointment of William Tyler to Fire Chief and Adoption of Resolution 2018-1: Approval of Employment Agreement between the Novato Fire Protection District (NFPD) and William Tyler.

Board approval is requested to approve the appointment of William Tyler to Fire Chief,
Chief Heine recounted the succession planning over the last 2 years, and the chief officers who participated. He noted that Chief Tyler was a great student and tackled the monthly assignments and other leadership learning tasks, really working hard while maintaining his other responsibilities. Chief Heine has no doubt that Chief Tyler will make a great leader for the District. He will keep the guiding principles, take care of the members, and care for the community. The Chief noted that he can leave tomorrow and know that he left the District in good hands. It will be a smooth transition.

Director Davis thanked Chief Heine for his efforts to groom the next leader of the organization.

Director Metcho thanked Chief Heine for his mentoring. The transition will be good. He noted that Chief Tyler put in a lot of hard work to reach Fire Chief. He wished Chief Heine good luck in his future endeavors and noted that he brought the District to a high standard.

Director Fenner, Jr. commented that Chief Tyler will be a good successor, and that a high bar was set by Chief Heine.

Director Silverman noted that Chief Heine will be sorely missed, but wished him the best. Thanks to Counselor Hurd for his late night work on the contract.

Director Galli thanked Chief Heine for 5 years of leadership. He started in a dark time, but now the District is in a good spot, and a good time to transition. Our finances are stable and we have good community support. Director Galli also thanked the Board for their direction given to him and to Director Davis regarding the contract negotiation. The interview process was great. He thanked Tyler’s family for their support.

Public Comment: Mr. Jack Watson commented that he appreciated Chief Heine’s open door policy and that the District personnel were always receptive to hearing his ideas.

M/s Galli/Silverman to approve the appointment of William Tyler to Fire Chief, and to adopt Resolution 2018-1 adopting the Employment Agreement between the Novato Fire Protection District (NFPD) and William Tyler.

Roll Call Vote:
Ayes: Directors Metcho, Fenner, Jr., Silverman, Galli, and Davis
Noes: None
Abstain: None

Motion carried 5-0-0.

Chief Tyler addressed the Board and the audience and stated he was ready and excited for his new role. The community is the reason for our existence, and is owed our best effort. He thanked the Board for their trust. He thanked Chief Heine for his mentoring, and noted that Chief Heine served as his first captain. He encouraged him his entire career. He wished the Chief the best of luck in his future role. He is honored to stand beside the firefighters and humbled to lead the District. He thanked his family for their love, support and patience.

There was a standing ovation.

**ADJOURNMENT**

There being no further business to conduct, President Davis adjourned the meeting at 6:17 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Acting Fire Marshal Lori Jessell, Finance Director Dan Hom, and Recording Secretary Lauren Pallas.

ALSO PRESENT
Riley Hurd, District Counsel.

AGENDA ADJUSTMENTS
None

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

PRESENTATION OF BROWN ACT REVIEW
Chief Tyler introduced District Counsel Riley Hurd. Counsel Hurd proceeded to give a PowerPoint presentation on the annual review of the Brown Act. He reviewed the acceptable types of discussions and what is prohibited. The Directors and Counsel Hurd had a discussion on the Brown Act details like time allotment for public comment, agenda topics and rowdy public commentators.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Silverman thanked the District staff for the luncheon they put on for former Fire Chief Heine’s retirement.

Director Davis commented on the smooth transition with Fire Chief’s and how he and the Board members support Chief Tyler. He acknowledged the tremendous amount of work ahead.
CHIEF’S REPORT
Chief Tyler reported:

2/9/2018 Firewise Marin workshop at Marin Valley Mobile community room from 11am to 2pm. Members from the community are invited to attend and learn about the Firewise program.

2/10/2018 Town Hall meeting at College of Marin to learn what the government is doing to prepare for future wildfires.

2/12/2018 Strategic Plan meeting at NFD Administration.

2/13/2018 Special Finance meeting at 9am.

2/21/2018 Emergency Preparedness Grant workshop at Margret Todd Senior Center.

2/22/2018 Foundation Meeting.

2/22/2018 Fire Chief Badge Pinning.

2/27/2018 The annual Board of Directors Retreat will take place at the Best Western in Novato.

2/28/2018 The monthly Operations meeting will be a joint meeting with the Novato Police Department at Station 61.

Chief Tyler stated that he is working on his 6 month job plan that he presented to the Board when interviewed for the position and has completed the Prevention department transition as well as hosting the stakeholder meetings. He plans on sticking with the 6 month game plan.

Chief Tyler noted that EMS Director, Chief Ted Peterson retired from the District and Chief Veliquette will be taking over his duties.

He mentioned the successful Firewise meeting with San Marin neighborhood on 1/31/2018.

CONSENT CALENDAR ITEMS
2. Ambulance Fee Debt Write Off Due to Hardship.
   Board approved a write-off the designated ambulance billing accounts.
There was no public comment.

M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-2.

Ayes: All
Noes: None
Motion carried 5-0-0
Roll Call: Director Metcho, Director Silverman, Director Fenner, Jr., Director Galli, President Davis

NEW BUSINESS

   a. Board to consider the staff’s recommendation to accept the OPEB Actuarial Valuation Retiree Health Program as of June 30, 2017 as prepared by the District actuary Nyhart.
   b. Board to consider the staff’s recommendation to establish the District’s funding policy to fund the recommended actuarially determined contribution (ADC) which is equal to the normal cost (current accrual for benefits being earned) plus a payment towards the net (unfunded accrued) OPEB liability. The payment is based on an increasing (by payroll factor) amount including interest that would fully fund the net OPEB liability over an initial 17 year closed period (established in 2013). Under a closed method any future net OPEB liability is included in the remaining period. At June 30, 2017, the remaining period is 13 years.

Director Metcho recused himself from the room as the agenda item had to do with a retiree program. Chief Tyler introduced the agenda item. Finance Director Dan Hom described the report to the Board.

Director Silverman inquired as to how many retirees the District currently has and Finance Director Hom advised the District has 91 retirees. He further explained that this is an ever-changing number and that the actuarial is done every two years. He stated that according to the report, we’re in better condition than other departments with a current funding level at 39%.

There was no public comment.
M/s Silverman/Fenner, Jr. to accept both recommendations A and B to accept the OPEB Actuarial and to establish the District’s policy to fund the recommended actuarially determined contribution.

Ayes: All
Noes: None
Motion carried 4-0-1.
Roll Call: Director Silverman, Director Fenner, Jr., Director Galli, President Davis

Director Metcho returned to the Board room.

2. Stryker Powerload Upgrade for Ambulances Sole Source agreement not to exceed $92,000. Board approval is requested to accept Staff’s recommendation for a Sole Source purchase agreement from Stryker for the purchase of two Stryker Powerload Systems and two Stryker Power-Pro Gurneys including installation in an amount not to exceed $92,000.00

Chief Tyler introduced the Stryker Power Pro Gurney’s agenda item to the Board.

There was no public comment.

M/s Silverman/Metcho to accept staff recommendation for sole purchase agreement from Stryker for two Powerload systems not to exceed $92,000.00

Ayes: All
Noes: None
Motion carried 5-0-0
Roll Call: Director Metcho, Director Silverman, Director Fenner, Jr., Director Galli, President Davis

3. Bank Signature Cards Changes.

Board approval is requested to accept Staff’s recommendation to add Bill Tyler and Lori Jessell; and remove Mark Heine and Ted Peterson from the following bank signature cards, and direct the Finance Director to revise the necessary documents.

There was no public comment.
M/s Metcho/Galli to accept the recommendation to add Bill Tyler and Lori Jessell and remove Mark Heine and Ted Peterson from the bank signature cards and revise the necessary documents.

Ayes: All
Noes: None
Motion carried 5-0-0
Roll Call: Director Metcho, Director Silverman, Director Fenner, Jr., Director Galli, President Davis

4. March meeting date – Potential Change.

Board approval is requested to consider a change of the date of the Regular March Board meeting due to a potential conflict with Chief Tyler’s schedule.

Chief Tyler explained to the Board that the Marin County Fire Chief’s Association would be holding a retreat on March 7th through the 8th, which would conflict with the regularly scheduled Board meeting. He requested the Board change the date of the meeting.

There was no public comment.

M/s Metcho/Fenner, Jr. to change the date of the Regular March Board meeting date to March 6th, 2018.

Ayes: All
Noes: None
Motion carried 5-0-0.
Roll Call: Director Metcho, Director Silverman, Director Fenner, Jr., Director Galli, President Davis

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho informed the Board that the RPC meeting frequencies were approved. Director Silverman commented that Motorola has stepped up.

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.

**City of Novato Redevelopment Agency** (President Davis)

President Davis noted that the City of Novato Redevelopment Agency has been dissolved and Marin County would be taking over.

Counsel Hurd commented that he would look into the lawsuit and if the District was mentioned.

**FINANCIAL REPORTS**

There were no comments.

2. Revenues and Expenditures Detail Financial Report, December 2017
3. Vendor Summary Financial Report, December 2017
4. EFT Confirmation Documentation, December 2017

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**PROFESSIONAL SERVICES - PUBLIC WORKS**

Nothing to report

**GOODS**

Nothing to report

**LEASES**

Nothing to report
Consent Calendar 1

Novato Fire District Board of Directors
Regular Board Meeting Minutes
February 7, 2018

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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

202

**INFORMATION**


204 2. Written Communications

205 A letter from Novato Resident Carole Bennett was read aloud thanking Captain LaCroix, Firefighter Paramedic Schiavo, and Firefighter Paramedic Pace for their professionalism. A letter from the Mill Valley Fire Department was read aloud thanking Captain Dicochea, FF/P Hamilton, Engineer Michalik, and FF/P McGargill for their hard work on the strike team that responded to the Santa Barbara mudslides.

212

**ADJOURNMENT**

213 There being no further business to conduct, President Davis adjourned the meeting at 7:01 p.m.

216 Submitted by,

217

218 Lauren Pallas, Recording Secretary

Draft 2/7/18  Consent Calendar 1
The meeting was called to order by President Davis at 6:00 p.m. in the in the Council Chambers of the City of Novato.

ROLL CALL
Present:
President William Davis, Director Worth Fenner, Jr., Director Steve Metcho, Director Jim Galli

Absent:
Director Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Recording Secretary Jeanne Villa.

OTHER ATTENDEES:
Legal Counsel Riley Hurd, Administrative Staff and Station crews, Chief Officers, City of Novato representatives, Marin County Public Safety Agency representatives, Tyler Family, Novato Fire retirees.

OPEN TIME FOR PUBLIC EXPRESSION
None.

NEW BUSINESS
Badge Pinning for Fire Chief Bill Tyler
Deputy Chief Jeff Veliquette welcomed the audience and asked all in attendance to stand for the Presentation of Colors by the Novato Fire District Honor Guard.
The Pledge of Allegiance was led by Shelby, Nicholas, Jackson and Ben Tyler.
Deputy Chief Jeff Veliquette administered the Oath of Office to Fire Chief Bill Tyler.
Chief Tyler’s Fire Chief badge was pinned on by Marie Tyler.
Chief Tyler spoke to the audience noting his gratitude for their support, and commenting on his enthusiasm to lead the District forward.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 6:16 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
Refreshments from La Piñata and Teeny Cakes were served at the conclusion of the meeting.
Novato Fire District Board of Directors
Special Board Meeting Minutes
February 27, 2018

The meeting was called to order by President Davis at 9:00 a.m. in the Redwood Board meeting room at the Novato Oaks Inn, 215 Alameda Del Prado, Novato CA, 94949.

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, Recording Secretary Jeanne Villa, HR Manager Gretchen Felciano (arrived at 1300 hours).

AGENDA ADJUSTMENTS
None

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. Review Of District Reserve Accounts, Fund Balances, And Financials And Direction To Staff Regarding Funding Approaches.
Finance Director Dan Hom presented spreadsheets detailing the current unfunded liabilities based on financial audits and actuarial reports.

Retirement: total unfunded liability is $20.1 million dollars. Last year it was $24 million. There has been a slight reduction in factors affecting this liability due to the influx of Pepra employees. Anticipated rate of return was reduced from 7.25 to 7%, resulting in an anticipated loss of $4.6 million. Stock value increased by $6.5 million. The District is funded to an 89.1% level.

Retiree Health: the unfunded liability stands at $11.4 million. The payment for 2017/2018 is $1.5 million. Proposed payment in 2018/2019 is $1.5 million. Retiree health is at a 37% funded ratio (from the Nyhart actuarial report).

The District is making good advances towards paying down the liability.

Workers Compensation: The District was self-insured until 2013, and is responsible for the tail claims incurred prior to joining FASIS. The valuation is analyzed annually. The District has settled some claims, but some remain open. There is $2.8 million in unfunded liability. Workers Compensation is funded at 40% based upon an 80% confidence level.

Compensated Absences: The District has approximately $2 million in unfunded compensated absence liability. This figure represents the amount the District would need to pay out if all members of the District separated, and were cashed out of vacation time, comp time and sick time.
Reserve Funds

Hom reviewed the balances of the District assigned and unassigned reserve accounts

Notable Highlights:

The Tiller Truck should be fully paid by the end of the next fiscal year. The debt on Station 64 and the Admin building should be paid within 6 years. There remains approximately $50,000 in the escrow account for station 64.

The Board requested a closing statement on the station 64 project.

The Rainy Day fund is at $4.2 million.

Some unassigned reserve funds for a replacement pickup lost in the North Bay fires, additional vegetation management funds have been pulled from their undesignated reserves, and funds for a video conference system have been pulled from the designated reserve.

Hom reviewed desired funding amounts for each of the designated reserves. No additional funds are anticipated to be added, but a moving of funds from the unassigned reserves to designated reserve was proposed. Movement of funds is being proposed with a projection of projects and anticipated expenses over the next 5 years.

The District will continue to seek grants where it makes fiscal sense.

Chief Tyler noted that moving funds into the Retiree Health reserve is a planned strategy to pay down that unfunded liability.

Hom noted that the District has addressed its four unfunded liability categories with designated reserve accounts. Hom noted that debt managed wisely can be an asset.

The Board of Directors noted the funds allocation is a well thought out plan and directed Staff to bring the item to the next Board of Directors meeting for a vote.

Retiree Health funding: Hom suggested it would be beneficial to pay the current amount payable of $1.5 million even though the District did not budget that amount. The extra funds would come from the undesignated reserve.

Director Metcho recused himself and left the room at 10:24 a.m.

The Directors asked Staff to bring this proposal to the next Board meeting.

Director Metcho returned at 10:35 a.m.

2. Strategic Planning Discussion
Chief Tyler introduced the item and turned the presentation over to Chief Veliquette, who reviewed the previous plan crafted in 2016 and extended through 2017.

Deputy Chief Veliquette reviewed the completed, on hold, in progress and not started goals/objectives/tasks.

Notable highlights were:

A large majority of the items have been completed.

Some items on hold may be altered:
- The 5 year business plan will be replaced by a Concept of Operations plan
- Code enforcement and citation process will be updated
- The District will begin work on a new Standards of Cover plan (some of which may be outsourced, but work that can be done by District staff will be kept in house)
- Station 63 deployment analysis will be in the Standards of Cover 2018-2020 plan.

Director Galli asked the 2016-18 charts be emailed to the Directors.

Deputy Chief Veliquette reviewed the Strengths, Problems, Opportunities and Threats (SPOT) analysis to incorporate the Board’s views and/or edits.

Director Metcho noted that staff’s perception that BOD and the organization have a good relationship is a healthy sign.

Director Galli noted that the public is not complaining. A strength is that the District is working well. Chief Tyler noted that our customer service surveys are routinely reflecting very high satisfaction.

Director Silverman noted that Succession planning through all ranks is a strength.

Director Davis commented that it could be a pothole if the District doesn’t take care of succession planning in the future.

Veliquette reviewed the Problem section and noted the most talked about problem is the issue of mandatory overtime. There is no quick fix, and it involves the labor group contracts, but short term plans are being discussed with labor currently.

The District would like to address the condition of the Station 62 kitchen, and the Novato Way document, which is often used only when convenient, and not for its original intent of capturing the philosophy and the culture of Novato Fire.
A goal will be to bring the Managing Member Performance section of the Novato Way document and the Personnel Commission into alignment.

Discussion regarding the return of the Reserve Program to complement the hiring process - members have expressed interest in having the program restored.

Opportunities and Threats were reviewed. No major edits.

The Vision, Mission and Guiding Principles were discussed.

Staff suggested some changes to better reflect the District Vision and revise the Guiding Principles.

Strategic Goals – members agreed on the goals, and Chief Tyler and Chief Veliquette crafted statements to best direct the implementation of the objectives.

Some highlights discussed were the benefit of the OES engine, securing a facility report every 5 years, getting better data on workers comp injuries, filling the training officer vacancy, updating important District documents, and crafting an updated Standards of Cover.

3. EMS Billing Review

Chief Veliquette reviewed the structure of the current EMS Billing program. Dan Hom reviewed the financial data on EMS Billing.

Chief Tyler stated that we have performed a thorough review of the costs, income, and structure of the external ambulance billing services the District has been providing. After this review, our conclusion is that the economics of the unit do not justify the management time and legal risks associated that the necessary external contracts and significant outsourced employee load.

Accordingly, our suggestion is that the unit be wound up over an appropriate time period that gives the billing clients an adequate period to seek new billing providers with no lapse in service. This time period will also allow the District to phase-out the temporary employees while the tailing claims are processed to completion.

4. Organization Chart: Positions

Chief Tyler reviewed the District organization chart and open positions. Highlights were the open battalion chief positions, the upcoming Training Officer Battalion Chief testing, the recent EMS BC vacancy, the need for improvement in the CQI area, the possibility of contracting with Dr. Konik to perform CQI, and the Finance Division vacancy.

Dan Hom proposed that Colleen Walraven could take on the Accounts Payable functions and move to a specialist level. He would like to hire an Accounting Analyst with the potential to train up to Dan’s position of Finance Director. Hom plans to retire in the Spring of 2019. It
has proven difficult to find qualified finance employees and the salary range needs to be reviewed. Hom will contact RGS to see if that firm can supply an ADP Payroll qualified person immediately, on temporary contract, and also ask them to search for an analyst who may be able to be groomed for Finance Director.

Chief Tyler reviewed the moves in the RPM division, with Captain Jessell taking on the role of Acting Fire Marshal. This is expected to last about 6 months. She will continue to report to Chief Tyler.

ADJOURNMENT

There being no further business to conduct, President Davis adjourned the meeting at 3:53 p.m.

Submitted by,

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

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

**STAFF MEMBERS PRESENT**
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, Battalion Chief Jeff Whittet, Acting Battalion Chief Lori Jessell, Recording Secretary Jeanne Villa.

**ALSO PRESENT**
Riley Hurd, District Counsel

**OPEN TIME FOR PUBLIC EXPRESSION**
No public comments were made.

**AGENDA ADJUSTMENTS**
None.

**ASSOCIATION PRESIDENTS’ REPORT**
No report.

**DIRECTOR MATTERS**
Director Metcho commented that he attended the luncheon for the merger of the Novato Youth Center and the Novato Human needs center on 2/15/18. He also attended Chief Tyler’s badge pinning and the Board retreat at the Novato Oaks, which he noted was an event well done.

Director Silverman echoed Director Metcho’s comments.
Director Galli also attended the badge pinning and Board retreat.
Director Davis noted the retreat was long but went by quickly. He commented that the Novato Fire Foundation cancelled its last meeting due to a fire, but will reschedule.

**CHIEF’S REPORT**
Chief Tyler reported:

1. Tuesday March 6th 6:00 to 8:00 pm: What Marin Can Learn from Wildfires, Mudslides; 60 min presentation and 60 min Q & A

2. Saturday March 10, 1:30 pm to 3:00 pm, NFD Rotary smoke alarm installation day: Armstrong and Silver Penny RV parks.
3. Sunday March 11, 10:00 to 12:00 Rucker Baseball Field Novato Fire Foundation members voluntary work party for field clean up day.

4. Monday, March 12, Novato Fire Foundation members voluntary work party to paint upstairs museum space.

5. Monday, March 12, Novato Fire Foundation Meeting

6. Monday, March 12, 1:00 pm: MC Supervisors Sub-Committee on Lessons Learned—Further analysis and recommendation meeting.

7. Thursday through Sunday March 22 to 25th Fire Chief on vacation.

8. Thursday March 29th FASIS Strategic Planning Session & BOD meeting in Sacramento.

Last Week Highlights:
1. Behavioral Health Assistance Program setting up elements

2. BOD Retreat: Reserves and Liabilities, Strategic Planning, EMS Billing, Org Chart & Open Positions. (NOTE: RGS employee identified

3. NFD/NPD Joint Command Staff OPS Meeting

4. A scheduled FASIS’s WC Program Manager, Sarah Centeno, and an Athens representative to come to all three shifts to discuss how the WC system works, the resources available to help navigate the system, and to get feedback from our members on their service.

This week highlights:
1. Marin County Fire Chiefs Association Leadership & Planning March 7th and 8th at the Novato Best Western, Novato Oaks Inn.

2. Pre-plans are ready to roll out to Engines and B/Cs

Next Week’s Highlights:
1. During our face to face fire station meetings, one of the health and wellness items that were brought up was the topic of providing a reduction in noise due to constant listening to County-wide radio traffic. A trial period of listening only to Novato Fire calls will begin March 14th and will remain through the end of 2018.

2. Setting up conference calls/meetings on EMS Outside Billing

3. Setting up conference calls/meetings on Station 64 close-out
CONTRACT ADMINISTRATION highlights:
OTHER FACILITY PROJECTS:
Station 61  Flat roof section silicone roof seal being applied $24K
Station 62  Epoxy Floors both sides— $30K
Station 63  No work scheduled $0
Station 64  Novato Fire District Back-Lit Signage $10K
Station 65  Paint Entire Station $30K
Carpet removal and polish floors (MCFD Split) $7.5K
App bay Heater Repair tied to door switch $4K
ADMIN  District Emblems $10K

CONSENT CALENDAR ITEMS

One correction noted on consent calendar item 1: update offices and names of Directors.

There was no public comment.
M/s Galli/Silverman to approve the consent calendar items 1-2, as corrected.
Motion carried 5-0-0.

NEW BUSINESS
1. Request to Surplus Unit 45
   Board approval was requested to declare Unit 45 as surplus and dispose of in accordance with District Policy 220.
   There was no public comment.
   M/s Metcho/Fenner, Jr. to declare Unit 45 as surplus and dispose of in accordance with District Policy 220.
   Motion carried 5-0-0.

2. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2017/2018
   Board approval was requested accept staff’s recommendation to:
   a. Fund the OPEB contribution for 2017 / 18 in the amount of $1,502,716.
   b. Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution.
   c. Transfer $450,000 from unassigned fund balance to 9308-1513 Health Insurance as a budgetary adjustment for 2017/18.

   Director Metcho recused himself stating he is a retiree of the District and receives OPEB benefits. He left the room at 6:17 p.m.
Finance Director Hom reviewed the three parts of the recommendation, which had been discussed at the Board retreat on 2/27/2018.

There was no public comment.

M/s Galli/Silverman to fund the OPEB contribution for 2017 / 18 in the amount of $1,502,716, and establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution, and transfer $450,000 from unassigned fund balance to 9308-1513 Health Insurance as a budgetary adjustment for 2017/18.

Motion carried 4-0-1. (Metcho recused).

Director Metcho returned to the room at 6:22 p.m.

3. Marin Local Agency Formation Commission (LAFCO) Call for Nominations for Special District Representative to the Consolidated Oversight Board

Board to consider nominating a current Board member representative to the Consolidated Oversight Board.

There was no action taken.


Board to accept the Marin County Employees’ Retirement Association Actuarial Valuation Report as of June 30, 2017. The Actuarial Valuation Report was adopted by the MCERA Board at their February 14, 2018 meeting.

Director Metcho recused himself stating he is a retiree of the District and receives MCERA benefits. He left the room at 6:25 p.m.

Dan Hom discussed the MCERA report and highlighted:

1. The rate of return was lowered from 7.5% to 7%
2. The District unfunded liability is $20.1 million
3. Effective 7/1/2018, the employer contribution rate will rise 1%
4. The total District unfunded liability has been reduced from last year’s total of $23.9 million to $20.1 million.

M/s Silverman/Fenner, Jr. to accept the Marin County Employees’ Retirement Association Actuarial Valuation Report as of June 30, 2017.

Motion carried 4-0-1. (Metcho recused).
Director Metcho returned to the room at 6:30 p.m.

5. Re-allocation of assigned and unassigned fund balances.
   Board approval was requested to approve the Finance Committee’s recommendation to re-allocate assigned and unassigned fund balances.

Chief Tyler noted that recommendations came from the Finance Committee. Dan Hom reviewed the summary of changes.

There was no public comment.

M/s Galli/Fenner, Jr. to approve the Finance Committee’s recommendation to re-allocate assigned and unassigned fund balances.

Motion carried 5-0-0.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Silverman noted that the next generation project seems to be back on track. They appeared to have saved three months on the timeline. If the environment impact report has no issues, they may save another seven months. There is not vendor yet for the station alerting, and agencies won’t need to fund station alerting until 2020.

Director Metcho reviewed a proposed and current site list. Details below:

Current sites:
- Mt. Barnabe
- Bay Hill Road
- Big Rock
- Burdell
- Dollar Hill
- Forbes
- Mill Valley City Hall
- Mt. Tamalpais
- Mt. Tiburon
- Pt. Reyes
- San Pedro
- Sonoma Mt.
- Stewart Point (Bolinas)
We are currently planning to use the following sites: (Those in bold are being re-used from Gen I)

Coyote Peak
Mt Barnabe
Muir Beach
Pt Reyes
Stewart Point
Tomales
Big Rock
Dollar Hill
Mill Valley Water Tank
Mt Tamalpais
Mt Tiburon
OTA Broadcasting
San Pedro
Wolfback Ridge

Also, Sonoma Mountain is being re-used as a microwave hop only, no RF site.

Potential Future Sites:
Civic Center
Mt Burdell

Director Metcho noted that this list could change by the time the Next Gen system comes online.

Director Galli asked if the new MERA will fix the coverage hole at the Hwy 101 N?

Counsel Hurd noted that the scope of work in the contract should clearly state and insist this issue be solved.

Director Galli commented that the Board should pressure to make sure there is coverage at the “Corda” site.

Director Silverman noted that agency approval on the frequencies is complete. Mera will only need 2 new sites. Key people in Mera are staying on top of the coverage issues and sites.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee information was reviewed at the Board retreat.

Redevelopment Agency Committee
This committee has dissolved. No further reporting.
FINANCIAL REPORTS

There were no comments.

2. Revenues and Expenditures Detail Financial Report, January 2018
3. Vendor Summary Financial Report, January 2018
4. EFT Confirmation Documentation January 2018
5. District Report on Contracts January 2018

Fire Chief's Report: Contract Administration

New and Renewed Contracts to Date for the 3/6/2018 Board of Director's Meeting

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<td>Crandall Roofing</td>
<td>Menzel</td>
<td>$23,816</td>
<td>Station 61 roof resurfacing (West side)</td>
<td>SRM</td>
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<td>Golden State Fire</td>
<td>Dicochea</td>
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<td>Installation of Stryker Autoloaders into two ambulances</td>
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<td>Whittet</td>
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<td>Online training software</td>
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<td>Simpson</td>
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<td>Furnace replacement at Admin</td>
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<td>DCS Testing &amp; Equipment</td>
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Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 6, 2018

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

INFORMATION
1. Customer Satisfaction Survey Report, January 2018
2. Written Communications
   A letter was read from the Salvation Army thanking the District and personnel for help raising funds for their Holiday Assistance programs. Sonoma Raceway sent a letter thanking the District for its assistance with their Laps of Appreciation event.

CLOSED SESSION
None.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 6:41 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT

ALSO PRESENT
Riley Hurd, District Counsel, Whitman Goldfarb legal counsel.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

AGENDA ADJUSTMENTS
None.

PRESENTATIONS
1. Chief Tyler explained the origins of the Behavioral Health Access Program (BHAP) that the District is developing for its members and their immediate families.

He presented a video created by the BHAP task force. The behavioral health assistance program will include the capability to provide assessment, basic counseling, and crisis intervention assistance for stress, alcohol and substance abuse, anxiety, depression, traumatic exposure, suicidality, and personal problems that could adversely affect the member as well as fire department work performance.

He described the key elements of the program.
- Joint Letter of Support between Labor and Management: State and Local Level
- Budget Dedicated Line Item
- FireStrong Website
- Contract with a dedicated culturally competent clinician for crisis intervention and training support
- Predesignated culturally competent clinicians identified in existing Employee Assistance Program (EAP)
- Policies and Procedures to support occupational exposures to atypical events
- Lectures from culturally competent guest speakers to help reduce the stigma
- Peer Support Team
Chief Tyler introduced FF/PM Nicole Scott to further discuss the BHAP program. FF/PM Scott is a key member of the Task Force and is a key player in the development of the program elements for District members, as well as fire service members across the county.

FF/PM Scott talked about the beginnings of the program with California Professional Firefighters joint initiative with Cal Chiefs in 2016. She related the little known rates of suicide among firefighters, notably 135 in 2016 and 77 in 2017.

She discussed the difficulty of ending the stigma of seeking help, and the problem of finding trained and competent clinicians for emergency service members.

She discussed the mission of the Task Force to develop and implement behavioral health principles and practices to build awareness, end the stigma, provide peer support and develop post crisis strategies.

Director Metcho and Director Galli thanked Ms. Scott for her hard work and dedication on this program, both remembering this situation during their careers.

2. Presentation of the Employee of the Year Plaque to FF/PM Nicole Scott

Chief Tyler introduced FF/PM Nicole Scott as the 2017 Employee of the Year and presented her with a plaque honoring her service and dedication. Highlights of her 15 year career include multiple nominations for Employee of the Year by her peers; respected as a role model, lead member on the Peer Support Team and member of the BHAP task force, member of the fire investigation team and the fitness committee.

FF/PM Scott received a standing ovation from the meeting attendees.

Ms. Scott thanked her peers and the Board for the nomination and their support.

There was a short break for refreshments and photos. The meeting resumed at 6:37 p.m.

ASSOCIATION PRESIDENTS’ REPORT

FF/PM Peters commented that the transition under Chief Tyler has been smooth, and he and Chief Veliquette have been connecting with the crews and doing well. He also noted how proud the Association is of Nicole Scott.

DIRECTOR MATTERS

Director Metcho noted his congratulations to Battalion Chief LaCroix on his promotion. Director Silverman echoed his sentiments. Director Davis remembers BC LaCroix as a rookie paramedic.
CHIEF’S REPORT

Chief Tyler reported:

1. April 6th, he will be a spectator for the live burns at the California Fire Explorers Association Academy; the graduation is scheduled for Sunday April 8th at Camp Parks, in Dublin. Ryan Hamilton and Tristan Keady are the trainers/mentors and are at the camp with the Explorers.

2. April 17th at 9:00 a.m. There will be the next Finance Committee meeting at the Admin. Building

3. April 20th 4:00 pm to 6:30 pm. There will be an award given to Dr. Zita Konik by the North Bay Business Journal’s Forty under 40 committee. The reception will be at the Hyatt Regency Sonoma Wine Country, Santa Rosa

4. April 21st at 5:00 pm Pre-dinner, then 6:00 pm dinner at the Novato Elks Club for the Employee of the Year dinner: please RSVP to Gretchen by April 13th

5. May 5th Wildfire Preparedness Day. 4 Neighborhoods will participate in an evacuation drill for Firewise Neighborhoods.

6. May 9th, 12:00 to 3:00 pm: Sandy Wargo’s Retirement Lunch will be held at Station 61 in the apparatus bay. Please RSVP to Gretchen

Recent Highlights:

1. Dr. Konik shared her comments on a recent call where Novato crews acted in an exemplary fashion. The comments will be included in the members’ personnel files.

2. 2018/19 NFD Budget templates and a timeline were sent out to all Chief Officers and Division Supervisors. The preparations for next year’s budget has begun in accordance with the strategic statements captured in the Strategic Plan.

3. New State mandated Workplace Violence Program Policy and Program initiated on April 1st. The District will offer training and mitigation processes to all members.

4. Initial interviews of prospective new labor law firms have been initiated. We are meeting with four firms that were identified by staff and reviewed by District Counsel.

5. In EMS
   - Working with Dr. Konik on addressing how the nation-wide Narcotic shortage will affect NFD
• Working in conjunction with Marin County Fire Department to provide CPR training for our members
  o Building a cooperative relationship for future EMS training initiatives

6. Training:
• Robert LaCroix was promoted to Battalion Chief Training Officer – The badge pinning will be scheduled for May 2, 2018.
• Training completed 6 month probationary test for one member- James Koppert
• The Division is beginning to develop the pre-wildland season training program

7. Human Resources
• Has conducted Battalion Chief Testing and selection process
• The application period for new hires is open until 4/20
• Scheduled employees Workers Comp training class through FASIS

8. Operations Division
• Hosted 4 EOC entry level training sessions through Dave Jeffries
• Marin County OPS Chiefs are working on a regional approach to Fire Season regarding operational changes and messaging

9. Finance:
• Meeting with two separate prospective temporary contract hires for completing our payroll this week and next.

10. Facilities:
• Station 65 project carpet removal is complete and all issues are resolved.
• Station 65 Exterior Paint will be initiated as soon as we get dry weather.
• Station 61 Roof sealer will commence in the next 30 days.

CONSENT CALENDAR ITEMS
Director Galli noted that a chart was requested to be emailed to Directors during the 2/27/2018 special board meeting. Chief Tyler confirmed that the Board will receive that chart.

1. Minutes of Special Board of Directors Meeting February 27, 2018.
2. Minutes of Special Board of Directors Meeting March 6, 2018.

There was no public comment.
M/s Silverman/Fenner, Jr. to approve the consent calendar items 1-2.
Motion carried 5-0.
NEW BUSINESS

1. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts

   Board considered the approval of staff’s recommendation to write off the designated
   multi-year uncollectible ambulance billing accounts totaling $638,525.88.

Chief Tyler clarified that normally the Board would receive the Uncollectible report on a
quarterly basis, and has not for the past 2 years. This explains why the amount is higher than on
past reports. The goal is to return to quarterly write off reports.

EMS Billing Analyst Shannon Wager explained the difference between the write offs for
hardship and the uncollectibles.

   a. The ticket lacks info but is worked for 90 days.
   b. Typically there is no insurance information
   c. After 90 days, tickets are sent to Wakefield for collection processing
   d. Wakefield works the ticket for 90 days
   e. The options after the 180 days is to send the claimant to hard collections
      or to ask the Board for a write off.

Some tickets go much longer than 180 days due to litigation or Worker’s Compensation claim
delays.

Ms. Wager explained that the $638,525.88 represents over 6 years’ worth of uncollectible fees.
Director Fenner asked if the District is using an outside agency for collection. Ms. Wager
confirmed that the District does use an agency. She noted that past Boards have not wanted to
send claimants to hard collection.

Counselor Hurd asked if Wakefield reports information to credit agencies. Ms. Wager confirmed
that they do, and that it can affect their credit in the future. They may need to settle the debt
before getting a car or home loan, for example.

Director Davis asked if the Board can move to hard collection?
Counselor Hurd noted that there is a cost.
Ms. Wager noted that the cost is typically 30%.

Director Galli asked for clarification of the chart on page 23 of the packet.
Deputy Chief Veliquette explained that the top line in bold text is the amount to write off over
the 6 past years. The second line is the amount the Board has already written off. The last line is
the total of previous plus current write off amounts.

Chief Tyler asked for the amount of revenue brought in during those years. Chief Veliquette
noted that it’s between $2,005,000 and $2,600,000 annually. The average is about $2,250,000.

Director Galli asked if this represents Novato only, and noted that the Board needs to see these
numbers.
Chief Veliquette confirmed that it is.

Director Fenner asked about the rationale to not pursue hard collection.
Chief Tyler noted that it’s been a longstanding policy, and that past board had a history of not wanting to bill at all.

Director Metcho noted that it was after Measure K passed in the 1970s, where previously there had been no charge to the residents, that an ambulance was purchased for the old station 4 and thus began the concept of billing. Residents are not balance billed, but there was no reason to underwrite the insurance companies.

Director Galli asked EMS Billing Analyst Wager to walk through a billing scenario.

If a Novato resident incurs a bill, and has no insurance, 100% of the bill is written off. Otherwise the insurance is billed and the amount paid is what is accepted. There is no balance billed. If the insured has Medicare, the District would currently receive $483.00 for an Advanced Life Support call. If the insured has Medi-Cal, the District receives $120.00 per call. If the insured has commercial insurance, the District receives a percentage, and the copay/deductible that may be owed are written off by the District.

The Write Off amounts are for Non-Novato residents transported by Novato Fire District that have been determined to be uncollectible.

Non Resident claim with no insurance goes to collection. When it becomes a dead claim, the Board is requested to write it off.

The Directors would like the Finance Committee to review the collection policy. The next meeting is 4/17/18, but it may take the District a bit more time to gather the information needed for the topic. It may go on a later agenda.

There was no public comment.
M/s Silverman/Fenner, Jr. to approve the staff’s recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling $638,525.88.
Motion carried 5-0.

2. A Resolution of the Board of Directors of the Novato Fire Protection District authorizing the dissolution of all Joint Powers agreements for paramedic ambulance billing services.
Adopt Resolution number 2018-3 authorizing the dissolution of all Joint Powers agreements for paramedic ambulance billing services.

Chief Tyler reviewed the economics of the 16 outside billing clients, and that it is not profitable for the District. He would like to ensure that the clients have a soft landing at another billing
agency, and the agreement may extend the contract dates of some of the clients. July 31, 2018 would be the last day to input a new ticket. All outside billing expected to wrap up completely by October 2018.

Director Galli noted this topic was deeply discussed at the Board retreat meeting.

There was no public comment.

M/s Galli/Metcho to adopt Resolution number 2018-3 authorizing the dissolution of all Joint Powers agreements for paramedic ambulance billing services.

Roll Call Vote:
Ayes: Davis, Fenner, Jr., Galli, Metcho and Silverman
Noes: None
Abstain: None
Motion carried 5-0.

Chief Tyler noted his thanks to Shannon Wager and Dan Hom and Dep. Chief Veliquette for their hard work researching this issues. Chief Tyler will begin contacting all clients by phone tomorrow. Each client will also receive notification in writing. Ch. Tyler also plans to meet with the Billers and plan for a smooth transition.

3. **Adoption of Resolution 2018-2: Resolution of the Governing Body of the Novato Fire Protection District Proposing An Election Be Held In Its Jurisdiction; Requesting The Board Of Supervisors To Consolidate With Any Other Election Conducted On Said Date, And Requesting Election Services By The Marin County Elections Department**

Board approval was requested to adopt Resolution 2018-2, requesting the Board of Supervisors:

a. That a District election shall be held on the 6th day of November, 2018, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

   Number of Regular Term Positions (4-year) __2__
   Number of Short Term Positions (2-year) ___0___

b. That the Board of Supervisors of the County of Marin is hereby requested to consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;

c. That the Board of Supervisors of the County of Marin is hereby requested to authorize and direct the County Elections Department, at District expense, to provide all necessary election services and to canvass the results of said election.
Counselor Hurd explained the consolidation with existing elections, and the ask of the Board of Supervisors to handle the logistics of the Novato Fire Board election. It would be far more costly for Novato to execute its own election.

Counselor Hurd brought a revised Resolution 2018-3 clarifying some of the language provided by the County. The Board reviewed the revised resolution.

There was no public comment.

M/s Metcho/Fenner, Jr. to adopt Resolution number 2018-3 requesting the Board of Supervisors:

- That a District election shall be held on the 6th day of November, 2018, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:
  
  Number of Regular Term Positions (4-year)    ___2____
  Number of Short Term Positions (2-year)        ___0___

- That the Board of Supervisors of the County of Marin is hereby requested to consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;

- That the Board of Supervisors of the County of Marin is hereby requested to authorize and direct the County Elections Department, at District expense, to provide all necessary election services and to canvass the results of said election.

Roll Call Vote:

Ayes: Davis, Fenner, Jr., Galli, Metcho and Silverman
Noes: None
Abstain: None
Motion carried 5-0.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
There was no update. The 3/28/18 meeting was cancelled due to lack of agenda items.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee did not meet in March.

FINANCIAL REPORTS
There were no comments.
Novato Fire District Board of Directors  
Board Meeting Minutes  
April 4, 2018

2. Revenues and Expenditures Detail Financial Report, January 2018
3. Vendor Summary Financial Report, January 2018
4. EFT Confirmation Documentation January 2018
5. District Report on Contracts January 2018

INFORMATION
1. Customer Satisfaction Survey Report, January 2018
2. Written Communications
   3 letters were read thanking crews for their professionalism and commitment to members of the community.

CLOSED SESSION
The Board entered Closed Session at 7:15 p.m.
1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Government Code Section 54956.9) Name of case: O’Keeffe v. Novato Fire Protection District – CIV 1602752
2. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
   Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the Government Code: 1 case
The Board exited Closed Session and re-entered Open Session at 8:27 p.m. There was no reportable action.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 8:27 p.m.
Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, Battalion Chief Gerald McCarthy, Acting Fire Marshal Lori Jessel, Battalion Chief Robert LaCroix, Battalion Chief Jeff Whittet, Station crews, Recording Secretary Jeanne Villa.

ALSO PRESENT
Riley Hurd, District Counsel, LaCroix family; service anniversaries’ recipients Captain White, BC Whittet, Captain Freedman, Engineer Bernardini, Jr., FF/PM Rhoades and FF/PM Scott.

OPEN TIME FOR PUBLIC EXPRESSION
Mike Christian of Ignacio spoke about the need for more strict enforcement of the defensible space and WUI safety recommendations. He referenced a neighbor with very tall bamboo very close to his home. The neighbor has received multiple warnings, but without strict enforcement, the neighbor has taken no action. Mr. Christian cited San Rafael’s ordinance that he feels has more teeth and a more aggressive enforcement process. He requested that the District entertain a discussion of stricter enforcement to enforce better compliance.

AGENDA ADJUSTMENTS
Closed Session item 1 was pulled from the agenda.

PRESENTATIONS
1. Badge Pinning for Promotion to Battalion Chief – Robert LaCroix
Chief Tyler described Robert LaCroix’s impressive history and career achievements at Novato Fire. LaCroix has been promoted to Battalion Chief and heads up the Training Division.

BC LaCroix was pinned by his daughter Jenna.

2. Service Anniversaries
Chief Tyler presented 10, 15, 20, and 30 year anniversary certificates. In attendance to receive their certificates were Finance Director Hom, Captain White, BC Whittet, Captain Freedman, Engineer Bernardini, Jr., FF/PM Rhoades and FF/PM Scott.

There was a short break for refreshments and photos. The meeting resumed at 6:25 p.m.
ASSOCIATION PRESIDENTS’ REPORT

No report.

DIRECTOR MATTERS

Director Metcho attended the Employee of the Year dinner at the Novato Elks. It was a well-attended event. He also attended Chief Tyler’s presentation to the Novato City Council. He attended the Gary Sinise concert for the benefit of the North Bay Firefighters.

Director Silverman also attended the Employee of the Year dinner and the Novato City Council presentation.

Director Galli attended the Employee of the Year dinner at the Novato Elks. He also attended Chief Tyler’s presentation to the Novato City Council. He attended the Gary Sinise concert for the benefit of the North Bay Firefighters. He thanked the Fire Chief and Staff for the time taken to recognize the service of the District members – it’s important.

Director Davis attended FDAC in Monterey in April. There were excellent classes on developing leadership, the current status of the State, Firefighter Bill of Rights and how to stay out of trouble, how to evaluate your Fire Chief, and a review of the North Bay fires by Anthony Grasner.

A big takeaway is that when there is effective early warning the death toll is significantly less.

Director Metcho commented that the evacuation drills are scheduled for this weekend and is there value in the Board attending? Chief Tyler noted that the Board is invited and welcomed. Director Fenner plans to attend.

CHIEF’S REPORT

Chief Tyler reported:

Upcoming Events:

1. May 5th Wildfire Preparedness Day, 8-5, Four Neighborhoods will participate in an Evacuation Drill for Firewise Neighborhoods.

2. May 9th, 12:00 to 3:00 pm Sandy Wargo’s Retirement Lunch – RSVP to Gretchen

3. May 16th, Blood Drive Station 61 (appointments are advised)

4. May 17th, Fill the Boot MDA—NPFA and Marin Local 1775 (Last year NPFA raised $6000, together as a county raised $30,000) Location is the Vintage Shopping center area
5. May 23rd, Shaking Marin EOC Drill: Exercise begins on day three following a significant earthquake. OBJECTIVES: Core Capability, Planning (IAP), Situational Awareness, Public information. There will be two EOC shifts—a.m. and p.m.

6. May 23rd Alisa Ann Ruch Burn Relay. This event begins in Southern Marin this year and travels north.

7. June 9th Sidewalk CPR-- This year the District will host the Hands-Free CPR at Matt & Jeff’s carwash. This is a new location that Forest Blue (our coordinator) was able to secure. It should provide for a captive audience on a busy Saturday. Matt & Jeff’s has always been a supporter of the District and is excited to be partnered with us this year on Saturday June 9th from 10-2 PM.

8. June 9th & 10th Art and Wine Festival will be held on Grant Ave.

Recent Highlights:

1. Kyle Dague has been promoted to the position of Battalion Chief—of EMS. The promotion is effective May 16th.

2. New hire update: We received a total of 70 applications for our open FF/PM positions. All of the applications were reviewed by staff. We moved 47 qualified and highly qualified applicants forward; 4 are former NFD Reserves. This week, Wednesday through Friday, we will complete 3 days of interviews. Those applicants that pass the interviews will be scheduled for ride-a-longs with the fire crews the week of May 14th and the 21st.

3. 2018/19 budget preparations are continuing. Version 1 expected by the end of the week—division meetings will follow.

4. Interviews of prospective new labor law firms have been completed. We compared fee structure and sample writing submittals. District Counsel has contacted the top firm and conducted a phone interview. At the June BOD meeting we will bring to the Board a letter of engagement for review and approval.

5. NFD was selected to participate in a FEMA Safety Study for creating and improving a culture of safety. It is one of our strategic goals. This is a tool that will provide our fire district with objective data to assess your safety culture. Survey has been initiated for all uniformed personnel.

6. Training B/C Robert LaCroix has implemented “In-Service Training Program” and it is anticipated to bring in additional $25,000 revenue to the district associated with existing district training. This new program will complement our existing Caljac funds.

7. NFD has hired Helena Munoz as a temporary contract employee for completing our payroll. Ms. Munoz is the City of San Rafael Payroll Administrator. She starts working for us today.
8. We launched the NFD Behavioral Health Website “Firestrong”. FIRESTRONG Membership includes:

- Personalized web page specific for your members
- Peer Support Team page with personalized biography and contact information
- Secured log-in for your members to gain access to a variety of personalized tools including testimonials, peer support team network and resource pages
- Access to professional counselors through the Fire Crisis Network Line: 844.525.FIRE (3473) (they are trained on your resources and handle most calls over the phone, they will connect member to your local crisis network if there is a need)
- Updated general mental health information, assessments and financial fitness programs and resources

CONSENT CALENDAR ITEMS

Chief Tyler clarified the process of writing off debt due to hardship:

Write offs are for Non Novato residents (Novatans are not balance billed).

After insurance payment is received:

1. Patient is billed
2. Patient calls or writes to indicate payment of the balance is a hardship
3. Patient is offered a payment plan
4. If patient cannot pay on plan, patient is asked to write a letter describing hardship and submit proof of income.
5. EMS Analyst reviews letter and income proof.
6. If income is under the poverty level, the amount is added to the report the Board receives requesting a write off.
7. If income is above the poverty level, patient is offered a long term payment plan.
8. If no patient payment – case proceeds to Collections.

1. Minutes of Special Board of Directors Meeting April 4, 2018.
2. Ambulance Fee Debt Write Off Due to Hardship

There was no public comment.

M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-2.

Motion carried 5-0.

NEW BUSINESS

   a. Board approval is requested to Finance Committee’s recommendation to:
      Apply the Consumer Price Index annual adjustment for 2017 of 3.22% (Exhibit D).
   b. Adopt Resolution 2018-4 establishing the Special Assessment Tax Rate for residential at 9.16 cents per square foot and commercial / industrial at 13.73 cents per square foot for the 2018/2019 fiscal year (Exhibit A).

Finance Director Hom clarified the 2 provisions of the resolution.
Director Galli asked if the County collects more fees if the District collects more tax?

Hom noted that the County is paid per parcel.

There was no public comment.

M/s Galli/Fenner, Jr. to adopt resolution 2018-4, to apply the Consumer Price Index annual adjustment for 2017 of 3.22% and, adopt Resolution 2018-4 establishing the Special Assessment Tax Rate for residential at 9.16 cents per square foot and commercial / industrial at 13.73 cents per square foot for the 2018/2019 fiscal year.

Roll Call Vote:
Ayes: Davis, Fenner, Jr., Galli, Metcho and Silverman
Noes: None
Abstain: None
Motion carried 5-0-0.

   a. Finance Committee has reviewed and discussed the Agreed-Upon Procedures Engagement Letter Ambulance Billings, and made a recommendation to perform the audit with a 3% sample size.
   Finance Director Hom explained the history of the Agreed Upon Procedures audit for Ambulance billing, and since the billing for outside agencies is winding down, a 3% sample is sufficient. The first year audit was a 10% sample, the second year was a 5% sample, and a 3% sample represents 500 claims.
There was no public comment.
M/s Galli/Silverman to engage Maze and Associates to perform the audit of ambulance billings with a 3% sample size.
Ayes: All
Noes: None
Abstain: None
Motion carried 5-0-0.

   a. Finance Committee has reviewed and discussed the Agreed-Upon Procedures Engagement Letter Credit Card and Other Disbursements, and made a recommendation to perform the audit with a 5% sample size.
   Finance Director Hom explained the history of the Agreed Upon Procedures audit for Credit cards and other expenditures, and recommended a 5% sample size.
There was no public comment.

M/s Fenner, Jr./Silverman to engage Maze and Associates to perform the audit of credit card and other disbursements with a 5% sample size.

Ayes: All
Noes: None
Abstain: None
Motion carried 5-0-0.

4. Resolution 2018-5, 2018 Arson Awareness Week: Reducing Arson at Vacant and Abandoned Buildings
   a. Board approval is requested to adopt Resolution 2018-5, declaring May 6 through May 12, 2018 as ARSON AWARENESS WEEK: Reducing Arson at Vacant and Abandoned Buildings.

Acting Fire Marshal Lori Jessell explained the need for the adoption of the resolution and its theme of abandoned buildings. Jessell reviewed the four elements employed to reduce the hazard of fires in abandoned buildings. The District works with the City of Novato and the County of Marin to help with fire code issues to avoid fire hazards. Currently 13 buildings have been identified as vacant/abandoned, and their address information has been entered into the CAD dispatch database.

There was no public comment.

M/s Galli/Metcho to adopt resolution 2018-5, Arson Awareness Week: Reducing Arson at Vacant and Abandoned Buildings

Roll Call Vote:
Ayes: Davis, Fenner, Jr., Galli, Metcho and Silverman
Noes: None
Abstain: None
Motion carried 5-0-0

5. Adoption of Resolution 2018-6, Proclaiming May 7-11, 2018 as Wildfire Awareness Week
   a. Board approval is requested to adopt Resolution 2018-6 proclaiming May 7-11, 2018 as Wildfire Awareness Week.

Acting Fire Marshal Lori Jessell explained the details of the resolution and noted the upcoming evacuation drill. The District will hang a defensible space banner on Delong Avenue and at the fire stations. The engine crews will be in WUI neighborhoods with door hangers and will talk with residents. The residents are encouraged to call the fire district if they do not have a chance to speak to the crews. The crews will leave a business card on the door hanger. The idea is to have the residents...
understand more of the firefighter perspective with the personal canvassing, as opposed to the marketing with the postcards as was done in previous years.

Residents can call for free evaluations of their home.

There was no public comment.

M/s Silverman/Fenner, Jr. to adopt resolution 2018-6, Wildfire Awareness Week

Roll Call Vote:
Ayes: Davis, Fenner, Jr., Galli, Metcho and Silverman
Noes: None
Abstain: None
Motion carried 5-0-0

6. Designate the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as Negotiators for the Human Resources Manager and Finance Director – Verbal Report.
   a. Board to consider appointing the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as designated negotiators for the Human Resources Manager and Finance Director positions.
   Chief Tyler explained that 2 members have expiring contracts: Finance Director and HR Manager.
   Director Galli noted that a Director has not typically sat on a negotiation team for a staff member, only for the Associations.

There was no public comment.

M/s Galli/Metcho to appoint the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as designated negotiators for the Human Resources Manager and Finance Director positions.

Ayes: All
Noes: None
Abstain: None
Motion carried 5-0-0.

COMMITTEE REPORTS

MERAs (Director Metcho and Director Silverman)
Director Metcho and Silverman reported that the Next Gen Project update is in the packet in the Information section and is very thorough. The process is moving along. They are nearing the phase to prepare the Environmental Impact Report (EIR). Even existing sites are subject to the EIR, but can be amended rather than have to start from scratch. They have identified a fire station alerting vendor.
Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee met and all of their recommendations are on the agenda.

City of Novato as Successor Agency to Dissolved Redevelopment Agency. Counselor Hurd updated the Board: It’s a complicated lawsuit, originating with redevelopment agencies formed in the 1940s.

In 2011, redevelopment agencies were dissolved, order to protect funding for core public services at the local level. Some agencies moved money out of the redevelopment agency in the form of a loan, which is what the City of Novato did. The State wants the money back, and the question is was the transfer of funds legal?

Similar agencies have lost lawsuits, and appealed. A letter from the Attorney General indicates the appeals have not and will not be successful.

The Successor agencies, formed to deal with projects underway and manage those funds, have been consolidated into one oversight board.

If the City of Novato case follows the path of the other agencies, money will have to be repaid, to the tune of about $5.2 million. An installment payment has already been made.

There is a small chance that Novato Fire could recover some of the money, but the payback period will be lengthy. Counselor Hurd will continue to monitor the case. Hurd advises sending a representative to the Oversight Committee meetings and ask for funds to be sent to Novato Fire.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report, March 2018
3. Vendor Summary Financial Report, March 2018
4. EFT Confirmation Documentation March 2018
5. District Report on Contracts February and March 2018

Fire Chief’s Report: Contract Administration
New and Renewed Contracts to Date for the 5/2/2018 Board of Director's Meeting

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### Novato Fire District Board of Directors
### Board Meeting Minutes
### May 2, 2018

#### Housesavers Deckmasters
- **Menzel**
- **$13,500**
- **SRM**
- **Remove carpet and resurface hallway at Station 65.**

#### True North Signs
- **Menzel**
- **$10,751**
- **SRM**
- **Exterior signage for Station 64.**

#### Fowler Electric
- **Villa**
- **$21,130**
- **SRM**
- **Additional $1,130 for additional ports that were not part of original proposal for new phones at Station 61.**

#### Simpson HVAC
- **Menzel**
- **$8,835**
- **SRM**
- **Heater shut-off system for S65’s roll up doors. Ceiling hung unit removed. 50% cost shared with Marin Fire.**

#### Integrity Shred, LLC
- **Villa**
- **$750**
- **SRM**
- **Onsite shredding services for Admin. Two 64 gallon containers to be delivered in May and picked up monthly.**

#### Helena Munoz, Payroll Administrator
- **Tyler**
- **NTE $35,000**
- **N**
- **Independent Contractor to begin processing Payroll through December 2018.**

### PROFESSIONAL SERVICES - PUBLIC WORKS

#### Housesavers Deckmasters
- **Menzel**
- **$29,760**
- **SRM**
- **Epoxy app bay floors at Station 62.**

#### Housesavers Deckmasters
- **Menzel**
- **$31,927**
- **SRM**
- **Additional $1,027 to contract for painting of Station 65 for the purchase of Payment Bond which is a DIR requirement.**

### GOODS
- Nothing to report

### LEASES
- Nothing to report

### PIGGYBACK
- Nothing to report

### RFP/IFB
- Nothing to report

### EMS BILLING
- Nothing to report

### OTHER
- 329

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Page 9
Approved at 6/6/18 meeting

Consent Calendar 1
Director Galli noted that on a past check register the amount paid to the Novato Sanitary District jumped considerably. The District investigated and found the Sanitary District overestimated the square footage of Station 64 and was overcharging. The overpayment will be refunded.

INFORMATION

1. Customer Satisfaction Survey Report, March 2018
2. Next Gen Project Update report from MERA
3. Written Communications
   4 letters were read thanking crews for their professionalism and commitment to members of the community.

Deputy Chief Veliquette informed the Board that former Board member Mario Balestrieri is in hospice. The family has requested some assistance from the District and perhaps involvement in his service, when the time comes.

CLOSED SESSION

The Board entered Closed Session at 7:27 p.m.

1. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief and Deputy Fire Chief
   Unrepresented Employee: Finance Director

2. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief and Deputy Fire Chief
   Unrepresented Employee: Human Resources Manager

The Board exited Closed Session and re-entered Open Session at 8:36 p.m. There was no reportable action.

ADJOURNMENT

There being no further business to conduct, President Davis adjourned the meeting at 8:37 p.m.

Submitted by,

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

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

ABSENT
Vice President Jim Galli, Treasurer Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, Battalion Chief Gerald McCarthy, Acting Fire Marshal Lori Jessell, Battalion Chief Robert LaCroix, Battalion Chief Jeff Whittet, HR Manager Felciano, EMS Billing Analyst Wager, Recording Secretary Jeanne Villa.

ALSO PRESENT
Riley Hurd, District Counsel, Station Crews, Dague, Bargiacchi and Peters family members

OPEN TIME FOR PUBLIC EXPRESSION
None.

AGENDA ADJUSTMENTS
None.

PRESENTATIONS
1. Badge Pinning for Promotion to Battalion Chief – Kyle Dague
Chief Tyler described Kyle Dague’s impressive history and career achievements at Novato Fire. Dague has been promoted to Battalion Chief and heads up the EMS Division.

BC Dague was pinned by his wife, Christi. In attendance were his children Grace, Gavin, Noah, Josiah, Liberty, and Sofia.

2. Badge Pinning for Promotion to Captain – Anthony Bargiacchi
Chief Tyler described Anthony Bargiacchi’s inspiration to join the fire service and career achievements at Novato Fire. Bargiacchi has been promoted to Captain and currently is the Station 61 captain.

Captain Bargiacchi was pinned by his children, Gino and Gianna, with an assist by his wife Gen.

3. Badge Pinning for Promotion to Captain – Dan Peters
Chief Tyler described Dan Peters’ career not only as a firefighter, but also in law enforcement, as well as his time at San Francisco Fire before rejoining the Novato Fire Family. Peters has been promoted to Captain and currently is the Station 61 captain.

Captain Peters was pinned by his wife Zoe.

4. Badge Pinning for Promotion to Engineer – Dave Schiavo

Chief Tyler described Dave Schiavo’s career at Novato Fire and his impressive record or mentoring others who join Novato Fire. Schiavo has been promoted to Engineer and is looking forward to his new position.

Engineer Schiavo was pinned by Battalion Chief Robert LaCroix.

There was a short break for refreshments and photos..

ASSOCIATION PRESIDENTS’ REPORT

No report.

DIRECTOR MATTERS

Director Metcho attended the retirement luncheon for Sandy Wargo, the Alisa Ann Ruch Burn Relay, and the memorial service for Fire Chief Tom Forster.

CHIEF’S REPORT

Chief Tyler reported:

Upcoming Events:

1. June 9th Art and Wine Festival to be held Downtown at Grant Ave. a booth and standby crews are split between posts at 1st street and Grant and 6th & Grant.

2. June 9th Sidewalk CPR-- This year NFD will host the Hands-Only CPR and Stop the Bleed at Matt & Jeff’s carwash. This is a new location that Forest Blue (our coordinator) was able to secure. It should provide for a captive audience on a busy Saturday. Hours are 10 am-2 pm

3. June 12th Workers Compensation Training Class 10:00 am -12:00 pm, Station 61 FASIS and Athens personnel will be here to talk with NFD members.

4. June 13th Special Finance Committee Meeting, 9:00 am at Admin building for a Preliminary Budget Draft Review.

5. June 17th NFD is hosting the FASIS Board Meeting, 9:30 am to 2:00 pm
6. June 19th, 20th and 22nd BHAP Tim Dietz Talks at Station 61 9:00 am to 4:00 pm

7. June 20th Special BOD Meeting to adopt the 2018/19 NFD Preliminary Budget.

8. June 26th to July 6th Bill Tyler off for Vacation


10. July 11th BOD Meeting moved to this date, due to the 4th of July holiday

Recent Highlights:

1. The District received its 7th Popular Annual Financial Report New hire update: NFD started with 70 applications for our open FF/PM positions. All of the applications were reviewed by staff. We moved 47 qualified and highly qualified applicants forward to interviews; 17 Candidates moved on to the ride-a-long phase. NFD made 3 conditional job offers to the top three candidates to fill the three vacancies. Those 3 candidates are now in the background phase.

Director Metcho thanked the Finance Staff and Dan Hom for their hard work on the report.

Director Davis noted that the Prevention Division has been working hard, and has taken its important mission to the next level.

2. 2018/19 NFD Budget preparations are continuing. Version 2 has been completed and being refined for the Finance Committee. The projected, anticipated property tax revenue is up 5.45% over last year.

3. Unit 45, the last of the GMC Yukon Command Vehicles was sold to Klamath County Fire District #1 in Oregon for $20,000. I’d like to acknowledge the good work of Capt. Dicochea and Chief Veliquette on coordinating the sale and transfer of title.

4. Training B/C Robert LaCroix has implemented “In-Service Training Program” and for this last training period through June 1st; we realized $9,000 revenue to the district associated with existing district training. Currently we are finishing up on the RT-130 wildland training; also this month we are participating with law enforcement on active shooter drills and next month will work with the NMWD on confined space entry.

5. Emergency Medical Services (EMS) division is working to help support the implementation of the new tablet and computer based Image Trend Patient Care
Reporting (PCR) System for our Firefighter Paramedics. We have trained members of
our organization from each shift as in-house advisors to help with the transition and
training. The new PCR program began June 5th. EMS division is also supporting the
training of new County wide EMS policies with Dr. Konik that will be implemented
beginning July 1, 2018.

6. **Prevention Division**: Pacheco Valle Shaded Fuel Break Grant: The grant includes the
removal of dead and down trees and vegetation out to 200 feet from structures. The
Shaded fuel break is approximately 2 miles in length and 25 acres. The grant partners
include Marin County Parks and Open Space and Pacheco Valle Fire Wise. $75,000.
Weed abatement notices went out to all past fire hazard complaints from the past three
years as a friendly reminder to cut their weeds. Fire Crews are being briefed on the door
hanger program and public information sharing and are being assigned WUI
neighborhoods to begin their weekend drive about to talk to neighbors about wildland fire
safety. Wildland Urban Interface (WUI) fire safety post card will be sent out to all
Novato residents after the June 5th primary, in order to not get lost in all of the other
elections materials being sent out this time of year. After repeated efforts and work with a
couple homeowners and the Point Marin Homeowners Association on a fire prone plant
removal dispute at 11 Turner Drive, NFD has initiated independent enforcement action to
abate the hazard.

7. Mechanics Apparatus Floor refinishing project will begin next week.

**CONSENT CALENDAR ITEMS**

1. Minutes of Special Board of Directors Meeting May 2, 2018.
2. Budget Adjustments – April 2018
3. Ambulance Fee Debt Write Off Due to Hardship

There was no public comment.
M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-3.
Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.
NEW BUSINESS

1. MERA Office And Staffing Services Agreement, Tenth Amendment Between MERA And The Novato Fire District
   Board approval was requested to accept Staff’s recommendation to renew the MERA Staff Services Agreement. Chief Tyler reviewed the details of the contract.

   There was no public comment.

   M/s Metcho/Fenner, Jr. to approve the 10th amendment to the MERA office staffing agreement.
   Ayes: Metcho, Fenner, Jr., and Davis
   Noes: None
   Absent: Silverman and Galli
   Motion carried 3-0-2.

2. MERA Operating Fund 2018-2019
   Board approval was requested to accept Staff’s recommendation to renew the MERA JPA in an amount of $103,404. Chief Tyler reviewed the details of the payment to the JPA.

   There was no public comment.

   M/s Metcho/Fenner, Jr. to approve the 10th amendment to the MERA office staffing agreement.
   Ayes: Metcho, Fenner, Jr., and Davis
   Noes: None
   Absent: Silverman and Galli
   Motion carried 3-0-2.

3. 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 $121,512.00 annually.

   There was no public comment.

   M/s Metcho/Fenner, Jr. to approve the renewal of the contract for IT support services with Marin IT.
   Ayes: Metcho, Fenner, Jr., and Davis
   Noes: None
   Absent: Silverman and Galli
   Motion carried 3-0-2.

4. Resolution 2018-7: Approval of Employment Agreement between the Novato Fire Protection District and HR Manager Gretchen Felciano
Board Approval was requested to adopt Resolution 2018-7, adopting the Employment Agreement between the Novato Fire Protection District and HR Manager Gretchen Felciano. Chief Tyler reviewed highlights of the contract, which ends in June 2021.

There was no public comment.

M/s Metcho/Fenner, Jr. to adopt Resolution 2018-7, adopting the employment agreement between the Novato Fire District and HR Manager Gretchen Felciano.

Roll Call Vote
Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.

5. Resolution 2018-8: Approval of Employment Agreement between the Novato Fire Protection District and Finance Director Dan Hom

Board Approval was requested to adopt Resolution 2018-8, adopting the Employment Agreement between the Novato Fire Protection District and Finance Director Dan Hom. Chief Tyler reviewed the details of the agreement and noted this is a shorter term agreement than is typical, due to the anticipated retirement of Dan Hom in 2019.

There was no public comment.

M/s Metcho/Fenner, Jr. to adopt Resolution 2018-8, adopting the employment agreement between the Novato Fire District and Finance Director Dan Hom.

Roll Call Vote
Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.

6. Master Service Agreement for Annual Medical Evaluations

Board approval was requested to accept Staff’s recommendation to select a single source for annual medical evaluations, Occu-Med, Ltd. For 45,521.00. Chief Tyler noted the benefits of Occumed’s program of onsite visits to the fire stations, keeping crews in their zone and/or in the District.

There was no public comment.

M/s Metcho/Fenner, Jr. to approve selection of a single source for annual medical evaluations, Occu-Med, Ltd. For 45,521.00.
7. Approval of Attorney Representation Agreement between the Novato Fire Protection District and Atkinson, Andelson, Loya, Ruud and Romo – A Professional Law Corporation

Board approval was requested to accept Staff’s recommendation to enter into an Attorney Representation Agreement between the Novato Fire Protection District and Atkinson, Andelson, Loya, Ruud and Romo – A Professional Law Corporation (AALRR). Chief Tyler noted that the firm has an office based in San Rafael, and the District would not be billed for travel time even if an attorney traveled to the District from one of the firm’s other offices.

There was no public comment.

M/s Metcho/Fenner, Jr. approved entering into an Attorney Representation Agreement between the Novato Fire Protection District and Atkinson, Andelson, Loya, Ruud and Romo – A Professional Law Corporation (AALRR).

Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.

8. Local Agency Worker’s Compensation Excess (LAWCX) Joint Powers Authority (JPA) Insurance Renewal through FASIS Membership

Board approval was requested to accept Staff’s recommendation to renew the LAWCS JPA for the Worker’s Compensation policy as a covered member of FASIS. Chief Tyler noted that FASIS will require a 90 day notice if the District intends to terminate the contract. The plan is to seek other insurance proposals to see if there is more competitive pricing in the market. The District will look at other options in September, and can then make an informed decision based upon the options available.

There was no public comment.

M/s Metcho/Fenner, Jr. to renew the LAWCS JPA for the Worker’s Compensation policy as a covered member of FASIS.

Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.


- Board approval was requested for Staff’s recommendation to renew the contract with Hi-Tech Emergency Vehicle Service, Inc. for fire engine/ladder truck maintenance and repair (chassis and body) services for FY 2018/2019, and to allow the option to extend this contract for two additional terms between FY 2019/2021 and FY 2021/2023, where each term shall be effective for a maximum of two fiscal years, and
- Board approval was requested for Staff’s recommendation to single source the chassis, fire pump and body maintenance with Hi-Tech Emergency Vehicle Service, Inc.

Chief Tyler noted that by approving Hi Tech as a single source, the District will have repair work performed by the original engine builder.

There was no public comment.

M/s Metcho/Fenner, Jr. to renew the contract with Hi-Tech Emergency Vehicle Service, Inc. for fire engine/ladder truck maintenance and repair (chassis and body) services for FY 2018/2019, and to allow the option to extend this contract for two additional terms between FY 2019/2021 and FY 2021/2023, where each term shall be effective for a maximum of two fiscal years, and to single source the chassis, fire pump and body maintenance with Hi-Tech Emergency Vehicle Service, Inc.

Ayes: Metcho, Fenner, Jr., and Davis

Noes: None

Absent: Silverman and Galli

Motion carried 3-0-2.

10. Award of Contract to Valley Power Systems, Inc. for Fire Engine/Ladder Truck Maintenance & Repair (Powertrain) Services

Board approval was requested for Staff’s recommendation to renew the contract with Valley Power Systems, Inc. for fire engine/ladder truck maintenance and repair (powertrain) services for FY 2018/2019, and to allow the option to extend this contract
for two additional terms between FY 2019/2021 and FY 2021/2023, where each term shall be effective for a maximum of two fiscal years, and Board approval was requested for Staff’s recommendation to single source the transmission and engine repair and maintenance with Valley Power Systems, Inc.

Chief Tyler noted that by approving Valley Power Inc, as a single source, the District will have repair work performed by technicians certified and trained on District-specific transmissions.

There was no public comment.

M/s Metcho/Fenner, Jr. to renew the contract with Valley Power Systems, Inc. for fire engine/ladder truck maintenance and repair (powertrain) services for FY 2018/2019, and to allow the option to extend this contract for two additional terms between FY 2019/2021 and FY 2021/2023, where each term shall be effective for a maximum of two fiscal years, and to single source the transmission and engine repair and maintenance with Valley Power Systems, Inc.

Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.

11. Annual Renewal of Staffing Services for EMS Billing
Board approval was requested to accept Staff’s recommendation to enter into a new contract with Aerotek for staffing services in an amount not-to-exceed $110,000.

Chief Tyler explained that the contract with Aerotek is necessary to continue the employment of EMS billers throughout the transition period in which the District is closing out its contract with outside agencies. The Not To Exceed amount will most likely not be reached, but covers unexpected contingencies. Chief Tyler noted that of the 14 remaining outside agencies, 4 will have their new billing ending on 7/31/18, 6 will end on 6/30/18 and 4 have already found new billing firms, but the District is working on the run out of the previously billed claims.

There was no public comment.

M/s Metcho/Fenner, Jr. to enter into a new contract with Aerotek for staffing services in an amount not-to-exceed $110,000.

Ayes: Metcho, Fenner, Jr., and Davis
Noes: None
Absent: Silverman and Galli
Motion carried 3-0-2.
COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho reported that MERA sent an update and is in the CEQA process. MERA staff has concluded its inventory and desktop control stations review. MERA send a final media advisory to promote the filing period for the low income and senior exemption. Work continues on the Customer Design review and the CEQA process.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee has not met since the last board meeting.

FINANCIAL REPORTS
There were no comments.
1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April 2018
2. Revenues and Expenditures Detail Financial Report, April 2018
3. Vendor Summary Financial Report, April 2018
4. EFT Confirmation Documentation April 2018
5. District Report on Contracts April 2018

INFORMATION
1. Customer Satisfaction Survey Report, April 2018
2. Popular Annual Financial Report Award notice
3. Written Communications - 3 letters included in packet.
4. Special Finance Committee meeting date: 6/13/18 at 9 a.m., 95 Rowland Way
5. Special BOD meeting date: 6/20/18 at 6 p.m., 7025 Redwood Blvd.

The Board ended its open session at 7:06 p.m.

CLOSED SESSION
The Board entered Closed Session at 7:10 p.m.

1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Government Code Section 54956.9) Name of case: O’Keeffe v. Novato Fire Protection District – CIV 1602752

The Board exited Closed Session and re-entered Open Session at 7:28 p.m. There was no reportable action.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at
7:28 p.m.
Novato Fire District Board of Directors
Board Meeting Minutes
June 6, 2018

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Finance Director Dan Hom, Battalion Chief Kyle Dague, Battalion Chief Dmitri Menzel, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
None.

AGENDA ADJUSTMENTS
None.

NEW BUSINESS
1. Adoption of Preliminary Budget Fiscal Year 2018/2019 and Set Date for Adoption of Final Budget.
   Board approval was requested to accept the Finance Committee’s recommendation to:
   a) Adopt the Preliminary Budget for Fiscal Year 2018/2019.
   b) Establish the date for adopting the Final Budget for Fiscal Year 2018/2019 on the August 1, 2018 regular Board meeting.

Chief Tyler explained the details of the two actions needed. Highlights of the budget are that property tax revenues have increased by 5.45%. Raises in the Memorandums of Understanding are triggered. The goal to maintain the Services and Supplies portion of the budget at or under 2017-18 levels was met. Three open positions are not planned to be filled in the upcoming year. There are plans to fill them in the future. $80,000 will be added to the unassigned reserve fund.

Director Silverman asked about the $50,000 in escrow. Finance Director Hom explained that it is not part of the $80,000.

Mr. Hom also explained that the District budget exceeds $30,000,000 on both the expenditure and revenue sides. The Salaries and Benefits increase in the budget is due to an increase of $500,000 to meet the full annual obligation of the unfunded retiree health care. Overtime was increased in anticipation of a potentially busy fire season, and there are 6 potential retirees who will require a cashout of leave accruals. The debt service is flat with only Station 64 and Admin building debt left.

Director Silverman asked how much debt is left on both buildings. Mr. Hom did not have that figure on hand, but will provide it later.
The Directors thanked staff for their hard work on the budget.

There was no public comment.

M/s Silverman/Fenner, Jr. to adopt the preliminary budget for fiscal year 2018/2019 and establish the date for adopting the final budget for fiscal year 2018/2019 on the August 1, 2018 regular board meeting.

Ayes: All
Noes: None
Absent: None
Motion carried 5-0-0

2. **ZOLL Heart Monitors Preventative Maintenance Contract and Warranty**

   Board approval is requested for Staff’s recommendation to:

   a) Enter into a 5 year contract with ZOLL for Preventative Maintenance (“PM”) and an Extended Warranty for the District’s thirteen (13) ZOLL X Series Cardiac Monitor Devices, and
   b) Board approval is requested for Staff’s recommendation to single source the above contract.

   Ayes: All
Noes: None
Absent: None
Motion carried 5-0-0

**ADJOURNMENT**

There being no further business to conduct, President Davis adjourned the meeting at 6:17 p.m.

Submitted by,

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

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

ABSENT
Vice President Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Battalion Chief Jeff Whittet, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
None.

AGENDA ADJUSTMENTS
None.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Metcho attended the worker’s compensation class and found it informative. He also attended the ribbon cutting for the SMART train bike trail.

Director Silverman attended the worker’s compensation class and the Fourth of July parade.

Director Davis also attended the Fourth of July Parade.

CHIEF’S REPORT
Chief Tyler reported:

Upcoming Events:

1. July 10th – July 14th Fire Squirts Camp: Daily 0830 hrs to 1530 hrs. Saturday is the Muster Presentations and B.B.Q. The Chief and BOD can do a brief intro at 0830. The Muster is at 0915. Presentations at 1100 and the BBQ is at 1130).

2. July 17th Finance Committee Meeting: at 9:00 am at Admin.

3. Election Filing Dates:
   a. July 16th Nomination period opens
   b. August 10th Nomination period closes
c. August 11 through August 15 Extended nomination period

4. July 31st: Partridge Knolls Firewise presentation is at 6:30 pm

5. August 1st is the next regularly scheduled BOD meeting

6. September 9th: Yellow Command Regional EOC drill

7. September 24th Rucker Golf Tournament, at Bay Club Stone Tree

8. September 26-28th California Fire Chiefs Conference, Sacramento

9. September 29th: California Firefighter Memorial Ceremony, 11:30 am, at the Capitol Park in Sacramento

10. October 1st: Los Robles Mobile Home Park Firewise presentation—6:30 pm

11. October 7th through October 13th Fire Prevention Week: The theme is Look. Listen. Learn—be aware that fire can happen anywhere. Look for places fires can start and reduce the hazard—Listen for smoke alarm—Learn two ways out.

12. Sunday Oct 7th. NFD Open House: 10:00 am to 1:00

Recent Highlights:

Hiring Update: NFD made 3 conditional job-offers to the top three candidates to fill the three vacancies. One candidate passed the background and is in the physical, 2 candidates are still in the background phases.

Finance Director Position: Posted and open until filled. Recruitment announcement and job description is available on line. Fire review of candidates is scheduled for July 20th. So far we have received 6 candidates to review.

Operations: The fire season is off to an active start: The total of 196,092 acres burned in California so far this year is more than twice the average of the previous five years through July 9, which was 77,905 acres, and also far more than the average of the previous 10 years, which was 111,490 acres. This year’s California total is not only the second worst in the past 10 years but the second worst since 1994 when detailed daily records were first kept by the National Interagency Fire Center. However, a bad start doesn’t mean a bad finish. 13 active fires state wide.

Go to fire.ca.gov for up to date information on fires burning across the state. (24 fires this fire season so far).
The District is implementing RED Flag actions—Flying Red Flag at all fire stations, communications of command staff; adding additional existing engine to the response, hiring back as needed, and messaging to the community. We are also making Helicopter Policy Revisions; prepping for “Yellow Command” EOC training;

Fleet responsibilities have been transferred to B/C Whittet.

Training: We got approved for 12 new sets of turnouts for our explorer program. The fire grant was through Fire House Subs in the amount of $22,190.38. NFD crews trained with NPD on active shooter skills last week. BC LaCroix has become a State Registered Fire Instructor for the following classes:

- Driver Operator 1A/1B
- Basic Emergency Vehicle Operations
- Basic Pump Operations
- Confined Space Awareness
- Haz Mat First Responder awareness level
- Haz Mat First Responder Operations Level
- Haz Mat First Responder Operations Level, Decon
- ICS 200, 300
- S-230
- S-330 All Risk – Strike Team / Task Force Leader

Emergency Medical Services (EMS) division is supporting the training of new County wide EMS policies implemented July 1, 2018. I.V. Tylenol has been distributed and has been on the three medic units.

Supported the Peer Support Team Class taught by FF/PM Nicole Scott. Distributing the new field tablets to support the new Patient Care Reporting program.

Prevention Division: Lots of plan reviews moving through the office currently.

Wildland Fire Prevention themed banner is going up over Delong beginning next week and will stay up from July 16th through the 23rd. Completed a $15,000 vegetation removal shaded fuel break in Pacheco Valley. Still waiting on an additional fuel break grant for Pacheco Valley: The grant includes the removal of dead and down trees and vegetation out to 200 feet from structures. The Shaded fuel break is approximately 2 miles in length and 25 acres. The grant partners include Marin County Parks and Open Space and Pacheco Valley Fire Wise. $75,000. Fire Safe Marin has finally received the advanced funds of $13,500 for the Marin Valley Mobile Home Park Project (Total $27,000). Work should be 75% complete by the end of August, and 100% complete by October 31.
Fire Crews are currently in our WUI neighborhoods on the door hanger program sharing public
information, talking to neighbors about wildland fire safety. Wildland Urban Interface (WUI)
fire safety post card was distributed to all Novato residents. Focus on removing fire prone plants.
The Point Marin Homeowners Association on a fire prone plant removal dispute at 11 Turner
Drive has been resolved.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting June 6, 2018.
2. Minutes of Special Board of Directors Meeting June 20, 2018

There was no public comment.
M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-2.
Ayes: Metcho, Fenner, Jr., Silverman and Davis
Noes: None
Absent: Galli
Motion carried 4-0-1

NEW BUSINESS

1. MOU for Emergency Services Consulting with the City of Novato
Board approval was requested to accept Staff’s recommendation to renew the MOU with
the City of Novato (“City”) for the shared services of an Emergency Services Consultant,
Jeffries Public Safety Consulting (“JPSC”).

There was no public comment.
M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-2.
Ayes: Metcho, Fenner, Jr., Silverman and Davis
Noes: None
Absent: Galli
Motion carried 4-0-1

2. Bank Signature Cards Changes
Board approval was requested to accept Staff’s recommendation to add Robert LaCroix
and Kyle Dague to the following bank signature cards and direct the Finance Director to
revise the necessary documents.

There was no public comment.
M/s Metcho/Fenner, Jr. to approve the consent calendar items 1-2.
Ayes: Metcho, Fenner, Jr., Silverman and Davis
Noes: None
Absent: Galli
Motion carried 4-0-1

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho reported that he and Director Silverman attended the last meeting. MERA is in the CEQA process and moving to a draft environmental impact report. They are also planning for the transition to the next generation system.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee has not met since the last board meeting.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report May 2018
3. Vendor Summary Financial Report, May 2018
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) May 2018
5. District Contracts Information – May 2018

INFORMATION

1. Customer Satisfaction Survey Report, May 2018
2. Written Communications: two letters were read
3. 10th Consecutive Comprehensive Annual Financial Report Award

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 6:27 p.m.

Submitted by,

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

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

VIA TELECONFERENCE
Vice President Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, Battalion Chief Gerald McCarthy, Recording Secretary Jeanne Villa.

OTHERS PRESENT
Legal Counsel Riley Hurd

OPEN TIME FOR PUBLIC EXPRESSION
None.

AGENDA ADJUSTMENTS
None.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis attended the final day of the Fire Squirts camp and found the event to be unique in its conception and amazing in its execution. The dedication of the staff in the training of the campers was impressive.

CHIEF’S REPORT
Chief Tyler reported:

Upcoming Events:

August 9th: County EMS Agency Administrator Mile Julin will have a retirement party from 4:30 to 6:30 at McInnis Park Golf Clubhouse. RSVP to Loretta Rogers at lrogers@marincounty.org if you are interested in attending.

Election Filing Dates:
August 10th Nomination period closes
August 11 through August 15 Extended nomination period, if incumbents do not file for re-election.

August 28th Special BOD meeting. The agenda will include Insurance Policy Coverage.

August 29th: 6:00 pm 2018 Novato Chamber Leadership Social and Class Kickoff, 5:30 to 7:00 pm at the Novato Courtyard by Marriott—Capt. Erich Mesenburg will be in the upcoming leadership class.

September 9th: Pacheco Valle Community is hosting a Potluck (Sunday) 2:00 to 3:30 pm. The District is invited. They are a Firewise community.

September 11th: Special BOD meeting to discuss NFD EMS Billing, focusing on the process

September 21st: Chief Tyler will attend and speak at the Novato Rotary at the Margaret Todd Senior Center.

September 24th Rucker Golf Tournament, at Bay Club Stone Tree. Please reserve your foursome soon.

September 26-28th Chiefs Tyler, Veliquette, Dague, Menzel and LaCroix will attend the California Fire Chiefs Conference in Sacramento.

September 29th: Chief Tyler will attend California Firefighter Memorial Ceremony, held at 11:30 am, at the Capitol Park in Sacramento.

October 1st: Los Robles Mobile Home Park will host a Firewise presentation at 6:30 pm

October 7th through October 13th Fire Prevention Week: The theme is Look. Listen. Learn—be aware that fire can happen anywhere. Look for places fires can start and reduce the hazard--Listen for smoke alarm--Learn two ways out.

Sunday Oct 7th: NFD Open House will be held from 10:00 am to 12:30 p.m.

Recent Highlights:
The World Trade Center Steel Beam has been installed in the front of Station 61. A plaque is being made.

Hiring Update: There is progress filling the three vacancies: FF/PM Jeff Keena begins August 3rd. By the end of this week, the two remaining candidates will have completed their backgrounds; and it is anticipated that they will complete their remaining phases by no later than the middle of August.
Finance Director Position: the position is posted and open until filled. Recruitment announcement and job description is available online. Final review of candidates is scheduled for this Thursday morning. So far we have received 18 candidates to review. We will complete an initial screening, schedule interviews, select top three or so candidates and then include a BOD member in the final selection process. Ideally the District would like to hire and have the person on board in September.

Operations: The fire season continues to be active with 15 major incidents statewide: Multiple fatalities (3 FF and at least 3 civilians), thousands of structures lost, greater than 300,000 acres burned so far. Go to fire.ca.gov for up to date information on fires burning across the state. We currently have eight NFD members assigned to the Mendocino Complex. Three Chief Officers are serving as either strike team leaders or trainees and our Deputy Chief is on an incident management team. Four crew members from our OES engine are deployed. Our B/Cs are covering the District on a 3-day rotation. Remaining crews are covering shifts for those out of county. All stations are covered with ALS engines and medic units. All OOC crews are on a 24 hour rest period.

There was a Bel Marin Keys fire of less than ½ acre under eucalyptus trees. It occurred Monday morning 3:30ish a.m. It was a fire in a field across from BMK.

There was also a vehicle fire on Monday night. This and the BMK fires were suspicious. NFD is working with law enforcement.

Truck 64 is back in service.

Training: The Division continues to focus on active shooter and confined space drills.

Emergency Medical Services (EMS) Division: Regular EMS medical training continues for crews. EMS is also supporting the onboarding of new hires this month.

Prevention Division: July 31st - the Division completed a successful Partridge Knolls Firewise presentation to a small group of enthusiastic neighbors. Bahia Homeowners have contacted NFD asking for a presentation for Firewise.

The Door hanger program continues. There are lots of inspections and weed complaint follow ups. The District is working with IVC Police Chief on fire alarm building evacuation training.

The Life Safety Trailer has been relocated off NFD station 62 lot to San Rafael airport and the MCFIT unit will be relocating in the next couple weeks.

We are looking to remove the USAR concrete rubble pile off our lot and to convert that area to confined entry props for regular training. We are making plans to remove all of the wood and
remaining debris from the back of the lot, and are getting assistance from Redwood Landfill and Recology.

The Station 62 vegetation fence is coming in nicely. The area will be used for Confined Space Operations training.

**CONSENT CALENDAR ITEMS**


2. Travel Authorization For Directors Silverman And Metcho Travel To FireShowsWest Conference.
   Board considered the approval for travel authorization and advancement for Director Silverman and Director Metcho to attend the FireShowsWest Annual Conference in Reno, Nevada held November 5-8, 2018.

3. Travel to National Association of Elected Fire Officials Conference (NAEFO)
   Board considered the approval for travel authorization and advancement for Director Silverman to attend the NAEFO Annual Conference in Las Vegas, Nevada, held September 17-18, 2018.

Directors Metcho and Silverman recused themselves since two of the items were related to themselves, and left the room at 6:16 p.m.

There was no public comment.

M/s Galli/Fenner, Jr. to approve the consent calendar items 1-3.

Roll Call Vote:
Ayes:  Fenner, Jr., Galli and Davis
Noes: None
Abstain: Metcho and Silverman
Motion carried 3-0-2

Directors Metcho and Silverman returned to the room at 6:18 p.m.

**NEW BUSINESS**

1. Adoption of Annual Budget for Fiscal Year 2018-2019. Board approval was requested to approve the Annual Budget for the fiscal year 2018-2019.

Finance Director Hom reviewed the changes from the preliminary budget: decreases in health care and retiree and vacation cash outs; reducing the expected expenses by approximately $100,000. The budget is balanced with $165,000 going into unassigned fund balances.
There was no public comment.

M/s Metcho/Silverman to approve the adoption of the Annual Budget for the Fiscal Year 2018/2019.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Silverman, Galli and Davis
Noes: None
Abstain: None
Motion carried 5-0-0

2. Water Distribution Agreement between Novato Fire Protection District and the North Marin Water District: Atherton Avenue Land Division

Board approval was requested to renew the water distribution agreement for 48 months between the Novato Fire Protection District (NFPD) and the North Marin Water District (NMWD) for the Atherton Avenue properties owned by the Fire District.

Chief Tyler explained the history between the North Marin Water District (NMWD) and the parcels of lands that are undeveloped owned by the District. The District agreed to pay the necessary costs if and when water service is installed on the District parcels on Atherton Avenue. Until such time, the NMWD asks the District to sign a letter of agreement every 2 years, noting the current costs. There is no current expense to the District. There are no current plans to develop the parcels, requiring a need for water.

The Chief also clarified that the amount shown in the staff report had been corrected by the NMWD. The correct amount on the revised agreement is $154,854.

There was no public comment.

M/s Silverman/Metcho to renew the water distribution agreement for 48 months between the District and the NMWD for the Atherton Avenue properties.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Silverman, Galli and Davis
Noes: None
Abstain: None
Motion carried 5-0-0


Board approval was requested to accept staff’s recommendation and purchase of Bendix King high band portable radios from 49er communications in an amount of $88,279.01.
Chief Tyler explained that the phased in purchases to update the BK radios resulted in an over expenditure in conflict with District purchasing policy. The total amount of the radios budgeted over separate fiscal periods ended up being purchased in one fiscal year. The total exceeded the $35,000 threshold, and this item requires Board approval.

The Board noted that it is a good sign that our purchasing procedures caught this error so that it could be remedied.

There was no public comment.

M/s Metcho/Fenner, Jr. to accept staff’s recommendation and purchase of Bendix King high band portable radios from 49er communications in an amount of $88,279.01.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Silverman, Galli and Davis
Noes: None
Abs: None
Motion carried 5-0-0

4. Purchase of Rescue Pumper
Board approval was requested to approve Staff’s recommendation to enter into contract with Fire Apparatus Solutions for the design and build of a rescue pumper in an amount not to exceed $750,000 dollars in fiscal year 2019/2020.

Chief Tyler noted that the Pumper will be purchased in a future fiscal year, but that the design build is a lengthy process. The District will make the purchase off of an existing contract. The Rescue Pumper will relieve the heavy use of the truck as a first out apparatus. This will extend the life of the truck.

There was no public comment.

M/s Metcho/Fenner, Jr. to enter into contract with Fire Apparatus Solutions for the design and build of a rescue pumper in an amount not to exceed $750,000 dollars in fiscal year 2019/2020.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Silverman, Galli and Davis
Noes: None
Abs: None
Motion carried 5-0-0

5. Stryker Gurney/Loader Preventative Maintenance (PM) Contract and Warranty
Board approval was requested to approve Staff’s recommendation to enter into a 7-year contract for $57,677.85 paid over 5 annual installments of $11,535.57, and Board approval was requested for Staff’s recommendation to single source the contract.

The contract with Stryker is estimated to save approximately $30,000 over the 7 years. This type of global warranty is better and more effective than a “part by part” type of warranty.

There was no public comment.

M/s Metcho/Silverman to enter into a 7-year contract for $57,677.85 paid over 5 annual installments of $11,535.57, and approved a single source contract.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Silverman, Galli and Davis
Noes: None
Abstain: None
Motion carried 5-0-0

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho reported that there was no meeting.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee items are in the Board packet tonight.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report June 2018
3. Vendor Summary Financial Report, June 2018
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) June 2018
5. District Contracts Information – June 2018

INFORMATION
1. Customer Satisfaction Survey Report, June 2018
2. Written Communications: one letter was read

The Board ended open session at 6:38 p.m.

The Board entered closed session at 6:42 p.m.
CLOSED SESSION

The Board exited closed session and re-entered into open session at 7:15 p.m.

There was no reportable action.

ADJOURNMENT

There being no further business to conduct, President Davis adjourned the meeting at 7:15 p.m.

Submitted by,

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

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

**STAFF MEMBERS PRESENT**
Fire Chief Bill Tyler, Finance Director Dan Hom, Contracts Administrator Colleen Walraven, Recording Secretary Jeanne Villa.

**OPEN TIME FOR PUBLIC EXPRESSION**
None.

**AGENDA ADJUSTMENTS**
None.

**ASSOCIATION PRESIDENTS’ REPORT**
No report.

**DIRECTOR MATTERS**
None

**CHIEF’S REPORT**
Chief Tyler reported:

Upcoming Events:
August 29th: 6:00 pm 2018 Novato Chamber Leadership Social and Class Kickoff, 5:30 to 7:00 pm at the Novato Courtyard by Marriott—Capt. Erich Mesenburg will be in the upcoming leadership class.

September 6th: The District is hosting an EOC drill in conjunction with Marin County. It’s an A.M. drill only and the purpose will be to introduce new EOC participants to their roles.

September 9th: Pacheco Valle Community is hosting a Potluck (Sunday) 2:00 to 3:30 pm. The District is invited. They are a Firewise community.

September 11th: The Chief has asked to move the Special BOD meeting to discuss NFD EMS Billing, focusing on the process, to another date.

September 18th: The District will host the Leadership Novato retreat.
September 21st: Chief Tyler will attend and speak at the Novato Rotary at the Margaret Todd Senior Center.

September 24th Rucker Golf Tournament, at Bay Club Stone Tree. Please reserve your foursome soon.

September 26-28th Chiefs Tyler, Veliquette, Dague, Menzel and LaCroix will attend the California Fire Chiefs Conference in Sacramento

September 29th: Chief Tyler will attend California Firefighter Memorial Ceremony, held at 11:30 am, at the Capitol Park in Sacramento.

October 1st: Los Robles Mobile Home Park will host a Firewise presentation at 6:30 pm

October 3rd: Indian Valley College is holding an evacuation drill.

October 6th: The County Firefighter Association 1775 is hosting a drill for elected official at Novato Fire Station 62

October 7th through October 13th Fire Prevention Week: The theme is Look. Listen. Learn—be aware that fire can happen anywhere. Look for places fires can start and reduce the hazard--Listen for smoke alarm--Learn two ways out.

Sunday Oct 7th: NFD Open House will be held from 10:00 am to 12:30 p.m.

October 18th: San Marin Homeowners Association will have a Firewise presentation.

Recent Highlights:
Administrative Items: Staff worked on the initial scope of responses to the Marin County Grand Jury’s questions. The due date for responses is Sept. 7th.

The District stared cleaning the vacant lot at station 62 and is working with Recology.

Finance Director Position: We completed both rounds of interviews and made a conditional job offer last Friday. Monday we were notified by the applicant that they were withdrawing from consideration to pursue their CPA license. An additional interview with the next ranked choice candidate and the Chief is scheduled for Thursday morning.

OPS: The fire season Jan 1 to present:

<table>
<thead>
<tr>
<th>Interval</th>
<th>Fires</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2018 through August 26, 2018</td>
<td>4,434</td>
<td>876,428</td>
</tr>
</tbody>
</table>
Training: New Hire Academy—Currently in 2nd week of orientation training. All basic competencies and standard evolutions; Daily test on fire and EMS; Implemented the use of the Evals.net program, which gives video feedback on training exercises. We are continuing active shooter training with the local Marin Count Law Agencies. The 12 month probationary test is underway and one is complete. We are prepping for training with our acting captains.

Emergency Medical Services (EMS) division: Tablet update--Paperless PCR has a target date of October 1st, 2018. We are preparing and submitting written CQI/Education plan for next year. Regular EMS medical training continues for crews. We are supporting the onboarding of new hires this month. We are looking into NFD becoming American Heart Association training site for internal CPR certification. The Marin County EMS administrator recruitment is still open. We are completing a District-wide restock of expiring narcotics. There is still a general shortage of some meds.

Prevention Division: Inspector Osgood met with Bahia HOA board and received a commitment from Bahia to submit an application for Firewise designation. San Marin has scheduled for a second Firewise presentation in October.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting August 1, 2018.

There was no public comment.

M/s Metcho/Galli to approve the consent calendar item 1.

Ayes: All
Noes: None
Abstain: None
Motion carried 5-0-0

NEW BUSINESS

1. Property and Casualty Insurance Policies Purchase.

Board approval was requested to accept Staff’s recommendation to purchase the District property and casualty insurance policies from VFIS through the District insurance broker, Arthur J. Gallagher & Company (“Gallagher”) for the period beginning September 1, 2018 through August 31, 2019.
Chief Tyler explained the process of securing an additional quote which resulted in a savings of $15,000, a reduced deductible and the addition of $30 million in earthquake cover.

The Board expressed their appreciation for the hard work by Colleen Walraven and Dan Hom. Thanks were also given to Director Fenner for his assistance.

There was no public comment.

M/s Metcho/Silverman to approve the purchase the District property and casualty insurance policies from VFIS through the District insurance broker, Arthur J. Gallagher & Company (“Gallagher”) for the period beginning September 1, 2018 through August 31, 2019.

Ayes: All
Noes: None
Abstain: None
Motion carried 5-0-0

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 6:19 p.m.

Submitted by,

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

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

ABSENT
Vice President Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Battalion Chief Gerald McCarthy, Finance Director Dan Hom, Battalion Chief Kyle Dague, Deputy Chief Jeff Veliquette, Acting Battalion Chief Lori Jessell, Station crews, FF/PMs Keena, Allman and Conner, Recording Secretary Jeanne Villa.

OTHERS PRESENT
Legal Counsel Riley Hurd, Nathan Kowalski, and Bill Johal of Kitchell, Inc.
Keena, Allman and Conner family members

OPEN TIME FOR PUBLIC EXPRESSION
None.

AGENDA ADJUSTMENTS
None.

PRESENTATIONS
1. Chief Tyler introduced the three new Firefighter/Paramedics Keena, Allman and Conner to the Board of Directors. He read brief bios on each of the new members, reviewing their careers in the fire service.
2. Bill Johal of Kitchell, Inc discussed the highlights of the projected and actual expenses associated with the building of Station 64. He noted the building is Leed Platinum certified, which is the highest level of Leed certification. The project at completion was $679,895 under budget.

Director Silverman asked about the award given to the District for the project. Mr. Johal noted that it was the award from the Western Conference of Construction Consumers awarded for the Leed Platinum status, and being on time and under budget.

Chief Tyler noted that even with the interest paid out on the loan, the savings will be approximately $300,000 under the projected amount.
ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Metcho attended the SMART anniversary party. The trains were packed and it was a well-attended event.

CHIEF’S REPORT
Chief Tyler reported:

1. September 6th: Yellow Command Regional EOC drill
2. September 9th: Pacheco Valley potluck for Firewise community. Chief will attend.
3. September 18th: Novato Fire is hosting the Leadership retreat at Station 61 and 62.
4. September 21: Chief Tyler will speak at the Rotary function.
5. September 24th Rucker Golf Tournament, at Bay Club Stone Tree.
7. September 29th: California Firefighter Memorial Ceremony, 11:30 am, at the Capitol Park in Sacramento. Chief Tyler will attend.
8. October 1st: Los Robles Mobile Home Park Firewise presentation—6:30 pm
9. October 3rd: IVC evacuation drill. Prevention division and engines will be onsite.
10. October 6th: Local 1775 Fire OPS course 101 elected officials will be held at Station 62.
11. October 7th through October 13th Fire Prevention Week: The theme is Look. Listen. Learn—be aware that fire can happen anywhere. Look for places fires can start and reduce the hazard—Listen for smoke alarm—Learn two ways out.
12. Sunday Oct 7th. NFD Open House: 10:00 am to 1:00
13. October 18th: Firewise presentation to San Marin HOA.
14. October 30th: Badge Pinning ceremony at the Buck Center.
Recent Highlights:
Administrative Items: Staff worked on the final draft of responses to the Marin County Grand Jury’s questions. The due date for responses is Sept. 7th.

Finance Director Position: After the first choice Finance director candidate withdrew from consideration to pursue their CPA license, I made a conditional job offer yesterday to the next ranked choice candidate based on a full 40 hour work week schedule. The deadline for their response to the offer is this Thursday.

OPS: We are participating in a modified Yellow Command EOC Drill is scheduled for tomorrow morning. Training and exercises provide the means to test, evaluate, and enhance the proficiency of Bay Area first responders prior to a terrorist event or catastrophic disaster.

The fire season Jan 1 to present:

<table>
<thead>
<tr>
<th>Interval</th>
<th>Fires</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Combined YTD (CALFIRE &amp; US Forest Service)</td>
<td>5,491</td>
<td>1,258,880</td>
</tr>
</tbody>
</table>

Training: New Hire Academy and orientation is completed. Two probationary firefighter/paramedics (Saldana and Powell) completed and successfully passed their 12-month probationary tests. One test remains for James Koppert tomorrow. Members completed another confined space entry drill with the Water District and a Multi-company Mayday drill for C shift.

Emergency Medical Services (EMS) division: Tablet update--Paperless target date for new Patient Care Reports (PCRs) is October 1st, 2018. Submitted a proposal for written CQI/Education plan for next year. Updated the current CQI plan. Updated the current Infection Control Plan—ETA for final Infection control plan is two weeks.

Prevention Division: Acting Fire Marshal Jessell has returned from her honeymoon, and there was a great article in Marin IJ highlighting Lynne Osgood’s collaborative work with Marin County Open Space and Pacheco Valle Firewise neighborhood.

Director Metcho inquired about the 11/14/2018 Board Meeting. There will be a special board meeting/study session at 3 p.m., followed by the special board meeting at 6 p.m.

CONSENT CALENDAR ITEMS

There was no public comment.
M/s Metcho/Silverman to approve the consent calendar item 1.
125 Ayes: Metcho, Fenner, Jr., Silverman and Davis
126 Noes: None
127 Absent: Galli
128 Motion carried 4-0-1
129
130 NEW BUSINESS

1. Resolution 2018-9, A Resolution of the Board of Directors of the Novato Fire District

Determining the 2018/2019 Appropriations Limit

Board approval was requested to adopt Resolution 2018-9, establishing the
Appropriations Limit for 2018 / 2019 that has been calculated to be $61,905,375; and

Finance Director Hom explained the details of the Appropriation limit, noting that revenue
received by the District in excess of the limit must be returned to the State of California. There is
little risk of exceeding the limit.

There was no public comment.

M/s Metcho/Silverman to adopt the Resolution 2018-9 determining the 2018/2019
Appropriations Limit.

Roll Call Vote:

Ayes: Metcho, Fenner, Jr., Silverman and Davis
Noes: None
Absent: Galli
Motion carried 4-0-1

2. Structure Fire Personal Protective Equipment Replacement

Board approval was requested to approve staff’s recommendation to purchase personal
protective equipment (PPE) from Allstar Fire Equipment Inc. in an amount not to exceed
$190,000.

Chief Veliquette detailed the savings by using a the piggyback method on the Long Beach Fire
quote. Captain Fletcher was thanked for his hard work on the contract.

There was no public comment.

M/s Silverman/Fenner, Jr. to approve staff’s recommendation to purchase personal protective equipment
(PPE) from Allstar Fire Equipment Inc. in an amount not to exceed $190,000.

Ayes: Metcho, Fenner, Jr., Silverman and Davis
Noes: None
Absent: Galli
Motion carried 4-0-1

Board considered staff’s recommendation to approve the June 30, 2018 Actuarial Review of the Self-Insured Workers’ Compensation Program as prepared by the District actuary, Bickmore; and to consider staff’s recommendation to select the 80% confidence level in determining the Estimated Liability for unpaid loss and loss adjustment expenses as of June 30, 2018 to be $2,076,000, and direct staff to report liabilities based on the selected 80% confidence level.

Finance Director Hom reviewed the details of the Bickmore report regarding the self-insured worker’s compensation tail claim liability. The amount will continue to decrease, but will not zero out for many years to come.

The 80% confidence level equals $2,076,000 and is $800,000 lower than last year’s level. Director Hom noted that funds are set aside in the budget for this liability.

There was no public comment.

M/s Silverman/Fenner, Jr. to approve the June 30, 2018 Actuarial Review of the Self-Insured Workers’ Compensation Program as prepared by the District actuary, Bickmore; and to consider staff’s recommendation to select the 80% confidence level in determining the Estimated Liability for unpaid loss and loss adjustment expenses as of June 30, 2018 to be $2,076,000, and direct staff to report liabilities based on the selected 80% confidence level.

Ayes: Metcho, Fenner, Jr., Silverman and Davis
Noes: None
Absent: Galli
Motion carried 4-0-1

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho reported that he and Director Silverman attended the last meeting. MERA is in the EIR/CEQA process and is progressing. There are 3 more public meetings scheduled. Some of the new dual band radios have been delivered.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee has not met since the last board meeting.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report July 2018
Novato Fire District Board of Directors
Board Meeting Minutes
September 5, 2018

3. Vendor Summary Financial Report, July 2018
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) July 2018
5. District Contracts Information – July 2018

INFORMATION
2. Written Communications: five letters were read
3. Open House October 7, 2018 from 10 a.m. to 12:30 p.m.
4. MERA August 2018 Update

CLOSED SESSION
1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
   Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the Government Code: 1 case
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Government Code Section 54957 b
   Title: Fire Chief

The Board exited open session at 6:41 p.m. and entered closed session.

The Board exited closed session and entered open session at 9:25 p.m. There was no reportable action.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 9:25 p.m.

Submitted by,

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

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

ABSENT
Director Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Finance Director Dan Hom, Deputy Chief Jeff Veliquette, Acting Battalion Chief Lori Jessell, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
None.

AGENDA ADJUSTMENTS
None.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Metcho attended the Rotary lunch where Chief Tyler was the speaker on the 2018 Wildfire update. It was a well-received speech.

Director Davis reported that he attended the California Firefighter Memorial at Capitol Park in Sacramento. It was very well attended and a very emotional event. The Park was filled, there were 100 bagpipers and lots of public safety officers in attendance. Former NFD Chief Meston was the emcee. He also attended the Rucker Golf Tournament, which was very successful, and on October 20th, the Marin Valley Mobile Country Club will host a safety fair. Chief Tyler will attend.

CHIEF’S REPORT
Chief Tyler reported:

Calendar Items:
1. October 1: Acting Fire Marshal Jessell and Fire Inspector Osgood were at the Los Robles Mobile Home Park for a Firewise presentation
2. October 3: The District participated at the College of Marin Indian Valley Campus Evacuation Drill
3. October 4: The District will hold its Fire Marshal Assessment

4. October 6: Local 1776 Fire OPS 101 for elected officials will be held at Station 62

5. October 7th through October 13th Fire Prevention Week: The theme is Look. Listen. Learn—be aware that fire can happen anywhere. Look for places fires can start and reduce the hazard--Listen for smoke alarm--Learn two ways out.

6. Sunday Oct 7: NFD Open House: 10:00 am to 1:00 pm

7. October 9: Chief will attend the City Council meeting at 6 p.m. for the 1 year anniversary of the Sonoma Firestorm; and will participate in honoring the Novato churches that spontaneously opened up to care for approximately 500 fire refugees for over 2 weeks.

8. October 16: Finance Committee Meeting at Admin at 9 a.m.

9. October 18: Great Shake Out Drill will be held at 10:18 and there will be the second Firewise discussion with San Marin

10. October 20: Marin Valley Mobile Country Club will host a Safety Fair, and the Chief will attend.

11. October 30: The District will hold a Formal Badge Pinning at the Buck Center at 5:30 p.m. It is planned as a Special Board Meeting.

12. District Wide Physicals will be held 11/11 to 11/16

13. November 12: Veteran’s Day – NFD Admin Office is closed to observe the holiday

14. November 14: Special Board Meeting—the meeting date was moved in order to ensure a quorum

Recent Highlights:

Administrative Items:

- This last week was the Novato Fire Foundation Steven Rucker Memorial Golf tournament. It was a successful fundraising effort and a great opportunity to remember Steve and his family.
- The Chief attended the Tuesday night City Council Meeting and spoke to the City Council regarding vegetation management efforts and partnerships on City owned properties, which generated a Marin IJ article that received positive public feedback.
• Chiefs Veliquette, LaCroix, Dague and Chief Tyler attended the annual Cal Chiefs Conference in Sacramento: Topics included a review of the Las Vegas Multi-Casualty incident presented by Clark County Deputy Fire Chief Jeff Buchanan; Human Trafficking awareness for the fire service; Proactive Firefighter Wellness; The Power of Ethos; Turning Cultural Challenge into Opportunity; Drugs and Alcohol in the workplace; and a panel discussion on modernizing California’s mutual aid system. PG&E gave a presentation on their Wildfire safety Program, and there was an update on EMS reimbursements: GEMT/IGT.

Finance:

• A Finance director candidate is in background.

• Field work for the 2017/18 year-end audit by Maze is complete. We anticipate receiving a draft report by the end of the week. This audit will be presented first to the Finance Committee, along with the audit of the sample credit card transactions and sample EMS billing audit, on Oct 16. The final audit results will be presented to the full Board on November 14.

• Finance Director Hom is working on the 2017/18 CAFR. The completed CAFR will be presented to the BOD in December.

Operations:

• Novato has experienced two red flag events. The District followed our Fire Weather Staffing policy as well as provided messaging through Social Media, electronic boards and by flying the Red Flags at all facilities.

• NFD and Fire agencies in the County of Marin participated in pre-positioning a strike team during this same period.

• Chief Veliquette met with NPD and NUSD school officials and planned a lock-down drill for all public schools in Novato.

• The Type III 4X4 fire engine is anticipated to be delivered shortly. Once received, we it will push one Type III into reserve status, giving us two front line and one reserve type III. Staff went down there today to do a final inspection and a couple items need correcting.

• Chief Veliquette provided command training for four of our new acting B/C’s, which included 4 hours of fire simulation scenario training, B/C expectation/customer service, and FBOR training.
Novato Fire District Board of Directors  
Board Meeting Minutes  
October 3, 2018

Training:
• We are conducting additional active shooter trainings with crews.
• Novato will be hosting a Labor-Management Firefighter Bill of Rights (FBOR) class Tuesday January 29th.

Emergency Medical Services (EMS) division:
• B/C Dague completed meetings on County EMS Policy and Procedures.
• Dague also worked on a Cyanokits presentation (Antidote for smoke exposure with significant symptoms after cyanide poisoning) Multiple Counties are purchasing these kits at $800 per dose. One dose on each B/C rig is being proposed.
• Chief Dague worked on a draft Child Restraint policy.
• Active shooter triage bags are being placed on 5 fire engines and the truck in the District.

Prevention Division:
• Acting B/C Jessell and Inspector Lynne Osgood have been in San Luis Obispo this week at the Live Fire CCAI Fire Investigation Training.
• Final preparations are being made for Open House.
• The Marin County FPOs met and are updating various standards county wide. Currently under discussion is the vegetation management standard.

Director Galli asked about using old fire hose on school classroom doors self closers. Jessell commented that it violates fire code, and many schools have purchased a “lock tite” device. There has been discussion about the various ways to protect children in instances where the adult supervisor is incapacitated.

CONSENT CALENDAR ITEMS
2. Ambulance Fee Debt Write Off Due to Hardship
   Board approval was requested to approve a write-off the designated ambulance billing accounts.

There was no public comment.

M/s Metcho/ Fenner, Jr to approve the consent calendar items 1-2.

Ayes: Metcho, Fenner, Jr., Galli and Davis
Noes: None
Absent: Silverman
Motion carried 4-0-1
NEW BUSINESS

1. Fire Prevention Week, Resolution 2018-12
   Board approval was requested to adopt Resolution 2018-12 proclaiming October 7-13, 2018 as Fire Prevention Week.

   There was a typo on the agenda. The resolution is actually 2018-12. Acting Fire Marshal Jessell described the intent of the resolution and noted that flyers have been publicized through various social media in English and Spanish. The District electronic sign boards are also placed around the District.

   Director Galli asked about attendance. Jessell commented that the slower stations like Station 62 see around 100 visitors. Busier stations see approximately 300 visitors. Chief Tyler noted that we have used postcard mailing to try to increase attendance.

   The District will be promoting this year’s them of Look. Listen. Learn—be aware that fire can happen anywhere. Look for places fires can start and reduce the hazard--Listen for smoke alarm--Learn two ways out. The District will also educate on the importance of vegetation management.

   There was no public comment.

   M/s Galli/Metcho to adopt the Resolution 2018-12 proclaiming October 7-13, 2018 as Fire Prevention Week.

   Roll Call Vote:
   Ayes: Metcho, Fenner, Jr., Galli and Davis
   Noes: None
   Absent: Silverman
   Motion carried 4-0-1

2. Adoption of Resolution 2018-10: Designating October 2018 as National Breast Cancer Awareness Month.
   Board considered adoption of Resolution 2018-10, designating October 2018 as National Breast Cancer Awareness Month within the District.

   Chief Tyler described the history of District support of Breast Cancer Awareness Month. Breast cancer has touched members of the NFD family. All members are invited to wear the special Breast Cancer awareness t shirt in lieu of their regular uniform.

   There was no public comment.
M/s Metcho/Fenner, Jr. to adopt the Resolution 2018-10, designating October 2018 as National Breast Cancer Awareness Month within the District.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Galli and Davis
Noes: None
Absent: Silverman
Motion carried 4-0-1

3. Adoption of Resolution 2018-11: Intent to Participate in the Great California Shakeout and Work Toward Becoming a Safer Community.

Board considered adoption of Resolution 2018-11, stating the District’s intent to participate in the Great California Shakeout on October 18, 2018, and work toward becoming a safer community.

Acting Fire Marshal Jessell described the 10:18 a.m. drill held on 10/18/18 for all members of the District. It is a Drop, Cover and Hold On drill to help avoid injury in the instance of an earthquake. The buildings are evacuated, crews hold station and apparatus inspections and then perform a windshield survey of vulnerable places in the District: hospitals, schools, and roadways. It’s the fourth time the District has participated in the post-earthquake protocol.

There was no public comment.

M/s Metcho/Fenner, Jr. to adopt the Resolution 2018-11, stating the District’s intent to participate in the Great California Shakeout on October 18, 2018, and work toward becoming a safer community.

Roll Call Vote:
Ayes: Metcho, Fenner, Jr., Galli and Davis
Noes: None
Absent: Silverman
Motion carried 4-0-1

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho reported that he and Director Silverman attended the last meeting. MERA is moving to a close in the EIR/CEQA process. Phase 2 delivery of radios is complete and they are being programmed.

Finance Committee (Director Davis and Director Fenner, Jr.)
Director Fenner noted that Finance Committee has not met since the last board meeting.
FINANCIAL REPORTS

There were no comments.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August 2018
2. Revenues and Expenditures Detail Financial Report August 2018
3. Vendor Summary Financial Report, August 2018
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) August 2018
5. District Contracts Information – August 2018

INFORMATION

1. Customer Satisfaction Survey Report, August 2018
2. Written Communications: 3 letters were read

Chief Tyler red a letter written by the very grateful homeowners on Harlan Drive (Carr Fire), which was saved by the strike team led by Battalion Chiefs Menzel and LaCroix, along with units from Mill Valley, Contra Costa, Tiburon, Central Marin and Santa Rosa.

Chief Tyler also read a letter sent to him from BC Menzel giving specific details of the incident and noting the impact that this fire and the work his strike team did to save homes had on him, considering he himself suffered the loss of his family’s home in the Sonoma Firestorm. The letter written by the Harlan Drive homeowners had great impact, and BC Menzel wanted to use this as a positive spin on the general fire service, the fire district and how we collectively provide for the California fire service and California communities as a whole in these catastrophic events.

Highlights of BC Menzel’s letter:

“Chief LaCroix and I were fortunate to be in the position to lead 5 very skilled and dedicated engines to the Carr Fire; Mill Valley, Tiburon, Central Marin, Contra Costa, and Santa Rosa. On the night of July 26, we immersed ourselves in the fire storm of the "Firenado" that moved into suburban Redding. Upon arriving in the immediately affected area (a suburban neighborhood), we immediately felt the desire to minimize any loss to the surrounding homes. We quickly engaged our strike team to aggressive structure defense. Ultimately these efforts directly saved several to possibly hundreds of homes. We were the only strike team of engines in the subdivision for many hours. We engaged in not only structure defense but also critical perimeter control, keeping the fire from continuing to spread into other Redding communities. The efforts of our engine crews cannot be unrecognized and unappreciated. The letter from this home owner only touches upon on our engine crews risks and ultimate dedication. I cannot begin to express the personal and positive emotional impact this successful event had on me but also collectively as part of a such a truly dedicated team devoted to make a direct and clear positive impact in such a devastating event. While there were several homes lost, Chief LaCroix and I and our team made a clear and direct impact on saving multiple homes and subdivisions.”
Chief Veliquette added that Menzel and LaCroix’s crew were not dispatched to this particular part of the Carr Fire, but instead of heading for a night’s rest at Base Camp, the team reacted to this nearby incident, and ultimately saved lives and property.

The Board agreed that letters from the public can be very impactful, considering that victims of fire have a lot to do to rebuild their own lives. It’s meaningful to the fire crews when a fire victim takes the time to reach out and express their gratitude to the fire service.

Director Metcho asked if all members present received the presidential alert, as he did not. Most of those in attendance did receive the alert.

3. Open House October 7, 2018 from 10 a.m. to 12:30 p.m.
4. MERA August 2018 Update
5. MERA Budget estimates (draft)

The Board ended open session at 6:51 p.m. They entered closed session at 6:55 p.m.

CLOSED SESSION
1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Government Code Section 54957 b
   Title: Fire Chief

The Board exited closed session and entered open session at 7:29 p.m. There was no reportable action.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 7:30 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Davis at 5:30 p.m. in the Drexler Auditorium of the Buck Center at 8001 Redwood Blvd., Novato, CA 94945.

ROLL CALL
President Bill Davis, Vice President Jim Galli, Directors Steve Metcho, Lj Silverman

ABSENT
Director Worth Fenner, Jr.

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Recording Secretary Jeanne Villa.

OTHERS PRESENT
Members receiving Badges: BCs Dague, Jessell, LaCroix; Captains Bargiacchi, Pacheco, Peters; Engineer Schiavo; FF/PMs Koppert, Powell, Saldana, Allman, Conner, and Keena.

PRESENTATIONS
1. Chief Tyler introduced the members receiving badges due to promotions. A brief bio was read for each, and a family member was called upon to pin the badge.
2. Chief Tyler welcomed the new Firefighter/Paramedics Koppert, Powell, Saldana, Keena, Allman and Conner to the Board of Directors. He read brief bios on each of the new members, reviewing their careers in the fire service. They were each pinned by a family member.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 6:14 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
Novato Fire District Board of Directors
Special Board Meeting Minutes
November 14, 2018

The meeting was called to order by President Davis at 6:00 p.m. in the Berthinier Training Room at 7025 Redwood Blvd, Novato, CA 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Recording Secretary Jeanne Villa, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, HR Manager Gretchen Felciano

OTHERS PRESENT
Ms. Katherine Yuen of Maze and Associates

PUBLIC COMMENT
None

PRESENTATION
1. Lessons Learned, North Bay Fire Siege
   Fire Chief Tyler reviewed local fire history from the Oakland 1991 fire to the North Bay Fires in 2017. The PowerPoint covered the lessons learned by fire, city and county agencies, as well as land management groups and other fire safety proponents. He reviewed Board of Supervisors’ actions, areas of improvement and investment for wildland fire safety.
2. Chief Tyler presented outgoing Director Fenner with a framed plaque, with the thanks of the District members and fellow Board members. Director Fenner noted that the experience has been “a real joy.”

ASSOCIATION PRESIDENTS’ REPORT
None

DIRECTOR MATTERS
Director Galli noted that he had a great time at the recent Badge pinning event.
Director Silverman attended Chief Tyler’s recent presentation at the Marin Mobile Country Club Firewise event. He also noted that the Fire Shows West Conference was valuable, and he and Director Metcho viewed training towers on the trip home. He brought some information for the Chief and Staff to consider regarding the District’s planned tower project.
Director Metcho noted the many years of friendship between the fire district and photographer Robert Tong, who passed away recently. He also attended the badge pinning and the Marin
Mobile Country Club event. The Fire Shows West speaker was the sheriff from Las Vegas, who spoke about the concert shooting – very impactful.

CHIEF’S REPORT
Chief Tyler thanked Jeanne Villa and staff for their hard work on the Badge Pinning event.

Calendar Items:
1. November 22nd & 23rd Thanksgiving Holidays—Admin office is closed
2. Behavioral Health: Tim Dietz returns to on November 26th, 28th, & 29th: NFD focus: Got Goals? Tools for difficult conversations (This class teaches firefighters how to handle issues at the lowest level); “Got Change?” Practical approaches for Dealing with Change in the Ever-changing World (simple tools for stress reduction, mitigation, and recovery); Anger Interrupted; A Responders quick and dirty guide for dealing with agitated humans (Learn why people we serve can be so quick to get angry and learn simple tools for scene success in these situations).
3. November 27th 0800 at station 62, move toys with the Tam Crew stake side from the vault to the class room.
4. December 5th Next BOD meeting
5. December 10th 0800 at station 62, deliver toys to Lynwood School/Head start
6. December 13th 0800 at station 62, deliver toys to Novato Youth Center; Engine to deliver Santa to Novato Youth Center
7. December 15th TBD Engine to deliver Santa to Lynwood School
8. December 15th TBD Bike delivery – a program run by FF/PM J. Pace
9. December 24th & 25th: Admin is closed ½ day on Christmas Eve (Monday) and all day Christmas (Tuesday).
10. January 1st (Tuesday) Admin Office is Closed for New Year’s Day
11. January 2nd BOD meeting

Recent Highlights:
- Administrative Items: Congratulations to Bill Davis and Bruce Goines for being re-elected and newly elected to The Novato Fire Board of Directors for the next 4-year
terms. We have updated a new orientation binder to review with Bill and Bruce Tentative
date is Wednesday, November 21.

Gretchen Felciano (HR) and Chief LaCroix (Training) attended the CAL JAC
recruitment workshop in Sacramento and got the latest information on potential hiring
areas to be proactive in, especially when trying to recruit a younger and more diverse
demographic. Highlights included: Use of Social media – Specifically Facebook, Twitter,
and Instagram to promote hiring, Regional Approaches to Recruitment, Veteran
Recruitment, Getting more women into the Fire Service, Assisting potential candidates,
and preventing Unconscious Bias.

- Finance: Dan Hom is back and working on the Comprehensive Annual Financial Report
which will come to the BOD in December.

- Operations: Current Situation: OES Strike Team XMR 2808A – BC LaCroix as strike
team leader and OES 374 (Dan Peters, Mario Bernardini Jr., Barrett Smith, and Jeff
Keena) currently assigned to the “Camp” Incident in Butte County.

BC McCarthy is at the Woolsey Incident in Ventura as the strike team leader of Type III
groups out of Marin as XMR 2140C. In addition, MRN 9150C currently assigned to the
Camp Incident; Tam Crews 1&2 are currently assigned to the Camp Fire Incident.

Staffing – All NOVATO stations are staffed and we will be following our Fire Weather
Staffing policy for tomorrow’s Red Flag Warning.

- Training: BC LaCroix took the Drive to survive class—basic driving for risk
management put on by our insurance group. LaCroix is currently deployed to Camp
Fire—Regular district wide training is suspended during red flag days.

- Emergency Medical Services (EMS) division: BCs Dague and LaCroix met with NPD
Lieutenant D’Amico and Sergeant Dunlap to collaborate on URVI Active Shooter
Incidents as it relates to Incident Command and Unified Command. There are planned
joint NFD and NPD multi-company drills in January and February. Chief Dague met with
EMS Educator candidate and a CQI coordinator candidate. He taught an MCI/Multi-
Patient Management Plan class to “A” shift. Dague attended the Fire Tech Advisory
Committee Meeting at College of Marin Kentfield. They are looking into the feasibility
of starting a Paramedic training program through the College of Marin.

- Prevention Division: Chief Jessell met with Marin FPO Standards committee, and
continued work on the Vegetation Management Plan Standard. We sent all of our
119 Prevention Staff to a leadership luncheon for women with guest speaker, retired FBI and Author, Larae Quy. She spoke on mental toughness for women.

120 Inspector Osgood registered for a Youth Fire-Setting Intervention Specialist Course in December.

121 NFD participated in a meeting with Jeanne Macleamy regarding the remodel/restoration of the old city community building on Machin and Delong Ave.

122 We are preparing the 2018 CWPP accomplishment report for NFD.

123 Marin County, CA just reached 22 active Firewise USA sites. We are now #9 in the United States. If all Marin communities currently seeking recognition complete the process, Marin - and California - will take the #1 spot in the nation!

124 The District funded approximately $60,000 in grant money for vegetation management to both homeowners and HOAs in 2017. For 2018 the District has $75,000 in funds, and has disbursed approximately half to date.

CONSENT CALENDAR

137 1. Minutes of Regular Board of Directors Meeting October 3, 2018.


139 There was no public comment

140 M/s Silverman/ Fenner, Jr. to approve items 1-2.

141 M/c 5-0

142 NEW BUSINESS

143 Katherine Yuen of Maze and Associates attended the meeting to discuss the audit and other reports prepared by Maze and Associates.


145 Board considered the Finance Committee recommendation to accept the Independent Auditor’s Report and Audited Financial Statements – Fiscal Year ended June 30, 2018, as presented by the District independent auditor Maze and Associates.

146 Ms. Yuen reviewed the details of the audit.

147 There was no public comment
M/s Fenner, Jr./Silverman to approve the Independent Auditor’s Report and Audited Financial Statements – Fiscal Year ended June 30, 2018, as presented by the District independent auditor Maze and Associates.

M/c 5-0

2. Memorandum of Internal Controls and Required Communications for the Fiscal Year Ended June 30, 2018 (MOIC)

Board considered the Finance Committee recommendation to accept the Memorandum of Internal Controls and Required Communications for the Fiscal Year ended June 30, 2018, as presented by the District Independent Auditor Maze and Associates, along with the management response to the internal control matter identified in the report.

Ms. Yuen reviewed the details of the MOIC, including the details of the material weakness in the Finance Division staffing. Chief Tyler noted that a new Finance Director has been hired, and will begin December 3. That will immediately resolve the separation of duties weakness. It has been agreed that the new Finance Director should choose the next employee to fill the vacant Accounting Specialist position.

There was no public comment

M/s Metcho/Fenner, Jr. to approve the Memorandum of Internal Controls and Required Communications for the Fiscal Year ended June 30, 2018, as presented by the District Independent Auditor Maze and Associates, along with the management response to the internal control matter identified in the report.

M/c 5-0


Board considered the Finance Committee recommendation to accept the report in Regards to the District’s Ambulance Billings and Related Revenue Collection Cycle, Including Billings Handled by the District on Behalf of its Clients during the calendar year 2017, as presented by the District independent auditor Maze and Associates.

Ms. Yuen reviewed the details of the Ambulance Billing AUP, which included reviewing 596 documents. There was 1 exception noted.

There was no public comment

M/s Galli/Fenner, Jr. to approve the report in Regards to the District’s Ambulance Billings and Related Revenue Collection Cycle, Including Billings Handled by the District on Behalf of its Clients during the calendar year 2017, as presented by the District independent auditor Maze and Associates.

Board considered the Finance Committee recommends the Board accept the report in regards to the certain disbursements made by the District during the calendar year ended December 31, 2017.

Ms. Yuen reviewed the details of the Certain Disbursements AUP, which included reviewing 59 credit card transactions and 103 checks. There was 1 exception noted.

There was no public comment


Board approval was requested to adopt Resolution 2018-13, adopting the Employment Agreement between the Novato Fire Protection District and Finance Director Joseph Valenti.

Chief Tyler reviewed the process by which the District and Mr. Joe Valenti arrived at the employment agreement attached to Resolution 2018-13. The agreement was also reviewed by the District’s legal counsel.

There was no public comment

Roll Call Vote:
Ayes: Galli, Fenner, Jr., Metcho, Davis and Silverman
Noes: None

COMMITTEE REPORTS
Directors may report on committee activities and meetings.

1. MERA (Director Silverman and Director Metcho)
Director Silverman reported that the MERA Next Gen project is on schedule. Chief Pearce had some concerns about the change orders, and 2-3 of them were tabled. The community outreach meetings are going well. The planned budget will be close due to the change orders, and it seems that Motorola did not include chargers for the radios in their quote. Legal teams are now involved.

2. Finance Committee (Director Davis and Director Fenner, Jr.). No report as the Finance Committee items were covered under New Business.

FINANCIAL REPORTS

There were no questions.

2. Revenues and Expenditures Detail Financial Report September 2018
3. Vendor Summary Financial Report, September 2018
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) September 2018
5. District Contracts Information – September 2018
6. 

INFORMATION

Items of a general nature that the staff wishes to bring to the attention of the Board.

1. Customer Satisfaction Survey Report, September 2018
2. Written Communications were read.

ADJOURNMENT

There being no further business to conduct, President Davis adjourned the meeting at 7:24 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Davis at 6:00 p.m. in the Berthinier Training Room at 7025 Redwood Blvd, Novato, CA 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Recording Secretary Jeanne Villa, EMS Billing Analyst Shannon Wager and Deputy Chief Jeff Veliquette, Finance Director Dan Hom.

CHIEF'S REPORT
Chief Tyler discussed the plan to contract with Matrix Consulting to perform an ambulance billing rate study. The results will be brought to the full Board of Directors at a future meeting.

NEW BUSINESS
EMS Billing Process
Chief Tyler introduced EMS Billing Analyst Shannon Wager. Ms. Wager explained the multi-step process from which a Patient Care Report becomes a claim, and its lifecycle through the Ambulance Billing process.

Also discussed were the types of adjustments from Medicare, Medi-Cal, Medicaid, and by policy for Novato residents. The process in which write offs due to uncollectible bad debt and hardship requests was also detailed. The month end and aging summary reports were reviewed in detail.

Finance Director Hom reviewed an analysis of the Accounts Receivable, payments, adjustments and write offs for the 2018 fiscal year.

The Board requested to review the EMS Aging Summary Report at its Finance Committee meetings, and to bring those reports to the full Board semi-annually.

ADJOURNMENT
There being no further business to conduct, President Davis adjourned the meeting at 4:54 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 5, 2018

The meeting was called to order by President Davis at 6:00 p.m. in the Berthinier Training Room at 7025 Redwood Blvd, Novato, CA 94945.

ROLL CALL
President Bill Davis, Vice President Jim Galli, Directors Steve Metcho, Lj Silverman and Bruce Goines

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Recording Secretary Lauren Pallas, Deputy Chief Jeff Veliquette, Finance Director Dan Hom, Finance Director Trainee Joe Valenti, and Battalion Chief Dmitri Menzel

ALSO PRESENT
Riley Hurd, District Counsel

AGENDA ADJUSTMENTS
None

PUBLIC COMMENT
None

ADMINISTRATION OF OATH OF OFFICE
1. Oath of Office was administered by Vice President Galli to Directors William Davis and Bruce Goines.

ROLL CALL
President Bill Davis, Vice President Jim Galli, Directors Steve Metcho, Lj Silverman and Bruce Goines

ELECTION OF BOARD OFFICERS APPOINTMENTS
Nominations for offices were held.

There was no public comment.

President: M/s Silverman/Davis to nominate Jim Galli as President.
Ayes: Silverman, Davis, Goines, Metcho
Noes: None
Abstain: Galli
Motion carried 4-0-1

Vice President: M/s Galli/Metcho to nominate Lj Silverman as Vice President.
Ayes: Metcho, Davis, Goines, Galli
Noes: None
Abstain: Silverman
Motion carried 4-0-1

Secretary/Treasurer: M/s Silverman/Galli to nominate Steve Metcho as Secretary/Treasurer.
Ayes: Davis, Galli, Goines, Silverman
Noes: None
Abstain: Metcho
Motion carried 4-0-1

ASSOCIATION PRESIDENTS’ REPORT
None

DIRECTOR MATTERS
Director Galli, Metcho and Silverman all noted they attended the Novato Tree Lighting and that it had a large attendance.

Director Metcho reported that he attended the Fire West Reno Conference.

Director Goines expressed his gratitude for joining the Novato Fire District Board of Directors and that he was looking forward to serving on the Board.

Director Silverman welcomed Joe Valenti to the Novato Fire District.

Director Davis noted the stark difference between the Novato Fire District Board of Directors and the City Council meeting he attended when they discussed the mayor’s position. He said he was grateful for a Board that was agreeable and non-contentious.

CHIEF’S REPORT
Chief Tyler offered his congratulations to the new Board President, Jim Galli.

Director Goines was introduced to the rest of the Board and audience.

Director Davis was presented with a small gift to commemorate his year as Board President.

Chief Tyler introduced Joe Valenti to the Board of Directors

1. December 10th 0800 at station 62, deliver toys to Lynwood School/ Head start
2. December 11th Lessons Learned—0900 to 1300 hrs NFD Admin, MCFCA discussion
3. December 13th 0800 at station 62, deliver toys to Novato Youth Center; Engine to deliver Santa to NYC (Chief Jessell)
4. December 15th TBD Engine to deliver Santa to Lynwood School (Chief Jessell):
   December 15th TBD Bike delivery (Pace)
5. December 24th & 25th: Admin is closed ½ day on Christmas Eve (Monday) and all day Christmas (Tuesday).

6. January 1st (Tuesday) Admin Office is Closed for New Year’s Day

7. Wednesday, January 2nd BOD meeting

Recent Highlights:

- Administrative Items: Initiated Fire Chief Interviews for anticipated job offers of two to three new hires due to anticipated retirements. We are still working with an existing list of candidates from our process started earlier this year. FC Interviews will be complete by Dec 14th and offers will be made at that time.

- Marin Local Agency Formation Commission (LAFCo): Jeff and I attended an informational meeting in San Rafael this week to discuss our upcoming Municipal Service Review (MSR). LAFCo provides statutory oversight of local government agencies consistent with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. NFD will participate in a region specific, Novato area MSR study in 2019, along with The City of Novato, the Novato Sanitary District, BMK Community Services District and other local CSA’s. The anticipated time frame will be January to August 2019.

- HR Manager Gretchen Felciano gave crew members from two shifts an in-house retirement workshop, and will complete the third in December. The class was brought about by member requests for information on what happens to benefits in retirement. This workshop covered medical, dental, vision and voluntary life insurance coverage in retirement; retiree health savings accounts; and 457b deferred compensation accounts. Additionally we reviewed some sample pay stubs to review the memo sections and understand the deductions and the district contributions noted on the stubs.

- Tim Dietz, Behavioral Health Guest Speaker—presented the second of a series of lectures to all three shifts and admin this week. Topics included: Tools for difficult conversations, practical approaches for dealing with change in the ever-changing world, and a responders quick and dirty guide for dealing with agitated humans. The lectures were interactive and well received by our members.

- Career Development Guide is in its final draft form for its final-final review and release later this month.

- We are looking to move to a new provider for our annual physicals (Pinnacle Training Systems) that provides enhanced services related to health and wellness, fitness and nutrition for our members. The enhancements are contacts by PTS to participating members spread over the entire year, that way individuals can focus on those aspects of their health over a sustained period and have a better chance at sustained improvements leading up to the next annual physical.
Director Goines inquired about the nature of the physicals and what they included.

Director Davis inquired as to whether Board members could participate in the physicals.

Chief Tyler advised that he would review and get back to Director Davis regarding participation.

- Finance: Dan Hom and staff have completed the 2017/18 CAFR, and Joe Valenti has joined us as Dan Hom’s replacement as the new Finance Director.

- OPS: Chief Veliquette and I met with our Joint Emergency Manager Dave Jeffries and discussed goals and objectives including training opportunities for the coming year. It is anticipated that Dave will be presenting the updated Local Hazard Mitigation Plan immediately following its adoption by the County Board of Supervisors next month.

Tablet Command: Tablet Command is an ios (Apple) based program that provides situational awareness, call routing as well as command features. One of its features is the CAD interface that alerts and provides incident information at time of dispatch in a similar fashion to our current MDC’s.

The striking differences are in its ability to provide GIS map layers for hydrants, pre-plans, route of travel maps as well as structure defense zone mapping. This as well as the real time unit locators AVL provides the user with immediate call notification, apparatus location, call routing and a robust mapping system tied directly to CAD as well as incident pre-plans.

The incident command features allow drag and drop of resource icons to a map as well as an electronic command sheet (ICS-201) that allow for electronic tracking similar to a handwritten command sheet.

The system is currently being used in 8 of the Marin Fire agencies and has proven its ability to function in large agencies such as San Bernardino County (300 units) and San Mateo County.

Here is the latest update on the three engines currently being built by Hi-Tech EVS and the Rescue Pumper.

Type 3 engine was completed and delivered last month. It has not been officially “accepted” in fact it was returned to Hi-Tech just a few days after receiving it due to a severe vibration at freeway speed as well as a number of other issues that require
corrections. The engine is at the International dealer and they are trying to determine the cause of the vibration. – NO ETA

Type 1 engines (2) will be complete by the end of this week and Mario and John will go to Hi-Tech in Oakdale on Monday to do the final inspections on both engines. Once complete and if they are ready to be delivered, we should see both next week. – Fingers crossed. It will take about 6 weeks to get the vehicles in-service and for the training to occur. They will be assigned to FS61 and FS 63 based on highest call volume.

Rescue Pumper – John, Mario and Ken completed the two day pre-construction conference in Nebraska last week. This is the first step and clarifies the specification and building process. Overall, they were very impressed with the facility and the apparatus that were under construction. Timeline for delivery is about 11 months.

• Training: Chief LaCroix worked on obtaining additional information on replacing our existing station 62 training tower. He made preparations for the 6 month probationary test. He had discussions on a possible agreement/contract with North Bay Rescue Training regarding paid use of Station 62 training facilities. Robert prepared for delivering the next Engineer promotional exam, set up a meeting with College of Marin regarding a possible training partnership, and met with the City of Novato Public Works Division receiving permission to use 1523 S. Novato Blvd for search and air management drills.

• Emergency Medical Services (EMS) division: Met with Dr. Konik this week after a brief time off and she is enthusiastically engaged with our members and our EMS division to help provide guidance to our program to maintain providing the highest level of pre-hospital emergency care possible.

Upcoming Multi-Agency URVI/MCI Drills scheduled for January 16th and February 14th with Novato PD. B/C Dague to visit local hospitals next week and meet with local ER managers and request participation in the drill with Med Comm according to the Marin County “Multiple Patient Management Plan”

• Prevention Division: Chief Jessell worked with other Marin Fire Prevention Officers on the Marin County wide Vegetation Management Plan standard. The Standard is at least 90% complete. Final edits will be completed in December. Jessell completed statistics updates of our CAFR report, and she worked on building plan reviews for Avesta Senior Living in Hamilton.

We have received confirmation of Firewise designation for Indian Valley! Bahia turned in their Firewise application this week. Inspector Osgood completed the Firewise assessment for Western Oaks HOA. We also received five homeowner matching grant applications.
this week. Denise Wade performed four additional required annual NUSD school inspections.

CONSENT CALENDAR

1. Minutes of Special Board of Directors Meeting – EMS Study Session November 14, 2018
2. Minutes of Special Board of Directors Meeting November 14, 2018
3. 2019 Board of Directors Meeting Schedule
4. Ambulance Fee Debt Write Off Due to Hardship
   Board approval is requested to approve a write-off the designated ambulance billing accounts.
5. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
   Board to consider the approval of staff’s recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling $53,232.75

There was no public comment
M/s Silverman/ Davis to approve items 1-5
M/c 5-0

NEW BUSINESS

Chief Tyler introduced the Comprehensive Annual Financial Report item.

   Board to consider the staff’s recommendation to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2018.

Finance Director, Dan Hom discussed the Comprehensive Annual Financial Report (CAFR) and how the report was compiled from the Maze Audit. He described how each year we compile and submit the report with a response letter to the questions from the previous year answered.

There was no public comment

Director Metcho thanked Finance Director, Dan Hom, Colleen Walraven and Jeanne Villa for their hard work compiling the report.

Director Goines wanted clarification on the Gadsby 75 financial standard.
Mr. Hom explained that all agencies must now include the unfunded liability for retirees in the District’s financial statements.

M/s Metcho/Silverman to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2018, as presented by Dan Hom, the Finance Director.
252 M/c 5-0

253 2. Call for Nominations-Marin Local Agency Formation Commission (LAFCO) Alternate Special District Member.
254 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).
255
256 Chief Tyler explained that the nominations represented a position for special districts for the Board of Directors for the LAFCO committee.
257
258 There was no public comment
259
260 There was no action taken on the Call for Nominations for the Marin Local Agency Formation Commission.

261 COMMITTEE REPORTS
262 Directors may report on committee activities and meetings.
263
264 1. MERA (Director Silverman and Director Metcho)
265 Director Metcho reported that the MERA Next Gen project is has requested many change orders for Motorola. The change orders have been discounted if the MERA Governing Board chose to agree on the change orders by a certain date. Bolinas and Muir Beach would be holding public discussions soon regarding the proposed tower sites.
266
267 Director Silverman added that the change orders would cost roughly four million dollars.
268
269 Director Galli introduced newly elected Director Goines to the MERA organization.
270
271 Director Goines informed the Board that he would research MERA to get up to speed on their Next Gen project.
272
273 2. Finance Committee (Director Davis) No report as the Finance Committee didn’t meet.
274

275 FINANCIAL REPORTS
276 There were no questions.
277 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, October 2018
278 2. Revenues and Expenditures Detail Financial Report October 2018
279 3. Vendor Summary Financial Report, October 2018
280 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) October 2018
281 5. District Contracts Information – October 2018
INFORMATION

Items of a general nature that the staff wishes to bring to the attention of the Board.

1. Written Communications were read.
2. 2019 Finance Committee Meeting Schedule
3. 2019 MERA meeting schedule – Governing Board

The Board ended open session at 6:51 p.m. They entered closed session at 6:56 p.m.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
   Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

The Board exited closed session and entered open session at 8:16 p.m. There was no reportable action.

ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at 8:17 p.m.

Submitted by,

Lauren Pallas, Recording Secretary