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

ROLL CALL
President James Galli, Vice President Lj Silverman, Directors Bill Davis and Bruce Goines.
Absent: Secretary Steve Metcho

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Battalion Chiefs Kyle Dague, Finance Directors Dan Hom and Joe Valenti, Jeanne Villa, Recording Secretary.

ALSO PRESENT
Riley Hurd, District Counsel.

AGENDA ADJUSTMENTS
Consent Calendar item #6 should read April 2-April 5.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

PRESENTATION
Riley Hurd, District Counsel presented his annual PowerPoint show reviewing the Brown Act, Rosenberg’s Rules of Order, and parliamentary procedure.

ELECTIONS OF OFFICERS AND COMMITTEE APPOINTMENTS
Nominations for Committees were held.
Finance Committee: Directors Davis and Goines volunteered to serve.
There was no public comment.
M/s Silverman/Galli to appoint Directors Davis and Goines to the Finance Committee
Motion carried 4-0-1
MERA Committee: Directors Silverman and Metcho volunteered/were nominated.
There was no public comment.
M/s Davis/Goines to appoint Directors Silverman and Metcho to the MERA Committee, with Director Metcho as Primary and Director Silverman as the alternate

Motion carried 4-0-1

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Goines commented on his ride-along with Chief Tyler. They covered the City and the District boundaries, and reviewed ingress/egress issues. The tour was very helpful.

CHIEF’S REPORT
Chief Tyler reported:

Upcoming Calendar Information:

January 9: Leadership Novato Economics Day, Buck Center 8:00 am
January 14: Lexipol Webinar--The Data-Driven Fire Department: Using Analytics to Improve Operations and Reduce Firefighter Risks 1:00 pm
January 16: Annual Fire and Law Dispatch Contracts Meeting, 10:00 am
January 23: OPS meeting: Internal 2018 Wildland CQI meeting
January 24: Wilder than Wild Film Documentary. 5:00 pm to 9:00 City Hall
January 4: FEMA Disaster Mitigation Grants Meeting, 10:00 am
January 25: Novato’s Birthday Party—Paint the Town Red 6:00-10:00pm (Buck)
January 30: Novato Fire Foundation Annual Meeting 8:30 to 10:00 am
February 2: Community Birthday Party, 1:00-3:00 pm, City Hall
February 6: BOD Retreat 8am to 2:30 pm
February 6: BOD Meeting 6:00 pm

Recent Highlights:

Administrative Items: Our new hire background investigator has received personal history statements from all three Firefighter/Paramedic candidates, and we are moving ahead with this phase of the hiring as planned and on schedule.

Long time Novato physician Jeffrey Stevenson passed away on December 24th. He was found deceased on the bike path between Novato and Marinwood. Many of our members see Dr. Stevenson as their pre-designated Workers Compensation physician. With his passing, many questions will be raised about what happens to care and treatment of patients currently seeing him. We are in discussion with both Athens Administrators – our Workers Comp administrator as well as IAFF 1775 to get clarification on next steps for members seeing Dr. Stevenson.
We are currently updating the 2018-2020 Strategic Plan items to report out at the BOD retreat.

Finance: Preparations are underway to post a job announcement for a new Finance Assistant/Specialist Position to support that division. The goal is to hire by the end of March.

OPS: Annual evaluations are underway for all personnel. Today is Shawn Kreps last day on shift—he is retiring as an engineer after 23 years with NFD.

Training: Firehouse Subs Grant Program—Explorer Turnout Update: We received all the explorer turnout gear last week and it has been inventoried and confirmed that we received all the correct gear. We confirmed that we received the grant money – $22,190.38.

At the next Explorer meeting we will pass out the gear. Ryan Hamilton and Robert LaCroix will coordinate a date for the Board and Firehouse Subs to get together for a Public Relations event.

Chief LaCroix sent out Block 1 training to captains and finished the development of the 6 month probationary test, which received positive reviews from captains. Chief LaCroix finished the development of the engineer’s test, but still needs to validate the test.

Emergency Medical Services (EMS) division: B/C Dague is working on AHA CPR training program, upcoming URVI drill and the installation and distribution of the new iPads for PCR data entry. M62 now has their new iPad.

Prevention Division: Plan review catch up was performed the week before last. Chief Jessell participated in a MVMCC meeting on options for another evacuation route out of the park, and shelter-in-place options/area of refuge options.

Chief Jessell met with Sprinkler Fitters Union representative for Millworks/Whole Foods system review to look at a possible field location for a refresher class for crews.

Inspector Osgood completed a vegetation evaluation for 74 units at Ignacio Creek HOA. They are considering applying for Fire Wise after the evaluation assessment.

We have applied for a $108,000 Cal-fire Grant for senior citizen defensible space projects, evacuation and emergency access routes, and vacant lot clearance in Black Point/Green Point Fire Wise neighborhoods.

We also processed five additional matching grant applications, and completed one more school inspection this week.
Director Silverman asked about the construction seen near Costco. Chief Tyler explained that the City has plans for the development of that area for a possible Costco gas station, hotel and other structures.

Director Goines commented that if anyone plans to attend the Wilder than Wild film, reservations are recommended.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting December 5, 2018

2. Board of Director attendance at Fire District Association of California Annual Conference - Silverman
   Board considered the approval for travel authorization and advancement for Director Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019.

3. Board of Director attendance at Fire District Association of California Annual Conference - Galli
   Board considered the approval for travel authorization and advancement for Director Galli to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019 FDAC Davis

4. Board of Director attendance at Fire District Association of California Annual Conference - Davis
   Board considered the approval for travel authorization and advancement for Director Davis to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019

5. Board of Director attendance at Fire District Association of California Annual Conference - Metcho
   Board considered the approval for travel authorization and advancement for Director Metcho to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019

6. Board of Director attendance at Fire District Association of California Annual Conference - Goines
   Board considered the approval for travel authorization and advancement for Director Goines to attend the Fire District Association of California (FDAC) in Napa, CA from April 2 through April 5, 2019

There was no public comment.

M/s Silverman/Galli to approve the consent calendar items 1-6, striking #3, with each Board member recusing themselves from voting on the consent calendar item that applies to them, stating their recusal is due to the financial benefit to them.

Motion carried for item #1: 4-0-1
Motion carried for items 2, 4-6: 3-0-1-1

NEW BUSINESS

1. Bank Signature Cards Changes
Board approval was requested to accept Staff’s recommendation to add Bruce Goines, Kyle Dague, and Robert LaCroix; and remove Worth Fenner, Jr., to/from the following bank signature cards, and direct the Finance Director to revise the necessary documents.

There was no public comment.

M/s Silverman/Davis to accept Staff’s recommendation to add Bruce Goines, Kyle Dague, and Robert LaCroix; and remove Worth Fenner, Jr., to/from the following bank signature cards, and direct the Finance Director to revise the necessary documents.

Motion carried 4-0-1

2. Designation of Applicant’s Agent Resolution – Cal OES Form 130
Board considered adoption of Resolution 2019-1 designating the Fire Chief, Deputy Chief and Finance Director as the District designated agents.

There was no public comment.

M/s Silverman/Davis to adopt Resolution 2019-1 designating the Fire Chief, Deputy Chief and Finance Director as the District designated agents.

Roll Call Vote:

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

Board approval was requested to approve the County of Marin 2018/2019 Annual Statement of Investment Policy.
Finance Director Valenti explained the details and the need for the Annual Statement of Investment Policy. The District Operating Funds are with the County of Marin.

There was no public comment.
198 M/s Goines/Davis to approve the County of Marin 2018/2019 Annual Statement of Investment Policy.

200 Motion carried 4-0-1

202 4. Pinnacle Training Systems Fitness Testing & Health/Wellness Program
203 Board approval was requested for Staff’s recommendation to enter into a one-year contract with Pinnacle Training Systems for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.

206 Chief Tyler explained the desire to change to a new company to perform the annual physicals, which will give the added benefits of analysis and recommendations post physicals; and wellness topics/webinars and individual follow-ups with members. The contract runs to January 2020 and has a not to exceed amount of $60,000.

210 Director Davis asked if the rank and file members receive these benefits. Chief Tyler clarified that the rank and file will receive the physicals, but all members will benefit from the wellness components.

213 There was no public comment.

214 M/s Davis/Silverman to enter into a one-year contract with Pinnacle Training Systems for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.

217 Motion carried 4-0-1

219 COMMITTEE REPORTS
220
221 MERA (Director Metcho and Director Silverman)

223 Director Silverman noted that the CEQA process continues with a meeting in Bolinas, where there are issues with the tower. Motorola is standing firm on their change order to charge for the radio chargers. The Board voted to approve 3 change orders, and tasked Dave Jeffries with convincing Motorola to negotiate on the charger issue. Jeffries was given a not to exceed amount to negotiate.

229 Finance Committee (Director Davis)

230 There was no meeting this month. The next meeting is February 12, 2019.

232 FINANCIAL REPORTS

233 There were no comments.
Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 2, 2019

1.2.19  
Consent Calendar 1

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, November 2018
2. Revenues and Expenditures Detail Financial Report, November 2018
3. Vendor Summary Financial Report, November 2018
4. EFT Confirmation Documentation, November 2018
5. District Report on Contracts, November 2018

**Public Works/Non-Public Works Project Codes**

- **E**=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade, **R**=Contract Renewal  
- **N**=New Contract

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### GOODS

- Nothing to report

### LEASES

- Nothing to report

### PIGGYBACK

- Nothing to report

### RFP/IFB

- Nothing to report

### EMS BILLING

- Nothing to report

### OTHER

- Nothing to report

**INFORMATION**

1. Customer Satisfaction Survey Report, November 2018  
2. Written Communications  
   - Many letters from the residents of Novato thanking the District for their service.  
3. Monthly MERA Update sheet

Director Galli noted he will not be present for the March 2019 meeting.
ADJOURNMENT

There being no further business to conduct, President Davis adjourned the meeting at 7:05 p.m.

Submitted by,

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

ROLL CALL
President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho

ABSENT
Directors Bill Davis and Bruce Goines.

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

PRESENTATION
Lexipol Policy Webinar
The Data-Driven Fire Department: Using Analytics to Improve Operations and Reduce Firefighter Risks

ADJOURNMENT
The meeting was adjourned by President Galli at 2:40 p.m.
The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Directors Dan Hom and Joe Valenti, Recording Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet, Kyle Dague and Station Crews.

ALSO PRESENT
Jason Smallridge, Anne Smallridge and family. CPR code save bystander Val.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

AGENDA ADJUSTMENT
Correcting the dates on Consent Calendar items 1 and 4 to reflect a 2019 date; and New Business item 3 will be tabled until a future meeting.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
BC Kyle Dague recounted the code save with bystander CPR of Jason Smallridge. The event occurred during a softball game, and the bystander CPR and a Novato Fire AED unit were utilized. Val, the pitcher/lifeguard who performed CPR was present at the meeting.

Care continued through the chain of survival involving NFD medics and crews Scott, Lemelin, Ride-a-long Solar, Taul, Peck, Pace, Peters, Doherty, and Pontius. Further care by Kaiser resulted in Mr. Smallridge being released with a very high quality of life.

He attended the meeting with friends, family members, his wife Anne and his CPR rescuer, Val.

Chief Tyler described the tradition in the fire service of the Challenge Coin, and presented one to Jason, Anne and Val.

ASSOCIATION PRESIDENTS’ REPORT
No report.
DIRECTOR MATTERS

Director Goines reported that he viewed the Green Film series on Wildfire and that it was an engaging event. He also sat on the Q & A panel with Chief Tyler. He also attended the Lexipol webinar.

Director Metcho reported that he also attended the Wildfire film and the Tower Committee meeting.

Director Silverman attended the Wildfire film, and noted that the panel did a good job. He attended the Lexipol Webinar, and a Foundation meeting where the budget was approved. Plans are moving forward to clean out the Admin Building garage space, get the Moreland up and running, and consider an refresh of the Admin Building lobby space.

Director Galli attended the Wildfire film and noted that the museum space at station 61 looks great.

CHIEF’S REPORT

Chief Tyler reported:

Calendar:

1. Feb 11th MERA Administrative Support Services Agreement Discussion, Admin 1:00 pm
2. Feb 11th Explorers Intro Meeting, 6:00 pm
3. Feb 11th San Rafael Wildfire Action Plan Public Meeting: 7:00 pm
4. Feb 13th Bank of Marin Leadership Series--Economic Breakfast in San Rafael: Guest Speakers Dr. Micha Weinberg—President of the Bay Area Council Economic Institute
5. Feb 14th MCFCA Joint meeting with Marin Police Chiefs Association
6. Feb 19th Finance Committee meeting: 9:00 am Admin
7. Feb 19th City Manager; Special District Administrators Meeting
8. Feb 26th Firehouse Subs Event: Thank you for Explorer PPE donation; 1:30 pm
9. March 1st Novato Fire Foundation Work Party; 9:00 am Admin
10. March 6th Regularly Scheduled BOD meeting 6:00 pm

Recent Highlights:
• Director Silverman and the Fire Chief attended the **Annual Novato Fire Foundation meeting** at admin this week. They received updates on the NFF programs. Highlights included multiple saves this year from the use of donated NFF AEDs, restoration of the Moreland starting again with a new group of NFD firefighters, and the resurgence of the Novato Fire Chili Company. In addition the Foundation board adopted the 2019 NFF budget totaling $69,000.

NFD hosted a **strategic partnership discussion between Firesafe Marin leadership** and partnership consultant Kevin Bartram. Bartram designs and facilitates synergistic marketing between corporations and other groups; collaborating to build significant results (FSM looking for corporate revenue and help to raise FMS’s profile).

• **Finance: MERA office and staff services agreement:** Due to a NFD finance division capacity and work flow review, we are in discussions with Southern Marin Fire to have them take over the existing MERA administrative and financial support agreement on April 1st. There is an opportunity with Dan’s retirement to reduce work impacts on NFD finance and admin staff in order to have our members better focus on NFD business. Dan would oversee this transition. We currently receive $60,000 annually to provide these services. This action will reduce the annual revenue projections for 2019 by 2 months, but will greatly add capacity back into our staff’s activities. Chief Tubbs of SMFD has shown interest in taking these services over.

• The **job announcement for the new finance division position update:** After one week of posting, we have received one internal application and one direct inquiry. The job posting has received 57 views on governmentjobs.com & is posted at CSDA, FDAC, Cal Chiefs/AFSS, MMANC (Municipal Managers Association of Northern California), National Minority Update, & the Daily Dispatch – Western Region. The initial job description application review is February 21st. The position will remain open until filled.

**NFD EMS billing revenue is up.** According to Shannon Wager, as of 1/29/19 we are currently at $1,686,231. Last year at this time we had received only $1,344,183.

• **Operations:** We had a **structure fire at Pastel Ct.** this week. It was a room and contents fire, contained to the room of origin. The cause appears to be accidental and electrical in nature. Two tenants were at home at the time of the fire and were displaced. The City Building Dept is working with the residents to reoccupy.

The **two new type 1 units are ready for pick up** at Hi-Tech and we will be picking them up on Thursday next week. The new type 3 is waiting on a seat belt sensor. There is no ETA since parts come from east coast (storm impact delays).
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- **Training**: NFD hosted one day Firefighter Bill of Rights (FBOR) training in Novato provided by Elite Command Training. It was taught by Mike Bryant, Retired Deputy Chief from the County of Los Angeles Fire Department, served 34 yrs., and Dave Lopez, Retired Fire Captain form the County of Las Angeles Fire Department; Vice President of Local 1014, 34 yrs. Experience. 18 of those years were as an experienced labor representative. This regional class was very well attended. **NFD had over 15 members** (B/C’s, Captains, Acting Captains and others) **attend and all of our members participated at no cost.**

**Tower Update**: Tower committee met and came to consensus on concept and location of the classroom(s).

**CONSENT CALENDAR ITEMS**

The Consent Calendar items were corrected to note 2019 dates instead of 2018.

1. Minutes of Regular Board of Directors Meeting January 2, 2019
2. **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.
3. **Ambulance Fee Debt Write Off Due to Hardship**
   Board approval is requested to approve a write-off of the designated ambulance billing accounts.
4. Minutes of Special Board Meeting January 14, 2019

There was no public comment.
M/s Metcho/Silverman. to approve the consent calendar items 1-4.
Motion carried 5-0.

**NEW BUSINESS**

1. **Side Letter to the Memorandum of Understanding between the Novato Fire Protection District and the Novato Professional Firefighters Association dated January 24, 2019.**
   Board approval was requested to approve the proposed side letter between the Novato Fire Protection District (NFPD) and the Novato Professional Firefighters Association (NPFA). This item provides for one extra member over constant staffing

Chief Veliquette explained that due to an upcoming captain retirement, the District would like to bring on one extra member to go through the currently scheduled academy, thereby saving the expense of a separate academy later in 2019 and eliminating a hiring gap. This plan will also avoid overtime. The net cost to the District is $24,000 vs. $67,000.

Director Galli asked if a budget adjustment is needed. FD Hom noted that 2 unexpected January 2019 retirements will offset the expenses.
There was no public comment.

M/s Metcho/Silverman. to approve the proposed side letter between the Novato Fire Protection District (NFPD) and the Novato Professional Firefighters Association (NPFA).

Motion carried 5-0.

2. Authorization to Hire Senior Accountant
   Board approval is requested to authorize the hire of a Senior Accountant to address internal control deficiencies identified by our auditors Maze & Associates due to inadequate staffing to allow for segregation of duties and checks and balances.

Chief Tyler described the request to hire a Senior Accountant.

Director Galli asked if the current payroll person’s contract would end. FD Hom noted it would.

There was no public comment.

M/s Silverman/Davis. to approve the authorize the hire of a Senior Accountant to address internal control deficiencies identified by our auditors Maze & Associates due to inadequate staffing to allow for segregation of duties and checks and balances.

Motion carried 5-0.

3. Discussion with Legal Counsel: Legislature Authorizes Districts To Increase Board Member Compensation For Certain Districts.
   Board to discuss with legal counsel the updates regarding Board compensation. In August 2018, the Governor signed AB 2329 (Obernolte), which amends the enabling legislation of several types of special districts to increase the maximum monthly compensation of board members for attending meetings, and annually increase the maximum monthly compensation thereafter.

This item was tabled for a future meeting due to the absence of legal counsel.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
   Director Silverman and Director Metcho attended the MERA meeting and reported that the Motorola Charger issue continues to be worked. Metcho reported the CEQA process should be finished in April, and the meeting in Bolinas went well.

Finance Committee (Director Davis and Director Goines)
   Nothing to report

FINANCIAL REPORTS
   There were no comments.
   2. Revenues and Expenditures Detail Financial Report December 2018
Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 6, 2019

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

Fire Chief’s Report: Contract Administration

New and Renewed Contracts to Date
for the 2/6/2019 Board of Director’s Meeting

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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, December 2018
2. Written Communications
   Two letters from the public were read.

CLOSED SESSION

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

The Board entered closed session at 6:44 p.m. The Board re-entered open session at 8:30 p.m. There was nothing to report.

ADJOURNMENT

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

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Galli at 8:30 a.m. in the Heritage Conference Room at 95 Rowland Way, Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Directors Dan Hom and Joe Valenti, Recording Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet, Dmitri Menzel, Kyle Dague and Robert LaCroix, Association President Dan Peters, Fire Inspector Lynne Osgood, station crews, RPM Assistant Denise Wade.

PRESENTATION AND DISCUSSION

1. **Report on Strategic Plan** – provide reporting action items completed in appendices and next 180 Day Plan Items

Chief Tyler began the presentation by reviewing the agenda topics.

Chief Tyler reviewed the updated Strategic Plan and its five goals, their statuses and those items completed.

1. Provide well maintained apparatus, facilities and equipment that enable personnel to perform their jobs safely and effectively

2. Identify, establish & support programs to enhance personal and professional development as well as health, safety and welfare of our people and our communities.

3. Novato Fire District will plan and act for a sustainable future

4. Define, maintain and update core District documents within established timeframes

5. Elevate effective internal and external communications and enhance our use of current and future technology.

With regard to Facilities, noted that for facility projects/items, the District continues to refer to the Facility Study acquired several years ago.

BC Menzel commented on his continual maintenance plan, facilities reporting and tools used for budgeting purposes.
Chief Veliquette commented that our SCBA equipment is state of the art and not near the end of its lifecycle.

Director Galli commented that the Board will need to discuss the future of Station 63 in the future.

Regarding new apparatus, it was noted that the District paid cash, generating a cost savings and delivery is expected this month.

Director Galli asked if completing an update of the Standards of Cover is do-able with in house staff. Chief Tyler believes we can, but expects it to take about one year.

Chief Tyler reviewed the status of his 180-day plan, with its items statuses, priorities and completions.

Director Silverman asked about updating the Personnel Ordinance and does it need to go to the voters? Chief Tyler thinks not based upon initial legal counsel review. Chief Veliquette noted the ordinance needs to be brought into compliance with the Firefighter Bill of Rights (FBOR), and has taken on the task of the needed revisions working with Management and Labor.

2. Finances: Unassigned and Assigned Fund Balances—Recommendations
Finance Director (FD) Valenti reviewed the various District unassigned and assigned fund balances.

Director Silverman asked if the Rainy Day fund was capped? FD Valenti noted that the District proposes an increase to the current 4.7 million to stay at a two-month level of expenses coverage.

FD Valenti reviewed the Workers Compensation unfunded liabilities, which is continually decreasing since it is from the self-funded period. The District is now in a pool with FASIS.

Director Galli asked about long-term exposure under the FASIS program. Chief Tyler can request that data. Exposure would occur if District leaves FASIS. That new employees are not going to receive retiree health insurance, but instead have a retiree health savings mechanism to bridge the gap to Medicare was confirmed by the Finance Division.

Chief Veliquette noted that there is currently no apparatus debt.

Chief Tyler noted that District debt on facilities will be paid off within 6 years.
FD Hom reviewed potential to invest retiree funds to earn interest and reduce liability, in a similar program to the retiree health care liability. Invested funds would no longer be available for use by the District.

3. New Tower/Classroom Station 62

Battalion Chief LaCroix presented a proposal on the New Tower/Classroom project. He reviewed the history of the training tower, today’s standards, the condition of the current tower and the steps needed to move forward. He reviewed the details and specifications of a proposed tower.

The cost to build the tower with an upgraded foundation is approximately $685,000.

BC LaCroix also reviewed the plans and costs to install 2 portable classrooms at station 62, which would make it easier to become State certified, easier to accommodate community groups, and could enhance revenue through use fees. The total cost is approximately $164,000.

Director Galli asked about parking. Chief Tyler noted that the use of the vacant lot is a future project, but could be used to accommodate parking needs for large groups.

Chief Tyler noted that the District has planned to be able to fund the Tower Project without incurring debt, if the Board desires. The life expectancy of the new tower is approximately 30 years.

Director Davis asked if there would be a benefit to financing. FD Hom can research the options.

4. Reserve Program Draft Proposal

Deputy Chief Veliquette and Captain Dan Peters reviewed the history of the District former Reserve Program. There was a natural path for firefighter candidate from Fire Squirts to Explorers into Reserves.

The Reserve program, if restored would be smaller than the previous program; reduced from 18 to 6 members.

The Reserve Program enables the District, which is now entering a decade of future hiring, to vet potential future employees in real life work conditions.
Chief Veliquette is working on a proposal to develop a new version of the program, and estimates an approximate $50,000 start up cost and $61,000 annually.

Director Metcho asked about the District costs to recruit new employees.
Chief Veliquette estimated that a new hire cost $9,000/mo., plus benefits. If the employee does not pass probation, the District has to re-initiate the hiring process including background investigations. Those costs have already been paid for on Reservists, and the District has found the reserve program to be an excellent source of recruits that will ultimately have a long career with Novato Fire.

Chief Veliquette will move forward developing the policies and the program details in coordination with the supportive labor group. He will bring the proposal back to the Board during the budget process.

A break for lunch occurred at 12:02. The meeting resumed at 12:35.

5. **Intro New Abnormal:** From Wildland Fire Lessons Learned to Current Reality & The Pendulum Swing; and NFD Wildland Fire Prevention & Mitigation Next Steps

Chief Tyler discussed the possibility of wildfire devastation similar to the October 2017 fires and the recent Camp Fire occurring in Novato.
Chief Tyler noted that Novato Fire is a leader in Wildfire Protection and Prevention measures. He reviewed our history and future plans to address the public’s concern.

Chief Veliquette reviewed the infrastructure of NFD Fire Protection under normal and Red Flag conditions. He also reviewed Fire Weather Staffing, including the new County Wide strike team that can be assembled, with its costs covered by State funding.

Chief Veliquette noted that NFD Suppression infrastructure includes mutual aid, auto aid, air attack, fire detection cameras and an excellent hydrant system. He also reviewed the types of wind conditions that can occur in Novato and how they affect fire threat.

Chief Tyler reviewed the NFD history of Fire Prevention, which has been a part of the District since 1960. Prevention is not new to Novato Fire and in 2003 a comprehensive Wildland Urban Interface (WUI) study was performed. Recommendations from that report have been implemented.

1. **NFD was the first in the County to adopt a WUI ordinance**
2. Completed I zone strategy, safety and behavior training
3. NFD has a strong public education component
4. NFD has demonstration home projects

In 2005 NFD adopted its WUI ordinance, followed in 2007 by the City of Novato and Marin County. NFD has a 14 year head start on WUI protection.

In 2016 the Community Wildfire Protection Plan with its planned County-Wide effect – NFD continues to support and make progress on the plan.

NFD is working with the City of Novato on a Hazard Mitigation plan, which is needed to secure FEMA reimbursements.

NFD strives to engage the community through social media, support of Firewise, postcard mailings, Alert Marin, evacuation drills, door hanger information distribution, etc.

In 2018, Lessons Learned from recent fire devastation resulted in 25 items for public agencies to review and implement. NFD is doing so.

The Fire Prevention Officers are working toward the 2020 Code Adoption updates.

NFD is committed to multiple Vegetation Management efforts.

Chief Tyler requested Board feedback on the current philosophy of working with the community to help them help themselves, with great support and funding tools from the District.

Director Silverman asked if there was any risk to Novato due to San Rafael’s plan to craft an independent plan?

Chief Tyler noted that San Rafael is moving forward with its plan and proposed tax. They are not the only community to devise a plan outside of a regional county-wide plan. The balance of County agencies are working toward a regional plan, and are building consensus.

Director Davis asked with the District focus on prevention and education, what are the metrics for measuring success?

The District sees success coming in the form of more Firewise communities being formed, and feedback on the postcard information mailing is also resulting in success.
Director Metcho noted that the District has to continually educate and counsel to maintain gains over time as residents/businesses move in and out of Novato.

Director Galli noted that too much enforcement is not desirable, and Novato has not suffered like its neighboring counties.

Director Metcho noted the concern over quick egress in some communities and that evacuation drills are important.

Director Goines noted that much can be done, even with scarce resources, and the District has the knowledge to educate and inform. There’s no perfect plan that will guarantee zero loss, but with aggressive education, more community contact, and use of good risk data can mitigate severe risks. Staffing will need to be addressed.

Chief Tyler reviewed the scope of the structures and parcels that intersect with the WUI. NFD has potential options to enhance safety and promote wildfire education, such as Firewise, Ready Set Go, Defensible space inspections, use of grants, chipper days and implementation of fees and/or fines.

Another option, titled NFD ++ envision a Novato Fuels Crew and additional inspectors for more inspections, enforcement, and an expansion of matching funds/grants.

A third option: completing the work on the County Regional plan for education and prevention. Includes regional defensible space inspectors and fire/fuel crews. This will require staffing, funding, use of grants, additional cameras and creating more evacuation routes.

Chief Veliquette reviewed a proposal involving an 8 person fuels crew, and its associated costs: $528,000 for 8 months, or $344,000 for 5 months.

Chief Tyler commented that a fuels crew could be stood up by NFD using existing funds or covered by a parcel tax.

Director Metcho noted that an ongoing program is beneficial, and the District should remain proactive.

Director Galli asked if the engine companies could play a role?
Chief Tyler noted that the engine companies currently do R1 and R2 inspections, but have a call volume in excess of 6,000 calls per year. They are used for the door hanger program, but their current workload is taxing.

M/s Metcho/Goines to establish a short term, ad hoc committee to study the NFD ++ concept, with the committee to meet soon to assess the scope and funding, and to make a recommendation to the full Board of Directors at the March 6, 2019 meeting.

There was no public comment

Mc 5-0

Directors Davis and Goines volunteered to serve on the committee.

6. Prevention Division: Organization and Support

Battalion Chief Lori Jessell presented the RPM Division future plans and proposals and reviewed current staffing, duties and roles.

BC Jessell brought forward ideas for creating revenue streams to support additional staffing in a cost recovery mode for additional inspectors and a Deputy Fire Marshal.

BC Jessell noted that there are more than 2300 licensed business in the City of Novato database, but the NFD database contains only 738. The Division is fully taxed with 3 staff to handle the current 738 inspections.

Currently Jessell and Fire Inspector Osgood are the only fire investigators. Chief Tyler noted there are funds available for contract investigations, if needed.

BC Jessell reviewed the challenges to her division due to the lower staffing numbers. BC Jessell reviewed her proposal for full staffing of the RPM division, and its potential succession plan.

To support a full staffing of RPM, BC Jessell reviewed the possible fee structure that would enable cost recovery and funding of restored and new staffing positions.

BC Jessell noted the last update of fees occurred in 2008.

Director Galli asked if fees should be reviewed annually?

Chief Tyler noted that an impact fee study was done a few years ago, but the Board’s tolerance for a fee hike at that time was low.
BC Jessell noted many types of fees that other agencies charge, but that the Novato Fire District
does not.

BC Jessell noted that more staffing is needed to perform more functions, that can generate
revenue if fees are charged.

Chief Tyler advised that the RPM Division will propose an updated fee schedule and bring to the
full Board for approval.

Director Metcho commented that a new fee schedule could be eased in.

Director Galli commented that the fee schedule should align with industry standards

ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at
4:55 p.m.

Submitted by,

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

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

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

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

ABSENT
President James Galli

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
Presentation 1:
Fire Chief Bill Tyler introduced the three new Firefighter/Paramedics Arthur Bowlds, Nathan Kreps and Kevin Larson to the audience and the Board of Directors. They are currently in the Academy led by Captain Mesenburg.

Presentation 2:
BC Kyle Dague recounted the code save with bystander CPR at the Body Kinetics Gym. The patient suffered a cardiac event during a basketball game. Tim Schmidt, Katie Doolittle and other gym employees called 911 and performed CPR. They also used a Novato Fire Foundation supplied AED unit.

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

Chief Tyler described the tradition in the fire service of the Challenge Coin, and presented one to Tim, Katie and sent two extras for Ashley Simonds and Kat Blair, who assisted but could not attend the meeting.
Presentation 3:
Chief Tyler introduced Colleen Walraven, the District Contracts and Purchasing Administrator, and presented her with the Employee of the Year Plaque for 2018. Colleen was nominated and selected by her peers for her professionalism. In particular, Colleen showed extraordinary efforts when she took over the Payroll and Accounts Payable job duties when the District had a vacant position. Colleen is well respected by all of her peers.

The meeting paused for photos and refreshments at 6:14 p.m.
The meeting resumed at 6:28 p.m.

ASSOCIATION PRESIDENTS’ REPORT
No report.

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

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

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

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

CHIEF’S REPORT
Chief Tyler reported:
Calendar:
The Coffee with the Cops reschedule date is TBD

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

March 8th, Friday, Firewise Event: Marin’s 2nd Annual Firewise Workshop. This workshop is intended to introduce resident and neighborhood leaders to the Firewise USA program, and provide resources and networking opportunities for potential Firewise sites that intend to seek national recognition in 2019. It includes representatives from Marin’s fire agencies, land management agencies, and other parties who routinely interact with residents and communities at risk of wildfire.
March 12, Tuesday, Pacheco Valley Firewise meeting 4-5:30 p.m.

March 13th, 1:30 to 2:30 p.m.: PG&E Wildfire Safety Plan, City Admin with City Manager and the Public Works Director

March 15th: 7:00 am, Fire Chief will be the Guest Speaker at the Novato Breakfast Club, at Bacon Restaurant on Grant Ave.

March 19th: Tuesday, Marin's first FREE "Wildfire Safety and Vegetation Management Workshop For Contractors" to help Marin's many Green Industry professionals, including Tree Services, Arborists, And Landscapers better understand Marin's wildfire risk, defensible space laws, and best practices for creating a wildfire resistant landscape. The event is to be held at 100 Marin Valley Dr., Marin Valley Mobile Country Club.

March 21st Regular meeting of the FASIS Board of Directors in Sacramento.

March 21st, Dan Hom’s Farewell Lunch at Admin at12:15 pm

March 22nd Dan Hom’s last Day in the Office

March 26th: Presentation to update the Board of Supervisors on current accomplishments with the Lessons Learned recommendations, discuss open items and next steps. To be held at the Board of Supervisors Chambers.

April 3rd. 5th FDAC Annual Conference Napa. 4 Directors are attending.

April 8th through April 14th: Novato Fire is hosting the state Fire Explorer Academy at Station 62

April 10th: Special Board meeting due to the lack of quorum on April 3.

April 16th: Next Finance Committee Meeting

April 20th: the Annual Employee of the Year Dinner hosted by the Novato Elks.

Recent Highlights:

Administrative Items: NFD Wildland Ad-Hoc committee has completed their goal of developing a draft enhanced wildfire mitigation plan. It is a two-year plan containing 11 action items that are recommended to be funded entirely from existing unassigned fund balance revenues. There are also two additional action items that are being contemplated and will be perused concurrently as resources allow.

We completed a great Fire House Subs PR event Tuesday Feb 26th to acknowledge the grant received for 12 pairs of firefighter turn-out and helmets for our fire explorers.
Tuesday, March 5th: I attended the Marin County Board of Supervisors Lessons Learned Update meeting and reviewed all 60 plus action items contained in the report. The work of this group is now converting over to smaller working groups assigned to the various tasks of completing all action items.

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

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

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

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

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

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

Training: Tower / Classroom project: We mailed invitations to the immediate 20 neighbors of station 62. The information meetings are set for Tuesday March 12 and Tuesday March 19 to share our plans and request feedback. A new RFP for tower demolition and ventilation prop demo, getting electrical bids for classroom, getting classroom quotes and a proposed site plan completed. BC LaCroix has completed the septic bid.
April Explorer Academy: NFD is hosting the 2019 California Fire Explorer Academy on Monday April 8th through Sunday April 14th. The California Fire Explorer Academy today and throughout its history, has provided the most comprehensive, hands on, live fire training exercises for any Explorers in the World. These activities include: Auto Extrication, Wildland Fire Fighting, Flammable Liquids Fire Fighting, Structure Firefighting, and Technical Rescue. The Fire Explorer Organization and its programs are created by the Sponsoring Fire Agencies, Boy Scouts of America, Explorers, and the Academy Board of Directors. This program has been successful because of the countless hours, days, weeks, and months of dedication, sacrifice, and volunteerism contributed to the explorer academy and our young people. Novato Fire members Hamilton, Keady, Whittet and LaCroix have been instrumental in the organization of this event.

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

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

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

CONSENT CALENDAR ITEMS

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

There was no public comment.
M/s Davis/Metcho to approve the consent calendar items 1-4.
Motion carried 4-0-1.

NEW BUSINESS

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

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

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

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

   Motion carried 4-0-1.

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

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

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

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

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

There was no public comment.

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

Motion carried 4-0-1.

5. Election for LAFCO Special District Member

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

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

There was no public comment.

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

Motion carried 4-0-1.

6. Harvey Yorke Committee Nominations

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

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

There was no public comment.

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

Motion carried 4-0-1.
BC Dague will send out a meeting request.

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

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

8. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2018/19
   Board approval was requested accept staff’s recommendation to:
   a) Fund the OPEB contribution for 2018/19 in the amount of $1,547,797.
   b) Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution (ADC).

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

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

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

   There was no public comment.

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

   Motion carried 3-0-1-1-1

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

9. Rainy Day Fund – Committed Fund Balance
   Board approval was requested to approve the Finance Committee’s recommendation to leave the Rainy-Day Fund Balance at its existing level of $4,199,942.

   FD Valenti commented to the Board that the District is required to inform the Board of the level of the Rainy-Day Fund required to cover two months of District expenses. The Board may choose to move unassigned funds to raise the fund to that level, however staff recommends that the existing level is adequate to cover an emergency or disaster.
There was no public comment.

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

Motion carried 4-0-1

10. 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 as listed on the attached staff report.

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

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

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

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

There was no public comment.

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

Motion carried 4-0-1

11. FY 2018-19 Budget Adjustment for Tower Rebuild

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

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

b) Decrease the Unassigned Fund balance by $1,200,000
Chief Tyler explained the need for the budget adjustment into the existing operating funds, so as to be able to pay the necessary expenses as the Tower Project progresses.

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

There was no public comment.

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

Motion carried 4-0-1

COMMITTEE REPORTS

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

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

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

Finance Committee (Director Davis and Director Goines)
Nothing to report. Next meeting is April 16, 2019.

Ad Hoc Wildland Fire Mitigation Committee (Director Davis and Director Goines)
There will be a special meeting scheduled so that the full board can discuss the tabled New Business # 7 item.
Director Goines noted that he is looking forward to the full Board’s review and the public involvement. The plan will require an augmentation of District resources to provide effective information, education and compliance with risk reduction measures.

**FINANCIAL REPORTS**

There were no comments.

4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) January 2019
5. District Contracts Information January 2019

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<tr>
<th>Fire Chief’s Report: Contract Administration</th>
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<td>New and Renewed Contracts to Date</td>
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<td>for the 3/6/2019 Board of Directors Meeting</td>
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**PROFESSIONAL SERVICES - NON PUBLIC WORKS**

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**GOODS**

Nothing to report

**LEASES**

Nothing to report

**PIGGYBACK**

Nothing to report

**RFP/IFB**

Nothing to report

**OTHER**

Nothing to report
INFORMATION

2. Written Communications
   Three letters from the public were read.
3. MERA Update

ADJOURNMENT

There being no further business to conduct, Vice President Silverman adjourned the meeting at 7:36 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Fire Marshal B/C Lori Jessell, Fire Inspector Lynne Osgood, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. **Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan**
   Board approval was requested to accept the Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan.

Chief Tyler discussed the 2019-2020 Enhanced Wildfire Mitigation Plan (EWMP). The Board of Directors formed a committee to discuss the draft plan, with Directors Davis and Goines working with BC Jessell and Fire Inspector Osgood and Chief Tyler to make revisions.

The EWMP is a 2 year plan that can be funded with available District funds. There are 11 action items to be implemented this year, with 2 items (regional mitigation plan with county agencies and a fuels crew) left to be considered should other funds become available.

Directors Davis and Goines commented that the committee put in hours of hard work, and now the full Board needs to review the plan, but that this is a high priority item. The District can accomplish this plan with available funds.

Chief Tyler discussed the sources used to craft the EWMP: County of Marin plan, the existing District plan, Lessons Learned reports from recent fires, and other surveys and reports.

Novato Fire has applied for a $4,000,000 FEMA grant.

The projected EWMP costs over the 2 years is approximately $737,000. The District has $738,000 in available funds, which have been moved into a Wildfire Mitigation fund.
Director Metcho asked if this is a pilot program, and what happens at the end of 2 years?

Chief Tyler noted that the District would need additional funds to continue the program after 2 years. The District hopes to be able to do so.

Chief Tyler explained the need for a fulltime employee versus hiring part time contractors. The District is looking for committed vested employees who will have Certified Wildland Fire Management certification, with previous Fire Inspector experience. They will go through a full background. The exact job description has not yet been vetted by our HR attorney firm, but will be soon.

The Board reviewed the draft Mill Valley Temporary Refuge Area map. The Board would like to see a map created for Novato.

Chief Tyler reviewed the “house out” concept and showed the videos of fire testing on combustible vs non combustible construction and landscaping materials. The “house out” concept focuses on hardening the house, and then working on the vegetation.

Director Silverman asked about educating landscapers. Director Goines noted that about 100 landscape professionals attended a workshop to learn how to mitigate fire spread.

Chief Tyler noted that the FEMA grant funds can be used to help offset homeowner costs to replace shake roofs, harden vents, etc.

Chief Tyler showed fire detection camera technology videos.

Chief Tyler commented on the work that the County Fire Prevention Officers have been working on, using the Lessons Learned 2017 North Bay Fire Siege document as a source:

1. Define a vacant lot
2. Consideration of boundary drops
3. Ban fire prone plants
4. Require battery backup on electric garage doors
5. Defensible space requirement compliance

The Board is in agreement to push forward with the EWMP with an accelerated timeline, getting the information out to homeowners quickly.

The Board reviewed parcel tax options and considered whether to apply a parcel tax to all District parcels or just parcels in the wildland urban interface.
Chief Tyler reviewed the possibility of strategic partnerships with experts to explore and secure funding.

Chief Tyler stressed the importance of building an atmosphere of compliance, by changing the hearts and minds of the public. Using education, cooperation, information vs a program of deterrence by citation. A last resort would be to take action to mitigate and place a lien on the property.

Chief Tyler discussed the Marin County Fire Chiefs Association responses to the Lessons Learned report and a regional plan:

1. Expand fuels and fire crews
2. Evaluate existing defensible space and ignition resistant construction
3. Revise fire and building codes
4. Incentive using a grant program
5. Expand alert and warning and evacuation notification systems
6. Increase public education and outreach

Chief Tyler reviewed the challenges of implementing regional plans and funding, particularly in cases where local agencies already have a plan in concept, in practice, and may have a tax as a funding source. Agencies may need to consider funding apportionment, which can complicate the progress of implementing a regional plan. Chief Tyler noted that he is seeing consensus on the concept of a regional plan.

Chief Tyler discussed the possibility of a 6-8 person fuels crew under the direction of the District, but there is currently no available funding.

Director Galli noted that it is important to consider, prior to voting, on a number of items affecting the District fiscally:

1. Tower project
2. Station 63 upgrade
3. The status of the state and national economy
4. The unknown expenses for 2019-2020 as contracts renew
5. The need for a Deputy Fire Marshal and an additional Fire Inspector

It’s possible to use funds in lieu of increasing the Rainy-Day fund for the next couple of years, or consider a tax, inspection fees, etc.
Chief Tyler noted that he expects a fairly flat increase in revenue over the next few years.

Director Metcho commented that hiring a Deputy Fire Marshal and Inspector are very important for the Prevention Division. Chief Tyler noted those items will come to the Board in the budget process.

Director Silverman asked why the EWMP inspectors couldn’t be contractors, part-time, with no benefits?

Chief Tyler noted that with a full time benefitted employee, the District will find better engaged, vested, committed personnel, as opposed to part timer who may work for the District while looking for their next employment opportunity.

The Board was in full agreement that the District needs to make changes that effectively protect the public, and that we further every effort that helps the public help themselves.

There was no public comment.

M/s Goines/Davis to accept the Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan. Motion carried 5-0.

Chief Tyler noted that he will develop speaking points. President Galli commented that he would like Director Goines to be the Board spokesperson on this topic, considering his many years of experience with wildland fire. Director Silverman asked for a press release to be distributed soon.

ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at 2:00 p.m.

Submitted by,

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

**ROLL CALL**
President James Galli, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

**ABSENT**
Vice President Lj Silverman

**STAFF MEMBERS PRESENT**
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Council, Recording Secretary Lauren Pallas, Battalion Chiefs Robert LaCroix and Dmitri Menzel, and Station Crews.

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

**AGENDA ADJUSTMENT**
None

**ASSOCIATION PRESIDENTS’ REPORT**
No report.

**DIRECTOR MATTERS**
Director Davis observed the Explorer Academy on April 10th and was very impressed with how well it was orchestrated.

Director Goines attended the FDIC conference in Napa. He discussed his concern regarding PG&E’s plan to shut off power and their notification plans. He requested the District partner with appropriate agencies to plan ahead with PG&E.

Director Metcho attended a meeting regarding the Station 62 Tower rebuild. He also attended Dan Hom’s retirement lunch and the funeral service for retired Administrative Assistant, Betty Box.

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

1. April 8th through April 14th Fire Explorer Academy at Station 62. Graduation ceremony is Sunday April 14th at 11-12:30 in the Novato High School Old Gym.
2. April 16th Tuesday, next Finance Committee Meeting
3. April 20th Saturday – Employee of the Year dinner at the Elks Club
4. April 23rd Tuesday- Novato Sunrise Rotary Presentation
5. April 25th EOC Training—Directors and section Chiefs: Web EOC updates
6. May 8th Leadership Novato Class of 2019 Graduation, 5pm Ultragenyx; 60 Leveroni Ct.

Recent Highlights:

- Saturday April 6th, Celebration of Life in Petaluma for retired Administrative Assistant, Betty Box.
- Monday, April 8th, the rescheduled STI Hazard Mapping meeting takes place at Novato Admin 1:00 pm.
- Tuesday April 9th, Pacheco Valle Firewise, 4:00 pm

Administrative Items: As MCFCA President I met with the President of the Marin Association of Realtors (MAR), Gene Laico, and MCFD Fire Chief Jason Weber to discuss general elements and support for regional wildfire mitigation efforts County wide; we also met with the Mayor of San Rafael and his staff last Monday to do the same.

Today completed the MCFCA Leadership Retreat for Wednesday April 10th. There was be over 35 chief officers and staff in attendance at Stonetree, in Novato. We reviewed last year’s goals and set new goals for the Chief Association and their sub-groups for the coming year. We focused on succession planning and also discuss labor/management issues with the president and staff from Marin Local 1775. We also initiated the incoming respective group presidents and board members, and gave out the Tom Forester Leadership Award.

I joined four of our BOD members at FDAC in Napa and attended one day of training on: Navigating the challenges of Pension Funding and OPEB Costs & Strategies for managing unfunded liabilities, looking at various Funding Mechanisms for NFD programs including a parcel tax or special assessments, and sat in on an employment law update class.

HR Manager Gretchen Felciano is on vacation from Thursday April 4th through Monday April 22nd.

Administrative Services Manager Jeanne Villa is off-duty due to a medical procedure, and then off through the end of next week.

- **Finance:** Senior accountant is still in the background process. We are looking for a May 1st start date.
• **OPS:** The District has the honor of hosting the 45th Annual California Fire Explorer Academy next week. There will be 155 Explorers from all over California coming to Novato for a week of hands on training at Station 62 and other locations around the County. The students are being housed overnight at Novato High School. The Chief can send info on the closing ceremony if you are interested in attending, please let me know.

• **Training:** Erich Mesenburg and Robert LaCroix are in the final week of the new hire academy; Final written and manipulative tests prior to starting on shift. Arthur Bowlds and Kevin Larson both passed the written and manipulative tests.

• **Tower / Classroom Updates:** Committee met with Steve Harms Fire Facility rep regarding the final plans of tower. Chief LaCroix met with Steve Harms and the LJ and Steve about final tower plans. We are working on cost with NMWD regarding water supply to new classrooms and preparing documents for the submittal to the county planning & building divisions.

• **Emergency Medical Services (EMS) division:** Chief Dague is pleased to announce that we’ve notified MGH RN Katie Grossman that we will be moving forward with signing a contract with her for EMS Education. Katie is very excited and looks forward to getting started. Katie is a certified Instructor in both ACLS and PALS. She returns from maternity leave in early June. The new hires completed ride alongs with Chief Dague this past week.

• **Chief Dague is the proud Grandpa to two tiny baby girls:** Born yesterday morning at 31 weeks. Georgiana Aaron Bernardo 3lbs 2oz. & Everly Elizabeth Bernardo 2lbs 6oz. Kyle’s daughter Grace (Mom) is doing well and babies are stable in the NICU.

• **Prevention Division:** Chief Jessell completed a weekly prevention staff meeting and had an onsite review of a significant remodel requiring fire sprinklers at 2500 Vineyard. Avesta senior housing project meeting with owners and participated in a planning meeting with NMWD and the developers for the new senior living facility in Hamilton.

Inspector Osgood conducted a full Firewise assessment for the Wild horse Valley HOA with two Board members; Completed five individual vegetation evaluations-four in Los Robles Mobile Home Park and one in Indian Valley.

She is working with the City of Novato on a vegetation project in Bahia. Lynne conducted one pre-fire inspection for State Licensing. In addition she completed five
building construction inspections; completed four plan reviews—one fire alarm, two City of Novato planning and one County Building Review; processed four completed vegetation matching grant projects and scheduled a FireWise presentation for Novato Chase HOA in May.

We are beginning to scope out the work for implementing the approved 2019-2020 Enhanced Wildfire Mitigation Plan: Assign leads for each element and attach completion dates to them as well.

Dave Jeffries, the EOC Coordinator, spoke about the Hazard Mitigation Plan with improvements expected countywide that was approved by FEMA without any corrections. The plan will be good for five years.

Director Goines inquired about the planned PG&E power shutoffs and if the plans addressed this issue. He would like to see the District have plans in place if PG&E shuts off the power in Novato communities due to high risk factors.

Mr. Jeffries explained that the plan focuses on natural disasters but doesn’t address man made issues and the power has yet to be shut off in Novato.

Chief Tyler assured the Board that the District would be putting plans in motion to address PG&E’s emergency power shut off notifications.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors March 6, 2019
2. Minutes of Special Board of Directors March 29, 2019
3. 2018 Marin County Multi-Jurisdictional Local Hazard Mitigation Plan.
   Board approval is requested to accept the 2018 Marin County Multi-Jurisdictional Local Hazard Mitigation Plan, which was reviewed and approved at the December 18, 2018 County Board of Supervisors meeting, and has been adopted by the Novato City Council.
   Full Plan available on our website:
   http://www.novatofire.org/Home/ShowDocument?id=8706 (323 pages)
4. Budget Adjustments – March 2019
   Board approval is requested to accept Staff’s recommendation to make the following FY 2018/2019 budget adjustments:
   1. Increase 9308 GEMT Revenue budget account 9925 in the amount of $156,000
   2. Increase 9308 Intergovernmental Transfers budget account 8500 in the amount of $156,000
   3. Increase 9308 Other State Aid, Grant budget account 9367 in the amount of $21,492
   4. Increase 9307 Cal-OSHA Requirements budget account 2020 in the amount of $21,492
   5. Decrease 9305 Outside Assistance budget account 2034 in the amount of $1,850
6. Increase 9305 CPR Materials budget account 2038 in the amount of $1,850

There was no public comment.

M/s Metcho/Davis to approve the consent calendar items 1-6.
Motion carried 4-0-1

**NEW BUSINESS**

1. Agreed Upon Procedures Engagement Letter Maze and Associates - Ambulance Billings
   Calendar Year 2018
   Board approval is requested to accept staff’s recommendation to perform the audit with a
   3% sample size
   Director Metcho inquired if this was following best practice.
   Chief Tyler assured him it was.

2. Agreed Upon Procedures Engagement Letter - Credit Card and Other Disbursements
   Calendar Year 2018.
   Board approval is requested to accept staff’s recommendation to perform the audit with a
   3% sample size.
   There was no public comment.
   M/s Davis/Goines to approve the 3% sample size for the credit card and other disbursements
   audit for 2018.
   Motion carried 4-0-1.

3. Surplus Vehicles – Unit 6 and Unit 4 (Type I Engines)
   Board approval is requested to accept Staff’s recommendation to declare Unit 6 and Unit
   4 as surplus, and to dispose of the apparatus per District policy.
   Chief Tyler explained to the Board that the District will first try to sell the engines and if
   unsuccessful, will offer to apparatus to volunteer agencies.
   There was no public comment.
   M/s Goines/Davis to approve the recommendation to declare Unit 6 and Unit 4 as surplus.
   Motion carried 4-0-1.
4. Marin County Employees’ Retirement Association Actuarial Valuation Report as of June 30, 2018

Board to accept the Marin County Employees’ Retirement Association Actuarial Valuation Report as of June 30, 2018. The Actuarial Valuation Report was adopted by the MCERA Board at their February 13, 2019 meeting.

Director Metcho recused himself from the vote and exited the room.

Finance Director, Joe Valenti presented the main highlights from the Marin County Employees’ Retirement Association Actuarial Valuation Report to the Board.

President Galli inquired about the relation to PEPRRA members.

Director Valenti explained that the contribution amounts will go down in 5-7 years.

Chief Tyler added that our funded ratio increased slightly, the District is currently at 89% funded.

There was no public comment.

M/s Davis/Goins to accept the report.

Motion carried 3-0-1-1.

Director Metcho returned to the Board room.

5. Station 62 kitchen remodel Contract Award

Board approval is requested to accept Staff’s recommendation to award a contract to Alsterlind Construction Inc. (ACI) for the demolition and construction of the Station 62 kitchen, in an amount not to exceed $125,000.

Chief Menzel offered his appreciation to Captain Barrett Smith for his hard work on the project.

There was no public comment.

M/s Metcho/Davis to award the contract to Alsterlind Construction Inc. for the demolition and construction of the Station 62 kitchen in an amount to not exceed $125,000.

Motion carried 4-0-1.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)

Director Metcho reported that Dan Hom had begun his contract with RGS on April 1st, 2019 to assist with MERA financials. He also reported that SEQA is behind schedule.

Chief Tyler reminded the Board that the Town of Corte Madera would be taking over the administration duties for MERA.
Finance Committee (Director Davis and Director Goines)
It was noted that the Finance Committee would meet on April 16, 2019.

FINANCIAL REPORTS
Director Galli asked Finance Director, Joe Valenti, if the District had any outstanding invoices from Out of County assignments.

Director Valenti replied that the District has been receiving reimbursement funds, but there was still $100,000 still owed.

4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) February 2019
5. District Contracts Information – February 2019

Fire Chief’s Report: Contract Administration
New and Renewed Contracts to Date
for the 4/10/2019 Board of Director’s Meeting

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<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
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<td>DCS</td>
<td>Menzel</td>
<td>$15,002.15</td>
<td>Hose &amp; ground ladder testing contract renewal</td>
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<td>Robert Luis, Independent Contractor</td>
<td>LaCroix</td>
<td>$500.00</td>
<td>Driver training course. Two days of lecture.</td>
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<td>Nyhart</td>
<td>Valenti</td>
<td>NTE $10,000</td>
<td>OPEB actuarial valuation for 6/30/19.</td>
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<td>MHN</td>
<td>Felciano</td>
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<td>EAP program renewal.</td>
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<td>Simpson Sheet Metal</td>
<td>Menzel</td>
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<td>Replacement of Server Room HVAC system.</td>
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<td>PIGGYBACK</td>
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Public Works/Non-Public Works Project Codes
E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal
N=New Contract

INFORMATION
2. Written Communications
   Three letters from the public were read.

CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
(one case).

The Board entered closed session at 6:45 p.m. The Board re-entered open session at 7:15 p.m.
There was nothing to report.

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

Submitted by,
Lauren Pallas, Recording Secretary
The meeting was called to order by Chair Davis at 9:16 AM in the Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

COMMITTEE MEMBERS PRESENT
Directors and Bill Davis and Bruce Goines

STAFF PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Admin. Services Manager Jeanne Villa, EMS Billing Analyst Shannon Wager.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

CONSENT CALENDAR ITEMS
1. Minutes of Finance Committee Meeting February 19, 2019

M/s Goines/Davis to accept Consent Calendar items 1-3. Motion carried 2-0.

NEW BUSINESS
Directors were given an updated EMS Billing Aging Report as of March 31, 2019. Wager reviewed each of the categories of billing types and amounts. Chief Tyler reviewed the billing process.

Chief Tyler detailed the process of hardship write offs for non Novato residents who meet a low income test.

Chief Tyler noted that the District is currently studying other transport agency rates prior to making any changes to Novato’s rates. That study will be presented to the Board when complete.

The Committee requested to keep the EMS Billing Aging Report in the New Business section for the next meeting.

Director Davis asked about the external EMS Billing Clients’ status
Wager noted that the new billing ceased 11/1/18, but the District still responds to audit requests, questions and records requests.

2. **Appointment of Additional Station Supplies Buyers And Add A Process For The Designation Of Individual Buyers To The Purchasing Policy**
   
   Finance committee reviewed and discussed increasing the number of buyers for station supplies from two (2) to six (6). One (1) buyer for each fire station including one (1) additional buyer for small engine repair. Finance committee reviewed the changes and gave the Deputy Fire Chief the authority to designate individuals as buyers for station supplies without obtaining approval from the Finance Committee.

   Chief Veliquette explained that one of the principal purchasers is on Worker’s Comp leave, and the District purchasing tasks rest with one captain. The policy update requests that 5 members who have volunteered to manage the purchasing of station supplies be approved to improve efficiency. Also, Engineer Schiavo is needed as a purchaser for small engine repairs and equipment. He has been handling this assignment for many years, but the approval process is inefficient.

   No public comment.

   M/s Goines/Davis to approve the update to the purchasing policy. M/c 2-0.

3. **Special Assessment Tax Rate 2019/2020**
   
   Finance Committee reviewed and discussed the Special Assessment Tax Rate and Consumer Price Index adjustment for 2019/2020 and made a recommendation to the full board.

   Finance Director Valenti detailed the need to take a proposed increase to the special tax to the full board for approval at the May meeting, in order for the County of Marin to process the tax change. The increase follows the parameters set by the District’s 1991 ordinance and the 2002 ordinance amendment. The increase is based upon the SF Bay Area consumer price index amount of 3.87% (the index includes Marin County).

   Chief Tyler noted the need for the District revenues to keep pace with inflation.

   No public comment.

   M/s Goines/Davis to approve the update to the purchasing policy. M/c 2-0.

4. A special meeting date for June 12, 2019 was set in order to review the preliminary budget.

   Chief Tyler detailed the budget compilation process and timeline.
TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS
None

ADJOURNMENT
There being no further business to conduct, Chair Fenner, Jr. adjourned the meeting at
10:02 a.m.

Submitted by

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Finance Director Joe Valenti, Battalion Chiefs Jeff Whittet, Robert LaCroix and Lori Jessell, Recording Secretary Jeanne Villa.

ALSO PRESENT
Riley Hurd, District Counsel

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

AGENDA ADJUSTMENT
None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
None

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Metcho reported that he attended the Explorer Academy graduation and that it was a great event, and a good event for the District to host. He also attended the Employee of the Year Dinner held at the Elks Lodge. He attended a retirement lunch in Sausalito for Yvette Blount of Southern Marin Fire, who began her fire career at Novato Fire.

Director Silverman noted that he attended the same events as Director Metcho.

CHIEF’S REPORT
Chief Tyler reported:

Calendar:

- May 1st Wednesday, Fire Season Opens: By NFD Policy
- May 2nd Thursday, Wildfire Public Safety Power Outage—Government Agency Meeting, City Hall
Novato Fire District Board of Directors
Regular Board Meeting Minutes
May 1, 2019

• May 2nd, Thursday Novato Chamber of Commerce will be holding a special joint meeting of the Chamber Board and the Chamber Governmental Affairs Committee to discuss the City’s draft Cannabis tax and land use ordinances.

• May 4th Saturday, Fire Preparedness Forum

• May 8th Wednesday, Leadership Novato Class of 2019 Graduation, 5pm Ultragenyx; 60 Leveroni Ct.

• May 9th Thursday, Public Safety Power Shutoff (PSPS) Impacts Roundtable: 10 am-12pm 1600 Los Gamos

• May 9th Thursday, CAL Fire-Marin County Press Conference: Buck Center 2:00 pm

• May 10th Friday, USCG Housing Site Review, 7:00 am to 9:30 am

• May 18, Saturday, Novato Neighborhood Evacuation Drill: Bahia, Wildhorse Valley, Western Oaks, and Greenpoint.

Administrative Items:

Enhanced Wildfire Mitigation Plan Items Update:

I had a discussion this week with Riley regarding entering into a services agreement with a consulting firm to explore additional funding options to support future wildfire mitigation efforts.

We have completed an initial draft Wildfire Mitigation Specialist position job description and qualifications. It is now being circulated for comments and revisions prior to posting. We are in discussion with legal counsel on the requirements and obligations for a full-time employee with a defined 2-year job period.

We have an update and good news on our recent FEMA Grant Application: The California Governor's Office of Emergency Services (Cal OES) has received the Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) submitted by our agency. Our NOI was reviewed by Cal OES staff and determined to represent an eligible HMGP activity. The email confirms the formal invitation for Novato Fire District to develop a full sub-application for consideration of HMGP funding. The amount of eligible funding was slightly lower than we originally asked for, but we are pleased none the less.

Project Number: DR-4407-0248.
Sub-applicant Name: Novato Fire District.
Activity Title: Novato Fire District Wildfire Structure Ignitability Mitigation Project.
Federal Share Request: $2,812,500.00.
Required Applicant Match: $937,500.00.

Parcel Hazard assessment—STI: We have made limited progress on the updates in the last two weeks due to unforeseen travel and proposal efforts. We will prioritize this work for the next two
weeks and aim to have this done mid-May. Including STI shall provide a ball park estimate for a
solution to support NFPD’s WUI structural ignitability & defensible space evaluation program
Community Wildfire Awareness: There will be banners across Delong and at all stations,
Support of Firewise Neighborhoods, “Living with Fire” Draft PPT completed for quarterly
meetings. Post Card mailer with emphasis on matching grant program.
Chief Veliquette is working with NPD Captain Jim Correa to create the new local community
evacuation maps. We will be working with a company (LYNX) that has done our run book
mapping in the past, and they have all of our original Mutual Threat Zone (MTZ) and primary
and secondary evac mapping data. The City of Novato Police Department has agreed to go into
this project with us as a high priority for completion.
Fire Prevention Officers are working on code adoption language, VMP standard updates, vacant
lot definition etc.
Chief Jessell is drafting a new compliance ordinance and will be sharing it with legal. She is first
completing the Prevention Division proposal for increasing staffing and a new fee schedule.
County Wide Regional Approach—this project is in progress.
Mountain Top Cameras—no change. We are still waiting on PG&E for supply.
Fire Inspector Osgood is working to coordinate chipper days funding with the Firewise
Neighborhoods.
On April 30th, there was a Marin IJ Editorial Board meeting – I am representing the Marin
County Fire Chiefs Association (MCFCA).
On May 1, 2019, the District will open the recruitment process for the position of Firefighter
Paramedic. We will hire to fill three Firefighter Paramedic positions, as well as any additional
positions that may become available during the recruitment process.
The recruitment and hiring process is being led by Human Resources Manager Gretchen
Felciano. Recruitment of candidates is being conducted in conjunction with Cal-Jac as a primary
source of obtaining qualified candidates. Timeline is as follows: May 1, 2019 – Application
window opens at 0800 hours; May 22, 2019 Application window closes at 1700 hours; Week of
May 27, 2019 – Structured Interviews; Weeks of June 3 and 10, 2019 - applicant ride-a-long
phase; Week of June 17, 2019 – Conditional job offers made and background investigations
begin.
Finance: All divisions are working on 2019/20 budget items. We are in negotiations for a salary
amounts for our finance position with a start date of May 15th.
Operations: Several NFD Chief Officers and Acting Chief Officers participated in a ½ day Emergency Operations Center table top exercise (TTX) focusing on WebEOC Updates and to examine the process of activating and staffing the Emergency Operations Center staff in a planned and an unplanned event.

Staff also met to review and revise the PG&E PSPS plan and have set a stakeholders workshop meeting to address these issues on May 4th at 9:00 am at Novato City Hall. Stakeholders will include but not be limited to: NUSD, NCH, NSD, NMWD, NFD, NPD, City of Novato Public Works, OES, PG&E, Chamber of Commerce, Downtown Business Owners Association, Buck Center, and representatives from assisted living and skill nursing facilities in Novato.

Monthly OPS meeting, led by D/C Jeff Veliquestte was completed and attended by Chief Officers. We had a presentation on a new member evaluation, accountability and succession planning software tool & a proposed Coaching/Mentoring/Supervising training class. More discussion is needed on this topic—more to follow. Other topics discussed included but were not limited to: Captain Smith presented a proposal on new Air Purifying Respirators; hiring, MCI trailer deployment, Wildland CQI Follow up items, Evacuation Maps, Video Conferencing, PPE Inspections.

Training: Chief LaCroix coordinated a SMART Train Lecture from SMART Police Chief Jennifer McGill to all crew.

Captain Pacheco, Captain Fletcher and Engineer McGargill are attending the Confined Space Technician Course in Sacramento this week. Additional Joint training between the district and CalJAC is anticipated once our training props are completed. NFD members will help with confined space emergencies and assist with reorganizing the program (up to date policies).

New Type III Fire Engine Update--All three shifts completed in service training on the Type III and it is in service.

Annual driver training update: All shifts are nearly complete with the annual driver training Tower / Classroom Updates: Bids process for gravel parking lot vacant lot initiated, MCFD has started removing rubble pile debris next week. We have finalized the tower plans and have drafting a letter of intent to buy so we can get the building plans ASAP. This will allow us to get all the information to the building department and start the RFB for contractor to build tower. Finalized plans for classrooms are waiting for the total construction cost before purchasing.

Emergency Medical Services (EMS) division: FF/PMs Kevin Larson and Arthur Bowlds have completed the EMS component and are now cleared to work independently.

Pinnacle Training Systems conducted functional movement screening on A shift and B shift, returning May 9th for final FMS. Individual consultations and exercise programs scheduled for: May 13th, 14th, 16th.
147 EMS budget and Tablet Command project budget has been submitted to Finance--Scope of
148 services Phase 1 and 2 complete, and a site visit May 9th.
150 Prevention Division: Chief Jessell updated Chiefs Tyler and Veliquette on filling the Prevention
151 Division vacancies and has a revised presentation for a special meeting of the BOD in May.
152 Meeting for Shell project to bring Hydrogen Fueling station to Novato. Proposed site is the Shell
153 station on Nave. Project looks to go forward in early 2020 if Shell secures grant funding for
154 installation of Hydrogen fuel pumps.
155 Denise Wade mailed out our annual pre-fire season weed abatement notices to all repeat parcels
156 (114 total).
157 Next Week:
158 April 29th, Monday: Wildfire working group—city and town managers with Fire Chiefs.
159 May 2nd, Thursday Wildfire Public Safety Power Shutoff (PSPS)—Government Agency and
160 Stakeholders Meeting 9:00 am to 11:00 am City Hall.
161 May 1st, Wednesday NFD Fire Season begins by Policy—Equipment and uniform change
162 initiated.
163 May 2nd, Thursday, Local Hazard Mitigation Plan review and update NFD & City of Novato

165 CONSENT CALENDAR ITEMS
166 1. Minutes of Regular Board of Directors April 10, 2019
167 2. Budget Adjustments – April 2019
169 Board approval is requested to accept Staff’s recommendation to make the following FY
170 2018/2019 budget adjustments:
171 a) Increase 9307 Training Equipment budget account 2268 in the amount of $7,000
172 b) Decrease 9313 Training Education budget account 2039 in the amount of $7,000
173 3. Ambulance Fee Debt Write Off Due to Hardship
174 Board approval is requested to approve a write-off of the designated ambulance billing
175 accounts due to hardship in the amount of: $734.51
177 Board approval of staff’s recommendation to write off the designated multi-year
178 uncollectible ambulance billing accounts totaling $29,063.05
179
180 There was no public comment.
181 M/s Metcho/Silverman to approve the consent calendar items 1-4.
Motion carried 5-0-0.

NEW BUSINESS

1. Special Assessment Tax Rate 2019/2020 Resolution 2019-4

Board was requested to approve the Finance Committee’s recommendation to increase the Special Assessment Tax Rate 2019/2020.

Finance Director Valenti explained the history of the special tax rate and its underlying ordinance. The proposed tax increase is expected to increase revenue by $214,000.

Director Galli asked is the square footage in Novato was updated?

FD Valenti responded that the updated square footage is calculated by the County of Marin, and the tax would be based upon their updated figure.

There was no public comment.

M/s Goines/Davis to adopt Resolution 2019-4, approving the Finance Committee’s recommendation to increase the Special Assessment Tax Rate 2019/2020.

There was no public comment.

M/s Goines/Davis to approve the Finance Committee’s recommendation to increase the Special Assessment Tax Rate 2019/2020.

Roll Call Vote:

Ayes: Galli, Silverman, Metcho, Davis and Goines
Noes: None
Abstain: None

Motion carried 5-0-0.

2. Resolution 2019-5 Declaring the District’s Intent to Transition from At-Large to District-Based Elections

Board approval was requested to adopt Resolution 2019-5, which declares the Novato Fire District intent to transition elections from the current system whereby candidates are currently elected in “at-large” elections, in which each Director is elected by the registered voters within the geographical boundaries of the entire District to a District-based election as authorized by California Elections Code Section 10650 for use in the November 3, 2020 Statewide General Election

Counsel Hurd explained the voting rights act and the prompt to switch to district based elections to avoid racially polarized voting. He noted that there is no evidence that racially polarized voting exists in the Novato Fire District. However, there exist laws that give the ability to attorneys to make a claim, via letter; and the evidentiary standard for defending the District
against such a claim is nearly impossible. Any ensuing lawsuit would seriously impact the
District financially.

Counsel’s advice to the District is to make the switch to avoid severe financial impact.
There will be multiple hearings, meetings with review of draft maps, use of a demographer and
legal counsel.

Director Metcho asked if the demography is based strictly on race? Hurd noted that it is.

Director Davis asked why the letter costs $30,000. Hurd noted that the District has not received
the letter, but agencies that have, and then make the switch to District based elections then have
to pay the law firm $30,000.

Director Galli asked if the new districts don’t put forth any candidates, what happens? Hurd
noted that in San Rafael there are majority Hispanic enclaves, that also have non-hispanic
neighborhoods attached, and that it will be interesting to see the result. The Board of
Supervisors can appoint a director if no candidates run.

Hurd noted that the first election under the new districting will be in 2020.

Director Silverman asked is we can share mapping costs with other agencies? Hurd noted that we
cannot due to different boundaries.

Director Metcho asked if a public vote is needed on the district mapping. Hurd noted that it is a
Board decision.

Director Metcho asked if there was any pending legislation to close the loophole and unintended
consequences of the law. Hurd noted that it won’t happen soon. There could be a switch back to
at-large elections, but would depend upon a new law.

Director Goines noted that the ballots will be very complex with voters seeing candidates in
many differently drawn districts. Hurd noted that the County know how to craft the ballots for
the various districts and candidates

Chief Tyler noted that running for a board seat could become less expensive, since you only need
to reach the voters in your smaller district.

There was no public comment.

M/s Silverman/Davis to adopt Resolution 2019-5, which declares the Novato Fire District intent
to transition elections from the current system whereby candidates are currently elected in “at-
large” elections, in which each Director is elected by the registered voters within the
geographical boundaries of the entire District to a District-based election as authorized by California Elections Code Section 10650 for use in the November 3, 2020 Statewide General Election.

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

3. Discussion with Legal Counsel: Legislature Authorizes Districts To Increase Board Member Compensation For Certain Districts.

Board discussed with legal counsel the updates regarding Board compensation. In August 2018, the Governor signed AB 2329 (Obernolte), which amends the enabling legislation of several types of special districts to increase the maximum monthly compensation of board members for attending meetings, and annually increase the maximum monthly compensation thereafter.

Counsel Hurd discussed the new laws and limits of Board compensation. The per meeting maximum is $100, but it can be raised by 5% annually. You can increase in a lump sum from the last increase, which for the District occurred in 2002. You may have 6 paid meetings, however the 5th and 6th meetings need substantiation as to their necessity.

Hurd discussed the definition of compensable meetings:
Board meetings, Advisory Meetings, Ethics training, or the Board can adopt an ordinance defining their compensable meetings.

The Board’s current policy covers Board meetings, workshops, study sessions, committee meetings, special meetings, with a cap of $400 per month.

The Board’s committees are currently MERA and the Finance Committee.

Director Silverman asked about the process to change. Hurd noted the Board can adopt an ordinance and amend their policy.

Director Galli asked if the District Staff Tower Committee is compensable. Hurd responded that it is not, since is not a Board committee.

There was no public comment.
Direction was given to staff to research the last Board compensation increase, the current potential maximum per meeting, amending the per monthly cap of meetings and compensation, and amending the definition of a meeting. This information will be go to a Finance Committee meeting.


Board approval was requested to adopt Resolution 2019-6 Proclaiming May 5 – 11, 2019 as “Wildfire Preparedness Week”.

BC Fire Marshal Jessell described the resolution details, and noted that in the past the week has been named Wildfire Awareness Week. The shift to Wildfire Preparedness is to send the message to the public to be prepared, as opposed to being aware.

There was no public comment.

M/s Metcho/Davis to adopt Resolution 2019-6 Proclaiming May 5 – 11, 2019 as “Wildfire Preparedness Week”.

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

5. Award the Bid to Central Valley Environmental Fresno For the Demolition of the Training Tower And Classroom.

Board approval was requested to award the bid to Central Valley Environmental Fresno for the demolition of the classroom, tower, foundation and the 20’X 20’ cement slab located next to the septic mound.

Chief Tyler explained that this new bid saved approximately $42,000.

There was no public comment.

M/s Metcho/Silverman to award the bid to Central Valley Environmental Fresno for the demolition of the classroom, tower, foundation and the 20’X 20’ cement slab located next to the septic mound.

Motion carried 5-0-0.
COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho noted the CEQA process will be ready for public review in 1-2 months.

Finance Committee (Director Davis and Director Goines)
Nothing to report.

FINANCIAL REPORTS
There were no comments.

4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) March 2019
5. District Contracts Information – March 2019

Fire Chief’s Report: Contract Administration
New and Renewed Contracts to Date
for the 5/1/2019 Board of Director’s Meeting

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<td>Karen Goehring</td>
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<td>Critical Incident Stress Management</td>
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<td>Villa</td>
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Page 10
Approved 5.22.19

Consent Calendar 1
Public Works/Non-Public Works Project

Codes:
E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal
N=New Contract

INFORMATION

2. Written Communications – two letters were read
3. MERA Update
4. Finance Committee Special Meeting Date June 12, 2019 at 9 a.m.
5. RPM Division staffing Special study session dates – Verbal Report. The Board will be sent a schedule to determine meeting availability.
6. Special Meeting Date – Preliminary Budget Adoption - June 26, 2019

The Board sent their best wishes for a speedy recovery to BC Dague, and welcomed back Jeanne Villa after a brief medical leave.

ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at 7:20 p.m.

Submitted by,

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

ROLL CALL
President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Director Bruce Goines.

ABSENT
Director Bill Davis

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

ALSO PRESENT
Peter Spoerl, District Counsel, Residents Al Shirley and Donna Pfeiff, Chris Chaffee

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

AGENDA ADJUSTMENT
None

CONSENT CALENDAR ITEMS
1. Minutes of Regular Board of Directors May 1, 2019
There was no public comment.
M/s Metcho/Silverman to approve the consent calendar items 1.
Motion carried 4-0-1.

NEW BUSINESS
1. District Elections – First Public Hearing
The Board held a public hearing to receive public feedback regarding the composition of the Novato Fire District for a transition from at-large district elections to by-district elections.
Mr. Chris Chaffee of the Chaffee Group, presented an overview of districting, best practices, a brief analysis of the District, and other information meant to encourage thoughtful engagement.
The upcoming District mapping will use census date from the last complete census of 2010, as is required by law. There can be some estimation of population changes since 2010.
There is a worksheet the District can distribute to solicit community feedback on “community of interest”.

Page 1
Approved 6.5.19
Director Galli asked if this process will need to be redone in 2020 after the next census?
Yes it will occur in 2021 after the data from 2020 is complete. It may end up being a small revision.

Counsel Spoerl noted that after the 2020 census, there will need to be a review of the changes and “communities of interest”, and the District can decide if changes are legitimate and needed.

It was noted that preserving incumbency is not a deciding factor in drawing the districts, and that the map should be defensible.

The Demographer uses the public hearing to guide the lines they will draw, along with consideration of equal population in each district.

There is a statutory requirement that Novato Fire District keep 5 districts.

Chief Tyler noted that the District has messaged about the public hearings on Facebook, the website, Twitter and Instagram. A postcard was mailed to every household in the District, and it arrived today. The postcard was in English and Spanish.

Counsel Spoerl added that many agencies are changing to by district voting. The District wants to encourage public participation, receive public input. The District may receive email inquiries and it will be important to be transparent.

Director Goines noted that once consideration should be the urban areas versus the wildland areas, and the Wildland Urban Interface (WUI). Is that data relevant?

Chris Chaffee noted that it is relevant and that they can use the fire risk on their mapping layers. Counsel Spoerl noted that living in the WUI could be considered a “communities of interest”.

Resident Al Shirley (Olive Avenue area) noted the public is anxious to see a map, and rural versus urban may present a stumbling block when trying to preserve equal populations in each district.

Another resident from Loma Verde, Donna Pfeiff, noted that she has had good interaction with the District in the past. She does not want redistricting to result in less competent leaders on the Board.

Chief Tyler noted the 11,300 parcels could be used in the mapping, and that we need to be mindful of the strong sense of community that Novato neighborhoods have.
Mr. Chaffee noted that they can keep neighborhoods together, and will need the District input to do that.

Ms. Pfeiff noted that plotting the fire stations could be useful data.

Chief Tyler will send the fire station addresses to Mr. Chaffee.

Director Silverman asked if the City of Novato map can be a layer over the District map. It can.

Director Metcho noted that the District will need to supply the neighborhood names and defining streets to Mr. Chaffee.

Mr. Chaffee will draft 3 maps, and from those create multiple variations with street names and other overlaying data.

Director Goines asked about using ethnicity? Mr. Chaffee noted it’s in the census data from 2010, and each district will have the ethnicity data as a subset of data. Director Goines also noted the District might aim for equal fire risk in each of the Districts.

Chief Tyler noted that while fire is a threat, medical calls make up a much higher percentage of what the District does.

Director Galli noted that all of Novato is surrounded by WUI except for downtown.

Chief Tyler noted that a % of WUI area in each district might be helpful.

It was noted that in a new district, should no one run for office, the Board of Supervisors chooses the Director.

Resident Shirley noted that the public should be made aware of that.

Resident Pfeiff asked if the Directors live near each other, and the director noted their neighborhoods.

**INFORMATION**

Upcoming Meeting Schedule

1. June 5 – Regular Board Meeting
2. June 19 – Special Board Meeting
3. June 26 – Special Board Meeting
4. July 3 – Regular Board Meeting
5. July 4 – Novato Parade
ADJOURNMENT

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

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Battalion Chiefs Lori Jessell, Jeff Whittet and Robert LaCroix, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Sr. Accounting Specialist Jenn Maldonado.

ALSO PRESENT
Riley Hurd, District Counsel, and Penny Taischer, Novato Resident, Chris Chaffee of Chaffee Group.

OPEN TIME FOR PUBLIC EXPRESSION
Ms. Taischer noted that she was interested in the discussion about District elections. No other public comments were made.

AGENDA ADJUSTMENT
None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS
New employee Jennifer Maldonado, Senior Accounting Specialist, was introduced to the Board.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis noted upon return from vacation that Novato has turned very brown, portending the arrival fire season, and that the FireWise meeting at the Embassy Suites was well attended showing good momentum.

Director Metcho reported that he attended the Leadership Novato graduation where Captain Mesenburg was the valedictorian, and did a great job. Director Silverman also attended.

CHIEF’S REPORT
Chief Tyler reported:

Calendar:

- Thursday, June 6th, Final Staff Budget Review Meeting.
- Thursday, June 6th, Discussion of emerging EMS issues with Fire Chiefs and Marin County EMS Authority, 12:30 pm
• Friday, June 7th, Vacation
• Saturday & Sunday June, 8th & 9th Art and Wine
• Monday June 10th Pacheco Valley Firewise 4:00 pm
• Wed June 12 Voluntary Organizations Active In Disaster, (VOAD) San Rafael Community Center 9:30 – 11:30 am
• Thursday June 13th Disaster Counsel, 3rd meeting, 3:00 pm Civic Center
• Friday June 14th Wildfire Public Safety JPA Formation Meeting
• Tuesday June 18th through Sat 22nd Fire Squirts Station 62
• Wed June 19th Marin ready Together—Elected Officials 3:00 pm Civic Center
• Wed June 19th Public Hearing # 3 Voting Districts Elections—Draft Map
• Friday June 21st Downtown Business Owners association Public Safety Power Shutdown update
• Sunday June 23rd – Wednesday June 26th Chief Tyler Out of Office—Vacation
• Wednesday June 26th Preliminary Budget adoption
• Thursday June 27th FASIS Meeting hosted in Novato
• Tuesday July 2nd Wildfire Public Safety Presentation for SIRS (Sons in Retirement) 11:00 am 2:00 pm Embassy Suites in San Rafael
• Wednesday July 3rd Regular BOD meeting, Public Hearing #4 if needed

Administrative Items: Monday, June 3rd Chief participated in the County emergency disaster coordinator position interviews at Ross Valley Fire.

Grand Jury: Our DRAFT NFD responses to the Grand Jury Report have been reviewed and commented on by our legal counsel. The Fire Chief will be making the final revisions and the BOD will hold a public hearing to approve their final response in July. Final responses are due back to the Grand Jury on July 18th.

The County Wide Wildfire Public Safety Program polling/surveying has begun. We anticipate receiving the results by the first week of July. A go/no go decision will then take place. A draft County Wide Wildfire Public Safety Authority JPA is being developed with several stakeholders. The Marin County Fire Chiefs Association continues to participate in all stakeholder meetings.

47 applications were received for our 3 FF/PM position openings. 28 candidates were invited be interviewed. 22 were actually interviewed (5 withdrew, 1 was a no show), 13 will move forward to ride-a-longs in the next two weeks.

An outside grant writer to complete the next phase of the FEMA Hazard Mitigation Grant has been identified and Colleen is currently working on the scope and getting the contract signed.

Finance: The 2nd draft of the preliminary 2019/20 budget is complete. Staff will be meeting two more times next week to create the final version that will be presented to the Finance Committee. The preliminary budget will be brought to the full BOD for adoption on Wednesday June 26th.
OPS: Government Public Safety Power Shutdown update on June 5 with stakeholders.

Additional meetings are being scheduled every two weeks.

Station 62 septic system is currently out of service. It should take about 2 weeks to repair.

Modifications to water use are being made by the crews at station 62. Emergency repairs will need to be made as soon as possible.

One of our surplus Type 1 Fire Engines was donated to the River Delta Fire District in South Sacramento County. We formally transferred ownership of a 1991 Spartan 1500 GPM pumper on Wednesday. The River Delta Fire District had a catastrophic failure of its existing type 1 fire engine, and was borrowing an engine from a neighboring fire agency, which had to be returned by Friday of this week. Our own FF/PM Jeff Keena worked as a FF trainee at River Delta and connected us to them for this donation.

Training: Chief Lacroix participated in an active shooter drill meeting with NPD regarding an upcoming drill on 6/6. We completed a Multi-Company wildland drill for A shift, and the RT-130 Classroom session for B shift. Scheduled block 4 training is confined space training.

Tower / Classroom Updates: Ghilotti started the construction on the parking lot and confined space area. We held a teleconference with Fire Facilities regarding purchase of training tower, and completed the staff report for the tower purchase.

Emergency Medical Services (EMS) division: Capt. Scott Freedman met with Katie Grossman and the Deputy Chief regarding contract for services for EMS Educator position. Scott crafted letter of appreciation to Pat Kendall of Kaiser for securing Zita Konik as medical director. He worked on Tablet Command integration plan.

Prevention Division: Chief Jessell completed the staff report and presentation materials for the prevention staffing model. Over 20 weed abatement complaints were inspected and followed up on.

CONSENT CALENDAR ITEMS

1. The minutes of the 5/22/19 Special Board Meeting.

There was no public comment.

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

Motion carried 5-0-0.
NEW BUSINESS

1. District Elections – Second Public Hearing

The Board held a public hearing to receive public feedback regarding the composition of the Novato Fire District for a transition from at-large district elections to by-district elections.

Mr. Chris Chaffee of the Chaffee Group, Inc. presented an overview of districting, best practices, a brief analysis of the District, and other information meant to encourage thoughtful engagement.

The Board, Counselor Hurd, and the Chief discussed the various “communities of interest” that could be used to craft mapping layers to create 5 voting districts, based upon the 2010 Census.

- WUI layer
- Maintaining contiguous neighborhood borders
- Maintaining minority pockets in districts
- Maintaining competency and expertise on the board by maintaining current board incumbency
- Using Station Response Zones as district borders

Mr. Chaffee noted that all of the above are valid criteria for crafting communities of interest.

Counselor Hurd noted that it is not purely self interest to consider the current incumbents in redistricting due to the historically low candidate turnout for the Fire Board.

Black Point resident Penny Taischer commented that she is concerned that the public does not understand the re-districting issue. She will bring it up at the Black Point Improvement club meeting next week.

The Board noted that it’s important to reassure the public that drawing voting districts in no way affects service. There will no change to how the District responds to emergency calls.

A draft map, in several versions, with clearly defined transportation lines, will be available for the Board and the public to review at the June 19, 2019 meeting.

Mr. Chaffee noted that Google Maps provides a great way to see the data layers and the street detail.

2. North Bay Petroleum Contract Renewal – Fuel Delivery

Staff recommended renewing the North Bay Petroleum master services agreement (MSA) for the delivery of fuel to all six (6) District locations for another year.

Chief Tyler clarified the types and number of fuel tanks at each station. The Admin office does not have any fuel tanks.
Director Silverman asked if fuel delivery could be impacted by the power shutdowns?

Chief Tyler noted that the tanks can still be serviced since each station has a generator.

There was no public comment.

M/s Silverman/Metcho to approve the renewal of the North Bay Petroleum master services agreement (MSA) for the delivery of fuel to all six (6) District locations for another year.

Motion carried 5-0-0.

3. Station 62 Kitchen Remodel Payment Bond

Board approval was requested to accept Staff’s recommendation to increase the not-to-exceed amount from $125,000 to $130,000 for the performance bond.

There was no public comment.

M/s Davis/Metcho to accept Staff’s recommendation to increase the not-to-exceed amount from $125,000 to $130,000 for the performance bond.

Motion carried 5-0-0.

4. Purchase the Fire Facilities Fire Chief Training Tower form L.N. Curtis & Sons through the GSA contract in the amount of $429,528.86

Board approval was requested accept Staff’s recommendation to purchase the Fire Facilities, Fire Chief Model from L.N Curtis & Sons.

There was no public comment.

M/s Metcho/Silverman to accept Staff’s recommendation to purchase the Fire Facilities, Fire Chief Model from L.N Curtis & Sons.

Motion carried 5-0-0.

5. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and funding.

The Fire Chief recommended that the Board create and Ad Hoc committee to review staff’s proposal for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and direct staff to bring back for consideration, a fee schedule that supports the future funding of those positions based on the division analysis of the future and current staffing of the division, and the appropriate fees needed to recover the costs for their services. The Ad Hoc Committee would bring a recommendation to the full Board for approval at a future date.

The Board and the Fire Chief thanked Chief Jessell and her staff for the many hours of hard work that went into the staffing proposal.
Director Silverman nominated Directors Galli and Metcho to the Ad hoc RPM Staffing Committee. There were no objections or other nominations.

There was no public comment.

M/s Metcho/Silverman to take no action on the proposal at this time, form an ad hoc committee to review the proposal, and bring a recommendation to the full Board. Motion carried 5-0-0.

6. Increasing the Board of Directors Compensation

Board discussed options to increase the per meeting compensation fee for the Novato Fire Board of Directors.

The Board, Counselor Hurd and the Chief reviewed the various options and permutations of increasing the per meeting Board compensation.

Counselor Hurd noted that to adopt more than 4 compensable meetings per month requires the adoption of a policy, annually, to substantiate the reasons that the Board needs more than 4 compensable meetings per month. The Board will need to hold 2 public hearings on an ordinance revising the per meeting compensation, and amend the Board policy. The change can take affect no earlier than 31 days after the adoption the ordinance after its second public hearing.

There was no public comment.

M/s Silverman/Metcho to increase the per meeting compensation to $200, with a cap of 4 compensable meetings per month, with policy updates to reflect the changes.

Ayes: Silverman, Galli, Goines and Metcho
Noes: Davis
Abstain: None

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho had a MERA update noting the CEQA process will close on June 18, 2019.

Finance Committee (Director Davis and Director Goines). Nothing to report. The next meeting is June 12, 2019.

FINANCIAL REPORTS

There were no comments.
2. Revenues and Expenditures Detail Financial Report, April 2019
3. Vendor Summary Financial Report, April 2019
4. EFT Confirmation Documentation April 2019
5. District Report on Contracts April 2019
Fire Chief’s Report: Contract Administration

New and Renewed Contracts to Date
for the 6/5/2019 Board of Director’s Meeting

<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
<th>CODE</th>
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<tr>
<td><strong>PROFESSIONAL SERVICES</strong></td>
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<tr>
<td>Fire Facilities</td>
<td>LaCroix</td>
<td>zero</td>
<td>Letter of Intent to purchase training tower in order to gain plans for permitting.</td>
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<td>Lynx Technologies</td>
<td>Veliquette</td>
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<td>Mapping updates.</td>
<td>SRM</td>
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<td>Kreativz</td>
<td>Tyler</td>
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<td>Graphic design svcs for flyer &amp; postcards.</td>
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<td>Ghilotti Brothers</td>
<td>LaCroix</td>
<td>$28,415</td>
<td>Gravel parking lot &amp; training areas at S62.</td>
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<tr>
<td>ZOLL Medical</td>
<td>Dague</td>
<td>NTE $35K</td>
<td>Defibrillator, AutoPulse &amp; Xseries accessories &amp; disposables.</td>
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<td>L.J. Construction</td>
<td>LaCroix</td>
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<td>Septic mound improvement at S62.</td>
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<td>Tower/Classroom Demolition</td>
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<td>Monark Appliance</td>
<td>Smith</td>
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<td>Kitchen appliances for S62</td>
<td>SRM/N</td>
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<td><strong>LEASES</strong></td>
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<td><strong>PIGGYBACK</strong></td>
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<td><strong>RFP/IFB</strong></td>
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<td><strong>OTHER</strong></td>
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<tr>
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</table>

Public Works/Non-Public Works

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

250
251
252
1. Written Communications – one letter was read
253
2. MERA Monthly Update
254
3. Comprehensive Annual Financial Report Award for 2018
255
256
ADJOURNMENT
257
There being no further business to conduct, President Galli adjourned the meeting at 7:52 p.m.
Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Purchasing/Contracts Administrator Colleen Walraven, Battalion Chief Robert LaCroix, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. Request for Emergency Procurement – Septic System Repairs
Chief Tyler commented that during the preparation for building new classrooms, testing was done on the septic system. There have been backups in the system in the past, as well as some past repairs performed.

Some issues with the mound have been discovered, including some repairs done incorrectly, and essentially the mound is failing.

Environmental Health issued a stop use order. The holding tank is now being pumped in the interim.

Contractors and engineers have evaluated the mound. The Chief has also reached out to the Sanitary District to investigate connecting to the city sewer system. That appears to be a lengthy project, possibly up to a year, with a cost of approximately $1,000,000. The closest connection is at Olive Avenue and Club View Drive. The pump station would also need an upgrade.

It may be possible to connect to the city system in the future, but it’s not a viable solution at this time.

Other options considered were moving the mound to the vacant lot or to the lawn area. Those options would require lot line adjustment and/or perc tests. The perc test requires rainfall, and none is expected, making those options non viable.

The District needs to expend funds to replace the current mound, due to the intrusion of redwood tree roots, and the drought, which has caused the roots to leech moisture from the mound.

Director Goines noted the roots will continue to be an issue.
Chief Tyler noted that in the short term, the repairs will include the cutting of some roots, which will buy the District time to look into the possibility of connecting to the city system or moving the mound. For now, he recommends leaving the trees in place as the District will have time to research and then move towards a long-term solution. Removing the trees may be necessary, but more analysis is needed.

Director Silverman suggested adding tree removal as part of the motion to repair the septic system and asked if it was part of the contract.

Chief LaCroix noted that the contractor believes they can trim back the roots without harming the trees. Total removal of the trees would be a separate contract. He spoke with an arborist who lives in the neighborhood who will view the site and give a second opinion. Chief LaCroix noted the removal of the three trees would impact the look of the station.

Director Goines would like to inspect the mound, as this is his area of expertise.

Director Davis suggested making a 2 phase motion: 1 to repair now, and the second to deal with the status of the trees later.

Director Metcho commented he would like an arborist and Director Goines to inspect the site.

Director Goines agreed that more information is needed prior to considering the removal of the trees.

There was no public comment.

M/s Davis/Metcho to authorize the expenditure of the emergency procurement, and to bring back options regarding the potential removal of the redwood trees.

Motion carried 5-0-0.

**ADJOURNMENT**

There being no further business to conduct, President Galli adjourned the meeting at 10:15 a.m.

Submitted by,

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

**COMMITTEE MEMBERS PRESENT**
Directors James Galli and Steve Metcho

**STAFF PRESENT**
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Battalion Chief – Fire Marshal Lori Jessell, Admin. Services Manager Jeanne Villa.

**NEW BUSINESS**
1. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and funding.
   The Board reviewed RPM’s proposal for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and considered a fee schedule that supports the future funding of those positions based on the division analysis of the future and current staffing of the division, and the appropriate fees needed to recover the costs for their services.

Chief Jessell presented a PowerPoint of the staffing request, the proposed fee schedule and funding mechanisms to meet the current and future division needs, based upon the NFPA standard 1730.

Highlights included a review of: Public Education duties, Risk Reduction goals, Investigations and Inspections, Vegetation Management, Standards and Code Adoption, Plan Reviews, Succession Planning and Fiscal Sustainability.

Jessell noted that the District currently does not charge for planning plan reviews or building plan reviews, and other agencies in the Bay Area do charge for these tasks.

Jessell reviewed the Matrix Fee Study done in 2016. Matrix calculated a permit fee of $176.00 base rate, but did not use a fully burdened Division rate. Other fire agencies calculated an average base rate using a fully burdened division cost, which for Novato Fire is $200.00.

Jessell noted a typo in one of the sample exhibits: a less than 3 head TI is $200.00, not $2,000.00.

Inspection fees would be charge only upon a physical inspection performed by NFD staff. When a location has multiple processes/systems to be inspected, NFD would charge for only the highest fee process/system, but would perform all of the inspections for that one fee.
Jessell noted that the District does not intend to charge fees to school districts or non profits. Business may only be inspected once every 3 years.

The Directors asked if the Admin time for invoicing/data entry/reporting was factored into the base fee, and would the fee schedule impact the Finance Division with extra work?

Jessell noted that the administrative tasks have been factored in to the calculation, and the District may even want to consider a fee for collection/legal for unpaid invoices.

Jessell noted that previously the RPM Division sent and followed up on invoicing, and Finance handled the process upon payment. The Directors noted that they would like staff to seek out a process to manage the workload that could result from the invoicing of the new fees.

Jessell noted that the new software available that the District could use can invoice electronically while in the field.

Jessell reviewed the building permit fees: planning plan review, which is a flat fee; and building plan review, which is a percentage based fee.

The City or County Building Department charges a fee, and Novato Fire can collect a fee based upon a percentage of the City/County fee charged. For example, if the City charges a $1,000 permit fee, and Novato Fire’s fee is set at 50%, NFD would receive $500.

Of all of the fire agencies Chief Jessell contacted, Novato is the only one not charging for the plan reviews.

There could be a differential between commercial and residential fees, but the Chief noted that most residential plans do not go through the Planning Plan Review phase.

The Directors commented that 50% seemed reasonable.

Chief Jessell reviewed the revenue projections for the current year, and with 5% increases annually. She noted other agencies tend to increase their fees 8-10% annually.

Jessell noted that the cannabis industry is coming to Novato, and it requires a trained inspector who understands the industry’s specific processes.

Chief Tyler noted that he is willing to talk with the Chamber of Commerce to introduce the concept of fees for inspections to the downtown business owners, as the Board does not want to be unfriendly to businesses.
The Directors adjourned the meeting, and will return on June 13, 2019 to further discuss options.

**ADJOURNMENT**

There being no further business to conduct, Chair Galli adjourned the meeting at 4:03 p.m.

Submitted by

Jeanne Villa, Recording Secretary
The meeting was called to order by Director Galli 1:02 p.m. in the Heritage meeting room at 95 Rowland Way, Novato CA 94945.

COMMITTEE MEMBERS PRESENT
Directors James Galli and Steve Metcho

STAFF PRESENT
Fire Chief Bill Tyler, Finance Director Joe Valenti, Battalion Chief – Fire Marshal Lori Jessell.

NEW BUSINESS
1. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and funding.
   The Board reviewed RPM’s proposal for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and considered a fee schedule that supports the future funding of those positions based on the division analysis of the future and current staffing of the division, and the appropriate fees needed to recover the costs for their services.

   The minutes were taken by BC Jessell and drafted by ASM Villa.

   Chief Tyler reviewed the discussion of the 6.12.19 RPM Staffing Committee Meeting.

   Director Metcho commented that after additional thought and consideration, he is on board with the fee schedule as proposed.

   Director Galli commented that he supports the fees as proposed, but would like to see an alternate staffing model that restores the Deputy Fire Marshal position, add 1 Safety Fire Inspector, and limits the previously approved Wildland Fire Mitigation Specialist to only 1 position instead of 2.

   Under Director Galli’s proposal, the RPM division would be the following:

   (1) Existing Fire Marshal
   (1) New Deputy Fire Marshal (Safety)
   (1) Existing Fire Inspector
   (1) New Fire Inspector (Safety)
   (1) New Wildland Fire Mitigation Specialist (Limited Term)
   (1) Existing RPM Admin. Assistant
M/s Metcho/Galli to recommend to the full Board of Directors at their July 3, 2019 meeting to implement the revised RPM staffing model as stated above; to create a draft fee schedule to support the updated staffing model and apply it to the new fees including but not limited to, planning and building reviews as well as occupancy inspections and permits based on the new staffing model. Motion carried.

The Staffing Ad-hoc committee members also directed staff to explore options for ensuring adequate coverage and performance of all Front Office tasks and responsibilities.

**ADJOURNMENT**

There being no further business to conduct, Chair Galli adjourned the meeting at 1:20 p.m.

Submitted by

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

ROLL CALL
President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Director Bill
Davis.

ABSENT
Director Bruce Goines.

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Battalion Chief Gerald McCarthy, Battalion Chief Robert LaCroix,
Recording Secretary Jeanne Villa.

OTHERS PRESENT
District Counsel Riley Hurd, Demographer Chris Chaffee, Novato residents Penny Teicher and
Bruce Martell.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
The Board held a public hearing to receive community feedback regarding various draft voting
district maps for a transition from at-large elections to by-district elections. A fourth map was
presented, labeled Plan A, revised, which contained a couple of changes that maintained
neighborhood boundaries more concisely.

Demographer Chaffee reviewed the principles of redistricting, the most important of which is to
maintain equal populations, within a 10% deviation.

Chaffee presented Maps A, B, and C, along with the slightly revised Plan A, revised.

For the definition of neighborhoods, the Next Door group boundaries were used, as no other
government agency had concrete definitions of Novato neighborhoods.

Plan A revised had a population deviation of less than 5%, and the racial criteria is balanced.
Counsel Hurd asked if housing types is a mapping criteria. Chaffee noted that housing types tend
to group themselves by neighborhood.

Plan A, revised will be published for public review for 7 days before the Board can vote to adopt.
Penny Teicher commented that Plan A, revised divides Black Point and Green Point into 2 different districts, with Highway 37 as the dividing line. This division mirrors the Water District map.

Bruce Martell asked if the Board was taking this action in response to a letter threatening a lawsuit or is it proactive? Counsel Hurd answered that it’s a proactive response to other agencies receiving the letter, to avoid unnecessary penalties.

Mr. Martell asked if the WUI areas should be represented by 1 Director or should all Directors have a portion of Novato’s WUI zones? Chief Tyler noted that it would be impossible for 1 Director to have all of the WUI zones. It would be too large of a district.

Mr. Martell asked if the map will need to be redrawn in 2020. It depends upon the change in the census data from 2010 to 2020. Some population change data was examined, although the 2010 census data was used. Depending upon population changes, the map may not need to be redrawn.

M/s Silverman/Metcho to accept Plan A revised, and to bring the map to a Board meeting on June 26, 2019 for public comment, along with the previously drawn maps. M/c 4-0-1.

Adoption of the map can occur on July 3, 2019, if there are no further changes. The maps will be published on the District website, social media accounts and will include a link to the interactive Google map layers.

2. Station 62 Septic System Emergency Repairs

Board approval was requested to approve an additional emergency procurement request for repairs of the Station 62 Septic System not to exceed $145,361.15. Staff recommends retaining the current contractor, LJ Construction, and waiving the competitive proposal requirement. Chief Tyler explained that the septic system is out of service and has been red tagged by the County Environmental Health Department. The Board had been asked to approve repairs at their June 12, 2019 special board meeting. Since that meeting, the contractor has found more issues with the mound, following the removal of the three redwood trees with roots that have damaged that mound.

The proposal covers the costs of a worst-case scenario, and if tanks and pumps do not have to be replaced, the actual cost will be below the $145,361 estimate.

Other options explored including connecting to the City sewer system would cost dramatically more and could take up to a year. Currently the tanks require pumping at a cost of $650.00 each time.
There is still 1/3 of the mound which is believed to be ok, but should it be determined that it
must be replaced, then Staff will return to the Board with those costs.

Director Galli asked if there is insurance cover? There is not.
Director Galli asked how soon the repairs can be made. The contractor will start immediately
once the contract is approved, and the repairs may only take 3-4 days, if no new tanks need to be
installed.

Director Silverman asked if connecting to the Sanitary District would cost millions.
Chief Tyler noted it could and would be a capital improvement project, and would likely take a
year to complete.

There was no public comment.

M/s Davis/Metcho to approve an additional emergency procurement request for repairs of the
Station 62 Septic System not to exceed $145,361.15, and to retain the current contractor, LJ
Construction, and to waive the competitive proposal requirement.

Motion carried 4-0-1.

ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at
6:58 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

ABSENT
Fire Chief Tyler

OTHERS PRESENT
Novato Resident Bruce Martell

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. Adoption of Preliminary Annual Budget 2019-2020
   Board approval was requested to accept the Finance Committee recommendation to adopt the preliminary budget for the fiscal year 2019-2020, and to establish the August 7, 2019 Board Meeting as the date to adopt the final budget for fiscal year 2019-2020.

Chief Veliquette reiterated the District goals with regard to the annual budget: pay down liabilities, fund initiative in the Strategic Plan, and use reserves to replace infrastructure.

Finance Director (FD) Valenti reviewed the revenue sources.

Director Galli noted that the $1,500,000 for the tower is higher than was expected.

FD Valenti noted that approximately $1,000,000 surplus will be carried over to the 2019-2020 budget. The new budget includes funding for three RPM Division positions. Two of those positions are limited term Wildland Fire Mitigation Specialists. Reserve funds will cover those costs for 2 years. The MCERA rates went down about $200,000 and the EMS billing expenses dropped $140,000.

FD Valenti noted that EMS Billing revenue is at $2,600,000, and only $2,200,000 was projected. The outside billing project is completely finished.

Director Galli asked to clarify the capital outlay.
Chief Veliquette noted that $1,200,000 is for the Rescue Pumper, an Ambulance and 3 Utility pickups. The funds are coming from the apparatus reserve account, and staff will come to the board for a decision whether to pay cash or to finance or some combination thereof when the vehicles are ready to purchase.

Chief Veliquette clarified that the funds in the Telephone system category are for CAD lines, Satellite Phones and Tablet Command lines, not for a phone system (which was purchased 2 years ago).

Chief Veliquette also clarified that $120,000 for Overtime for the Training Division is per MOU benefits, coverage as a shift BC and for Out of County assignments, which can be recovered by State/Federal funds + 18% administrative fee.

Director Galli asked about the budgeted 40 PC workstations. ASM/IT Villa noted that Windows 7 becomes unsupported in January 2020. PCs will no longer be updated and become increasingly vulnerable to viruses and trojans. All PC that could be upgraded to Win 10 have been upgraded. The Win 7 PCs can be donated. The District will phase in the Win 10 PCs over 2-3 years.

Director Galli asked about the Generators? Chief Veliquette noted that the District budgeted for 1-3 new generators based upon the price that San Rafael Fire recently paid. The District has 3 generators that are so old they cannot be registered with BAAQMD, but they still function. They are tested every Saturday and load tested annually.

Director Galli noted that the District reserves are lower than they were a few years ago, and we need to be cautious about spending reserve funds. In particular he has reservations about replacing functioning equipment.

Director Metcho asked if there was a way to ensure the old generators run cleaner. Chief Menzel will be tasked with investigating options.

Kudos were given to Joe Valenti for his hard work on his first budget for Novato Fire.

There was public comment:
Resident Bruce Martell asked about leasing PCs as opposed to purchasing them. ASM/IT Villa noted that the District keeps PCs running for a much longer period than lease terms generally give and that PC purchases are times to take advantage of deep discounts.

M/s Metcho/Davis to accept the Finance Committee recommendation to adopt the preliminary budget for the fiscal year 2019-2020, and to establish the August 7, 2019 Board Meeting as the date to adopt the final budget for fiscal year 2019-2020.

Motion carried 5-0-0.
ADJOURNMENT
There being no further business to conduct, President Galli adjourned the meeting at 6:48 p.m.

Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Battalion Chief Dmitri Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

OTHERS PRESENT
Counsel Peter Spoerl, Demographer Chris Chaffee, Residents Penny Teicher and Bruce Martell, Stacey Hoggan.

OPEN TIME FOR PUBLIC EXPRESSION
Bruce Martell commented that he attended the Public Safety Power Shutdown (PSPS) meeting, and was impressed by the comprehensive information on such a complex topic.

AGENDA ADJUSTMENT
None

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis attended the SIRS meeting where Chief Tyler and Chief Weber of Marin County, gave a presentation regarding Wildfire Mitigation and the PSPS.

Director Goines also attended the SIRS meeting and noted the great presentation.

Director Metcho attended a retirement party for NFD retired Fire Chief Meston.

CHIEF’S REPORT
Chief Tyler reported:
Calendar:

Wednesday July 3rd New Hire Interviews—3 FF/PM candidates
Wednesday July 3rd BOD meeting 6:00 pm.
Thursday July 4th Novato Parade—NFD OFFICE CLOSED
July 13th through 17th B/C Gerald McCarthy will serve as Acting Fire Chief while Chief Veliquette and I have overlapping vacations scheduled.
Thursday July 18th Wildland Fire Mitigation Specialist (WMS) position interviews
Tuesday July 23rd Special Meeting RPM Staffing 10:00 am
Wednesday July 24th OPS meeting

Highlights:

Administrative Items:
Stacey Hoggan is temporarily working up front at Admin. She is helping us with Administrative duties as we work our way through wildland fire season, and explosion of veg management inspection requests, and weed abatement inspections. Denise Wade has been pulled to back of shop to better assist the prevention division.

PG&E PSPS: We continue to complete our own assessments and vulnerabilities and continue to meet with our local government partner agencies to meet and further develop our PSPS playbook.

Last week NFD/NPD attended joint PG&E PSPS presentation to local Businesses and the general public. The event was sponsored by the Downtown Business Owners Association. It was very well attended with approximately 80 to 100 people in attendance.

Tuesday July 2nd I completed a Marin Wildfire Preparedness Presentation along with MCFD Fire Chief Jason Weber to over 145 Marin SIRS members.

We provided comments to a draft of our LAFCO Municipal Services Review (MSR) and sent them back to LAFCO.

Station 62 Tower Update: The Marin County planning department has assessed our training tower and classrooms and based on our narrative and the documentation we provided, the proposed training tower/classroom replacement project is exempt from Design Review pursuant to Marin County Code Sections 22.42.025.P and 22.42.025.Q and considered minor and incidental in nature. This clears the way for us to get a demolition permit and apply for building permits. A pre-demolition meeting is scheduled for July 10th. Once the demo day is selected, we will announce it.

Station 62 Kitchen Remodel has begun. The demo is complete, closed in and patched and the wiring is almost finished. The crews are making due given the fact that both the cooking and sanitation services are limited. We are on line for a July 24th completion.

Septic System at Station 62 Update: Leech mound is completed. The existing concrete tank tests failed--the pump test also failed, we are in the process our getting plans for new tanks (two poly tanks) and pump. We are on hold for plans completion and final costs projection. We are continuing to use existing tanks that are being pumped regularly.

FF/PM Chief interviews are being done this week. I anticipate job offers to three positions on Friday. We are looking at a 45-day background process; 2-week notice, then 6-week orientation prior to coming to shift. (Sept-Oct)
Wildland Mitigation Specialist update: The WMS application period is closed. We have received 35 qualified applications for the WMS positions(s). Interviews of the top candidates will occur on July 18th.

Deputy Fire Marshal Update: We have received 14 DFM applications, 10 appear to meet the minimum requirements qualified. There are two internal candidates. The current MOU stipulates that the testing process may begin 60 days after the position is noticed. August 6th is a possible date.

Finance: Joe, Jen and Colleen are working hard to complete the year end activities and prepare for the year-end audits and the CAFR preparation. Joe has identified the next 3 to 6 months as the busiest time of the year for his division.

OPS: The District has made the decision to terminate our engine assignee contract with Cal OES for OES Engine 374. We are currently working with OES personnel to inventory and then return the engine to OES headquarters. OES 374 has been placed out of service and is no longer available for response. Our mechanics will be working to remove Novato specific equipment and ready the engine for its final inspection next week prior to its return.

Our decision to return the engine to OES was driven by our desire to support state wide mutual aid at the operational area level first. With the OES Engine responsibility, we have had to assure its availability regardless of our staffing levels or other local requests for strike team commitments. We are and will continue to be committed to State-wide mutual aid through our local government response on both the type 3 and type 1 engines. Our goal has not changed, to provide mutual aid when requested. Our model has simply allowed us more flexibility to support our County Operational Area with availability of local government resources for deployment. The California Office of Emergency Service has been a good partner with our agency and we end our engine assignee program on positive terms.

All units are in service, including the fire truck.

Training: Chief LaCroix is currently on vacation. Before leaving coordinated the 12-month probationary tests for Keena, Conner and Allman. All three probationary employees passed with flying colors. They are great additions to our organization. Robert has scheduled the pick-up of our new Vertical Ventilation Prop. Chief LaCroix is also coordinating the upcoming rope rescue class. We ordered new rope rescue quick reference books for all the engines, rescue and truck and completed first draft on the Gross Decon structure policy. In addition, we received $2,500 from Bio-Marin for use on training equipment.

Emergency Medical Services (EMS) division: Acting B/C Scott Freedman is working on starting back up our citizen CPR program through the American Heart Association Certification. He has been following up with Adult Protective Services regarding frequent 911 callers and other emerging EMS issues. He performed a critical Incident defusing for an on-duty crew following...
an atypical incident. Scott worked on implementing the Tablet Command common operating
platform integration, and assisted training with the probationary training.

Prevention Division: Lori is back in the office and hitting the ground running. The Conservation
Corps North Bay completed four shaded fuel breaks last week including: Blanca Drive, Cabro
Court, Lea/Willow Court and the Hamilton Pool/Officers club and behind the homes. Lynne is
working closely with Marin County Open Space District on fire road clearances on Bugeia Lane,
and Chicken Shack Fire Road as well vegetation concerns behind Ignacio Creek HOA/Indian
Way and Rush Creek.

Inspector Osgood Investigated two small suspicious fires in Pacheco Valle with Marin County
Fire. Lynne is also working closely with the grant writer each day to finalize the FEMA Grant
which is due next Friday. We are processing 35 completed matching grants. Lynne completed 5
veg evaluations and conducted 4 solar inspections, 3 Fire sprinkler inspections and 1 Nitrogen
Gas tank inspection. The New WUI cards have been mailed to residents located in all WUI areas
in Novato. Denise printed fireworks poster with new logo and have distributed them to Petaluma
Fire (13 in English and 13 in Spanish), to post at their fireworks sales booths and is performing
daily weed complaint and abatement inspections and follow ups.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting June 5, 2019
2. Minutes of Regular Board of Directors Meeting June 10, 2019
3. Minutes of June 12, 2019 Ad Hoc RPM Committee Meeting
4. Minutes of June 13, 2019 Ad Hoc RPM Committee Meeting
5. Minutes of Regular Board of Directors Meeting June 19, 2019
6. Minutes of Special Board of Directors Meeting June 26, 2019

There was no public comment.
M/s Metcho/Silverman to approve the consent calendar items 1-6.
Motion carried 5-0.

NEW BUSINESS

• Public Hearing District Based Elections – Adoption of District Map
  The Board considered a resolution to adopt a final district map for a transition from at-
  large elections to by-district elections.

Chris Chaffee gave a brief presentation of the final map, noting only a 3.6% population
deviation. Each current Director will continue in their own district, and will have their own
district in the next election at the end of their current term.

There was no public comment.
M/s Goines/Davis. to adopt resolution 2019-7 to adopt a final district map for a transition from at-large elections to by-district elections.

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

- Renewal of IT Support Services Contract with Marin IT.
  Board approval was 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 Silverman/Metcho. to renew the IT Support Services contract for another 12 months with Marin IT for a total cost of $121,512.00 annually.
Motion carried 5-0.

- LAWCX’s JPA for Worker’s Compensation Insurance Renewal through FASIS Membership.
  Board approval was requested to accept Staff’s recommendation to renew the Local Agency Worker’s Compensation Excess (“LAWCX”) Joint Powers Authority (“JPA”) for the Worker’s Compensation insurance policy as a covered member of FASIS, for the total annual premium at $1,413,481.

Chief Tyler explained the process of contracting with FASIS. The District will poll the market in 2020 for workers compensation comparison premium. The increase is large due to the 8-9 large claims. Some reimbursement from Athens Administrators will offset the cost.

There was no public comment.
M/s Silverman/Goines to renew the Local Agency Worker’s Compensation Excess (“LAWCX”) Joint Powers Authority (“JPA”) for the Worker’s Compensation insurance policy as a covered member of FASIS, for the total annual premium at $1,413,481.
Motion carried 5-0.

  Board considered draft responses to the 2018-2019 Marin Civil Grand Jury Report titled Wildfire Preparedness A New Approach. Options:
  a. Accept and make final these draft responses, or
  b. Modify recommended responses, then accept and make final those modified responses
Director Goines noted that at the Board meeting where WMS positions were discussed, the Board agreed to 2 positions. The Ad Hoc RPM staffing committee recommended 1.

Chief Tyler noted that the final staffing will be discussed and agreed to by the full board. The Board has a meeting scheduled for July 23 to discuss RPM Division staffing.

Some responses were requested to be modified to include the following:

1. Hiring one or more WMS, as funding allows
2. Fix a typo
3. Note that the WMS are full time, limited term. They may become permanent if funds allow.

Bruce Martell noted that he has just completed 2 years on the Grand Jury. He noted the “wholly disagree” response on Finding 16 needs clarification. Overall, he was impressed by the response.

He also commented that he missed a visit to his home by NFD personnel. He was informed that he can make an appointment at a convenient time for him.

The Board considered that for Finding 16, “partially disagree” was a more logical response.

M/s Goines/Silverman to modify Grand Jury report responses as noted above, and make final those modified responses, and send the report to the Grand Jury.

Motion carried 5-0.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho had a MERA update that noted the CEQA process schedule, which may have a draft SEIR ready to come before the MERA board for vote in mid-August.

Finance Committee (Director Davis and Director Goines). Nothing to report. The next meeting has been cancelled due to lack of agenda items.

FINANCIAL REPORTS

There were no comments.

4. EFT Confirmation Documentation May 2019
5. District Report on Contracts May 2019

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<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
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<td>Redistricting Partners</td>
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<td>NTE $25,000</td>
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<td>Fowler Electric</td>
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<td>Identification of emergency circuit breakers for generators at all locations.</td>
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<td>Villa</td>
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<td>Wager</td>
<td>$ 4,200</td>
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<td>$ 6,000</td>
<td>EMS software call PayorLogic.</td>
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<td>Removal of 3 redwood trees on septic mound.</td>
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<td>LaCroix</td>
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**GOODS**

Nothing to report

**LEASES**

Nothing to report

**PIGGYBACK**

Nothing to report

**RFP/IFB**


### Consent Calendar 1

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<tr>
<th>TBD</th>
<th>LaCroix</th>
<th>TBD</th>
<th>Training tower construction. Bids due July 17th.</th>
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<td>OTHER</td>
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<tr>
<td>Nothing to report</td>
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</table>

**Public Works/Non-Public Works Project Codes**

E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal

N=New Contract

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### OTHER

- Nothing to report

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#### 255

1. Customer Satisfaction Survey Report, April 2019

#### 256

2. MERA Update

#### 257

3. Upcoming Meeting Schedule
   - a. July 4 Parade
   - b. July 16 Finance Committee Meeting
   - c. August 7 Board Meeting

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#### WRITTEN COMMUNICATION

1. Letters to the District

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#### ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at 7:12 p.m.

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Submitted by,

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Battalion Chief Lori Jessell, Finance Director Joe Valenti, Fire Inspector Lynne Osgood, Recording Secretary Jeanne Villa.

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

NEW BUSINESS
1. Risk Reduction Prevention and Mitigation (RPM) Division staffing, organization, and funding.

The Board reviewed and discussed the June 13th Ad Hoc RPM staffing committee’s recommendation to implement a revised RPM staffing model as follows.

(1) Existing Fire Marshal
(1) New Deputy Fire Marshal (Safety)
(1) Existing Fire Inspector
(1) New Fire Inspector (Safety)
(1) New Wildland Fire Mitigation Specialist (Limited Term)
(1) Existing RPM Admin. Assistant

Highlights of the discussion were:

Chief Tyler introduced the new business item and reviewed past meetings that the board had held on the RPM staffing issue. He noted that priorities were to ensure that the District could fund the proposed staffing level of RPM; that the RPM Assistant had been moved to the back office to facilitate her ability to help the Division catch up on the backlog of data entry, archiving, scanning, etc., and that the District has hired temporary help to backfill the vacancy in the front office area.

BC Jessell reviewed her PowerPoint presentation with the full board noting the Division goals, tasks, responsibilities including updating codes and requirements, developing the Wildland Fire Mitigation Plan, crafting a proposed staffing model, and creating a fee schedule to support the staffing model.
Chief Tyler noted that the Division has typically consisted of 5 members. There are currently 3.

The new model discussed adds positions and modifies the Public Educator position to part-time, non-safety.

Chief Jessell described the proposed fee schedule, which will come back before the Board for approval.

Chief Jessell noted that the District does not charge fees that are common to other City and County agencies. By not charging fees that other agencies typically charge, she conservatively estimated the District did not recoup approximately $270,000 in construction fees in 2018. There are also occupancy inspection fees that the District does not charge, which other similar agencies do charge.

Chief Jessell noted that the fees the District does charge have not been raised since 2008. She proposed that a new fee schedule include a CPI annual increase.

Directors noted that they would like the public to be educated in advance of the imposition of new fees, and Chief Tyler noted that there is time and we have communication channels to achieve advance notification to business owners, contractors, etc.

A concern over the time involved in billing and invoicing was raised. Chief Jessell noted that she plans to purchase software that will work in conjunction with our current ERS software. The new software will produce reports and invoices for fees charged. The software will also help the Division know who has not paid fees. The RPM Division will maintain responsibility for the invoicing/billing/mailing. Once payment is received, it will be processed as any other payment via entry into QuickBooks, and then managed by the Finance Division.

One scenario discussed is that the City of Novato can collect all relevant fees, and then transfer the District fees to us. There would be a small administrative fee, but probably less than 10%.

Chief Tyler commented that the proposal is not just about imposing fees, but about offering new services to allow the District to complete more inspections, more often, more efficiently to produce a safer environment for residents, business owners, and District members. The fee schedule is designed to economically sustain these services.

The “new normal” is demanding more education and inspection from District personnel.

Chief Veliquette noted that even though engine companies do carry out inspections, many inspections require more detailed knowledge and training, and a dedicated Fire Inspector can be more effective.

Finance Director Valenti noted that the 2018-2019 budget had a surplus, and thus the Board may choose to re-fill the assigned reserve funds with that surplus.
Director Galli noted that the difference in proposed staffing models came out of the Ad Hoc RPM staffing committee meeting due to the fact that it may rain prior to having the mitigation specialists (WMS) on board, that the County plan may succeed (making it unnecessary for Novato to spend reserve funds on WMS positions, a focus on getting a fire inspector into occupancies, and it might be prudent to wait to hire a second WMS after the March elections (concerning the County Plan to hire WMS employees).

Chief Tyler noted that the WMS candidates could be on the job in 60 days. There are 2 great candidates and will require minimal training. The WMS will help the District acquire physical information on each parcel, and that data can be used to determine a more precise risk level. The WMS will go through a certification process that will most likely take place during the rainy season.

Finance Director Valenti commented about the reserve fund levels, and noted we are not at a historical low point. He has emailed a 10 year history of reserve levels to all directors.

Director Davis noted that the reserve funds are available for 2 WMS positions, the District has a large rainy day fund, and advocated getting RPM moving quickly to educate the public and implement vegetation management.

Director Goines noted that he supports the augmented staffing of RPM, and that funds are available for 2 WMS positions. The position are full time, limited term for 2 years, and if no future source of funds becomes available, the District already has an exit strategy.

In reviewing the cost of 2 WMS positions vs 1 WMS positions, the Directors agreed that the District can fund 2 positions.

There was no public comment.

M/s Galli/Goines to approve the augmented staffing of the RPM Division to add a Deputy Fire Marshal, one new Fire Inspector, a part-time Public Educator (non-safety), and to have the RPM Division return in 12 months to review the funding and efficacy of the new positions.

Motion carried 5-0.

ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at 12:30 p.m.

Submitted by,

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

**ROLL CALL**
President James Galli, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

**STAFF MEMBERS PRESENT**
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix, Battalion Chief Lori Jessell, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

**ABSENT**
Vice President Lj Silverman

**OTHERS PRESENT**
Counsel Riley Hurd, Marin County Fire Chief Jason Weber, Marin County Battalion Chief Kristy Neil.

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

**AGENDA ADJUSTMENTS**
None

**PRESENTATION**
1. Local Wildfire Prevention & Mitigation Initiative – PowerPoint Presentation
   - Chief Tyler updated the Board on the progress of the 11 points of the Wildfire Prevention and Mitigation Initiative. Marin County Fire Chief Jason Weber and Marin County Fire Battalion Chief Kristy Neil, who both contributed to the presentation, were also present.

   The presentation slides are attached to these minutes.

   Chief Tyler noted some key points:
   - The County needs a stable source of funding for the mitigation efforts to be successful.
   - The 2020 tax measure will require 2/3 voter approval.
   - 8 future presentations have been scheduled.

   The Directors asked about evacuation plans? The Chief commented that there needs to be more study done, and that project will require funding.

   Director Galli asked how the funds would be apportioned if the tax measure passed? Chief Weber noted that NFD is its own District within the JPA construct, whereas Ross Valley will have to share with 6 other agencies. NFD is projected to receive approximately $900,000.

   The Directors asked if the JPA will require office space and staff?
Chief Tyler noted that there are some infrastructure costs, but there is a 10% cap. 90% of the funds must be spent on mitigation efforts.

Director Galli asked if other public boards are on board with this plan? Chief Tyler noted that Supervisor Katie Rice has updated many agency boards, they have received the polling results. There is some approval, and some dissent.

Director Goines noted that he would like the specific challenges, by District, of the plan articulated. Clarify what is in it for the voters, add some timeframes.

Director Galli noted that it will require some funding to get the measure passed. Chief Tyler noted that FireSafeMarin produced a magazine that will shortly go out to all County residents.

Director Galli asked if Labor supports the initiative. Chief Tyler commented that he is hopeful that labor groups will support the measure.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
No report.

CHIEF’S REPORT
Chief Tyler reported:

Calendar Events:
Friday August 9th Fire Safe Marin meeting MVMCC 9:00 am to 11:00 am
Thursday August 13th Marin BOS Update regarding the launch of the County Wide Wildfire Prevention Initiative 9:00 am
Thursday August 13th Local response to PSPS Community Meeting 5:30 pm City Hall
Thursday August 14th NOV Government Agency PSPS COOP Meeting 3:00 pm NPD
Thursday August 15th MCFCA meeting
Thursday August 17th Living With Fire Community Presentation, Novato MTSC 10:00 am to 12:00 pm
Tuesday August 20th Multi-Cultural Event BBQ-Miwok Park 12:00 pm to 3:00 pm
Wednesday August 28th OPS meeting
Wednesday Sept 4th Regular BOD meeting 6:00 pm
Tuesday Sept 10th Wildfire Prevention Presentation to the Marin Women’s Club 12:00 pm, Next Key Room Hamilton
Wed Sept 11th 9-1-1 Dedication and Novato History Museum Grand Opening 10:00 am to 12:00 pm
This Week’s Highlights:

Administrative Items: The week started off with the very sad news that retired NFD Deputy Chief Eric Nickel’s son died unexpectedly. Both Jeff and I have made face to face contact with
Eric and have offered both emotional and logistical support to his family at this most difficult time. His son Noah was just 23 years old and about to graduate from college. The memorial service is Monday August 12 in San Francisco.

I gave a successful presentation to the Ignacio Rotary Club this afternoon. It was an overview of the district and then focused on our Wildland Fire Problem, and what we are doing to address it. I believe members of this group are interested in supporting the Fire District on some of our wildfire initiatives like evacuation maps and fire evacuation warnings broadcasted on weather radios for all homes in Novato.

Finance: End of the year audit is underway as well as the EMS Billing audit. The 2019/20 Final Budget version is complete and is ready for your consideration at the August 7th BOD meeting.

OPS: Jeff is working on providing additional critical infrastructure identification to PG&E to help target those assets that will require the highest level of maintaining power in the district. We are also working to make sure that other special districts, government agencies, County of Marin and Health and Human services are doing their job to report their needs as well.

B/C Jeff Whittet and Marc Teldeschi returned from Philadelphia, PA, at a Fire Service Organizational Culture of Safety (FOCUS) camp training August 1st and 2nd. Culture Camp is a two-day intensive training on safety climate theory, the FOCUS tool and its uses, and how to interpret and report back your results from the FOCUS assessment. All travel and accommodations are covered by our AFG grant. This is one of our strategic initiatives and helps us address the results of our original survey that our organization participated in back in April 2018.

Training: Project Updates:

Septic System: As of today the plans and permit have been approved and LJ construction is at the county picking up the permit. Costs to proceed appears to be within the BOD approved amounts. The septic system should be completed by end next week.

Evacuation Maps:

Associate Professor of Graphic and information design at Chapman University, Claudine Jaenichen in contract on maps. Claudine is starting to draft the district wide neighborhood maps. Her design team completed the public Tsunami evacuation maps and signage program all over California cities and towns and Neighborhood Wildland Evacuation Mapping for the City of Laguna Beach.

District Operations MTZ map

I just completed the new draft evacuations zones and sent to Lynx for input. Lynx is drafting a cost of the project and is supposed to get back to me ASAP.

Tower:
Secured a structural engineer to design the foundation and have a signed contract. This is the same structural engineer that designed Fairfield Fire’s tower foundation. Once we receive the foundation design then will go out to RFB for construction of the foundation. Tower Plans still being drawn up. Once the foundation gets started, and plans completed, we will be out to RFB for the construction of the tower. County Inspector to sign off on the demolition permit Wednesday.

Emergency Medical Services (EMS) division: Transition to John Dicochea -- Scott Freedman worked on Tablet Command Project & working on Public CPR program.

Prevention Division: Chief Jessell & NFD hosted the first meeting for the New Fire Code Adoption and Ordinance development.

**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board of Directors Meeting July 3, 2019
2. EMS Billing Report: Bad Debt Write Off
3. Travel Authorization for Director Silverman to attend National Association of Elected Fire Officials annual conference in Las Vegas, NV.
   Board to consider the approval for travel authorization and advancement for Director Silverman to attend the NAEFO Annual Conference in Las Vegas, Nevada, held September 17-18, 2019.
4. Minutes of Special Board of Directors Meeting July 23, 2019

There was no public comment.

M/s Metcho/Davis to approve the consent calendar item 1-4.

Motion carried 4-0-1.
NEW BUSINESS

1. Adoption of Annual Budget for Fiscal Year 2019-2018

Board approval was requested to approve the Annual Budget for the fiscal year 2019-2020. Finance Director reviewed the changes from the Preliminary Budget. Revenue was increased by over $400,000 due to added fees from RPM Division, and an increase in redevelopment fees. There was no public comment. M/s Metcho/Davis to approve the Annual Budget for the fiscal year 2019-2020. Motion carried 4-0-1.

2. Ordinance No. 2019-1, and Ordinance of the Novato Fire Protection District Determining the Compensation Amount to be Received by Board Members.

First Read and Public Hearing. Counsel Hurd reviewed the details of the ordinance. The second reading will occur at the 9/4/19 Board meeting. There was no public comment. M/s Goines/Davis to introduce and read by title “Ordinance No. 2019-1 An Ordinance Of The Novato Fire Protection District Determining The Compensation Amount To Be Received By Board Members approve the the Annual Budget for the fiscal year 2019-2020. Roll Call Vote:

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

3. Subordination Request Relating to Proposed Refunding Bond Issue by the Successor Agency to the dissolved Redevelopment Agency of the City of Novato

Staff recommended the Board adopt Resolution 2019-8, approving the subordination request relating to proposed refunding bond issue by the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato. Counsel Hurd described the steps to recover some share of the District funds tied up in litigation. M/s Davis/Metcho to adopt Resolution 2019-8 approving the subordination request relating to proposed refunding bond issue by the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato. Roll Call Vote:

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

4. **Property & Casualty Insurance Policies Renewal**
   Board approval was requested to accept Staff’s recommendation to purchase the District’s insurance policies from VFIS through the District’s insurance broker Arthur J. Gallagher & Company (“Gallagher”) for the period beginning September 1, 2019 through August 31, 2020.
   
   Chief Tyler noted that the increase is about 4%, and that 3 bids were requested, and 2 carriers declined to quote. Counsel Hurd noted that one of the reasons for declining to quote did not seem relevant. He recommended that the District ask the broker for more details on the reason for the declination.
   
   Chief Tyler noted that the District added Pollution cover and it’s included in the quote. He also noted that the premium is lower than what the District paid 2 years ago.
   
   There was no public comment.
   
   M/s Goines/Metcho to to accept Staff’s recommendation to purchase the District’s insurance policies from VFIS through the District’s insurance broker Arthur J. Gallagher & Company (“Gallagher”) for the period beginning September 1, 2019 through August 31, 2020.
   
   Motion carried 4-0-1.

5. **Purchase of Three pickup trucks from Hanlees Dodge in an amount not to exceed $115,000.**
   Board approval was requested to accept staff’s recommendation to purchase 3 pickup trucks from Hanlees Dodge, under the State of California Contract # 1-18-23-20A-I in an amount not to exceed $115,000.
   
   There was no public comment.
   
   M/s Goines/Metcho to accept Staff’s recommendation to purchase the District’s insurance policies from VFIS through the District’s insurance broker Arthur J. Gallagher & Company (“Gallagher”) for the period beginning September 1, 2019 through August 31, 2020.
   
   Motion carried 4-0-1.

**COMMITTEE REPORTS**

**MERA** (Director Metcho and Director Silverman)
Director Metcho had a MERA update noting the CEQA process will wrap up in September 2019.
Finance Committee (Director Davis and Director Goines). Nothing to report. The next meeting is October 15, 2019.

**FINANCIAL REPORTS**

There were no comments.

4. EFT Confirmation Documentation June 2019
5. District Report on Contracts June 2019

Fire Chief's Report: Contract Administration

New and Renewed Contracts to Date

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<tr>
<td>Maze &amp; Associates</td>
<td>Valenti</td>
<td>$11,985</td>
<td>EMS billing audit.</td>
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<td>Maze &amp; Associates</td>
<td>Valenti</td>
<td>$20,338</td>
<td>CAFR &amp; MOIC audit.</td>
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<td>Superlative Steam Cleaning</td>
<td>Menzel</td>
<td>$10,000</td>
<td>Annual carpet / Tile &amp; Grout cleaning.</td>
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<tr>
<td>Marin Building Maintenance</td>
<td>Menzel</td>
<td>$6,000</td>
<td>Admin janitorial service.</td>
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<td>Marin IT</td>
<td>Villa</td>
<td>$121,512</td>
<td>IT Consulting.</td>
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<td>Hi-Tech EVS</td>
<td>Veliquette</td>
<td>$140,000</td>
<td>Warranty maintenance &amp; repairs of District fleet.</td>
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<td>North Bay Restaurant Service</td>
<td>Menzel</td>
<td>$1,000</td>
<td>Grease trap maintenance at S64.</td>
<td>R</td>
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<td>Ongaro &amp; Sons</td>
<td>LaCroix</td>
<td>$3,557</td>
<td>Shut-off water to classroom for demo.</td>
<td>N</td>
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### Consent Calendar 1

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item Description</th>
<th>Amount</th>
<th>Action</th>
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<tbody>
<tr>
<td>FASIS LAWXCX</td>
<td>Worker's Comp actuarial services.</td>
<td>$3,200</td>
<td>R</td>
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<tr>
<td>Feliciano</td>
<td>Renewal of Worker's Comp insurance.</td>
<td>$1,413,480</td>
<td>R</td>
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</tbody>
</table>

- **GOODS**
  - Nothing to report

- **LEASES**
  - Nothing to report

- **PIGGYBACK**
  - Nothing to report

- **RFP/IFB**
  - Training tower construction. On hold until Fire Facilities plans are received.
    - TBD

- **OTHER**
  - Nothing to report

### Public Works/Non-Public Works Project Codes

- **E** = Emergency
- **SRM** = Scheduled Purchase/Repair/Maintenance/Upgrade
- **R** = Contract Renewal
- **N** = New Contract

### INFORMATION

2. Written Communications were read
3. MERA Monthly Update

### ADJOURNMENT

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

Submitted by,

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

ROLL CALL
Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines. Via teleconference from 22950 Broadway, Sonoma, CA: Jim Galli

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix, Captain Barrett Smith, Finance Director Joe Valenti, Recording Secretary Jeanne Villa. Also present were newly hired Firefighter/Paramedics Swanson, Peters and Karabetsos, and station 61 crew.

OTHERS PRESENT
Counsel Riley Hurd, Dr. Zita Konik and members of the public: Penny Teicher and Bruce Martell

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

AGENDA ADJUSTMENTS
None

PRESENTATION
1. Introduction of New Firefighter/Paramedics Elaney Karabetsos, Daniel G Peters, and Tyler Swanson
   Chief Tyler introduced the new FF/PMs to the Board, and read brief bios on each.
2. Presentation of the Harvey Yorke Award and Proclamation to Zita Konik, M. D.
   Chief Tyler presented a shadow box with a custom helmet shield to Dr. Konik, who is the 2019 recipient of the Harvey Yorke Award for excellence in Emergency Medicine.
3. Local Wildfire Prevention & Mitigation Initiative – PowerPoint Presentation
   Chief Tyler updated the Board on the progress of the 11 points of the Wildfire Prevention and Mitigation Initiative. The update is attached to the minutes.

   The presentation slides are attached to these minutes.

Director Davis commented that it will be critical to get the information to the level of the citizen. Chief Tyler noted that an education component is planned. The group has been meeting with any interested citizen group.

Director Goines asked about the March 2020 ballot measure. Chief Tyler noted that the 19 agencies need to pass a resolution to join the JPA, and then ask the Board of Supervisors to place the measure on the upcoming ballot.
The Directors commended Chief Tyler for his hard work on the mitigation plan. 
Chief Tyler noted that the various fire chiefs and public agency leaders are all working at a 
variety of participation levels.

Resident Teicher noted that she has attended a presentation and felt it was excellent.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis commented that he recently viewed Paradise, CA from the air. The devastation 
shows the need to continue to educate the public. He suggested a video record of future 
presentations.

Director Goines attended the 8/17/19 presentation and commented that is was 2 hours well spent, 
and was impactful.

Director Metcho noted that he attended the memorial service for Noah Nickel, the son of retired 
Deputy Chief Eric Nickel.

No report.

CHIEF’S REPORT
Chief Tyler reported:
Calendar Events:
• Thursday September 5th: City of Mill Valley, Wildfire Prevention Initiative Presentation
• Thursday September 5th Coffee with Mayor Lucan
• Thursday Sept. 5th City of Mill Valley Wildfire Initiative Presentation
• Monday Sept. 9th Marin Conservation League, Wildfire Initiative Presentation 5:00 pm
• Tuesday Sept 10th Wildfire Prevention Presentation to the Marin Women’s Club 12:00 pm, Next Key Room Hamilton
• Tuesday Sept 10th Marin Wildfire JPA Working Group 3:00 pm Civic Center
• Tuesday Sept 10th City of Novato, Wildfire Initiative Presentation 6:00 pm
• Wed Sept 11 9-1-1 Dedication and Novato History Museum Grand Opening 10:00 am to 12:00
• Thurs Sept 12th Novato Public Safety Power Shut Off Local Partner Meeting 11:00 am

• Tuesday Sept. 17th VOAD Disaster Preparedness Conference @ Tue Sep 17, 2019 8:30am - 3pm

• Mon Sept 23rd Blood Centers of the Pacific—Blood Drive at Novato Admin

• Tuesday Sept. 17th Corte Madera Wildfire Initiative 6:30 pm

• Wed Sept 18th Kentfield Wildfire Initiative 6:30 pm

• Wed Sept 18th MARIN COUNTY SPECIAL DISTRICTS CHAPTER FORMATION MEETING, NFD Host 9:00 am to 11 am

• CPF FF Memorial, Capitol Park Sacramento 1:30 to 12:30 pm

• Tuesday 24th to Thursday 26th Cal Chiefs Conference in Ontario, CA

• Wed Oct 2nd Board regular meeting 6:00 pm

This Week’s Highlights:

Administrative Items:

Leadership Novato Retreat Hosted at NFD today: Two of our own participating: Capt. John Dicochea and Capt. Scott Freedman—There are 24 participants total, and were given an introduction to the Fire District with a day full of events including lunch at station 61 and team building at station 62. This demonstrates our commitment to support community reinvestment and allied agencies in conjunction with the business community and future leadership in Novato. Thanks to Robert LaCroix, Capt. Mesenburg and crews for support.

Deputy Fire Marshal test completed. We have gone from 14 applicants down to 10 invited for the interview and assessment process over two days. As the assessment elements were introduced the applicant pool shrunk to three candidates that were interviewed and assessed on Tuesday of this week. Two of the three candidates passed the testing process. Both were internal candidates. The rule of 5 selection process will be completed on Sept. 10th.

Marin Wildfire Prevention Authority: Lots of public meetings attended and presented on this week. Yesterday there was the launch of the MWPA website with all kinds of supporting information and documents including but not limited to FAQs, Draft JPA, articles, Grand Jury Report, CWPP and work plan results for two years, Lessons Learned, etc. The website is https://www.marinwildfire.org/ Also, the website is now compatible with mobile devices.
Today we received the DRAFT 92 page LAFCO Municipal Services Review (MSR) for the Novato Region (See attached). NFD is in section 7 pages 40-52. LAFCO will hold a public hearing for this draft MSR as part of their October 10th meeting. While they normally meet in San Rafael for this meeting, they will be using Novato City Council chamber to make it easier for the public to attend. The meeting starts at 7pm. We have been invited to attend as a representative of our organization to this meeting. LAFCO’s consultant, Planwest, will be addressing what is in the report at the meeting and LAFCO will take public comment on it. The Commissioners will also be asking questions about the report.

October 11th will be the last day of the public comment period. Also, if we have any official comments or we noticed corrections that need to be made on any part of this report, we need to submit them prior to October 11th deadline. LAFCO Executive Director Jason Fried is available to attend our October BOD meeting if you would like to be able to talk about the DRAFT MSR. Let me know if you would like me to get him for our BOD meeting.

Jeanne Villa and I attended a Communications Plan Workshop, sponsored by The Special Districts Association, in Cotati called, “Essential Communications for Every Special District.” The information gathered will become the basis for our Communication Plan, which is one our strategic plan initiatives to complete this year.

OPS: New hires first day of orientation on Tuesday, September 3rd. Chief Veliquette and I welcomed the new members and shared expectations in our onboarding process.

CONSENT CALENDAR ITEMS
The Consent Calendar items were considered individually.

1. Minutes of Regular Board of Directors Meeting August 7, 2019

There was no public comment.

M/s Davis/Goines to approve the consent calendar item 1.

Roll Call Vote:
Ayes: Galli, Davis, Goines, Metcho, Silverman
Noes: None
Abstain: None

Motion carried 5-0-0.
2. Travel Authorization and Advance for Fire Shows West Conference.

Board considered the approval for travel authorization and advancement for Director Silverman, Director Galli and Director Metcho to attend the Fire Shows West conference in Reno, NV from October 28 through October 30, with travel on October 27 and 30, 2019.

Directors Metcho and Silverman recused themselves from this item due to their financial interest. They left the room at 7:20 p.m.
Director Galli removed himself from consideration for this item. He will not attend the conference.

There was no public comment.

M/s Goines/Davis to approve the travel authorization.

Roll Call Vote:
Ayes: Galli, Davis, Goines
Noes: None
Abstain: Metcho, Silverman

Motion carried 3-0-2

Directors Metcho and Silverman returned to the room at 7:22 p.m.

NEW BUSINESS

1. Ordinance No. 2019-1, and Ordinance of the Novato Fire Protection District Determining the Compensation Amount to be Received by Board Members.


Counsel Hurd described the ordinance history, the process to arrive at the final version of Ordinance 2019-1, and noted that the Board will need to update the Board Policy if the ordinance is adopted.

Public comment: Bruce Martell noted that he had read a Marin IJ article about Board’s exploiting the public’s lack of interest in the goings on of public boards. He commented that the public should pay more attention. He researched other public board meeting fees. He noted that the Novato Fire Board performs well and works hard. He recognizes the work that goes on before the meeting, and he supported the fee increase.

M/s Davis/Goines to adopt Ordinance 2019-1, determining the Compensation Amount to be Received by Board Members.

Roll Call Vote:
Ayes: Galli, Davis, Goines, Metcho, Silverman
Noes: None
Abstain: None

Motion carried 5-0-0

1. Resolution 2019-9, Resolution of the Board of Directors of the Novato Fire District
   Determining the 2019-2020 Appropriations Limit.
   Board approval was requested to adopt Resolution 2019-9.

Finance Director Valenti clarified the required appropriation limit and its calculation.

There was no public comment.

M/s Goines/Metcho to adopt Resolution 2019-9, Determining the 2019-2020 Appropriations Limit.

Roll Call Vote:
Ayes: Galli, Davis, Goines, Metcho, Silverman
Noes: None
Abstain: None

Motion carried 5-0-0

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
No Report

Finance Committee (Director Davis and Director Goines). Nothing to report. The next meeting is October 15, 2019.

FINANCIAL REPORTS
There were no comments.

2. Revenues and Expenditures Detail Financial Report, July 2019
4. EFT Confirmation Documentation July 2019
5. District Report on Contracts July 2019

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<th>CONTRACTOR NAME</th>
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<th>Cost</th>
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<td>PROFESSIONAL SERVICES</td>
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<td>FD Training Solutions</td>
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<td>Stryker Medical</td>
<td>Freedman</td>
<td>$249</td>
<td>Preventative maintenance for older model gurney.</td>
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<td>Matheson Tri-Gas</td>
<td>Dague/Freedman</td>
<td>$10,000</td>
<td>Medical Oxygen. 3 year term contract.</td>
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<td>Butler Engineering Group</td>
<td>LaCroix</td>
<td>$4,500</td>
<td>Foundation engineering &amp; design for tower.</td>
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<td>Ron Flavin</td>
<td>Tyler</td>
<td>$5,000</td>
<td>Grant writer for FEMA Hazard Mitigation Grant.</td>
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<td>L.J. Construction</td>
<td>LaCroix</td>
<td>$85,445</td>
<td>Septic tank removal &amp; replacement.</td>
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<td>Lynx</td>
<td>LaCroix</td>
<td>$4,000</td>
<td>Evacuation maps revisions.</td>
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<td>Claudine Jaenichen</td>
<td>LaCroix</td>
<td>$10,000</td>
<td>Graphic design for public evacuation maps.</td>
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<td>HouseSavers</td>
<td>Menzel</td>
<td>$9,500</td>
<td>Paint mold killing primer on eves &amp; soffits S62.</td>
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<tr>
<td>HouseSavers</td>
<td>Menzel</td>
<td>$5,250</td>
<td>Paint flashing &amp; gate at Admin.</td>
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<td>Scott’s PPE</td>
<td>Veliquette</td>
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<td>PPE cleaning &amp; inspection services.</td>
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<td>Khorana Design</td>
<td>Villa</td>
<td>$1,200</td>
<td>Flying banners design &amp; production.</td>
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<td>Cagwin &amp; Dorward</td>
<td>Menzel</td>
<td>$20,000</td>
<td>Landscape Maintenance through 12/31/19. Will start RFP in September.</td>
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<td>American Messaging</td>
<td>Villa</td>
<td>$6,500</td>
<td>Service for pagers.</td>
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<td>Armour Petroleum</td>
<td>Whittet/Veliquette</td>
<td>$25,000</td>
<td>Fuel tank maintenance and repairs.</td>
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<td>Roy’s Sewer Service</td>
<td>LaCroix</td>
<td>$16,900</td>
<td>Septic tank pumping at S62.</td>
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<td>Peterson Mechanical</td>
<td>Menzel</td>
<td>$1,080</td>
<td>Semi-annual maintenance of 3 tankless water heaters at S64</td>
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<tr>
<td>GOODS</td>
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<tr>
<td>Hanlee's Dodge Ram</td>
<td>Dicochea/Tyler</td>
<td>$103,288</td>
<td>Dodge Ram 2500 Crew cab 4x4 trucks (three). Piggyback onto DGS contract.</td>
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<td>PIGGYBACK</td>
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<td>Life Alert</td>
<td>Dague</td>
<td>$17,000</td>
<td>Medical supplies. Piggyback onto City of Berkeley contract through 9/30/19.</td>
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<td>RFP/IFB</td>
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<tr>
<td>Generator for S62</td>
<td>Menzel</td>
<td>TBD</td>
<td>Replace generator for S62</td>
<td>N</td>
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<tr>
<td>OTHER</td>
<td></td>
<td></td>
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<tr>
<td>Nothing to report</td>
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</tbody>
</table>
Public Works/Non-Public Works Project

Codes
E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade,
R=Contract Renewal
N=New Contract

253 INFORMATION
255 2. Written Communications were read
256 3. MERA Monthly Update – no update due to lack of meeting.
257

CLOSED SESSION
260 The Board entered closed session at 7:30 p.m.
261
262 The Board exited closed session at 8:15 p.m. There was nothing to report.
263

ADJOURNMENT
265 There being no further business to conduct, Vice President Silverman adjourned the meeting at 266 8:15 p.m.
267
268 Submitted by,
269

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

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix, Battalion Chief Dmitri Menzel, Finance Director Joe Valenti, Recording Secretary Lauren Galli.

ABSENT
President Jim Galli

OTHERS PRESENT
Counsel Peter Spoerl, members of the public.

OPEN TIME FOR PUBLIC EXPRESSION
Public Comment #1, Bruce Martell: Bruce wanted to commend Inspector Lynne Osgood for her educational inspection, adding that she is a great value to the District.

Public Comment #2, Rebecca Size: Miss Size expressed her concern with the Wildfire Authority JPA. She would like to see the JPA have more citizen oversight power and a sunset clause as well as a 10 year review.

Public Comment #3, Penny Teicher: Penny wanted to commend the District, for their work on the vegetation fire in the Blackpoint/Greenpoint area a few weeks prior. She thanked Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette and Inspector Lynne Osgood for their after-action presentation to the community that focused on education and communication. She submitted a letter for the record that has been attached to these minutes regarding a request for another communications system other than Nixle or Alert Marin. Preferably a siren/horns installed in neighborhoods.

Public Comment #4, John Hanson. John expressed his support of Ms. Teicher’s letter and would also like to see another alerting system in place. His supporting evidence included short cell phone battery time and stated evacuations would likely take place on Red Flag days. He would like the District to install loudspeakers.

AGENDA ADJUSTMENTS
None

PRESENTATION
None
ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
Director Davis attended the Marin Wildfire Prevention Authority JPA presentation for the Board of Supervisors.

Director Goines watched the Marin Wildfire Prevention Authority JPA presentation livestream online. He congratulated Chief Tyler on a job well done.

Director Metcho attached the City Hall JPA presentation as well as the 9/11 Memorial and Museum dedication. He also attended the 10/1/19 Blackpoint fire debriefing and offered his appreciation to the crews.

Director Silverman also attended the City Hall meeting regarding the JPA, the 9/11 Memorial and the 10/1/19 Blackpoint fire debriefing.

CHIEF’S REPORT
Chief Tyler reported:

Calendar Events:

Tuesday October 1st Greenpoint Vegetation Fire Presentation to Blackpoint/Greenpoint & Bahia Neighborhood

Thursday October 3rd WMS 1st day and onboarding

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

Monday Oct 7th FASIS W/C Ad-hoc Committee—Claims Administrative Services

Tuesday Oct 8th Sausalito City Council MWPA informational presentation

Wednesday Oct 9th Southern Marin MWPA informational presentation

Thursday Oct 10th LAFCO MSR Review meeting Novato City Hall, 7:00pm

Monday Oct 14th Steven Rucker Memorial Gold Marin Country Club

Tuesday Oct 15th Living with Fire Presentation, 6:00 pm – 8:00 pm, Novato City Hall

Wednesday Oct 16th Tiburon MWPA informational presentation

Wednesday October 23rd NFD OPS meeting

Monday Oct 28th Marin Ready Together—Elected Officials Group 2:00 pm Civic Center
Thursday Oct 31st FASIS BOD meeting

Wednesday Nov 6th NFD BOD Meeting

Tuesday November 19th Wildfire home Hardening Workshop 5:00 pm to 8:00 pm, live fire demonstration

Administrative Items:

Operations: Chiefs Tyler, Veliquette, Menzel, LaCroix, and Capt. Scott Freedman attended the Cal-Chiefs Conference in Ontario from Tuesday to Thursday, Sept 24th – 26th. Topics included: Surviving the Fire Service—focus on the top three preventable areas of survival: Cancer, Cardiovascular and Behavioral Health Suicide. We toured the exhibitors hall and discovered a couple software products that may help us be more efficient and effective with both Fire Stats information, internally and to be better able to share them with the public under a dashboard configuration, and on tracking contracts and project management. There were EMS panel and Mutual Aid panel discussions, and a review of the Camp Fire by the Cal Fire Unit leaders during the first 24 hours of the fire.

Training: Chief LaCroix reported that the water and sewer lines for the classrooms are under construction. We have received the Tower foundation plans and they have been sent out to bid yesterday. The tower structural plans are due in the next two weeks. I am in discussion with Marin County Building officials on the plan submittal process. The new hire academy is ongoing and is past the half way mark. Once completed the shift assignments will be Swanson to A shift, Karabetsos to B shift and Peters to C shift.

Emergency Medical Services (EMS) division: Acting B/C John Dicochea met with our CQI coordinator, Dr. Konik, and our EMS educator and went over a draft flowchart for CQI. The CQI and documentation class was taught by our CQI coordinator, Kristina Freas. John spent the day on Tuesday with the new hires, did an EMS orientation, and coordinated their county accredited. We attended a county wide disaster patient distribution plan meeting with County EMS, Dispatch, representatives from all three hospitals and the fire chiefs. Updates to the plan are in progress.

Prevention Division Update: Chief Veliquette and I have been working on a Prevention division leadership transition plan to implement. In the interim, I have been in contact with the City of Novato community development director and building official to coordinate our Fire Code adoption and fee schedule update, and turn plan reviews around.
CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors September 4, 2019
2. EMS Billing Write off Request Due to Hardship

There was no public comment.
M/s Metcho/Davis to approve the consent calendar item 1-2.
Motion carried 4-0-1.

NEW BUSINESS

1. Marin Wildfire Prevention Authority and Parcel Tax Initiative
   Board approval was requested to approve and adopt Resolution 2019-17 authorizing the District’s participation in the JPA for the Marin Wildfire Prevention Authority and recommend the County of Marin consider adopting an ordinance authorizing the levy of a parcel tax as a measure for the March 2020 ballot.

Chief Tyler discussed the importance of the Marin Wildfire Prevention Authority and Parcel Tax Initiative. He explained how the JPA has been vetted through various community groups over the past few months and also explained the two amendments that are being considered.

Counsel Spoerl read the amendments for the record and explained the specifics of the JPA sections to the board. He addressed the amendments regarding funding, equitable allocation of funds and the 10 year public hearing to reassess the parcel tax. The amendments and the map have been attached to the minutes.

Director Davis commented that the JPA seems to be well thought out.

Director Goines requested the data for the allocation of funds, specifically for Novato. He also had questions regarding weed abatement.

Chief Tyler addressed his question stating that there has been concerns over the uniformity of enforcement across Marin County. He explained how the JPA will focus on writing prescriptions for homeowners to incentivize change and any further weed abatement issues will be handled through them.

Director Metcho commended the proposed JPA.

Director Silverman asked if the Board of Supervisors had the ability to revoke the JPA at any given time.

Counsel Spoerl answered that the Board of Supervisors could only put it back on the ballot for the public to vote to revoke.
Public Comment #1, Pat Eklund: Pat thanked Chief Tyler for further explaining the JPA. She explained that the City of Novato wasn’t included in the JPA and asked that the Board of Directors vote no on the item. She was discouraged that the city wouldn’t be receiving funds from the JPA and didn’t have representation. She explained that she would like to see the tax measure sunset after 20 years and anticipated that the money won’t be needed anymore. She was also concerned about how the non-profits, churches and childcare centers would be effected by this tax measure.

Public Comment #2, Pam Drew: Pam expressed her concerns over the increased taxation from the potential tax measure, but appreciated the work put forth. She doesn’t like the governance structure of the JPA as proposed and believes the local fire districts have too much control.

Public Comment #3, Bruce Martell: Bruce expressed his support of the JPA and offered suggests in improving the proposal.

Public Comment #4, Bill Manovich: Bill believes it will be an uphill battle unless the public is better informed on the JPA and its purpose. He also expressed his concern over the creation of another JPA.

Director Metcho inquired as to how the other agencies were informed of the Wildfire Prevention Authority and when they were notified.

Chief Tyler answered that Supervisor Katy Rice formed a group to reach out to City Managers to inform them of the JPA. He added that the Novato Fire District and the City of Novato have a great working relationship and prioritize city projects when we can. He explained that the JPA didn’t include other towns as well since they don’t have the fire authority.

Director Metcho explained that he has been approached by members of the public about what the district is doing regarding all the recent wildfires and that he thinks it’s a good idea to send it to the voters to decide on the proposed JPA.

Chief Tyler agreed the decision is up to the public and believes this is the first JPA of its kind that would address the type of mitigation efforts needed in Marin County.

Director Goines advocated for taking action on the deferred maintenance in Marin County and expressed his belief that it will be a hard decision but one that was worth it.

M/s Davis/Goines to adopt Resolution 2019-17 authorizing the District’s participation in the JPA including the amendments, for the Marin Wildfire Prevention Authority and to recommend the County consider adopting an ordinance authorizing a parcel tax measure for the March 2020 ballot.

Roll Call Vote:

Ayes: Silverman, Davis, Goines and Metcho

Noes: None
Absent: Galli

Motion carried 4-0-1.

2. MOU for Emergency Services Consulting with the City of Novato.

Staff recommended the Board to renew the MOU with the City of Novato for the shared services of an Emergency Services Consultant, Jeffries Public Safety Consulting.

There was no public comment.

M/s Metcho/Davis to approve MOU with the City of Novato for Emergency Services Consultant, Jeffries Public Safety Consulting.

Motion carried 4-0-1.

3. Resolution No. 2019-11, a Resolution of the Novato Fire Protection District amending the Board of Directors (BOD) policy regarding the Compensation Amount to be Received by Board Members.

Staff recommends adopting Resolution 2019-11 to bring the Board of Directors policy language into agreement with the previously adopted Ordinance 2019-1.

Chief Tyler described the amended policy.

M/s Davis/Metcho to adopt Resolution 2019-11 amending the Board of Directors policy regarding compensation for Board members.

Roll Call Vote:

Ayes: Silverman, Davis, Goines and Metcho

Noes: None

Absent: Galli

Motion carried 4-0-1.


Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Nicholas Barlupe.

Chief Tyler noted the Wildfire Mitigation Specialist, Nicholas Barlupe is excited to get started.

Public Comment #1, Penny Teicher: Penny said she was excited for the WMS members.

M/s Goines/Metcho to accept the MOU for the Wildfire Mitigation Specialist, Nicholas Barlupe.

Roll Call Vote:

Ayes: Silverman, Davis, Goines and Metcho

Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Lance Macdonald.

There was no public comment.

M/s Davis/Goines to accept the MOU for Wildfire Mitigation Specialist, Lance Macdonald.

Roll Call Vote:

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


Board to discuss the Novato Fire District portion of the Novato Regional LAFCo MSR, to review the preliminary staff comments, and direct the Fire Chief provide any additional comments as needed back to LAFCo by October 11th, 2019.

Chief Tyler explained that the Board had the final draft in the agenda packet. He asked if the Directors had any questions.

The Directors had no comments.

There was no public comment.

No action taken.

7. Purchase the Elkhart Chief XD Structure Nozzles from All Star Fire Equipment through a piggyback contract in an amount not to exceed $54,000.00.

Board Approval is requested for Staff’s recommendation to purchase the Elkhart Chief XD Structure Nozzles from All Star Fire Equipment in an amount not to exceed $54,000.00 through a piggyback contract with the County of Ventura.

Chief LaCroix explained the benefit of switching to the Elkhart Chief XD Structure Nozzles.

Director Goines inquired as to where the old nozzles would go.
Chief Tyler informed him that they would be sold or donated.

There was no public comment.

M/s Metcho/Davis to approve the purchase the Elkhart Chief XD Structure Nozzles from All Star Fire Equipment in an amount not to exceed $54,000.00 through a piggyback contract with the County of Ventura.

Motion carried 4-0-1.

   Board approval is requested to adopt Resolution 2019-13 designating October 2019 as National Breast Cancer Awareness Month.

   Director Davis noted his son was a breast cancer survivor and he was happy to support the resolution.

   Director Goines notes his wife is a cancer specialist, so this strikes close to home for him.

   There was no public comment.

   M/s Goines/Silverman to adopt Resolution 2019-13 designating October 2019 as National Breast Cancer Awareness Month.

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

   Board approval is requested to adopt Resolution 2019-10 proclaiming October 6-12, 2019 as Fire Prevention Week.

   Chief Tyler explained that Fire Prevention week would kick off on the Novato Fire District’s Open House, Sunday, October 6, 2019.

   There was no public comment.

   M/s Metcho/Davis to adopt Resolution 2019-10 proclaiming October 6-12, 2019 as Fire Prevention Week.

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

   Board approval is requested to adopt Resolution 2019-14 acknowledging the District’s desire to participate in the Great California Shakeout and continue our work toward making our community safer.

Chief Tyler detailed the Great American Shakeout and the importance of doing practice drills.

There was no public comment.

M/s Davis/Metcho to adopt Resolution 2019-14 acknowledging the District’s desire to participate in the Great California Shakeout and continue our work toward making our community safer.

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

11. ADP Contract Renewal
   Board approval is requested to approve Staff’s recommendation to renew District’s contract with ADP for payroll services for a three-year term.

Finance Director Joe Valenti introduced the item and informed the Board the District had researched other vendors and had settled on keeping ADP. Bundling services allowed the District 15% savings.

There was no public comment.

M/s Davis/Metcho to approve staff’s recommendation to renew District’s contract with ADP for payroll services for a three-year term.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho had a MERA update noting the CEQA process was ongoing.

Finance Committee (Director Davis and Director Goines). Nothing to report. The next meeting is October 15, 2019.

FINANCIAL REPORTS
There were no comments.
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) August 2019
5. District Contracts Information – August 2019

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

New and Renewed Contracts to Date for the 10/2/2019 Board of Director's Meeting

<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>360 Rescue LLC</td>
<td>LaCroix</td>
<td>$7,000</td>
<td>Ropes course instructor.</td>
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<tr>
<td>Armour Petroleum</td>
<td>Whittet</td>
<td>$25,000</td>
<td>Fuel tank maintenance and repair.</td>
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<tr>
<td>ILS Associates</td>
<td>LaCroix</td>
<td>$2,000</td>
<td>Sewage disposal system for site of classrooms at S62.</td>
<td>N</td>
</tr>
<tr>
<td>L.J. Construction</td>
<td>LaCroix</td>
<td>$33,800</td>
<td>Installation of septic for site of classrooms at S62.</td>
<td>N</td>
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<tr>
<td>Source One MRO</td>
<td>LaCroix</td>
<td>$11,539</td>
<td>Cancer prevention hand &amp; body soap &amp; other cleaning products.</td>
<td>N</td>
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<tr>
<td>Dr. Clementi</td>
<td>Felciano</td>
<td>$6,000</td>
<td>Pre-employment psychological evals.</td>
<td>R</td>
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<tr>
<td>L.J. Construction</td>
<td>LaCroix</td>
<td>$34,300</td>
<td>Plumbing for site of classrooms at S62.</td>
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<tr>
<td>So Cal Fitness Service</td>
<td>Lemelin</td>
<td>$2,000</td>
<td>Maintenance &amp; repairs of exercise equip.</td>
<td>N</td>
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<tr>
<td>SEFAC USA</td>
<td>Whittet</td>
<td>$2,000</td>
<td>Annual mobile vehicle lift inspection &amp; maintenance.</td>
<td>R</td>
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<tr>
<td>Fowler Electric</td>
<td>LaCroix</td>
<td>$24,225</td>
<td>Electrical wiring for site of classrooms S62.</td>
<td>N</td>
</tr>
<tr>
<td>North Bay Restaurant Services</td>
<td>Menzel</td>
<td>$530</td>
<td>Unclog kitchen grease trap S64.</td>
<td>N</td>
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<tr>
<td>Ongaro &amp; Sons</td>
<td>Menzel</td>
<td>$1,209</td>
<td>Repair backflow at S61</td>
<td>N</td>
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<tr>
<td>Johnson Controls</td>
<td>Menzel</td>
<td>$9,500</td>
<td>5-year sprinkler inspections.</td>
<td>N</td>
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<tr>
<td>Lynx Technologies</td>
<td>LaCroix</td>
<td>$5,232</td>
<td>Updates to Operations maps.</td>
<td>N</td>
</tr>
</tbody>
</table>

**GOODS**
Western State Design  | Fletcher  | $7,452  | Extractor for S65. Split cost with Marin County Fire.  | N

**PIGGYBACK**

Nothing to report

**RFP/IFB**

Generator for S62  | Menzel  | $70,000  | Replace generator for S62. On hold.  | N

**OTHER**

Nothing to report

### Public Works/Non-Public Works

#### Project Codes

- **E**=Emergency,
- **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade,
- **R**=Contract Renewal,
- **N**=New Contract

### INFORMATION


7. Written Communications

8. MERA Update

9. Upcoming Dates:
   a. October 6, 2019 Open House at all Fire Stations
   b. October 6-12 2019 Fire Prevention Week
   c. October 10, 2019, 7 p.m., Lafco meeting. Novato City Council Chambers
   d. October 14, 2019 Rucker Golf Tournament
   e. October 15, 2019 Finance Committee meeting
   f. October 17, 2019 Great American Shakeout at 10:17 a.m.
   g. November 14 Badge Pinning

### ADJOURNMENT

There being no further business to conduct, Vice President Silverman adjourned the meeting at 8:11 p.m.

Submitted by,

Lauren Galli, Recording Secretary
AMENDMENTS

SECTION 9. Funding

(Added to the end of subsection a.)

“To accelerate services being provided to the community, during the first year of operations any core program funds not allocated to Authority start-up costs will be returned to Members in proportion to the tax revenue raised that fiscal year in each Member’s respective tax rate area for uses that are consistent with the tax measure funding the Authority. This provision shall not be construed to prevent the Board of Directors from allocating funds for multi-year projects or programs.”

(Added to the end of subsection b.)

“Vegetation management funds will be allocated with consideration towards equitable spending over the five operational zones. As part of the five-year review of funding levels described in Section 9.f., at least 80% of the revenue generated for vegetation management by each operational zone should be allocated within the respective zone. If this requirement is not met, it must be remedied within the next five-year period.”

SECTION 21. Amendments

(Added after last sentence.)

“Every ten years, the County Board of Supervisors shall hold a public hearing for the purpose of considering the effectiveness of the tax measure and whether any changes in the tax measure should be placed before the voters.”
October 2, 2019

Board of Directors
Novato Fire District
95 Rowland Way
Novato, CA 94945

Dear Directors:

In a rapidly advancing fire or major disaster, there is absolutely no substitute for an early alert system. The results of an effective early warning system have and will save many lives. Our Nixle and AlertMarin notification systems are the best we have at this time. However, other early warning systems are available in this age of modern technology. The existing systems are sometimes ineffective and inoperable due to the local terrain and location of cell towers. Those areas where the cell signal is least reliable are often the areas (up in the canyons and hills) where early warning systems are of prime importance. The very areas where egress is most limited, such as Marin Valley, Pacheco Valle, and Black Point, are not well served. Many people will be in extreme danger when disaster strikes, and if there are limited warnings and alerts; people may perish due to the lack of adequate warning.

Mill Valley installed LRAD systems; Southern Marin Fire Department is considering them. The operational concept to put forward and pursue is redundancy, as no one system does an adequate and reliable job. Alerting people in the face of life-threatening danger is way too important to leave to any single system, regardless of how sophisticated it may be. We have to think outside the box of the status quo to find a quicker and more effective alert system to notify affected communities to evacuate when necessary.

Because the Novato Fire District is so large and so diverse, how can Firewise communities here get early notifications about evacuations? I request that the Board of Directors of the Novato Fire District direct the Novato Fire Chief to investigate other options and systems that would provide Firewise communities within our District with a quicker and more effective system of notification.

Thank you for your attention to this urgent matter.

Sincerely,

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

ROLL CALL
President Jim Galli, Vice President Lj Silverman, Secretary Steve Metcho, Director Bruce Goines.

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix, Battalion Chief Dmitri Menzel, Finance Director Joe Valenti, Wildfire Mitigation Specialist Nicholas Barlupe, Fire Inspector Lance Macdonald, Captains John Dicochea and Scott Freedman, Recording Secretary Lauren Galli.

ABSENT
Director William Davis

OTHERS PRESENT
Counsel Peter Spoerl, members of the public.

OPEN TIME FOR PUBLIC EXPRESSION
None

AGENDA ADJUSTMENTS
Introduction of Nicholas Barlupe and Lance Macdonald to the Board of Directors.

PRESENTATION
1. Tablet Command
   Captain Scott Freedman gave a presentation on the Tablet Command software to the Board of Directors and discussed the value implementing this new system. The software serves as an incident management system and allows crews to integrate dispatch with real time mapping. This software will replace the current CAD system.

ASSOCIATION PRESIDENTS’ REPORT
No report.

DIRECTOR MATTERS
No report

CHIEF’S REPORT
Chief Tyler reported:
Calendar Events:

• Wednesday Nov 6th NFD BOD Meeting
• Thursday November 14<sup>th</sup> Finance Committee meeting 9:00 am

• Sunday Nov 10<sup>th</sup> – 13<sup>th</sup> Kronos Telestaff Conference, Villa & Galli

• Thursday November 14<sup>th</sup> Wildland Mitigation Specialist interviews

• Thursday November 14<sup>th</sup> Badge Pinning; 5:30 to 8:00 pm Buck Center

• Tuesday November 19<sup>th</sup> San Rafael ribbon cutting for fire station 57 & Chief Gray retirement celebration.

• Tuesday November 19<sup>th</sup> Wildfire home hardening Workshop 5:00 pm to 8:00 pm, live fire demonstration

• Thursday & Friday Nov 28<sup>th</sup> & 29<sup>th</sup> Thanksgiving Holiday

**This Week’s Highlights:** Since last BOD meeting on Oct 2<sup>nd</sup>:

  o We hosted a successful open house event
  o All three recent FF/PM hires went to shift
  o Two new WMS hired and deployed in the community
  o Fire Inspector Test and hire
  o B/C Dmitri Menzel is on an administrative assignment successfully supervising and managing the Prevention Division
  o Novato Fire Foundation Rucker Golf Tournament
  o Living with Fire Presentation
  o Red Flag up staff, in county pre-positioning, Kincade Fire response OES mutual aid, and PSPS response, local emergency proclamation, & Easy Fire Response (Ventura County).
  o Final Fire Code Adoption Review
  o FASIS BOD meeting
  o 17 Fire Authorities joined the MWPA
  o Marin BOS accepted the MWPA, moved & approved the 1<sup>st</sup> reading of the property tax.
  o We are accepting input for our Employee of the Year. Public Evacuation Maps are entering the individual neighborhood creation phase.
• **OPS:** Single overriding event was the Red Flag up staff, in county pre-positioning, Kincade Fire response OES mutual aid, and PSPS response, local emergency proclamation, & Easy Fire Response (Ventura County). 13 days in duration. (See staffing matrix) THANK CREWS, B/C’s and Staff. Approximate OES reimbursement $193,800, additional costs to the district for PSPS approx. $39,000.

• **Training:** Chief LaCroix BC Marin Communication Center--Responsible for augmentation of dispatch for emergency calls, Assigned 10/26 – 11/1/19. All Training activities canceled due to PSPS / Kincade Fire.

**Tower:** Tower plans have been given to an approved third party plan reviewer to determine cost and time to complete, prior to submittal to the County of Marin. Fowler Electric began process of boring electrical conduit for classrooms. No contractors bid on foundation for tower. Colleen was assigned to contact contractors and find out why. One contractor stated it was due to fires. Extended RFP and stated timeline is negotiable.

• **Emergency Medical Services (EMS) division:** B/C Dague was out of county as a strike team leader trainee for 13 days in Oct. Prior to his deployment Kyle was working with HR & Pinnacle Training Systems to recommend enhance elements into the physicals this year and promoting the fitness website that has been set up for members to utilize.

• **Prevention Division Update:** Chief Menzel Onboarding orientation Division and download and from Chief Tyler and Chief Veliquette. Met with Inspector Lynn Osgood to discuss her current roles and responsibilities. Request SFM regulated occupancies inspection completion report from ERS. Reviewed email from Admin assistant Wade re: current assignments and duties. Met with Fire Mitigation Specialists Lance. Established WFMS role and responsibilities and priorities. Began reaching out to NFD personnel soliciting interest for MCFIT and shift investigator participation. Review and provide comments on Hamilton Village project for emergency vehicle access. Transition and outfit New Fire Inspector Macdonald with PPE, assign new radio designator (P63) and relocate him to new cubicle. Research and gather information on IOS app “inspectER”. Met with Lynne and Lance to strategize improvements for field inspection data collection. Begin strategizing process to implement electronic plan reviews. Working with IT to transfer ArcGIS software to WMS desktop computer for evaluation of data collection for Wildfire Mitigation Assessment tracking documentation.

**Facilities:**

✓ Station emergency generators BAAQMD

• Station 61 still under review by BAAQMD
Station 62 fully certified and permitted
Station 63 Exempted by BAAQMD with letter to confirm
Station 64 fully certified and permitted
Station 65 under review by BAAQMD

✓ RFP for District Landscape maintenance services to be released for public bid
✓ Replaced several defective Plymovent “grabbers” at stations 61 and 64
✓ Installed a new stand-alone ice maker at station 63
✓ Ordered a replacement Turnout extractor for station 65 (replacing a worn out older unit with a new better unit) *cost shared with MCFD. Delivery and install of station 65 extractor scheduled for Thursday this week.
✓ Installed a new extractor at station 63. Now all NFD fire stations have a turnout extractor enabling all locations the ability to wash and decon PPE.
✓ Mold eradication and painting of all exterior soffits at station 62
✓ Exterior trim paint touch ups at admin building
✓ Station 64 grease trap issues explored and mitigated
✓ Backflow device at station 61 being installed this week
✓ Approve repairs to Admin, Sta 61, Sta 64 and Sta 65 sprinkler systems for 5 year certification

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors October 2, 2019
2. EMS Billing Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
3. Budget Adjustments October 2019

There was no public comment.
M/s Metcho/Silverman to approve the consent calendar item 1-3.
Motion carried 4-0-1.

NEW BUSINESS
1. National Association of Emergency and Fire Officials (NAEFO)
Board approval was requested to join the National Association of Emergency Fire Officials.

Chief Tyler introduced the item and Vice President Silverman discussed the organization and the benefits of joining.

There was no public comment.

M/s Metcho/Goines to approve becoming members of the National Association of Emergency Fire Officials.

Motion carried 4-0-1.

2. **Introduce and Conduct First Reading, “Title Only” of Ordinance 2019-2**


Council Spoerl did the first reading of the Ordinance 2019-2 title.

Chief Tyler explained the fire code changes.

There was no public comment

M/s Metcho/Silverman to accept the first reading of Ordinance 2019-2.

Motion carried 4-0-1.

3. **Contract Extension for Administrative Assistance with Stacey Hoggan**

   Staff recommends extending the contract of Stacey Hoggan for administrative assistance at the District Administrative Offices.

Chief Tyler noted that Miss Hoggan has been a great help to the District.

There was no public comment

M/s Metcho/Silverman to extend the contract for administrative services with Stacey Hoggan.

Motion carried 4-0-1.
4. Purchase of new ambulance from Leader Industries in the amount not to exceed $275,000. Board approval is requested to accept staff’s recommendation to purchase 1 ambulance from Leader Industries, Horton Q#3968 in an amount not to exceed $275,000. Board approval is requested to approve the capital expenditure from Ambulance Replacement account 9308-4820 to complete the purchase.

Chief Veliquette introduced the proposed ambulance purchase and included the vehicle was already budgeted for.

There was no public comment.
M/s Davis/Goines to purchase Leader Industries ambulance.
Motion carried 4-0-1.

5. Designate the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as Negotiators for the Board of Directors with the Novato Chief Officers’ Association, the Novato Professional Firefighters Association and Non-Sworn Administrative Staff – Verbal Report.
Board to consider appointing the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as designated negotiators.

Chief Tyler discussed the need to appoint negotiators and would like to simplify the process by doing all associations as once.

There was no public comment.
M/s Goines/Metcho to appoint Chief Tyler and Chief Veliquette as designated negotiators.
Motion carried 4-0-1.

6. Ratification Of Declaration Of Emergency & Cessation of Declaration of Local Emergency Letters to the Board of Directors

Chief Tyler explained the declaration and explained that the document might aid in receiving reimbursement from the State of California.

President Galli inquired if the power outages increased the District’s call volume and commented that it didn’t seem like the public was prepared. He would like to see more information sent out on Nixle or Alert Marin should another planned power outage occur.

Chief Tyler responded that our call volume did increase and that the planned power outage cost the District close to $39,000 dollars which is currently not reimbursable from the State of California, but could be in the future.

There was no public comment.
M/s Galli/Goines to accept the declaration letter.
Motion carried 4-0-1.

COMMITTEE REPORTS

MERA (Director Metcho and Director Silverman)
Director Metcho reported attending the public hearing and that no one from the public showed up.

Finance Committee (Director Davis and Director Goines). Nothing to report.

FINANCIAL REPORTS

There were no comments.

4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) September 2019
5. District Contracts Information – September 2019

Fire Chief’s Report: Contract Administration
New and Renewed Contracts to Date
for the 11/6/2019 Board of Director’s Meeting

<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>DCM</th>
<th>Cost</th>
<th>DESCRIPTION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinnacle</td>
<td>Smith</td>
<td>$2,500</td>
<td>Wellness training for new FF/Paramedics.</td>
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<tr>
<td>Station</td>
<td>Freedman</td>
<td>$1,700</td>
<td>Tracking system for narcotics.</td>
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<tr>
<td>Automation</td>
<td>Freedman</td>
<td>$527</td>
<td>Gas hose replacement to low permeable hose.</td>
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<td>Petroleum</td>
<td>Whittet</td>
<td>$33,402</td>
<td>Buildout of 3 new command vehicles.</td>
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<td>Electric</td>
<td>Dicochea</td>
<td>$2,500</td>
<td>Installation of routers &amp; antennas into command vehicles.</td>
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<td>Chuck Wise</td>
<td>Freedman</td>
<td>$2,500</td>
<td>Statistical analysis service.</td>
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<td>mySidewalk</td>
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<td>Tax &amp; assessment debt table &amp; statistics package.</td>
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<td>$825</td>
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Consent Calendar 1

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<tr>
<th>Kaiser Permanente</th>
<th>Felciano</th>
<th>$ 22,217</th>
<th>Pre-Employment physical exams.</th>
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<tr>
<td>GOODS</td>
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<td></td>
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<tr>
<td>AllStar Fire Equipment</td>
<td>LaCroix</td>
<td>$ 53,913</td>
<td>New nozzles.</td>
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<td>360 Rescue</td>
<td>Black/LaCroix</td>
<td>$ 22,217</td>
<td>Turnout bailout bags.</td>
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<tr>
<td>PIGGYBACK</td>
<td>Nothing to report</td>
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<tr>
<td>RFP/IFB</td>
<td>Fire Tower Foundation</td>
<td>LaCroix</td>
<td>TBD</td>
<td>Bids due 10/30/19</td>
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<tr>
<td></td>
<td>Landscape Maintenance</td>
<td>Menzel</td>
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<td>Bids due 11/12/19</td>
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<td></td>
<td>Fire Tower Construction</td>
<td>LaCroix</td>
<td>TBD</td>
<td>Bids due 11/19/19</td>
</tr>
<tr>
<td>OTHER</td>
<td>Nothing to report</td>
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</table>

Public Works/Non-Public

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

7. Written Communications
8. MERA Update
9. Upcoming Dates:
   a. November 14 – Special Board Meeting Badge Pinning, Buck Center 5:30 PM
   b. November 14 – Finance Committee Meeting, 9 AM, Administrative Office
   c. November 19 – Special Board Meeting 6 PM, Station 61
   d. December 2 – Regular Board Meeting, 6 PM, Station 61

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
   Government Code Section 54957.6
   Agency Designated Representative: Fire Chief and Deputy Fire Chief
   Represented Employee Group: Novato Chief Officers Association

2. CONFERENCE WITH LABOR NEGOTIATORS
ADJOURNMENT

There being no further business to conduct, President Galli adjourned the meeting at 8:20 p.m.

Submitted by,

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

ROLL CALL
President James Galli; Directors Steve Metcho, Bill Davis and Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, On duty crews.

OTHERS PRESENT

OPEN TIME FOR PUBLIC EXPRESSION
1. Mr. John Henson spoke regarding the increase in Firewise communities in Marin County and encouraged the Fire District to continue its support of encouraging additional Firewise communities.

AGENDA ADJUSTMENTS
1. New Business items were adjusted to accommodate Katherine Yuen’s presentation. The order of items is reflected in the New Business section

ELECTION OF BOARD OFFICERS
1. Election of President
   a. M/s Galli/Davis to nominate Lj Silverman as President.
      There was no public comment.
      Motion carried 5-0.

2. Election of Vice President
   a. M/s Silverman/Metcho to nominate Bruce Goines as Vice President.
      There was no public comment.
      Motion carried 5-0.

3. Election of Secretary
   a. M/s Metcho/Galli to nominate Bill Davis as Secretary.
      There was no public comment.
      Motion carried 5-0.

President Galli thanked the Board, the Fire Chief, Staff and all members of the Fire District for a productive and quiet year.

ASSOCIATION PRESIDENTS’ REPORT
None
DIRECTOR MATTERS

Director Davis commented that he attended the FireSafe Marin fire demonstration in which a hardened home and a non-hardened home were set ablaze. The differences in conflagration were amazing to witness.

Directors Metcho, Silverman and Galli noted that they attended the Badge Pinning at the Buck Center. They thanked the staff for organizing the event. They also attended the Toy Drive sorting event.

CHIEF’S REPORT

Calendar Items:

Wednesday Dec 4th: Toy Drive move and sort event.

Saturday Dec 7th: Salvation Army Bell Ringing NFD vs NPD at Lucky’s Parking Lot, 11:00 am to 2:00 pm

Monday Dec 9th: NDS Explorers Dinner—we would like to invite you all to come and celebrate another year with Post 61! This year we are holding the end of the year party at the Druids Hall on Grant St on December 9 from 6-9. The explorers are cooking a "Spaghetti Dinner" for the guests. This should be a great way to cap off the year and send some of our senior explorers into the next step in their lives.

Tuesday Dec 10th: OPS meeting

Tuesday Dec 10th: Pacheco Valley Firewise meeting, 4:00 to 5:30 pm

Tuesday Dec 10th: City Council Members, City Hall swearing in ceremony 6:00 pm

Wednesday Dec 11th: City Police Chief Swearing in ceremony City Hall 4:00 pm

Thursday Dec 12th: Admin Staff Holiday Party 3:00 pm to 5:00 pm

Thursday Dec 12th: LAFCo Commission Meeting—Marin Clean Energy Office 7:00 pm

Wednesday Dec 18th: EOC Drill at Admin

Wednesday Dec 18th: Special NFD BOD meeting 6:00 pm

Thursday Dec 19th: Marin County Fire Chiefs Association Meeting

Wednesday Dec 24th: at Noon through Dec 25th NFD Office Closed for Christmas

January 1st: NFD Office Closed—Happy New Year!
Administrative Items: We have reached some important thresholds for the implementation of Pulse Point. The live CAD data is pushing into the test Pulse Point environment well at this time. They still need to complete their “incident mapping” which is a call type in CAD = call type displayed in Pulse Point. Starting Tuesday of next week, we will enter into a beta testing phase. We have two people from each geographic area (one chief officer, one line person) that will be part of the beta testing team.

We will do our soft launch in January. All public safety members will be encouraged to participate in the soft launch and we will reach out to some members of the public (elected officials, town managers, media members, community leaders, etc) to participate. If you have any members of the public who you think would be good for this, please point them in my direction. We’re looking for people that have some influence in their communities that can help create a buzz about Pulse Point.

We will go live in February. A resident in Marin was saved due to Pulse Point in another community – he had a cardiac arrest and a passerby was alerted of his cardiac arrest and the nearest AED which was successfully used to save his life.

Chief Menzel and I met with Kevin Bell and Josh Sarpotdar of ABM Building Solutions to review a Preliminary Energy Assessment (PEA) of all NFD facilities. The report was a first step to provide us an opportunity to upgrade our facilities and increase resiliency with regard to power supplies without affecting existing budgets. The idea basically is that we currently spend approximately $100,000 a year on electrical utility bills across all facilities. Under the program we would maximize some potential energy conservation measure savings first and then get all of our facilities to convert over to solar power with battery back-up. Instead of paying PG&E the $100,000 annually, we would use that money to pay off the financing of the solar installations. There are some potential state rebates in play as well. Dmitri and I will meet with the Board in the coming weeks to see if this is something to investigate further and/or bring to the Board for formal consideration.

OPS: Chief Veliquette and Gretchen have provided an outline and draft schedule for the next round of promotional and new hire testing. We will be essentially testing and establishing lists for all line positions by the end of February 2020.

Training: New hose nozzles arrived last week; Chief LaCroix is working on scheduling instructor for water rescue class in January and working on promotional test process.

Tower: Chief LaCroix has talked to several general contractors and foundation companies to call about the tower project. He also contacted Nick, GM from Fire Facilities, and he is also working on finding a contractor for the project.

EMS Divisions: FF/PM Nicole Scott completed teaching her annual Behavioral Health class across the shifts last week. It was an excellent class on the physiologic effects of stress and methods of stress management. All required members will be certified in AHA ACLS and PALS.
by the end of December 2019. Pinnacle Training Systems and scheduled on site visits across the
shifts for 2020 and added to MBO. Fitness testing scheduled across the shifts in March.
Functional Movement Screenings scheduled across the shifts in April; Nutrition and Exercise
class is scheduled across shifts in May, and B/C Dague working on renewing contract with
Pinnacle.

Prevention Division Update: Chief Menzel is drafting a letter to the businesses notifying them of
the initiation of our new business inspection program. We will be scheduling meetings with
stakeholders to explain the program and answer questions prior to the updated fee schedule being
brought to the BOD in January. Chief Menzel is also continuing his efforts to implement certain
efficiencies and support for the prevention division. An update on the wildfire mitigation
specialist numbers are as follows: WMS Barlupe took a two day course “Assessing Structure
Ignition Potential from Wildfire” Dec 2-3 in Santa Clara. Specialist Barlupe has completed 1 full
home hazard assessment by appointment and 22 street view (3 sides) home hazard assessments
in the Black Point and Green Point areas. 72 assessments in November and 136 Total.—our goal
is 9 a day. Fire Inspectors Osgood and Macdonald met with NCTV to go over first edit of
“Living With Fire” presentation.

Facilities: Reviewed and approved work for Admin parking lot light upgrade, now in progress;
Scheduled Station 62 Plymovent adjustment. Reviewed report from Station 65 on damaged
apparatus bay ceiling subsequent to reel cord being caught on the engine while leaving the bay.
Station 62 tree pruning scheduled for Wednesday as well as assessment of an Oak tree at station
64.

Fleet: U14-OOS at Hi-Tech with accident damage and warranty repairs E63. U22 Whittet pick-
up truck– OOS in our shop with heater motor repairs. U30 Veliquette- OOS at Ford with engine
to chassis communication problems. All other units in service.

CONSENT CALENDAR
1. Minutes of Special Board of Directors 11.14.19 Badge Pinning
2. Minutes of Regular Board of Directors Meeting 11.6.19
3. Approval of the 2020 Board of Directors Regular Meeting Schedule
4. Purchase Order Signing Authority
   Finance Committee reviewed and discussed the Purchasing Policy’s Purchase Order
   signing authority which designates the Fire Chief to be the only authorized signatory.
   Staff and the Finance Committee recommended that any authorized District buyer should
   be able to sign a Purchase Order as long as the value of the Purchase Order is within the
   monetary authority of the authorized buyer.

There was no public comment.
M/s Galli/Metcho to approve Consent Calendar items 1-4. Motion carried 5-0.
NEW BUSINESS

The new business items were covered in the order noted below:

1. Independent Auditor’s Report and Audited Financial Statements – Fiscal Year Ended June 30, 2019

   Board considered the Finance Committee’s recommendation to accept the Independent Auditor’s Report and Audited Financial Statements for the fiscal year ended June 30, 2019 as presented by the District’s independent auditor Maze & Associates.

   Katherine Yuen of Maze and Associates reviewed the details of the annual audit. The District received an unmodified, clean opinion.

   Director Galli asked about the value of the assets of the District noted at only $14.3 million. Ms Yuen and Finance Director Valenti commented that the audit reflects the book value less depreciation, not market value.

   There was no public comment.

   M/s Galli/Davis to accept the Independent Auditor’s Report and Audited Financial Statements – Fiscal Year Ended June 30, 2019

   Motion carried 5-0.

2. Renew Landscape Management Contract

   Board approval was requested to renew the District’s Landscape Management Contract with Cagwin & Dorward through June 30, 2020.

   There was no public comment.

   M/s Galli/Davis to renew the District’s Landscape Management Contract with Cagwin & Dorward through June 30, 2020.

   Motion carried 5-0.

3. Legal Counsel’s Review of Contracts

   Finance Committee reviewed and discussed the Purchasing Policy’s requirement to acquire legal counsel review of contracts greater than $10,000 that are not written on the District’s contract templates. Staff recommended that the Contract Administrator be permitted to evaluate, and negotiate the terms and conditions of contracts up to $35,000 and not written on District paper, unless the Contract Administrator deems that the contract poses an unusual risk to the District, and in such case, would seek advice from legal counsel.

   Director Galli asked how many contracts the District has. Walraven noted that the District has about 200.

   There was no public comment.
M/s Goines/Davis to approve that the Contract Administrator be permitted to evaluate, and negotiate the terms and conditions of contracts up to $35,000 and not written on District paper, unless the Contract Administrator deems that the contract poses an unusual risk to the District, and in such case, would seek advice from legal counsel.

Motion carried 5-0.

4. Novato Regional MSR - LAFCo Draft Report

The Board reviewed changes recommended by staff to the revised draft of the MSR. Public comment will be received until January 15, 2020.

There was no public comment.

M/s Goines/Davis to approve the changes/edits made by staff be submitted to LAFCo.

Motion carried 5-0.

5. Memorandum on Internal Control and Required Communications (MOIC) for the Fiscal Year Ended June 30, 2019

Board considered the Finance Committee’s recommendation to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2019 as presented by the District’s independent auditor Maze & Associates, along with the Management’s Response to the internal control matter identified in the report.

Katherine Yuen of Maze and Associates reviewed the details of the MOIC. The District had no control weaknesses in 2019. The FY 2018 weakness has been mitigated.

There was no public comment.

M/s Metcho/Davis to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2019 as presented by the District’s independent auditor Maze & Associates, along with the Management’s Response to the internal control matter identified in the report.

Motion carried 5-0.

6. Independent Accountant’s Report on Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2018

Board considered the Finance Committee’s recommendation to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2018 as presented by the District’s independent auditor Maze & Associates.
7. Independent Accountant’s Report on Applying Agreed Upon Procedures to Ambulance Billings During the Calendar Year 2018

Board considered the Finance Committee’s recommendation to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Ambulance Billings and Related Revenue Collection Cycle, Including BillingsHandled on Behalf of Its Clients During Calendar Year 2018 as presented by the District’s independent auditor Maze & Associates.

Katherine Yuen of Maze and Associates reviewed the details of the AUP audits. The District had 2 exceptions (lack of supporting documents) which have since been resolved. The missing sole source justification documentation was misfiled, but later found.

There was no public comment.

Items 6 and 7 were taken together.

M/s Galli/Goines to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2018 as presented by the District’s independent auditor Maze & Associates; and to accept the Independent Accountant’s Report of Applying Agreed Upon Procedures to Ambulance Billings and Related Revenue Collection Cycle, Including Billings Handled on Behalf of Its Clients During Calendar Year 2018 as presented by the District’s independent auditor Maze & Associates.

Motion carried 5-0.


John Henson commented that he had read the ordinance, and asked when it would become effective.

The effective date will be 30 days after adoption.

There was no other public comment.


Motion carried 5-0.
COMMITTEE REPORTS
1. MERA (Director Metcho and Director Silverman) – there was no meeting.
2. Finance Committee (Director Davis and Director Goines) The Finance Committee items were included in New Business.

FINANCIAL REPORTS
There were no questions.
2. Revenues and Expenditures Detail Financial Report October 2019
3. Vendor Summary Financial Report, October 2019
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) October 2019
5. District Contracts Information – October 2019

INFORMATION
1. Customer Satisfaction Survey Report, October 2019
   a. Director Galli noted one survey indicated a negative response.
   b. Chief Tyler commented that any negative comment receives a followup if there is contact info. In this case there was no contact info. Often, it’s a mistaken checkmark in the box.
2. Written Communications
3. 2020 Finance Committee Meeting Calendar
4. Upcoming Dates:
   a. Marin Local Agency Formation Commission meeting - December 12, 2019 at 7 p.m. at the Marin Clean Energy office (1125 Tamalpais Ave, San Rafael).
   b. December 18 – Special Board Meeting, Station 61, 6 p.m.

ADJOURNMENT
There being no further business to conduct, President Galli adjourned the meeting at 7:12 p.m.
Submitted by,
Jeanne Villa, Recording Secretary

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Approved
Consent Calendar 1
The meeting was called to order by President Silverman at 6:00 p.m. in the Berthinier Conference Room at 7025 Redwood Blvd, Novato CA, 94945.

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

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

ABSENT
None

OPEN TIME FOR PUBLIC EXPRESSION
Director Davis commented that he attended the Explorer party and found it to be an impressive event. He also attended the City Council meeting at which the new fire code ordinance was adopted. He noted that Chief Tyler’s presentation was compelling; and the council voted to adopt the ordinance with a 5-0 vote.

NEW BUSINESS

Board considered the staff’s recommendation to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2019.

Finance Director Valenti discussed the details of the District’s 12th consecutive CAFR for the Fiscal Year Ended June 30, 2019. This report includes all the information contained in the audited financial statements as previously presented by Maze & Associates.

Fire Chief Tyler noted that the CAFR is a complex document containing vast amounts of financial and operational information. This report provides the members of our communities with sufficient historical data to evaluate the financial status of the District. Preparing a CAFR demonstrates the District’s commitment to taxpayer accountability, fiscal responsibility and transparency of government.

This CAFR will be submitted to the Government Finance Officers Association (GFOA) for consideration in the CAFR Award for Excellence Program.

Valenti also noted that the District prepared a Popular Annual Financial Report (PAFR). The PAFR is a summary document with very easy to digest data. The Directors asked to have a copy of the PAFR emailed to them.

The Board thanked Joe Valenti and staff for their hard work compiling the document.

There was no public comment.
M/s Galli/Davis to accept the Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2019.

Motion carried 5-0.

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 6:11 p.m.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by President Galli at 5:38 p.m. in the Drexler Auditorium of the Buck Center, 8001 Redwood Blvd., Novato CA, 94945.

ROLL CALL
President James Galli; Directors Steve Metcho, Bill Davis and Lj Silverman

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, On duty crews.

ABSENT
Director President Bruce Goines

OTHERS PRESENT
Off duty staff, family and friends

NEW BUSINESS/Presentation
1. Badge Pinning
   Newly promoted members and recent newly hired employees were presented with their badges. New hires Joe Valenti and Jennifer Maldonado (Finance Division) were welcomed to the Novato Fire District.

ADJOURNMENT
There being no further business to conduct, President Galli adjourned the meeting at 6:10 p.m. Refreshments were served.

Submitted by,

Jeanne Villa, Recording Secretary
The meeting was called to order by Director Davis 9:00 a.m. in the Heritage meeting room at 95 Rowland Way, Novato CA 94945.

ROLL CALL
Directors Bill Davis and Bruce Goines.

STAFF MEMBERS PRESENT
Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, EMS Billing Analyst Shannon Wager.

ALSO PRESENT:
Katherine Yuen of Maze and Associates, via teleconference

OPEN TIME FOR PUBLIC EXPRESSION
No public comments were made.

CONSENT CALENDAR
1. Review of Fire Chief’s credit card expenses October 2019
2. Review of Deputy Fire Chief credit card expenses July and October 2019

No public comment.
M/s Davis/Goines to accept consent calendar item 1-2. Motion carried

NEW BUSINESS
1. Review of the Draft of Audited Financial Statements from Maze and Associates. The committee reviewed and discussed the draft audited financial statements of FY 2018/2019, and made a recommendation to present the report to the full Board for acceptance.

Katherine Yuen of Maze and Associates reviewed the details of the audit using a powerpoint presentation.

The results of the audit were an unmodified, or clean position.

The Directors thanked the staff for their hard work all during the year.

No public comment.
M/s Goines/Davis to recommend the full Board of Directors accept the Audited Financial Statements 1-2. Motion carried

2. Memorandum of Internal Controls (MOIC)
This report addressed the internal controls in the District’s financial reporting. The Committee reviewed and discussed the MOIC with Ms. Katherine Yuen. Ms. Yuen noted
there were no control weaknesses in fiscal year 2019, and the weakness noted in 2018 has been mitigated.

No public comment.

M/s Davis/Goines to recommend the full Board of Directors accept the MOIC. Motion carried.


The Committee reviewed 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 2018, with Ms. Yuen. A 3% sample was taken (439 transactions) and there were no exceptions noted. The Directors gave kudos to EMS Billing Analyst Shannon Wager for her excellent work.

No public comment.

M/s Davis/Goines to recommend the full Board of Directors accept the AUP for ambulance billing. Motion carried.

4. Independent accountant’s report on applying agreed upon procedures for the Novato Fire Protection District in regards to certain disbursements made by the District during the calendar year ended December 31, 2018.

The Committee reviewed the report in Regards to the certain disbursements made by the District during the calendar year ended December 31, 2018 with Ms. Yuen. There were 2 missing receipts noted for $95 and $85. There was a notation of a missing document justifying the sole source purchase through Arrow International. The amount of the purchase was under $10,000, so staff noted that the sole source document was not needed. Staff will follow up with Maze on this item.

No public comment.

M/s Davis/Goines to recommend the full Board of Directors accept the AUP for certain disbursements. Motion carried.

5. Purchase Order Signing Authority

Finance Committee reviewed and discussed the Purchasing Policy’s Purchase Order signing authority which designates the Fire Chief to be the only authorized signatory. Staff recommended that any authorized District buyer should be able to sign a Purchase Order as long as the value of the Purchase Order is within the monetary authority of the authorized buyer.

Colleen Walraven explained that although a purchaser can buy goods up to $10,000, the policy language states that only the Fire Chief can sign a purchase order. She felt that was unnecessarily restrictive. It would be more efficient and would match the ordering processes done by credit card or purchases on account.
The Directors had no objectives to the proposal and asked that the policy change be included in the consent calendar for the next regular meeting. Once approved, the policy will be changed.

No public comment.

M/s Goines/Davis to recommend the full Board of Directors accept the change to the policy in the Consent Calendar section of the next board of directors meeting. Motion carried.

6. Legal Counsel’s Review of Contracts
Finance Committee reviewed and discussed the Purchasing Policy’s requirement to acquire legal counsel review of contracts greater than $10,000 that are not written on the District’s contract templates.

Staff recommended that the Contract Administrator be permitted to evaluate, and negotiate the terms and conditions of contracts that are greater than $10,000 and not written on District paper unless the Contract Administrator deems that the contract poses an unusual risk to the District, and in such case, would seek advice from legal counsel.

No public comment.

M/s Davis/Goines to recommend the full Board of Directors increase the limit at which the Contracts Administrator must have legal counsel review contracts to $35,000. Motion carried.

INFORMATION

1. The Finance Committee Schedule for 2020 was reviewed. There were no changes.

ADJOURNMENT

There being no further business to conduct, Director Davis adjourned the meeting at 9:48 a.m.

Submitted by,

Jeanne Villa, Recording Secretary