



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JANUARY 3, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

PRESENTATION

Update on the Evacuation/Ingress/Egress Risk Assessment: Mark Brown, MWPA Executive Officer

Zoom Conference Information
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Password: 959595

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ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

COMMITTEE SELECTION

The Directors will select committee members for 2024.

1. **NERA**
2. **Finance Committee**
3. **MWPA**
4. **Facilities Committee**

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Minutes of Regular Board Meeting 12/6/23

NEW BUSINESS

1. Annual Comprehensive Financial Report (ACFR) and Independent Auditor's Report on Audited Financial Statements- Fiscal Year Ended June 30, 2023

Staff recommends the Board accept the Annual Comprehensive Financial Report (ACFR) and Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30, 2023, as presented by the District's independent auditor Maze & Associates

2. Memorandum of Internal Controls (MOIC) and Required Communication for the Fiscal Year Ended June 30, 2023

Staff recommends the Board accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2023, as presented by the District's independent auditor Maze & Associates. There were no issues requiring Management's Response.



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3. County of Marin 2023/2024 Annual Statement of Investment Policy

Board approval is requested of the County of Marin 2023/2024 Annual Statement of Investment Policy.

4. Purchase of 2 Solo Rescue SCBA, PPE Decontamination Washers

Board approval is requested to accept staff's recommendation to purchase 2 Solo Rescue Decon Washers in an amount not to exceed \$80,000. Board approval is requested to approve the budgeted expenditure from account: 9308-2273, Cancer Prevention and Mitigation Funds.

5. Station 63 Demonstration Garden

Staff recommends that the Board approve the change order request from Cagwin & Dorward for additional costs from the installation of the demonstration garden at Station 63.

6. Landscape Maintenance Cost Increase

Staff recommends approving the extension of the Cagwin & Dorward ("Cagwin") contract for landscape maintenance through June 30, 2024. Due to a three percent (3%) increase in the rates and the additional six (6) months on the contract, Board approval of an increase in the contract amount is requested.

7. Novato Emergency Operations Plan Lines of Succession

Receive verbal information from legal counsel on the execution of this board resolution item for action to be taken at the next regularly scheduled meeting of the board.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, October 2023:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information



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INFORMATION

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

1. Customer Surveys November 2023
2. MERA Update: December 2023
3. Upcoming meetings/events:
 - Regular Board Meeting 2.7.24
 - NFD Strategic Planning Meeting 1.9.24 and 1.10.24
 - Novato's 64th Birthday Celebration Event 1.20.24 5:30-9:30 pm
4. Written Communications

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JANUARY 9, 2024
DAY 1 OF 2**

Time: 10:00 am - 5:00 pm
Location: Marin Country Club
500 Country Club Drive
Novato, CA 94949
Website: www.novatofire.org

The Special Board Meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a scheduled special board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, prior to the meeting. **Please note, this meeting is in person only. There will not be an option for virtual attendance.**

ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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NEW BUSINESS

1. Authorization of IGT Funds Transfer 1 of 4 to Department of Health Care Services (DHCS) for participation in the Public Provider (PP) Ground Emergency Medical Transportation (GEMT) Program for CY 2024 (aka PP-GEMT IGT Program)

District staff recommends sending the first of four payments for CY 2024 (invoice amount \$104,525.63) to DHCS so that the program achieves full participation from funding entities required to obtain the maximum Federal funds match to realize maximum reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports

2. Strategic Planning Meeting

District Staff and the Board of Directors will participate in a two-day strategic planning meeting facilitated by Don Whittemore and Craig Fair of Mission-Centered Solutions, Inc.

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JANUARY 10, 2024
DAY 2 OF 2**

Time: 9:00 am - 4:00 pm
Location: Marin Country Club
500 Country Club Drive
Novato, CA 94949
Website: www.novatofire.org

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NEW BUSINESS

1. Strategic Planning Meeting

District Staff and the Board of Directors will participate in day 2 of 2 strategic planning meetings facilitated by Don Whittemore and Craig Fair of Mission-Centered Solutions, Inc.

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
FEBRUARY 7, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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DIRECTOR MATTERS

Directors may report on their activities and meetings.
President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Minutes of Regular Board Meeting 1/3/24
2. Minutes of Special Board Meeting 1/9/24
3. Minutes of Special Board Meeting 1/10/24
4. 2024 Finance Committee Meeting Dates
5. Ambulance Fee Debt Write-Off Due to Hardship

Board approval is requested to approve a write-off of the designated ambulance billing accounts.

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F20003554-1	\$ 123.05
▶ F23002921	\$2,615.27
▶ F23014304	\$ 529.37

6. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts

Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$14,522.68.

NEW BUSINESS

1. Resolution 2024-01, a Resolution of the Novato Fire Protection District Identifying Representatives for Board Members and the Fire Chief Should Such Members Become Unavailable.

Board to consider adopting Resolution 2024-01, a resolution of the Novato Fire Protection District identifying representatives for Board members and the Fire Chief should such members become unavailable.



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2. Payroll and HR Software Purchase

Staff recommends that the Board approve the purchase of new payroll and HR software to replace the current software.

3. Hiring of Consultants for New Payroll and HR Software Implementation.

- Consultant to review and negotiate UKG Agreements.
- Consultant to project manage software implementation and configuration.

Staff Recommends that the Board approve contracting with two (2) consultants to assist in the contract review and project management of new payroll and HR software.

4. Landscape Design Services for Administrative Building Backyard

Staff recommends the Board approve Carlile Macy's proposal for landscape design services for the District's Administrative Building backyard.

5. Extend the term and Increase the Cost of MSA with Simpson Sheet Metal, Inc.

Staff recommends extending the term of the Simpson Sheet Metal ("Simpson") MSA for HVAC maintenance and repairs to June 30, 2024. Staff also requests Board approve an increase to the contract amount from \$265,000 to \$300,000.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, December 2023:
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2. District Monthly Contracts Information

INFORMATION

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1. Customer Surveys December 2023
2. MERA Update: January 2024
3. Upcoming meetings/events:
 - Finance Committee Meeting 2/20/24
 - Regular Board Meeting 3/6/24
 - Facilities Committee Meeting 3/12/24 (reschedule TBD)
 - Strategic Planning Meeting 3/12-3/13/24
4. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
Significant exposure to litigation: 1 case

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code section 54957(b)(1): Fire Chief

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
MARCH 6, 2024**

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AGENDA ADJUSTMENTS

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DIRECTOR MATTERS

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President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

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1. Regular Meeting Minutes 2.7.24
2. Special Meeting Minutes 2.27.24
3. Travel Authorization and Advance approval for Directors to attend the Fire Districts Association of California annual conference in Monterey, April 23-26, 2024
4. Ambulance Fee Debt Write-Off Due to Hardship

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F23016503	\$1,250.80
▶ F23027216	\$1,174.04
▶ F23033488	\$3,388.46

NEW BUSINESS

1. Re-allocation of Assigned and Unassigned fund balances

Board approval is requested to approve the Finance Committee's recommendation to reallocate assigned and unassigned fund balances.

2. Rainy Day Fund- Committed Fund Balance

Board approval is requested to accept the Finance Committee's recommendation to leave the Rainy Day Fund Balance at its current level of \$5,071,552.

3. Resolution 2024-02 Designation of Applicant's Agent Resolution – Cal OES Form 130.

Board to consider adoption of Resolution 2024-02 designating the Fire Chief, Deputy Chief, and Finance Director as the District's designated agents.

4. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2023/24

- a. Board approval is requested to accept Staff's recommendation to fund the OPEB contribution for 2023/24 in the amount of \$1,186,754 and establish the OPEB Funding Policy to be 100% of the Actuarially Determined Contribution.



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- b. Increase the Health Insurance budget account 9308-1513 by \$186,754 by transferring this amount from Unassigned fund balance

5. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2023

Board approval is requested to accept Staff's recommendation to perform the audit with a 3% sample size.

6. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2023

Board approval is requested to accept Staff's recommendation to perform the audit with a 3% sample size.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
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FINANCIAL REPORTS

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INFORMATION

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

1. Customer Surveys January 2024
2. MERA Update: February 2024
3. Upcoming meetings/events:
 - Strategic Planning Meeting 3/12-3/13
 - Regular Board Meeting 4/3/24
 - Facilities Committee Special Meeting 4/4/24
 - Retirement Luncheon Captain Black and B/C Freedman 4/8/24
 - FDAC Annual Conference 4/23-26 Monterey, Ca.



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4. Written Communications

ADJOURNMENT



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CHIEF'S REPORT

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CONSENT CALENDAR ITEMS

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1. Regular Meeting Minutes 3.6.24

PRESENTATION

Recognition of members' continuous years of service and dedication to the Novato Fire District.

- 10 Years of Service – Zanoni, Hamilton, Godoy
- 15 Years of Service – Larroque, Pace
- 20 Years of Service – Teldeschi, Brody, McGuinness
- 25 Years of Service - Sheline

NEW BUSINESS

1. Emergency Communications Center (ECC) / Fire-Based Dispatch Center Startup Costs Financing Option Recommendation

Staff recommends selecting the annual payment option offered by the County of Marin to finance the ECC / Fire-Based Dispatch Center startup costs with annual payments made over 15 years and a 2% amortized fee on the unpaid balance.

2. Concrete Retaining wall construction and repairs at Station 62

Board approval is requested to accept staff's recommendation to contract with Van Midde and Son Concrete to complete the construction of a new concrete retaining wall, repair a missing section of concrete, and install an additional drainage culvert system behind new classrooms.

3. Mechanic Shop Column Lift System Replacement

Staff recommends the Board approve the purchase of Steril KONI Mode ST 1085-3FWA Mobile Column Lifts per Quote #1696. Sourcewell Contract #:121223-SKI. Staff requests Board approval for funding in the amount of \$99,875.00 from Unassigned Fund Balance to Account #9308-4048 (Capital Expenditures for Building Facilities).



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4. Bank Signature Cards

Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature card listed below and direct the Finance Director to revise the necessary documents.

1. Account#XXX057 Bank of America Novato Fire District Operating Fund Signature Card
 - a. Remove Gerald McCarthy and Scott Freedman, Add Dan Peters and Mike Taul

5. Authorization of IGT Funds Transfer 2 of 4 to Department of Health Care Services (DHCS) for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT) Program for CY 2024

District staff recommends sending the second of four payments for CY 2024 (invoice amount \$104,700.85) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal expenditures for purposes of Assembly Bill 1705.

6. Resolution 2024-03, Amendment to the Employment Agreement of Fire Chief, Bill Tyler

Board approval is requested to adopt resolution 2024-03 amending the Employment Agreement of Fire Chief Bill Tyler.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

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2. District Monthly Contracts Information

INFORMATION

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1. Customer Surveys February 2024
2. MERA Update: March 2024



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3. Upcoming meetings/events:

- Special Facilities Committee Meeting 4/4/24 at 9:00 am
- Retirement Luncheon Captain Black and B/C Freedman 4/8/24 at noon, S61
- FDAC Annual Conference 4/23-26 Monterey, Ca.
- Regular Board Meeting 5/1/24

4. Written Communications

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 1, 2024

Time: 10:00 a.m.

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95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

Director Bruce Goines

Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

PRESENTATION

MWPA Quarterly Report and Workplan Updates

Sarah Labberton, Vegetation Management Program Manager and Lynne Osgood, B/C Prevention/Fire Marshal

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
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For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 1, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Minutes of Regular Board Meeting 4/3/24
2. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$30,575.80

NEW BUSINESS

1. Enterprise Fleet Management – Presentation

Board approval is requested to accept staff's recommendation to begin reviewing the contracts with Enterprise Fleet Management to implement a vehicle replacement plan and improve Novato Fire Light Vehicle Fleet.

2. Resolution 2024-04 Arson Awareness Week May 5-11, 2024

Staff recommends adoption of Resolution 2024-04: a resolution of The Board of Directors of The Novato Fire Protection District declaring May 5-11, 2024, to be Arson Awareness Week.

3. Resolution 2024-05 Proclaiming May 4-10, 2024 as Wildfire Preparedness Week

Board approval is requested to adopt Resolution 2024-05 proclaiming May 4-10, 2024 as Wildfire Preparedness Week encouraging residents to take steps to reduce the threat of wildfire to their homes and communities.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 1, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
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Website: www.novatofire.org

4. Adoption of Resolution 2024-06, A Resolution of the Board of Directors of the Novato Fire District Establishing the Special Tax Rate for 2024/2025

Board approval is requested to accept Staff's recommendation to:

1. Apply the Consumer Price Index annual adjustment for 2023 of 3.67% (Exhibit D).
2. Adopt Resolution 2024-06 establishing the Special Assessment Tax Rate for Residential at 11.29 cents per square foot and Commercial / Industrial at 16.93 cents per square foot for the 2024/25 fiscal year (Exhibit A).

5. Renewal of contract with Katie Grossman, RN for EMS Educator

Staff recommends that the Board approve the renewal of the EMS Educator contract with Katie Grossman, RN

6. Bank Signature Card Change

Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature card listed below and direct the Finance Director to revise the necessary documents.

1. Account#XXX057 Bank of America Novato Fire District Operating Fund Signature Card
 - a. Add Lynne Osgood

7. HVAC Maintenance & Repair Contract

Staff recommends contracting with Peterson Mechanical, Inc. for HVAC maintenance and repair services for all six (6) District sites for an initial twelve (12) month term.

8. Contract Extension for Supplemental Staffing with Aston Carter, Inc. for (1) EMS Biller

Staff recommends the Board approve an extension of the contract with Aston Carter, Inc. for an additional two (2) years for the temporary staffing needs in the EMS Billing department to employ the services of one (1) EMS Biller.

9. Advertising Campaign Services for MWPA

Staff recommends renewing the Kiosk Creative, LLC ("Kiosk") Schedule No. 1 in support of the Marin Wildfire Prevention Authority ("MWPA") advertising campaign.

10. Surplus Radio Equipment Donation

Board approval is requested to accept staff's recommendation to donate 15 Bendix King Model P150-CMD to Sonoma County Fire District.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 1, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, March 2024:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys March 2024
2. MERA Update: April 2024
3. MWPA Quarterly Report Q3
4. Upcoming meetings and events:
 - 5/8/24 Druids Employee of the Year Dinner 6:00 pm
 - 5/8/24 Novato Leadership Ceremony 4:00 -7:00 pm
 - 5/16/24 Marin County Survivors' Celebration 5:00 - 9:00 pm
 - 5/20/24 Steve Rucker Memorial Gold Tournament
 - 5/27/24 Memorial Day Observed- Admin Office Closed
 - 6/5/24 Regular Board Meeting
 - 6/11/24 Facilities Committee Meeting 9:00 am
5. Written Communications

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

JUNE 5, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

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Join at Zoom.com

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OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 5, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Special Finance Committee Meeting Minutes 4/30/24
2. Minutes of Regular Board Meeting 5/1/24
3. Ambulance Fee Debt Write-Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
 - ▶ F22029660 \$1,326.73
 - ▶ F23033488 (\$3,388.46) – Patient acquired Medi-Cal

NEW BUSINESS

1. Resolution 2024-07, a Resolution of the Governing Body of the Novato Fire Protection District Consolidating Elections With Other Elections Being Conducted on November 5, 2024.

A Regularly Scheduled Election To Be Held In This Jurisdiction; Requesting The Board Of Supervisors To Consolidate With Any Other Election Conducted On Said Date, And Requesting Election Services By The Marin County Elections Department.

2. Adoption of the Preliminary Budget for FY 2024/2025

Board approval is requested to accept the Finance Committee's recommendation to:

- a. Adopt the Preliminary Budget for Fiscal Year 2024/2025
- b. Establish the date for adopting the Final Budget for Fiscal Year 2024/2025 on the August 7, 2024, regular board meeting.

3. Contract Increase for Electrical Services

Staff recommends that the Board approve an increase to the not-to-exceed amount of the contract with Fowler Electric Services, Inc. ("Fowler") for as-needed electrical repairs and projects.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 5, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945
Website: www.novatofire.org

4. Enterprise Fleet Management Lease Agreement

Board approval is requested to accept staff's recommendation to contract with Enterprise Fleet Management (EFM) to implement a vehicle replacement plan and improve Novato Fire Light Vehicle Fleet.

5. Landscape Management Contract

Staff recommends contracting with Le Jardinier Landscape Management for landscape management services for all six (6) District sites for an initial twelve (12) month term.

6. Vegetation Management Contract Extension and Increase

Staff recommends that the Board approve the extension of the contract term and increase the contract amount for one (1) vegetation management agreement under the Vegetation Management program and the MWPA program.

1. Forster Kroeger Landscape Maintenance Inc.

7. Fuel Delivery Contract

Board approval is requested to approve Staff's recommendation to renew the fuel delivery Master Services Agreement (MSA) with North Bay Petroleum for one (1) twelve (12) month term as allowed by the MSA.

8. LAWCX's JPA for Worker's Compensation Insurance Renewal through FRMS Membership

Board approval is 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 Fire Risk Management Services ("FRMS"). The coverage period ends on July 1, 2024.

9. Contract Increase for Plumbing Services

Staff recommends that the Board approve an increase to the not-to-exceed amount of the contract with Marin H2O, Inc. ("Marin H2O") for as-needed plumbing repairs.

10. Renewal of IT Support Services Contract with Marin IT

Board approval is requested to accept the Staff's recommendation to renew the IT Support Services contract for another twelve (12) months with Marin IT for a total cost of \$155,000.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 5, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, April 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures

2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys April 2024
2. MERA Update: May 2024
3. Upcoming meetings and events:
 - 6/11/24 Regular Facilities Committee Meeting Time-TBD
 - 7/3/24 Regular Board Meeting
 - Regular Finance Committee Meeting 7/16/24 9:00 am
4. Written Communications

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 18, 2024**

Time: 10:00 am

Location: Novato Fire District Administrative Office
95 Rowland Way
Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 18, 2024**

Time: 10:00 am

Location: Novato Fire District Administrative Office
95 Rowland Way
Novato, CA 94945

Website: www.novatofire.org

NEW BUSINESS

1. Resolution 2024-08, a resolution of the Board of Directors of the Novato Fire Protection District authorizing the appointment of Jenica Maldonado as designated representative for labor negotiations.

Board to consider approval of Resolution 2024-08 authorizing the appointment of Jenica Maldonado as designated representative for labor negotiations.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS, pursuant to California Government Code 54957.6 and 54954.5(f)

Agency Designated Representatives: Jenica Maldonado

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JULY 3, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945
Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

JULY 3, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. 6/5/24 Regular Board Meeting Minutes
2. 6/18/24 Special Board Meeting Minutes

NEW BUSINESS

1. Authorization of IGT Funds Transfer 3 of 4 to Department of Health Care Services (DHCS) for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT) Program for CY 2024

District staff recommends sending the third of four payments for CY 2024 (invoice amount \$108,963.79) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal expenditures for purposes of Assembly Bill 1705. This contribution is required in order to qualify for the maximum Federal funds match which enables the District to obtain the maximum reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports.

2. Review Anticipated Net Property Tax Revenue Estimates and Discuss Annual Salary Increase Adjustments Across All Employee MOUs and Employment Agreements

District staff recommends the Board discuss and approve either a 2.5% or 3% salary increase for employees

3. Resolution 2024-09 a Resolution of the Novato Fire Protection District Amending the Employment Agreement Between the Novato Fire District and Information Technology (IT) Manager Azar Mashintchian

Board approval is requested to adopt resolution 2024-09 amending the Employment Agreement of IT Manager Azar Mashintchian.

4. Fire Hydrant Painting Contract

Staff recommends renewing the contract for fire hydrant painting with Marianne's Painting for another year with the option to renew in fiscal year 2025-2026.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JULY 3, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

5. Installation of New Retaining Wall

Staff recommends the removal of the old wooden retaining wall and the installation of a new concrete wall against the hillside behind Station 62.

6. Surplus Fleet Vehicles

Board approval is requested to accept staff's recommendation to surplus 6 department vehicles.

7. Vegetation Management Contract

Staff recommends that the Board approve a new contract with Sonoma-Marín Arborists for both the Vegetation Management program under the District's budget and the Marin Wildfire Prevention Authority ("MWPA") budget.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, April 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys May 2024 (will be in August BOD packet)
2. MERA Update: June 2024
3. Upcoming meetings and events:
 - July 4th Parade, Downtown Novato
 - 7/24/24 Special Finance Committee Meeting
 - Next Regular Board Meeting 8/7/24 @ 10:00 am
4. Written Communications



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JULY 3, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

Significant exposure to litigation: 1 case

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 7, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 7, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. 4/4/24 Special Facilities Committee Meeting Minutes

2. 5/23/24 Special Finance Committee Meeting Minutes

3. 7/3/24 Regular Board Meeting Minutes

4. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts

Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$83,574.36.

5. Ambulance Fee Debt Write-Off Due to Hardship

Board approval is requested to approve a write-off of the designated ambulance billing accounts.

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F22034215	\$1,757.04
▶ F24001984	\$ 487.50
▶ F24013849	\$ 487.50

NEW BUSINESS

1. Adoption of the Annual Budget for Fiscal Year 2024/2025

Board approval is requested to accept the Finance Committee's recommendation to adopt the Annual Budget for Fiscal Year 2024/2025.

2. Marin Emergency Radio Authority (MERA) JPA Renewal

Board approval is requested to accept Staff's recommendation to renew the MERA JPA.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 7, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

3. Property and Casualty Package Insurance Policy 9/1/24-8/31/25

Board approval is requested to discuss a proposal for the package property and liability insurance policy (“Package Policy”) from the District’s insurance broker, Arthur J. Gallagher Risk Management Services, LLC (“Gallagher”), for the period beginning September 1, 2024 through August 31, 2025.

4. Establish a Not-to-Exceed Amount for the Allstar Contract through June 2025

Staff requests Board approval to establish a not-to-exceed amount for the purchase of fire equipment from Allstar Fire Equipment (“Allstar”).

5. Establish a Not-to-Exceed Amount for the Bound Tree Medical Contract through June 2025

Staff requests approval from the Board to establish a not-to-exceed amount for the contract with Bound Tree Medical, Inc. for the procurement of Advanced Life Support (ALS) and Basic Life Support (BLS) medical supplies for the District.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, June 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys May and June 2024
2. MERA Update: July 2024
3. Upcoming meetings and events:
 - Labor Day Holiday 9/2/24 – Admin Office Closed
 - Leadership Novato Kickoff & Fire District Day 9/4/24



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 7, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

- Next Regular Board Meeting 9/4/24 @ 10:00 am
- Facilities Committee Meeting 9/10/24 @ 9:00 am
- 4. MWPA Q4 Work Plan Impact Report
- 5. Written Communications

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

Director Bruce Goines

Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
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For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945
Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.
President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. 6/11/24 Facilities Committee Meeting Minutes
2. 8/7/24 Regular Board Meeting Minutes

NEW BUSINESS

1. NFD Strategic Plan 2024-2027

Board approval is requested to review and accept the final draft of the NFD Strategic Plan 2024-2027

2. Resolution 2024-11, a Resolution of the Board of Directors of the Novato Fire District Approving the Amended and Restated Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority

Board approval is requested to adopt Resolution 2024-11, approving the Amended and Restated Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority

3. Resolution 2024-10, a Resolution of the Board of Directors of the Novato Fire District Determining 2024/25 Appropriations Limit

Board approval is requested to adopt Resolution 2024-10

1. The Appropriations Limit for 2024/25 has been calculated to be \$78,854,262 (Exhibit A).
2. Adopt Resolution 2024-10 establishing the Appropriations Limit for 2024/25 (Exhibit B).

4. Station 62 Feasibility Study Proposal for Engineering Services

Board approval is requested to accept the Facility Committee's recommendation to proceed with Engineering Services from Nute Engineering. Nute Engineering will provide engineering design services including preparation of plans, specifications, and a cost estimate to facilitate public bidding of the project for construction.

5. Approve Change Order for Modifications to Two Type 1 Engines Under Construction



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
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Website: www.novatofire.org

Board approval is requested to accept Staff's recommendation to approve design modifications to two Type 1 Engines currently under construction at Hi-Tech E.V.S. Modifications include moving Engineer SCBA storage, improving cross-lay location, and upgrading emergency lighting safety features for a total cost not to exceed \$115,000.

6. Budget Adjustment - Type 1 Engine Funding Increase

Staff recommends the Board approve the transfer of \$350,000 from the Unassigned Fund balance to the Fire Suppression Equipment Capital Account #9308-4815 to support increased costs and required change orders from the original contract signed in 2022.

7. Purchase of 3 Dodge Command Vehicles

Staff recommends the Board approve the purchase of 3 new Dodge Ram 2500 Pickups from Enterprise Fleet Management group in an amount not to exceed \$185,000. Enterprise Fleet Management can offer the best price at \$56,150 per vehicle and a \$7,000 RAM incentive.

8. Budget Adjustment- Admin Building Patio Remodel

Board approval is requested to Transfer \$150,000 from Unassigned Fund Balance to the FY 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio Remodel.

9. Life-Assist Contract Renewal and Increase in Cost

Staff requests approval from the Board to continue contracting with Life-Assist, Inc. ("Life-Assist") for the procurement of Advanced Life Support ("ALS") and Basic Life Support ("BLS") pharmaceuticals and medical supplies for the District.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, July 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys July 2024
2. MERA Update: August 2024 (meeting was cancelled)
3. Upcoming meetings and events:
 - Ember Stomp 9/7/24 11:00 am - 5:00 pm
 - Steve Rucker Memorial Golf Tournament 9/9/24
 - Facilities Committee Meeting 9/10/24 @ 9:00 am
 - Next Regular Board Meeting 10/2/24 @ 10:00 am
4. Written Communications

CLOSED SESSION

1. Public Employee Appointment
Title: Fire Chief
(Gov. Sec. 54957(b)(1).)

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 2, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 2, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. 9/4/24 Regular Board Meeting Minutes

2. Ambulance Fee Debt Write-Off Due to Hardship

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F24009835 \$1,040.20

NEW BUSINESS

1. Resolution 2024-12, Fire Prevention Week,

Board approval is requested to adopt Resolution 2024-12 proclaiming October 6-12, 2024, as Fire Prevention Week.

2. Resolution 2024-13, Great California Shake Out

Board approval is requested to adopt Resolution 2024-13 acknowledging the district's desire to participate in the Great California Shake Out and continue our work toward making our community more prepared and resilient.

3. Resolution 2024-14, Breast Cancer Awareness Month

Board approval is requested to adopt Resolution 2024-14 designating October 2024 as National Breast Cancer Awareness Month.

4. Paramedic Preceptor/Intern Fee Assessment Compensation Benefit Side Letter

Board approval is requested to accept staff's recommendation to enter into a side letter agreement with the Novato Professional Firefighters Association to implement a new Paramedic Preceptor/Intern Fee Assessment Compensation Benefit



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 2, 2024**

Time: 10:00 a.m.

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95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

5. Resolution 2024-15, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Information Technology (IT) Technician – Communications Scott Freedman

Board approval is requested to adopt resolution 2024-15 ratifying the Employment Agreement of IT Technician Scott Freedman.

6. Authorization of IGT Funds Transfer 4 of 4 to Department of Health Care Services (DHCS) for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT) Program for CY 2024

District staff recommends sending the fourth and final quarter payment for CY 2024 (invoice amount \$108,008.27) to DHCS as a voluntary contribution to the non-Federal share (NFS) of Medi-Cal expenditures for purposes of Assembly Bill 1705. This contribution is required in order to qualify for the maximum Federal funds match which enables the District to obtain the maximum reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports.

7. Stryker gurney (2) purchase, trade-in and warranty

Board approval is requested for Staff's recommendation to purchase 2 new Stryker Power Pro 2 gurneys with batteries and assemblies for \$70,626.70 paid in one installment due upon Board approval.

Board approval is requested for Staff's recommendation to single-source the above contract based on the following criteria:

Stryker is the manufacturer of the Stryker Power Pro-2 gurney, and the recommendation meets the criteria for single source justification due to Stryker being the exclusive provider and supplier of product standardization, specifications, and/or compatibility with existing equipment.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, August 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 2, 2024**

Time: 10:00 a.m.

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95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

- c. Vendor Summary Financial Report
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys August 2024
2. MERA Update: September 2024
3. Upcoming meetings and events:
 - Open House and Pancake Breakfast 10/13/24
 - Next Regular Board Meeting 11/6/24 @ 10:00 am
4. Written Communications

CLOSED SESSION

1. Public Employee Appointment (Gov. Sec. 54957(b)(1).)
Title: Fire Chief
2. Conference with Legal Counsel- Anticipated Litigation (Gov.Code Sec.54956.9(d)(2).)
Significant Exposure to Litigation: 1 matter
3. Conference with Legal Counsel- Anticipated Litigation (Gov.Code Sec.54956.9(d)(2).)
Significant Exposure to Litigation: 1 matter
4. Conference with Labor Negotiators (Gov.Code Sec.54957.6)
 - a. Agency designated representatives: Jenica Maldonado
 - b. Employee organizations: NFCOA, NPFA, NSAS

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
NOVEMBER 6, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

Director Bruce Goines

Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
NOVEMBER 6, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. 10/2/24 Regular Board Meeting Minutes
2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$14,721.90.

NEW BUSINESS

1. Resolution 2024-16 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Supervisor Yvette Blount.

Board approval is requested to adopt resolution 2024-16 ratifying the Employment Agreement of Wildfire Mitigation Specialist Supervisor Yvette Blount.

2. Resolution 2024-17 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Daniel Russo.

Board approval is requested to adopt resolution 2024-17 ratifying the Employment Agreement of Wildfire Mitigation Specialist Daniel Russo.

3. Resolution 2024-18 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Joseph Doherty.

Board approval is requested to adopt resolution 2024-18 ratifying the Employment Agreement of Wildfire Mitigation Specialist Joseph Doherty.

4. Polaris UTV Purchase & Budget Adjustment

Board approval is requested to accept staff' recommendation to purchase Two Polaris XD 1500 Utility Terrain Vehicles (UTV) and QTAC EMS-F Rescue Skids in an amount not to exceed \$75,000.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
NOVEMBER 6, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

5. Purchase of 6 Motorola APX8000XE Portable Radios & Budget Adjustment

Board approval is requested to accept staff's recommendation to purchase 6 new Motorola APX8000XE Portable Radios and accessories in accordance with MERA specifications.

6. Motorola Mach Alerting System

Staff recommends approving a District agreement with MERA for the point-to-point connection of the new Motorola Mach Alerting System for all District fire stations to connect to 1600 Los Gamos Drive, San Rafael, CA.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, September 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys September 2024
2. MERA Update: October 2024
3. MWPA Q1 Report
4. Upcoming meetings and events:
 - Veterans Day 11/11/24 - Admin Office Closed
 - Badge Pinning Ceremony 11/14/24 at 6:00 pm Buck Center
 - Next Regular Board Meeting 12/4/24 at 10:00 am
 - Regular Facilities Committee Meeting 12/10/24 at 9:00 am

5. Written Communications

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
NOVEMBER 13, 2024**

Time: 9:00 am

Location: Novato Fire District Administrative Office
95 Rowland Way
Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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Public comment period on agenda items.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
NOVEMBER 13, 2024**

Time: 9:00 am

Location: Novato Fire District Administrative Office
95 Rowland Way
Novato, CA 94945

Website: www.novatofire.org

NEW BUSINESS

1. DISCUSSION AND POSSIBLE ACTION REGARDING FIRE CHIEF
RECRUITMENT

Board of Directors to receive presentation from Human Resources Consultant Deborah Munchmore Regarding Structure and Other Considerations Regarding Recruitment of District's Next Fire Chief, including potential changes regarding the position's Minimum Qualifications. Discussion by Board and possible action to adopt proposed recruitment process and changes to Minimum Qualifications.

Attachments: Consultant Deborah Munchmore's PowerPoint Presentation Slide Deck (Forthcoming, Tuesday, November 12)

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
NOVEMBER 14, 2024**

Time: 6:00 pm

Location: The Buck Institute
8001 Redwood Blvd.
Novato, CA 94945

Website: www.novatofire.org

The Special Board Meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a scheduled board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably at least two days prior to the meeting. Please note, this meeting is in-person only. There will not be an option for virtual attendance.

ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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PRESENTATION

1. Badge Pinning Ceremony

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
NOVEMBER 22, 2024**

Time: 11:00 am

Location: Novato Fire District Administrative Office
95 Rowland Way
Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
NOVEMBER 22, 2024**

Time: 11:00 am

Location: Novato Fire District Administrative Office

95 Rowland Way

Novato, CA 94945

Website: www.novatofire.org

CLOSED SESSION

1. Public Employee Appointment (Gov. Sec. 54957(b)(1).)

Title: Fire Chief

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

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ADMINISTRATION OF OATH OF OFFICE

Oath of Office to be administered by the Clerk of the Board to Bill Davis, Bruce Goines and Mike Hadfield.

ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

Significant exposure to litigation: 1 case

2. PUBLIC EMPLOYEE APPOINTMENT (Gov. Sec. 54957(b)(1).)

Title: Fire Chief

3. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code sec. 54957.6)

Agency Designated Representative: Jenica Maldonado, AALRR

Employee Organizations: NFPA, NFCOA

Unrepresented Employees: NSAS

RETURN TO OPEN SESSION

AGENDA ADJUSTMENTS

ELECTION OF BOARD OFFICERS

Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite nominations. Seek public comment, followed by a Board motion. Board may deliberate/comment, then vote.

1. Election of President
2. Election of Vice President
3. Election of Secretary

ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 4, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

1. 11/6/24 Regular Board Meeting Minutes
2. 11/13/24 Special Board Meeting Minutes
3. 11/14/24 Special Board Meeting Minutes
4. Board of Directors 2025 Regular Meeting Schedule
5. Finance Committee 2025 Regular Meeting Schedule
6. Facilities Committee 2025 Regular Meeting Schedule

7. Ambulance Fee Debt Write Off Due to Hardship

Board approval is requested to approve a write-off of the designated ambulance billing accounts.

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F24029545 \$2,654.65

NEW BUSINESS

1. FIRE CHIEF RECRUITMENT PROCESS AND CHANGES TO POSITION'S MINIMUM QUALIFICATIONS

Board of Directors to discuss and possibly approve structure and other considerations regarding recruitment of District's next Fire Chief, including changes regarding the position's minimum qualifications.

2. SCBA FILL STATION REPLACEMENT AT STATION 62

Board approval is requested to accept the staff's recommendation to purchase a new Bauer SCBA Fill Station and cascade storage cylinders for station 62.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, October 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report



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2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys October 2024
2. MERA Update: November 2024
3. Upcoming meetings and events:
 - Regular Facilities Committee Meeting 12/10/24 at 9:00 am
 - Special Board Meeting 12/17/24 at 10:00 am
 - 1/1/25 New Year's Day- Admin Office Closed
 - Next Regular (Special) Board Meeting 1/8/25

5. Written Communications

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 17, 2024**

Time: 10:00 am

Location: Novato Fire District Administrative Office
95 Rowland Way
Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

The Board meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a special board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodation is needed, please contact the District Administrative Services Manager as soon as possible prior to the meeting.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the “raise hand” zoom feature or press *9 if connecting only by phone.

ROLL CALL

President Bruce Goines

Director William Davis
Director Shane Francisco

Director Lj Silverman
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 17, 2024**

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PRESENTATION

Novato Fire: Selected Analysis of Assessed Property Values and Economic Forecasts and Events- Robert Eyer, PhD, Chief Economist with the Marin Economic Forum

NEW BUSINESS

1. *Novato Fire: Selected Analysis of Assessed Property Values and Economic Forecasts and Events*- Robert Eyer, PhD, Chief Economist with the Marin Economic Forum

Board of Directors to discuss and consider acceptance of the *Selected Analysis of Assessed Property Values and Economic Forecasts and Events* report prepared by Robert Eyer, PhD, Chief Economist with the Marin Economic Forum.

ADJOURNMENT