



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, and Bruce Goines

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire

9 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, Administrative Assistant

10 Grace Walraven, B/C Jeff Whittet, Fire Prevention Specialist Lauren Galli, Finance Director Joe

11 Valenti, Contract/Purchasing Administrator Colleen Walraven, and B/C Dan Peters.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, MWPA Executive Officer Mark Brown, Penney Teicher, and Bruce

15 Bartel.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **PRESENTATION:** *Update on the Evacuation/Ingress/Egress Risk Assessment:* Mark Brown,

24 MWPA Executive Officer.

25 Mark Brown, MWPA Executive Officer, provided a high-level overview of the

26 Evacuation/Ingress/Egress Risk Assessment project which is a study to evaluate all the roadways

27 within the MWPA jurisdiction. The project also measured how well emergency communications

28 are sent out to the public. Mark Brown reported that MWPA recently posted to its website the

29 GIS map viewer, a story map, and details about the tool's underlying data. The public may turn

30 to the MWPA or their local agency for questions regarding risks to their neighborhoods. Mr.

31 Brown demonstrated the story maps and highlighted that the Risk Assessment is a planning tool

32 only, it is not intended for use during a live evacuation. Fire modeling across five test areas

33 reveals specific locations where fuel loads in neighborhoods and along evacuation routes create

34 high-fire-risk areas. Models also identified evacuation routes that become more congested by fire

35 during an evacuation. The model simulations included:

36 • PyreCast Fire Model

37 • Communication Model

38 • Traffic Model

39 Mr. Brown noted that they look forward to meeting with member agencies to provide thorough

40 training on this valuable tool. There will also be a training video available.

41 Chief Tyler commented that this is a powerful tool that we will be utilizing with our partners,

42 such as Public Works.



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43 There was no public comment.

44

45 **ASSOCIATION PRESIDENTS' REPORT**

46 NSAS President Lauren Galli reported that they are waiting for the new Accountant to start and
47 looking forward to reviewing the Work From Home Policy. She and Shannon Wager will
48 represent NSAS at the upcoming Strategic Planning Meeting. She thanked Chief Tyler and D/C
49 Dicochea for inviting NSAS to participate in the meeting.

50

51 **DIRECTOR MATTERS**

52 President Silverman reported that he had worked with the toy drive program for a couple of
53 mornings. It was very successful and great to see everyone.

54

55 **COMMITTEE SELECTION**

56 The Directors will select committee members for 2024.

57 1. **MERA**

58 2. **Finance Committee**

59 3. **MWPA**

60 4. **Facilities Committee**

61 The Board discussed each of the committee appointments and agreed to keep the members the
62 same as 2023.

63 There was no public comment.

64 M/s Davis/Hadfield to maintain the same committee members for 2024 as 2023 as follows:

65 MERA- Silverman/Hadfield

66 Finance Committee- Goines/Davis

67 MWPA- Goines

68 Facility- Silverman/Hadfield

69 Motion carried: 4-0-1 absent (Francisco)

70

71 **CHIEF'S REPORT**

72 **Calendar Items:**

- 73 • Monday, Jan 1st: NFD Offices Closed in observance of New Year's Day.
- 74 • Wednesday, Jan 3rd BOD January Monthly Meeting
- 75 • Thursday, Jan 4th MCFCA CAD meeting to discuss closest resource
- 76 • Tuesday, Jan 9th Make Up Physicals—A shift
- 77 • Tuesday Jan 9th & 10th NFD Strategic Plan Meetings
- 78 • Wednesday, Jan 11th, 2024, Novato Chamber Honors Dinner 5:30 to 7:30pm
- 79 • Thursday Jan 12th MWPA OPS Meeting
- 80 • Monday, Jan 15th MLK Day - Office is closed
- 81 • Tuesday Jan 16th to 19th NFD Hosts Company Officer 2C, Inspections & Investigations
- 82 • Saturday, Jan 20th Paint the Town Red - City of Novato Birthday Event
- 83 • Monday, Jan 22nd NFD Hosts Company Officer 2E Wildland Class
- 84 • Wednesday, January 24th OPS Meeting



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85 **Administrative Items:**

- 86 • December 31, 2023, Bouncy Ball Drop from NFD Ladder Truck corner of Machin and
87 Vallejo in front of Trek Winery—reported over 1,000 people in attendance. *Stephanie A.*
88 *Koehler Downtown Novato Business Association Executive Director stated, “I just*
89 *wanted to send a big thank you for the Novato Fire participation in Bouncy Ball New*
90 *Year. Your entire team is always so organized and professional — and the team who was*
91 *there on Sunday was so great with the kids and families. We are so grateful for the*
92 *partnership on this event. Can you believe this was our 7th year!”*
- 93 • Salvation Army Bell Ringing Fundraiser competition between NPD and NFD in front of
94 the entrance to Nugget Market: The kettles are counted, and the numbers are in. Let’s
95 review last year ... POLICE \$888.21, NFD FIRE \$740.57 Now for the FINAL results for
96 2023 ... FIRE \$1,320.98 and NPD POLICE: 936.49 CONGRATULATIONS TO
97 NOVATO FIRE! The bragging rights are yours!
- 98 • Employee of the Year (EOY): It is my honor to announce that the following members
99 have been selected by a committee as the Employees of the Year for 2023: Shift EOY:
100 Engineer /Paramedic Ryan Hamilton and Administrative EOY: IT Manager Azar
101 Mashintchian. To summarize his extensive qualities that led to this honor, those
102 nominating Ryan noted that he has worked tirelessly as the IC for the Fire Squirts
103 Program; was instrumental in re-introducing the Reserve Firefighter program and
104 continues to act as the administrator of the program; and is the EMS Purchaser, and
105 general purchasing. Azar was recognized for her continued support and dedication to
106 keeping the Wildfire Mitigation Specialists up and running with multiple changes
107 happening this past year to their MWPA databases; her passion and dedication for her job,
108 while actively saving money for the District; getting our security features up to date;
109 being constantly in motion - never idle - while helping in any way she can; and improve
110 so many other IT functions including Telestaff upgrade and Fresh Service Trouble Ticket
111 system. Ryan and Azar will be honored by the City of Novato at their annual Paint the
112 Town Red event on January 20, 2024, at Marin Country Club, and at the annual July 4th
113 Parade. Additionally, the Novato Druids will honor the Novato Fire and Novato PD
114 Employee of the Year at a dinner. Additional details for that event will be forthcoming. I
115 would also like to thank those members who took the time to submit nominations. We
116 received nominations for 13 different employees, which is more than we have ever
117 received. We applaud ALL nominees for their hard work and dedication to the District.
118 Your efforts are noticed and appreciated! The additional nominees are Shift: Mark
119 Larroque, Kevin Larson, Jeff Lemelin, Kim Lesik, Kevin Powell, Devin Solar, Mike
120 Taul, and "The Engineer/Paramedic". Admin: Lauren Galli, Jim MacDougall, and Lynne
121 Osgood. Please join me in congratulating Ryan and Azar on this achievement!
- 122



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123 **OPS: D/C Dicochea:**

- 124 • 12/26/23 Recreational Vehicle Fire—Binford Road
125 • 12/31/23 Chimney Fire-Drake wood Lane, extinguished by owner
126 • 1/1/24 Structure Fire – Eucalyptus Ave, Kitchen, Cooking Fire

127 **Training: B/C Barrett Smith:**

- 128 • In discussions with Southern Sierra Training about hosting a firing class for June 2024.
129 Southern Sierra will support. Additional follow-up work is needed to receive approval
130 from North Bay Air Quality, the property owner, and County Fire. Southern Sierra will
131 provide smoke mitigation plan and prescription.
132 • Block 1 training schedule sent to all personnel along with assigned Vector Solutions
133 training for the block.
134 • Meeting with Southern Marin TO Adam Volmer, discussed regional truck training and
135 county TO's group projects. This year's truck training will fall back to bi-monthly.
136 Volmer to put out training schedule and plan.
137 • Arrange/plan Firing Operation class for June

138 **EMS: B/C Barrett Smith hand off to Dan Peters**

- 139 • Case Review 2024 project documents completed- Out for feedback
140 • Initiated EMS overstock project with Eng. Hamilton
141 • Attended Image Trend EMS PCR committee meeting with Marin County EMS.
142 • Attended Marin County Cancer Prevention working group meeting.
143 • Language Line (Translation App) rollout to more units confirmed with Azar and Katie
144 Grossman.
145 • Breezy Blue decontamination drill at 65. Additional use at admin.
146 • COVID Cases: 1

147 **Fire Prevention: Acting FM Lynne Osgood**

- 148 • Continued strategic planning for the vegetation management team.
149 • Conducted windshield surveys of treated areas of concern during and after
150 precipitation events.
151 • Began mapping all treated areas in the Novato Zone
152 • Started walking GNSFB Phase 2, beginning with the southernmost Hamilton section.
153 • Discussed the Fire Foundry crew schedule and when they can return to work on
154 GNSFB.

155 **B/C Organizational Resources: Jeff Whittet**

156 **Fleet**

- 157 • Hi-tech notification of Type 1 Chassis arrival, work to begin mid-January.
158 • M63 Taken out of service – all equipment removed from unit to allow for remounting in
159 January.
160 • Approved Davis Signs quote for 6 additional parking signs at the administration building.
161 • Purchased 3 Trailer Receivers and Lighting harness for WMS vehicles to tow sign
162 trailers.
163



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164 **Facilities**

- 165 • Roof Leak at 61 over Engineer's dorm addressed by B62 and rep from Crandall Roofing.
166 Identified water running through the electrical conduit from the fan unit on the roof.
167 Additional drainage holes were placed in the fan unit.
- 168 • Met with Bennett White from Integrity Construction about a Biannual Facilities
169 Inspection Contract for facility preventive maintenance. Quotes received on 12/18. Will
170 review with Colleen upon her return.
- 171 • Van Midde Concrete began construction of 160 feet of culvert behind classrooms at 62.
172 Heavy rain delayed the concrete pour. Inspected site on 12/21.
- 173 • Spoke to Kelley and Grace about updating the "Facilities" Binder at admin and creating
174 one for all stations.
- 175 • Completed ordering of all flooring for the Administration Gymnasium.
176

177 **CONSENT CALENDAR ITEMS**

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

- 180 1. Minutes of Regular Board Meeting 12/6/23
181 There was no public comment.

182 M/s Hadfield/Goines to approve the Consent Calendar.
183 Motion carried: 4-0-1 absent (Francisco)

184 **NEW BUSINESS**

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

187 Staff recommends the Board accept the Annual Comprehensive Financial Report (ACFR) and
188 Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30,
189 2023, as presented by the District's independent auditor Maze & Associates.

190 Chief Tyler commented that normally the ACFR and audit report are presented to the Finance
191 Committee for review in advance of the regular meeting, however, due to circumstances with
192 scheduling, timing of audit completion in November, and down staff in the Finance Division
193 during a very busy time of year.

194 Finance Director Valenti welcomed independent auditor, David Alvey to present the audit report
195 for the fiscal year ending June 30, 2023. FD Valenti noted that this is the 16th consecutive year
196 the District has filed the ACFR with GFOA.

197 David Alvey reviewed the audit report and was pleased to present an unmodified opinion, which
198 is representative of a clean opinion with no issues to report.

199 Financial highlights include:

200 **Net Position**

- 201 • \$49.7 million



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- 202 • \$13.1 million increase from the prior year

203 **Composition**

- 204 • \$17.1 million net investment in capital assets
205 • \$327,000 MWPA
206 • \$32.3 million unrestricted

207 **Fund Highlights:**

- 208 • \$2.5 million average monthly expenditures
209 • \$32 million unrestricted fund balance
210 • 13 months of expenditures can be covered by the restricted fund balance

211 Director Goines commented that he is concerned about the Marin County projections of property
212 tax revenue in 24/25 projected to decrease by 5%. He would like to understand the implications
213 of that. Director Goines is also concerned with the rate of return for MCERA as this can flip our
214 position quickly. Chief Tyler replied that we can discuss this in greater detail at the BOD retreat.

215 There was no public comment.

216 M/s Goines/Davis to accept the Annual Comprehensive Financial Report (ACFR) and
217 Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30,
218 2023, as presented by the District's independent auditor Maze & Associates.

219 Motion carried: 4-0-1 absent (Francisco)

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

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

226 David Alvey explained that the MOIC and required communication is the firm's communication
227 to the Board of any findings in the audit. He announced the following:

- 228 • No material weaknesses
229 • No significant deficiencies
230 • Other matters- Upcoming GASB Pronouncements
231 • Required Communication:
232 ▪ No disagreements with management
233 ▪ No issues with accounting estimate and assumptions
234 ▪ No reason to believe the scope was limited
235 ▪ No second opinion

236 Mr. Alvey ended by thanking FD Valenti and his team for all their hard work getting the
237 documents turned in on time.



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238 There was no public comment.

239 M/s Hadfield/Silverman to accept the Memorandum on Internal Control and Required
240 Communications Statements for the fiscal year ended June 30, 2023, as presented by the
241 District's independent auditor Maze & Associates.

242 Motion carried: 4-0-1 absent (Francisco)

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

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

246 FD Valenti explained that the District's investment funds are deposited in the County of Marin's
247 Investment Pool. Pursuant to Government Code Section 53646, the Annual Statement of
248 Investment Policy is submitted to the Board of Directors for review and approval. It is necessary
249 for the District to adopt this document. The policy was approved by the Marin County Board of
250 Supervisors on May 23, 2023, and has been reviewed by the County Treasury Oversight
251 Committee. He noted that the rating continues to be triple-A which is the highest rating.

252 There was no public comment.

253 M/s Davis/Goines to approve the County of Marin 2023/2024 Annual Statement of Investment
254 Policy.

255 Motion carried: 4-0-1 absent (Francisco)

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

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

260 Chief Tyler reported that one of the recommendations from the Cancer Prevention Committee
261 was to purchase new extractors to decontaminate SCBA's and personal protective equipment.
262 The two new washers will be installed at S62 and S65 first, then the next budget will include
263 installations at the other stations. Chief Tyler recognized Engineer/Paramedic Hamilton, B/C
264 Peters, and B/C Whittet for their work on this project.

265 There was no public comment.

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

269 Motion carried: 4-0-1 absent (Francisco)

270

271



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272 5. Station 63 Demonstration Garden

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

275 Chief Tyler provided background information on the Station 63 Demonstration Garden and the
276 need for a \$5,835.50 increase to the original contract. The new total contract will be \$71,802.50
277 and will be reimbursed by MWPA.

278 There was no public comment.

279 M/s Davis/Hadfield to approve the change order request from Cagwin & Dorward for additional
280 costs from the installation of the demonstration garden at Station 63.

281 Motion carried: 4-0-1 absent (Francisco)

282 6. Landscape Maintenance Cost Increase

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

287 Chief Tyler explained that due to a 3% increase in the contract costs for landscape maintenance
288 for the next 6 months, Board approval is requested. The contract would increase from \$200,000
289 to \$300,000.

290 There was no public comment.

291 M/s Goines to approve the extension of the Cagwin & Dorward contract for landscape
292 maintenance through June 30, 2024, to include a 3% increase in rates.

293 Motion carried: 4-0-1 absent (Francisco)

294 7. Novato Emergency Operations Plan Lines of Succession

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

297

298 Chief Tyler reminded the Board that in October, they accepted the updated Novato Emergency
299 Operations Plan. One of the items was to identify the succession of the Novato Fire Board of
300 Directors and certain employees as codified by Resolution 2015-04.

301 • **Fire Board of Directors Members:**

302 1. In January of each year, each member of the Board of Directors shall nominate for
303 appointment, by filing with the Board Clerk the names of one person who such Board
304 Member believes is qualified to fill his or her office as his or her standby officer in the
305 event that such member is unavailable. Such Board members shall also designate the
306 preferred order of succession as among such individuals. The Board of Directors shall
307 consider such nominations and shall, by resolution, appoint three standby officers for



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308 each such Board Member who shall be assigned status numbers 1, 2, and 3, as the case
309 may be. Such standby officers shall be appointed to fill the position of the unavailable
310 Board member for whom they have been designated in the order designated in the
311 resolution.

- 312
- 313 • **Fire Chief:**
 - 314 1. The Board of Directors shall, by resolution, appoint three standby officers for the Fire
315 Chief in the event that the Fire Chief is unavailable and shall designate such standby
316 officers 1, 2 and 3 as the case may be. Such standby officers shall be appointed to fill the
317 position of the Fire Chief in the event he is unavailable in the order designated by such
318 resolution. This succession list will also apply to the position of Emergency Services
319 Director.

320 District Counsel Riley Hurd encouraged the Directors to begin searching and building their
321 succession list. They may select someone from anywhere within the District boundary, they do
322 not need to reside within their election districts. He noted that the board member would have to
323 be killed, missing, or so severely injured they could not attend meetings or perform their duties.

324
325 At the February Board meeting, they will adopt a resolution including the names and contact
326 information for standby officers ranked in order 1 through 3. The Board Clerk will maintain the
327 emergency succession list.

328
329 There was no public comment.

330
331 **COMMITTEE REPORTS**

332 Directors may report on committee activities and meetings

- 333 1. **MERA** (Director Silverman and Director Hadfield)- President Silverman reported that
334 four sites are complete and have been turned over to Nokia and Motorola for equipment.
335 Nokia has been installing microwave towers. More radios have been ordered. There has
336 been a lot of progress, and MERA will meet the deadline. Training begins 2/19.
- 337 2. **Finance Committee** (Directors Davis and Goines)- The Finance Committee will meet
338 next month.
- 339 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines
340 reported there was no meeting in December. Nothing to report.
- 341 4. **Facilities Committee** (Silverman and Hadfield)- President Silverman noted that the
342 Facilities Committee met on 12/13. Director Hadfield noted they have a lot of work to do.
343 The committee will now meet quarterly.

344
345 **FINANCIAL REPORTS**

346 Informational items for review. No action required.

- 347 1. Financial Reports, November 2023:
 - 348 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - 349 b. Revenues and Expenditures Detail Financial Report



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- 350 c. Vendor Summary Financial Report
351 d. MWPA Revenues and Expenditures
352
353 2. District Monthly Contracts Information
354

355 **INFORMATION**

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

- 357 1. Customer Surveys November 2023
358 2. MERA Update: December 2023
359 3. Upcoming meetings/events:
360 • Regular Board Meeting 2/7/24
361 • NFD Strategic Planning Meeting 1/9-1/10/24
362 • Novato's 64th Birthday Celebration Event 1.20.24 5:30-9:30 pm
363 4. Written Communications- ASM Crayne read correspondence from Supervisor Eric Lucan
364 thanking President Silverman for continuing to represent the district. She also read a letter from
365 Daniel Bull, SRJC Fire Academy Coordinator, thanking HR Manager Felciano, B/C Smith, and
366 Engineer/Paramedic Hamilton for participating in the interview panels.

367
368 **ADJOURNMENT**

369 There being no further business to conduct, President Silverman adjourned the meeting at 12:03
370 pm.

371
372 Respectfully Submitted,

373 A handwritten signature in cursive script that reads "Jennifer Crayne".
374
375

376 Jennifer Crayne, Clerk of the Board
377
378



Novato Fire District Board of Directors
Special Board Meeting Minutes
January 9, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.
2 Meeting location: Marin Country Club 500 Country Club Drive Novato, CA 94949

3
4 **ROLL CALL**

5 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike Hadfield

6
7 **STAFF MEMBERS PRESENT**

8 Chief Tyler, D/C Dicochea, Captain Bargiacchi, B/C Mesenburg, B/C Whittet, FD Valenti, Fire
9 Prevention Specialist Galli, FM Osgood, Engineer/Paramedic Godoy, ASM Crayne, Captain
10 Bernardini, FF/Medic Scott, B/C Freedman, EMS Billing Analyst Wager, IT Manager
11 Mashintchian, B/C Peters, FF/Medic Meyer, HR Manager Felciano, B/C Dague, FF/Medic
12 Larroque, and Engineer/Paramedic Hamilton.

13
14 **OTHERS PRESENT**

15 Don Whittemore and Craig Fair of Mission Centered Solutions, Inc.

16
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19
20 **NEW BUSINESS**

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

24 District staff recommends sending the first of four payments for CY 2024 (invoice amount
25 \$104,525.63) to DHCS so that the program achieves full participation from funding entities
26 required to obtain the maximum Federal funds match to realize maximum reimbursements for
27 Managed Care (MC) and Fee-For-Service (FFS) transports.

28 Finance Director Joe Valenti noted this is payment 1 of 4 scheduled for the 2024 calendar year.
29 Director Davis inquired about participation in the program from other agencies. FD Valenti
30 noted it is looking positive; however, the participation list has not been released yet.

31 There was no public comment.

32 M/s Goines/David to approve sending the first of four payments for CY 2024 (invoice amount
33 \$104,525.63) to DHCS so that the program achieves full participation from funding entities
34 required to obtain the maximum Federal funds match to realize maximum reimbursements for
35 Managed Care (MC) and Fee-For-Service (FFS) transports.

36 Motion carried: 5-0-0

37 2. Strategic Planning Meeting

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



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40 NFD staff and Board directors participated in several exercises and discussions facilitated by
41 Don Whittmore and Craig Fair of Mission-Centered Solutions, Inc. The facilitators will capture
42 content from the meeting which will become the components of Novato Fire District's 3-year
43 strategic plan. The two-day meeting will be phase one, with phase 2 planned for March. Note:
44 due to illness, President Silverman left the meeting early.

45
46 **ADJOURNMENT**

47 There being no further business to conduct, Director Hadfield adjourned the meeting at
48 5:00 pm.

49
50 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne".

53 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors
Special Board Meeting Minutes
January 10, 2024

1 The meeting was called to order by Director Hadfield at 9:00 a.m.
2 Meeting location: Marin Country Club 500 Country Club Drive Novato, CA 94949.

3
4 **ROLL CALL**

5 Present: Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike Hadfield
6 Absent: President Silverman

7
8 **STAFF MEMBERS PRESENT**

9 Chief Tyler, D/C Dicochea, Captain Bargiacchi, B/C Mesenburg, B/C Whittet, FD Valenti, Fire
10 Prevention Specialist Galli, FM Osgood, Engineer/Paramedic Godoy, ASM Crayne, Captain
11 Bernardini, FF/Medic Scott, B/C Freedman, EMS Billing Analyst Wager, IT Manager
12 Mashinchian, B/C Peters, FF/Medic Meyer, HR Manager Felciano, B/C Dague, FF/Medic
13 Larroque, Engineer/Paramedic Hamilton, and B/C Smith.

14
15 **OTHERS PRESENT**

16 Don Whittemore and Craig Fair of Mission Centered Solutions, Inc.

17
18 **OPEN TIME FOR PUBLIC EXPRESSION**

19 None.

20
21 **NEW BUSINESS**

22 1. Strategic Planning Meeting

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

25 NFD staff and Board directors participated in several exercises and discussions facilitated by
26 Don Whittemore and Craig Fair of Mission-Centered Solutions, Inc. The facilitators will capture
27 content from the meeting which will become the components of Novato Fire District's 3-year
28 strategic plan. The two-day meeting will be phase one, with phase 2 planned for March.

29
30 **ADJOURNMENT**

31 There being no further business to conduct, Director Hadfield adjourned the meeting at
32 3:10 pm.

33
34 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne".

37 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
February 7, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, Bruce Goines, and Shane
5 Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire
9 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, Administrative Assistant
10 Grace Walraven, B/C Jeff Whittet, Fire Prevention Specialist Lauren Galli, Finance Director Joe
11 Valenti, Contract/Purchasing Administrator Colleen Walraven, WMS Kyle Nicholes, EMS
12 Billing Analyst Shannon Wager, and B/C Dan Peters.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 New Business item 1 was moved after item 5.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 NSAS President Lauren Galli commented that the group is anticipating the review of the work-
25 from-home policy. They are still anticipating hiring two new accounting positions, with one
26 candidate progressing through their background. She thanked Chief Tyler and D/C Dicochea for
27 the changes to the background process. Lauren noted that NSAS is grateful for being invited to
28 participate in the Strategic Planning Meeting, as this was the first time doing so.

29 **DIRECTOR MATTERS**

30 Director Davis commented that he was impressed with the level of communication from the
31 Chief during the recent storm event.

32 Director Hadfield reported attending Paint the Town Red and was pleased to see Paul Price
33 receive Citizen of the Year. He was also happy to receive updates during the storm and
34 impressed by how the crews handled the situation.

35 Director Francisco echoed the sentiments of Director Davis and Hadfield and was pleased to see
36 how prepared we were for the storm event.

37 President Silverman noted that he appreciated the storm updates and excellent communication.

38

39 **CHIEF'S REPORT**

40 **Calendar Items:**

41 • Wednesday, February 7th Feb Monthly BOD Meeting

42 • Thursday, February 8th MWPA OPS Meeting



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- 43 • Monday, February 12 through 14th DEMOs and review of three county-wide RMS
- 44 Software Database Systems: First Due, Image Trend, ESO
- 45 • Monday, February 12th, 1:30 pm Wildfire Mitigation Alignment-Cal Fire Webinar
- 46 • Wednesday, February 14th C60 Knee Surgery
- 47 • Thursday, February 15th MWPA BOD Meeting
- 48 • Monday, February 19th Presidents Day-Office Closed
- 49 • Tuesday, February 20th Finance Committee Meeting
- 50 • Thursday, February 22nd MCFCA Meeting
- 51 • Wednesday, February 28th NFD OPS meeting
- 52 • Wednesday, March 6th March BOD Meeting

53 **Administrative Items:**

- 54 • **Strategic Planning Sessions** Jan 9th & 10th are complete. Thank you for your full
- 55 participation! I have received a draft of the plan from the consultants and D/C Dicochea
- 56 and I have reviewed it. I shared the draft with the Board and will send it out to all
- 57 personnel by Friday for comment.
- 58 • **B/C Listening Session #2:** D/C Dicochea and I participated in a second B/C Listening
- 59 Session. I am committed to continuing to build trust and coordination with the command
- 60 team. Many of the B/Cs spoke freely and candidly from their perspectives.
- 61 • **Beyond the Bell:** Our new internal newsletter has launched! I hope you had a chance to
- 62 see it. Lauren Galli is the newsletter coordinator- content photos and stories came in from
- 63 several employees. An external Newsletter is planned to be released in March.
- 64 • **MWPA Operations Chair and 23/24 Workplan:** I have been appointed the MWPA
- 65 OPS Chair for this year. Mill Valley City Manager Todd Cusimano is the co-chair.
- 66 • **Finance Division Update:** We have completed the selection process for a new payroll
- 67 system and a recommendation to proceed with implementation will be made at our next
- 68 BOD meeting in February. A significant amount of time and effort has gone into this
- 69 desperately needed program upgrade. We have a new accountant position in the
- 70 background process, we have reposted for the second position and are working to get new
- 71 candidates to interview. This is a priority. In addition, we have been investigating
- 72 discrepancies in vacation and other leave balances. We will share our findings with the
- 73 Finance Committee at their next meeting. I thank you for your patience in getting our
- 74 Finance Division the support they need to do their jobs with adequate staffing and
- 75 program support.
- 76 • **Paint the Town Red Employee of the Year recognition:** In attendance for NFD were
- 77 EOY Azar Mashintchian and her family, EOY Ryan Hamilton and his wife, Mike
- 78 Hadfield and his wife Allison, D/C John Dicochea, plus my wife Marie and I. We had a



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79 nice evening and meal as the City of Novato celebrated its 64th birthday. By comparison,
80 NFD is 98 years young.

81 • **Personnel Ordinance & MOU-related committees:** D/C Dicochea and I met with legal
82 counsel to create a proposal to send to both the NPFA & NFCOA related to contractual
83 obligations for workgroups to update the personnel ordinance. We also discussed the
84 creation of a Management/NFCOA workgroup on the existing practices section of the
85 MOU as it relates to policy and practices. It is anticipated that both labor and general
86 counsel will help take us through a workgroup process.

87 • **Grant writing for NFD:** We have signed a service agreement with Blackrock 3 and
88 retired FC Tom Welch to start looking at available grants for NFD. Tom met with NFD
89 Division heads this week to go over divisional and organizational needs and has created a
90 draft list for our review and prioritization.

91 • **Neogov Employee Evaluation Program Upgrade:** We reviewed a new employee
92 evaluation program and have asked them for additional information. We have been
93 looking at various options to upgrade our programs and the Neogov system looks
94 promising. Stay tuned.

95 • **Website** refresh project is well underway with training of staff. Anticipated launch is
96 mid-March.

97 • **New Background Contractors** stood up- Gary Barner's contract ended.

98 • B/C Scott Freedman and Training Capt. Adam Black have announced their retirement in
99 March.

100 • Training Captain and Deputy Fire Marshal Interviews are happening today

101 • David Schiavo successfully completed his Acting Captain test

102 **OPS: D/C Dicochea:**

103 • February Weekend Storm came in as advertised! NFD up staffed so we could be on forward foot.
104 Strike team type 3 pre-position and swift water team stood up, two pickup trucks with two-person
105 staff to help take storm surge calls out of the system. Flooding in the usual places-
106 Armstrong/Cherry St, Cul de sacs off S Novato Blvd across from Pini Hardware (Lauren, Garden
107 Joan,) approx. 70 calls after 3 pm and well into the early morning hours. Trees into powerlines,
108 structures, vehicles, sheds carport blown over, roofs off mobile homes. A large tree fell on a fire
109 engine. No injuries and limited damage. Creek to 1ft of action stage, just below the SMART
110 tracks overpass.

111 • Deputy Chief Dicochea is joining the Board of Directors at the North Marin Community
112 Services District this evening. They are very excited to have access to his time and talents
113 supporting their programs, which John is passionate about.

114 **Training: B/C Barrett Smith**

115 • Hosting S270 class at station 62 this week

116 • Company Officer 2E in Classroom #1 completed

117 • 12-Month Probationary Exam for Woodward-Sollesnes. Complete and successful.



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- 118 • B/C Smith will be supporting the Marin County Fire B/C exam schedule for February
119 14th-15th
120 • After Action Review (AAR) of the Laurie Ct fire with A-Shift completed last week
121 • Coordination with Osgood on upcoming classes for this spring
122 • Meeting with Jerry Corda to discuss the June firing class

123 **EMS: B/C Dan Peters**

- 124 • NFD has received a proposed contract between Cal-JAC and Novato Fire Protection
125 District on obtaining valuable internship experience for their Paramedic cadets. The Cal-
126 Jac Paramedic Program has concluded the didactic portion of our second pre-
127 apprenticeship Paramedic Academy, with the cadets scheduled to complete their clinical
128 internships and begin their field internships this month, February. Both of their pre-
129 apprenticeship programs, for Paramedic and EMT, have been extremely successful and
130 have been very well received by the cadets, our clinical and field partners, and the partner
131 departments.
- 132 • Currently, we are contacting departments that provide Advanced Life Support prehospital
133 care and the vital continuity of care transport, to maximize a Paramedic cadet's training
134 and success. They hope to continue the growth of our partnerships with fire departments
135 throughout the Bay Area, including the Novato Fire Protection District. They propose that
136 an internship contract between our two agencies would help fill the staffing void that is
137 hamstringing California's fire departments while providing the valuable and necessary
138 mentorship and skills practice that pre-apprenticeship provides cadets in training. A
139 collaboration going forward would be instrumental, from their point of view, in their
140 objective to recruit future classes of underrepresented candidates to help them get through
141 the rigorous and costly application process that all candidates must complete to prepare
142 them to join the fire service. They currently have cadets living in the Bay Area that need
143 field internships. If possible, they would like them to complete their field internships with
144 Novato Fire Protection District. We are reviewing the terms of the contract to see if this is
145 feasible.
- 146 • Hosted a series of EMS classes on BH uses of Ketamine therapy

147 **Fire Prevention: B/C of Prevention FM Lynne Osgood**

- 148 • Met with VMS Manager to review MWPA 24/25 Project Plan and Budget
149 • San Marin High School Career Fair
150 • Guide Dogs for the Blind station visit.
151 • Relay for Life/Heroes to Heroes medaling ceremony
152 • More work on planning the end of MWPA work plan for next year
153 • Reviewed sites where work is performed to assess current condition post-rainfall
154
155



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156 **B/C Organizational Resources: Jeff Whittet**

- 157 • Assigned to Marin USAR/RTF Water Team 11 for Storms. XMR240016-01 CA-OES-
158 Pre-Position
- 159 • Completed many tasks on “Fresh Service” trouble ticket system for facility projects and
160 scheduling throughout the week.
- 161 • Roof Leak discovered in Station 62 Classroom. Romana Construction completed
162 necessary repairs to the classroom on 1/30/2024.
- 163 • Met with Lucas Bachman of Enterprise Fleet Division creating a 10-year replacement
164 plan for Novato Fire “Light Fleet”. Working on a proposal to be presented to the Board
165 soon.
- 166 • Gym Flooring for Admin delivered on 1/30. Contacted Integrity Construction regarding a
167 bid to remove old flooring and install new rubber flooring.
- 168 • UL Test for Aerial Ladder Truck completed 1/19. Ten-hour maintenance completed
169 1/25/2024 by C Shift.
- 170 • E61 light bar repair removed and ordered-less than \$1,000 in damages.
- 171 • All Other Units in Service.

172

173 **CONSENT CALENDAR ITEMS**

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

- 176 1. Minutes of Regular Board Meeting 1/3/24
- 177 2. Minutes of Special Board Meeting 1/9/24
- 178 3. Minutes of Special Board Meeting 1/10/24
- 179 4. 2024 Finance Committee Meeting Dates
- 180 5. Ambulance Fee Debt Write-Off Due to Hardship

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

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

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

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

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

191 There was no public comment.

192

193 M/s Hadfield/Goines to approve the Consent Calendar.

194 Motion carried: 5-0-0

195



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196 **NEW BUSINESS**

197 2. Payroll and HR Software Purchase

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

200 FD Joe Valenti provided background information on the need to upgrade the current payroll
201 software. After conducting an RFP for payroll and HR software, District staff selected UKG's
202 software product, UKG Ready, which is the parent company of Telestaff. He noted that the time
203 commitment for this project is 12 months after the contract review is complete.

204 There was no public comment.

205 M/s Hadfield/Francisco to approve the purchase of new payroll and HR software to replace the
206 current software.

207 Motion carried: 5-0-0

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

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

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

213 FD Valenti noted that the scale and complexity of the payroll upgrade project inspired District
214 staff to seek information from qualified software implementation consultants. After interviewing
215 the two most qualified consultants, the recommendation is to hire Soft Resources for contract
216 review and HCM Unlocked to manage the implementation of the software.

217
218 There was no public comment.

219 M/s Davis/Silverman to approve contracting with two (2) consultants to assist in the contract
220 review and project management of new payroll and HR software.

221 Motion carried: 5-0-0

222 4. Landscape Design Services for Administrative Building Backyard

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

225 Chief Tyler discussed the need to re-landscape and improve the backyard space behind the
226 Administration building. The cracked cement patio and lifted walkway have become a tripping
227 hazard. Additionally, the number of employees has increased, and the lunchroom does not
228 accommodate everyone, therefore the patio will provide additional space for breaks and lunches.

229 There was no public comment.

230 M/s Goines/Francisco to approve Carlile Macy's proposal for landscape design services for the
231 District's Administrative Building backyard.



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232 Motion carried: 5-0-0

233

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

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

238 Chief Tyler reported that in November 2023, the primary HVAC system at Station 62 failed and
239 had to be replaced. The \$81,000 cost brought the contract close to the do not exceed amount of
240 \$265,000. The increase will bring the contract up to \$300,000. Director Hadfield asked if this is a
241 multi-year contract. Chief Tyler confirmed this is a 3-year contract.

242 There was no public comment.

243 M/s Hadfield/Francisco to extend the term of the Simpson Sheet Metal (“Simpson”) MSA for
244 HVAC maintenance and repairs to June 30, 2024, and approve an increase to the contract
245 amount from \$265,000 to \$300,000.

246 Motion carried: 5-0-0

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

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

253 Chief Tyler introduced Resolution 2024-01 and provided background information on the item.
254 Each of the Board members were asked to provide a list with three names of people that would
255 stand in for them if there was to be a major emergency. The succession list should be on file with
256 the Clerk of the Board. These standby members would step in only if the board member of the
257 Fire Chief were “unavailable” for service as defined under California Government Code Section
258 8636. Each year in January a Resolution will be adopted to establish lines of succession for the
259 Board and the Fire Chief. District Counsel Riley Hurd confirmed that the succession list can be
260 updated as needed during the year.

- 261
- 262 • Standby members for President Silverman: Steve Metcho, Peter Bloom, and Ryan Hensler
 - 263 • Standby members for Director Hadfield: William Kleinecke, Malia Comstock, and Robert Marshall
 - 264
 - 265 • Standby members for Director Francisco: None provided
 - 266 • Standby members for Director Goines: Michael Landrum, Mike Ring, and David Gabriel
 - 267 • Standby members for Director Davis: John Hansen, John Feld, and Steve Plocher



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- 268 • Standby members for Chief Tyler: Deputy Fire Chief, B/C- Director of Organizational
269 Resources, and B/C of Training

270
271 There was no public comment.

272 M/s Davis/Hadfield to adopt Resolution 2024-01, a resolution of the Novato Fire Protection
273 District identifying representatives for Board members and the Fire Chief should such members
274 become unavailable.

275 Roll call vote:

276 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

277 Noes: None

278 Absent: None

279 Motion carried: 5-0-0

280

281 **COMMITTEE REPORTS**

282 Directors may report on committee activities and meetings.

- 283 1. MERA (Directors Silverman and Hadfield)- President Silverman reported that MERA is
284 making substantial progress, equipment, generators, and towers are being installed.
285 Motorola is installing at several locations. Nokia has installed several microwaves.
286 2. Finance Committee (Directors Davis and Goines)- The Finance Committee will meet on
287 February 20th.
288 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported
289 MWPA met on 1/18. The following items were discussed/approved:
290 • New appointees on the Citizens Advisory Tax Committee
291 • 9 different businesses eligible for quick contract work- preapproved contractors
292 • Executive Director has authority up to \$200K for contract approval
293 • Audit complete- no findings
294 • Chief Tyler attended the last MWPA meeting. Director Goines thanked him for
295 his presence at the meeting.
296 4. Facilities Committee (Silverman and Hadfield)- the March 12th meeting conflicts with the
297 Strategic Planning Meeting so it will be rescheduled.

298

299 **FINANCIAL REPORTS**

300 Informational items for review. No action needed.

- 301 1. Financial Reports, December 2023:
302 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
303 b. Revenues and Expenditures Detail Financial Report
304 c. Vendor Summary Financial Report
305 d. MWPA Revenues and Expenditures
306 2. District Monthly Contracts Information
307



Novato Fire District Board of Directors
Regular Board Meeting Minutes
February 7, 2024

308 **INFORMATION**

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

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

318 ASM Crayne reminded the Board about the FDAC Annual Conference in Monterey on April 23-
319 26.

320 Director Hadfield called attention to a positive comment on the Customer Survey.

321 *The Board entered into Closed Session at 11:46 am.*

322 **CLOSED SESSION**

323 1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

324 Government Code Section 54956.9(d)(2)

325 Significant exposure to litigation: 1 case
326

327 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

328 Government Code section 54957(b)(1): Fire Chief
329

330 *The Board returned to Open Session at 4:20 pm and reported no action was taken.*

331

332 **ADJOURNMENT**

333 There being no further business to conduct, President Silverman adjourned the meeting at
334 4:20 pm.

335

336 Respectfully Submitted,

337

338 A handwritten signature in cursive script that reads "Jennifer Crayne".

339

340 Jennifer Crayne, Clerk of the Board

341

342



Novato Fire District Board of Directors
Finance Committee Meeting Minutes
February 20, 2024

1 The meeting was called to order by Director Davis at 9:00 am.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM Jennifer Crayne, B/C Dan Peters, EMS
8 Billing Analyst Shannon Wager, and D/C John Dicochea.

9

10 **OTHERS PRESENT**

11 Nate Kowalski

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 No public comments were made.

15

16 **AGENDA ADJUSTMENTS**

17 New business item 5 will move to item 1.

18

19 **CONSENT CALENDAR**

- 20 1. Review of Fire Chief's credit card expenses: July 2023 through January 2024
21 2. Review of Deputy Fire Chief's credit card expenses: July 2023 through January 2024
22 3. Special Finance Committee Meeting Minutes 7/18/23

23

24 No public comment.

25 M/s Davis/Goines to accept consent calendar items 1-3.

26 Motion carried: 2-0-0

27

28 **NEW BUSINESS**

29 5. Vacation Balance Audits

30 Chief Tyler explained that to improve efficiency and effectiveness, the Finance Division has
31 been conducting audits of different leave balances. This item serves to provide an update on the
32 vacation balance audits.

33 Finance Director Valenti provided background information on the vacation balance audits. He
34 noted that as people get closer to retirement, the focus on leave balances increases. FD Valenti
35 commented that prior to Telestaff and ADP, the District was using Firehouse and Ceridian for
36 payroll and timekeeping/staffing. In 2008, the District implemented Telestaff and ADP which
37 required opening balances from the old system to be added. Additionally, there was a policy
38 change for the way vacation time was accrued and when it could be used. FD Valenti cited the
39 following as issues that complicated matters:

- 40 • Implementation of the new payroll system and staffing software in 2008
41 • Changes in policy for vacation accrued and when it could be used- unable to use vacation
42 in the first year
43 • Staff turnover led to inconsistency and discrepancies



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Finance Committee Meeting Minutes
February 20, 2024

- 44
- 2016-2019 – lack of dual entry of time into two systems
 - 45 • Employees transitioning from days to shift or shift to days- the accrual rate changes and
46 needs to be updated and converted
 - 47 • Accrued time vs allotted time- “vacation dump” into Telestaff for vacation bidding
48 purposes vs time accrued (earned) as you go.
 - 49 • ADP leave balances are always two weeks in the rear
 - 50 • Telestaff considers future vacations that the employee enters into the system

51

52 All this has led to highly complicated payroll and reconciliations. Chief Tyler commented that
53 we are trying to hire additional finance support to manage regular monthly reconciliations.
54 Additionally, we are implementing a new payroll system that works well with Telestaff and is
55 owned by the same company. The new payroll system kick-off is July 2025, so all data must be
56 100% clean and accurate.

57

58 Director Goines commented that this is an exceedingly complicated process. He noted that we all
59 want the system to be accurate. The issues are caused by the system, not by the employees.

60

61 Attorney Nate Kowalski commented that it is not uncommon for these types of issues to occur
62 with leave balances in the public sector. The District is trying to fix this issue and provide
63 reconciliations with employees, reviewing their numbers until they are satisfied with their
64 balances. He noted that we may need side letters with the bargaining units to provide clarity and
65 transparency.

66

67 Director Davis thanked FD Valenti for his thorough explanation of a very complex issue. He
68 asked when reconciliations would be completed. FD Valenti noted that there are 35 employees
69 hired before 2008 that are critical and need to be done in 3 months, but he hopes to have all 90
70 reconciliations done in 6 months.

71

72 There was no public comment.

73

74 1.Re-allocation of assigned and unassigned fund balances

75 Finance Committee to review and discuss the re-allocation of assigned and unassigned fund
76 balances and make a recommendation to the full board.

77 Chief Tyler noted that this is the start of the budget process. We met with the Division Heads and
78 purchasers to determine needs and what funds we have available for the upcoming fiscal year.
79 The purpose of this item is to make recommendations to the committee based on the information
80 that has come forward from Division Heads.

81 FD Valenti reviewed and discussed the re-allocation of assigned and unassigned fund balances.
82 He noted that based on the audited financial statements prepared by Maze as of June 30, 2023,
83 the District had \$23,147,352 in assigned fund balances, \$5,071,552 in Rainy Day committed
84 fund balance, \$31,593 in non-spendable fund balance, \$327,204 in Restricted fund balance for
85 MWPA, and \$16,585,345 in unassigned fund balance for a total of \$45,163,046 in fund balances.



Novato Fire District Board of Directors
Finance Committee Meeting Minutes
February 20, 2024

86
87 Some of the items included in the discussion included:

- 88 • Purchase of SCBA (67 needed in 2028)
- 89 • EMS Capital Equipment
- 90 • Unemployment Insurance
- 91 • Apparatus (next 5 years of replacement)
- 92 • Facilities/Buildings
- 93 • Management Info Systems
- 94 • Workers Compensation
- 95 • Protective Equipment
- 96 • Compensated Absences
- 97 • Retirement Unfunded Liability
- 98 • Retiree Health Benefits
- 99 • Training Captain Pilot Program
- 100 • Fire-based Dispatch
- 101 • PP-GEMT-IGT

102 FD Valenti noted that the fund balance will cover 13.63 months of expenses, which is an
103 advantageous position to be in. He discussed each item in depth and answered questions from the
104 committee.

105 There was no public comment.

106 M/s Davis/Goines to recommend to the full board the re-allocation of assigned and unassigned
107 fund balances for FY 2024-2025.

108 Motion carried: 2-0-0

109 2. Rainy Day Fund- Committed Fund Balance 6/30/23

110 Finance Committee to review the Rainy Day Fund Balance and consider whether to make any
111 adjustments. The calculation of the Rainy Day Fund Balance is derived from the audited
112 financial statements prepared by Maze for fiscal year ending June 30, 2023. The calculation
113 suggests no change to the current balance of \$5,071,552.

114 The Finance Director has calculated the appropriate balance of the Rainy Day Fund Balance
115 based upon the Statement of Revenues, Expenditures and Changes in Fund Balance –
116 Governmental Fund for the fiscal year ended June 30, 2023, to be \$5,071,560.

117
118 The calculation of the Rainy Day Fund Balance is equal to two months of actual salaries and
119 benefits, services and supplies, and debt service for the previous fiscal year.

120
121 As of June 30, 2023, the District had \$5,071,552 in the Rainy Day Fund Balance. This suggests
122 the current balance of \$5,071,552 is adequate and no adjustment is necessary

123 There was no public comment.



Novato Fire District Board of Directors
Finance Committee Meeting Minutes
February 20, 2024

124 M/s Goines/Davis to recommend to the full board that no adjustment is necessary to the Rainy
125 Day Fund Balance.
126 Motion carried: 2-0-0

127 3. EMS Aging Report- Review

128 EMS Billing Analyst Shannon Wager provided an overview of the EMS aging report as of
129 1/31/24. Outstanding AR totals \$3.2M that still needs to be collected, although a lot of that will
130 need to be written off. Shannon noted that the aging report seems high in January because it is
131 not recommended to bill insurance in January because a lot of patients have deductibles. She
132 reported that revenue from July to December was \$2.1M, whereas last year the revenue was
133 \$1.4M.

134 There was no public comment.

135 4. EMS Finance Related Items

136 EMS Billing Analyst Shannon Wager reported on important legislation that will affect
137 ambulance billing revenue.

- 138 • AB 716 was signed and passed into law on 10/8/23 and took effect on 1/1/24
 - 139 ➤ Can no longer balance bill the patient. Must accept insurance payment as
140 reasonable and customary
 - 141 ➤ Patients with no insurance are charged the Medicare rate
142 ➤ Can no longer send patients to collections until 1 year after the initial billing (not143 date of service)
- 144 • AB 1705
 - 145 ➤ Calendar year 2023 total net revenue of \$568,366.31 which included \$48K in
146 unanticipated interest.
- 147 ➤ AB 1075 could off-set AB 716
- 148 • Medicare Ground Ambulance Data Collection System (GADCS)
 - 149 ➤ All ambulance providers are required to participate over 4 years
150 ➤ 10% penalty if you do not submit data for 3 years
- 151 ➤ Team needs to be established to start gathering data due by 11/1/24152 ➤ Type of data being collected includes- payroll, supplies, fleet, call volume, and153 revenue

154 **MWPA REPORTS**

155 The MWPA reports were in the packet for review. The committee did not have any questions for
156 FD Valenti.

157 **INFORMATIONAL ITEMS**

- 159 • The next Finance Committee meeting will be held on April 16, 2024.

160 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

162 Committee members may discuss or request future agenda items for Committee consideration.

163



Novato Fire District Board of Directors
Finance Committee Meeting Minutes
February 20, 2024

164 **ADJOURNMENT**

165 There being no further business to conduct, Director Davis adjourned the meeting at
166 11:07 am.

167
168 Respectfully Submitted,

169
A handwritten signature in cursive script that reads "Jennifer Crayne".

171

172 Jennifer Crayne
173 Clerk of the Board



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 27, 2024

1 The meeting was called to order by President Silverman at 1:03 pm

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Bruce Goines, and Mike Hadfield

5 Absent: Director Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief John Dicochea, ASM/Board Clerk Jennifer Crayne, and

9 Finance Director Joe Valenti.

10

11 **OTHERS PRESENT**

12 Nate Kowalski

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None.

16

17 *The Board entered Closed Session at 1:05 pm.*

18

19 **CLOSED SESSION**

20 1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

21 Government Code Section 54956.9(d)(2)

22 Significant exposure to litigation: 1 case

23

24 *The Board returned to Open Session at 2:50 pm. No action was taken.*

25

26 **ADJOURNMENT**

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

28 2:50 pm.

29

30

31 Respectfully submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne".

35 Jennifer Crayne

36 Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
March 6, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, Bruce Goines, and Shane
5 Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, B/C Jeff
9 Whittet, Fire Prevention Specialist Lauren Galli, Finance Director Joe Valenti, VMS Lizzy Neil,
10 Vegetation Management Program Manager Sarah Labberton, Administrative Assistant Kelley
11 Penney, WMS Kyle Nicholes, EMS Billing Analyst Shannon Wager, and IT Manager Azar
12 Mashintchian.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd, Bruce Bartel

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 NSAS President Lauren Galli thanked Chief Tyler, Gretchen, and Management for their work on
25 the work-from-home policy. She will be presenting the policy to the NSAS group later today.
26 They are waiting for the new accountant to start. She will be attending the Strategic Planning
27 Meeting next week.

28

29 **DIRECTOR MATTERS**

30 Director Goines thanked Lauren Galli and the crews for hosting Guide Dogs for the Blind at
31 Station 65 (Hamilton area). There were 30 dogs and trainers at the fire station for about 1 ½
32 hours. Firefighter/Paramedic Mark Larroque assisted the trainers as they took the dogs through
33 the station. Director Goines noted it was a positive and enjoyable experience for all.

34

35 **CHIEF'S REPORT**

36 **Calendar Items:**

37

- 2/24 - Guide Dogs for the Blind visit at station 65

38

- 2/27- City of Novato council meeting where Juanita was recognized for volunteerism to
39 Bahia but especially to NFD.

40

- 3/1- Read Across America. Scott Freedman read to 3rd-grade students at Olive Elementary
41 with his mom, who was a teacher there.



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- 42 • 3/1- Stop the Bleed Class at Station 62
- 43 • 3/5- MWPA GNSFB restarted. Two crews working in Presidents Area, at the end of Garner
- 44 • 3/6- March BOD Meeting
- 45 • 3/11- Tech Committee Selects new Records Management System RMS
- 46 • 3/12-13- Strategic Planning Session #2 Best Western in Ignacio
- 47 • 3/15- MWPA Draft Workplans Due
- 48 • 3/19- New NFD Website launch
- 49 • 3/27- NFD OPS meeting

50 **Administrative Items:**

- 51 • Initiated Policy development on a new holiday hours policy. Ensures consistent
52 application of hours off for all holidays based on the schedule being worked. This will
53 apply to all day shift employees with administrative assignments.
- 54 • Strategic Planning Sessions phase two will be on March 12th and 13th. The initial strategic
55 plan draft has been circulated across the organization with a request for feedback. Phase
56 two working sessions will focus on “lines of effort” to reach the end state. Phase two
57 workgroup will be smaller than phase one workgroup. Please let me know ASAP if you
58 would like to attend.
- 59 • The Finance Committee has met and utilizing the audited financials, reviewed the
60 recommendations for assigned and unassigned reserve fund balances and raining day
61 account balances. These changes are the basis for our budget for next year. We will bring
62 these recommendations to the full board in March.
- 63 • Finance Division: Vacation balance audit status – Joe will share with the Fire Chief the
64 list of names and timelines communicated to the Finance Committee (33 active hired
65 before 2008 and 10 retired after 6/2020). Joe completed 5 already but the goal would be
66 to have all 77 completed before June for the cashouts. Joe met with NPFA President
67 Larroque yesterday and walked him through the process and he understands and agrees
68 with the logic.
 - 69 ▪ Discuss the plan for splitting them up into groups and who will review by when
 - 70 ▪ Prioritize employees who promoted or converted between Shift and Days
 - 71 ▪ Discuss the process for reviewing and obtaining agreement from employees to
72 make adjustments and on what date(s). These will become the certified balances
73 that we can roll back should any issues or questions arise prior to system balance
74 conversions.
- 75 • Personnel Ordinance & MOU-related committees: D/C Dicochea and I met with legal
76 counsel to create a proposal to send to both the NPFA & NFCOA related to contractual
77 obligations for workgroups to update the personnel ordinance. We also discussed the
78 creation of a Management/NFCOA workgroup on the existing practices section of the
79 MOU as it relates to policy and practices. It is anticipated that both labor and general



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- 80 counsel will help take us through a workgroup process. The kick-off of this process will
81 be next month.
- 82 • Grant writing for NFD: We have signed a service agreement with Blackrock 3 and retired
83 FC Tom Welch to start looking at available grants for NFD. Tom met with NFD Division
84 heads this week to go over divisional and organizational needs and has created a draft list
85 for our review and prioritization. We submitted an assistance to firefighters' grant (AFG)
86 for new SCBAs in the \$600K range.
 - 87 • NeoGov Employee Evaluation Program Upgrade: We reviewed a new employee
88 evaluation program. We have been looking at various options to upgrade our programs
89 and the NeoGov system looks promising. Going to OPS at the end of the month.
 - 90 • Website refresh project is well underway with training of staff. The anticipated launch is
91 on March 19th.
 - 92 • B/C Scott Freedman (26 years of service) and Training Captain Adam Black (24 years of
93 service) have announced their retirements in March. There will be a combined NFD
94 lunch on Monday, April 8th at noon at Station 61 upstairs. Please RSVP to Jenn if you
95 would like to attend.
 - 96 • With these retirements, Barrett Smith will go to C Shift B/C & Captain Taul was
97 promoted to B/C of Training.
 - 98 • Training Captain and Deputy Fire Marshal Interviews are complete. Capt. Mario
99 Bernardini has been selected as the new Training Captain. Justin Conner was selected to
100 be our Capt./Deputy Fire Marshal.
 - 101 • Novato's 1923 Model T: Retired Kentfield Fire Chief Paul D Smith is now leading the
102 Marin Fire History Group and completed a great video interview performed by NFD Eng
103 Geoff Larkin. Paul stated, *"from my perspective, the interviews and shoot went very well,
104 you are both very articulate and really presented a good history and mechanical
105 overview of the T. I'm sure our Marin Fire History viewers will enjoy it too. Geoff did a
106 great job and really has another career as a video host if he ever wants to stop being an
107 engineer!"* Also included were retired board of director Steve McCubbin, and retired
108 Larkspur fire chief Bill Lellis. It was interesting seeing Geoff drive the Model T. They are
109 starting to edit the video and hope to air the piece late in the spring. They will send a
110 copy of the finished piece to the District and/or the Novato Historical Society. D/C John
111 Dicochea and B/C Erich Mesenburg also contributed to the effort.
- 112 **OPS: D/C Dicochea:**
- 113 • Deputy Chief Dicochea joined the Board of Directors at the North Marin Community
114 Services District this evening. They are very excited to have access to his time and talents
115 supporting their programs, for which John is passionate.
 - 116 • D/C Dicochea is working with Mario Bernardini and Colleen Walraven on the SAVE
117 program- a program that provides gift cards for victims of fires and disasters.



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118 **Training: B/C Barrett Smith**

- 119 • Novato is hosting regional truck training in April.
- 120 • Multi Company Drill Structure Fire training with immediate ladder rescue. We also tested
- 121 out a new "PIT" Ladder-Parapet ladder for R&D committee.
- 122 • Acting Captain Test is coming up for Jeff Pannell.
- 123 • New TC Mario Bernardini's First Day of Shadowing with Captain Adam Black was
- 124 yesterday.

125 **EMS: B/C Dan Peters:**

- 126 • Chief Peters & D/C Dicochea attended the virtual chemical emergency (hazmat) MCI at
- 127 NCH with agencies from the Bay Area also attending. The scenario was a chemical
- 128 hazmat exposure of 35 pediatrics.
- 129 • Continue NarcBox USER ID/PIN assignments, EMS Academy planning.

130 **Prevention FM Lynne Osgood: On vacation this week**

- 131 • Justin Conner is at a fire prevention conference this week.
- 132 • Met with VMS Manager to review ATC meeting, MWPA 24/25 Project Plan and budget
- 133 • Admin Demonstration Garden has been installed- at 90% with a few more plants
- 134 scheduled for later in March.
- 135 • I was notified that 100% of all single-family dwellings have received at least one
- 136 roadside assessment from our WMS.

137 **B/C Organizational Resources: B/C Jeff Whittet**

138 Fleet, Facilities, Communications

- 139 • Continued Working on a small fleet Enterprise proposal to be presented to the board
- 140 in April.
- 141 • No cost Electric Heat Pumps conversion project under review. Wildan Heat Pumps at
- 142 61, 63, 65.
- 143 • M61 out of service at Ford for cylinder repair.
- 144 • Coordinated Pre-Construction team visit to Ohio Factory for ambulance remount. 3
- 145 members of the committee including Fire Mechanic will attend the meeting to ensure
- 146 all our needs are met for the two remounts in the queue.
- 147 • Admin Gym project near completion. All machines and equipment are in service, the
- 148 rowing machine still to be installed
- 149 • Work plans for Admin Office backyard construction plan due in April.

151 **CONSENT CALENDAR ITEMS**

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

- 154 1. Regular Meeting Minutes 2.7.24
- 155 2. Special Meeting Minutes 2.27.24



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156 3. Travel Authorization and Advance approval for Directors to attend the Fire Districts
157 Association of California annual conference in Monterey, April 23-26, 2024
158

159 4. Ambulance Fee Debt Write-Off Due to Hardship

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

162	▶ F23016503	\$1,250.80
163	▶ F23027216	\$1,174.04
164	▶ F23033488	\$3,388.46
165		

166 There was no public comment.

167
168 M/s Hadfield/Davis to approve the Consent Calendar.

169 Motion carried: 5-0-0

170

171 **NEW BUSINESS**

172 1. Re-allocation of Assigned and Unassigned Fund Balances

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

175 Finance Director Joe Valenti presented a spreadsheet with all the audited fund balances on
176 6/30/23. He noted that this is the first step in the budget process.

- 177 • Assigned Fund Balance \$18.1M
- 178 • Unassigned Fund Balance \$16.5M
- 179 • Unassigned/Committed \$8.5M
- 180 • Total Fund Balance \$40.1M
- 181 • Total Fund Balance Months of Budget \$35M or 11.91 months of coverage

182 FD Valenti explained that the District could cover 11.91 months of expenses with assigned and
183 unassigned funds (excluding Rainy Day and MWPA).

184 FD Valenti discussed each of the line items and the impact on the fund balance. Some of these
185 items include:

- 186 • SCBA- need to replace 67 in 2028
- 187 • EMS Capital Equipment- power loaders, gurneys, motorized stair chairs, and narc boxes
- 188 • Apparatus- replacement over the next 5 years
- 189 • Unemployment Insurance
- 190 • Workers Compensation
- 191 • Retirement Unfunded Liability
- 192 • Retiree Health Benefits
- 193 • Training Captain Pilot Program
- 194 • Infrastructure- HVAC, EV Charging Stations, Roof Mounted Solar
- 195 • PP-GEMT-IGT



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196 • Fire-based Dispatch- new dispatch center is due to open 7/1/24
197 FD Valenti concluded his report by stating that the Assigned Fund Balances total \$26,670,846,
198 moving \$8,563,059 from unassigned.

199
200 Director Hadfield asked questions about the timeline and costs associated with the new dispatch
201 center. He asked how much is set aside for contingencies and last-minute change orders. Chief
202 Tyler noted that contingencies have been built in. President Silverman asked when the board
203 needs to decide whether to finance the loan with the county or pay in a lump sum. Chief Tyler
204 responded that the BOD has until May to make a recommendation. The county is offering loans
205 at a low-interest rate of 2-2.5% for 15 years. Director Hadfield recommended increasing the
206 funds for fire-based dispatch by 2% so the District is prepared if the decision is made to finance
207 the loan.

208
209 There was no public comment.

210
211 M/s Francisco/Hadfield to approve the Finance Committee's recommendation to reallocate
212 assigned and unassigned fund balances, including the addition of 2.5% interest expense for fire-
213 based dispatch.

214 Motion carried: 5-0-0

215 2. Rainy Day Fund- Committed Fund Balance

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

218 FD Valenti explained the policy and model for establishing the Rainy-Day Fund. The Finance
219 Committee met on 2/20/24 to consider whether to increase the Fund or leave it unchanged. FD
220 Valenti calculated the recommended balance of the Rainy-Day Fund using audited financial
221 statements for the fiscal year ending 6/30/23 to be \$5,071,560. Since the current balance is
222 \$5,071,560, there is no need for adjustments.

223
224 There was no public comment.

225
226 M/s Hadfield/Davis to accept the Finance Committee's recommendation to leave the Rainy-Day
227 Fund Balance at its current level of \$5,071,552.

228 Motion carried: 5-0-0

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

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

232 Chief Tyler explained that the Cal OES Form 130 must be filed every three years to be eligible to
233 receive funding. The resolution designates the Fire Chief, Deputy Fire Chief, and the Finance
234 Director as authorized agents.



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235 There was no public comment.

236 M/s Hadfield /Davis to adopt Resolution 2024-02 designating the Fire Chief, Deputy Chief, and
237 Finance Director as the District’s designated agents.

238 **Roll Call Vote:**

239 Ayes: Davis, Goines, Francisco, Hadfield, Silverman

240 Noes: None.

241 Absent: None.

242 Motion Carried: 5-0-0

243

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

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

248 FD Valenti explained that the District’s OPEB Funding Policy of 100% of the Actuarially
249 Determined Contribution is based on the OPEB Actuarial Valuation for the fiscal year ending
250 June 30, 2023. The pre-funding contribution of \$1,186,754 would be made to CalPERS. Since
251 the 2023/2024 estimate was \$1M, a budget adjustment of \$186,754 is required to fund 100% of
252 the ADC.

253

254 There was no public comment.

255

256 M/s Davis/Goines to accept Staff’s recommendation to fund the OPEB contribution for 2023/24
257 in the amount of \$1,186,754 and establish the OPEB Funding Policy to be 100% of the
258 Actuarially Determined Contribution.

259 Motion carried: 5-0-0

260

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

263 FD Valenti noted that the \$186,754 needs to be transferred from the Unassigned Fund Balance
264 by motion.

265

266 There was no public comment.

267 M/s Hadfield/Silverman to increase the health insurance budget account 9308-1513 by \$186,754
268 by transferring this amount from the Unassigned Fund balance.

269 Motion carried: 5-0-0

270

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

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



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274 Chief Tyler discussed the objective of the agreed-upon procedures engagement is to determine
275 the clerical accuracy of the ambulance billing claims and to determine if the internal controls are
276 sufficient. The 3% sample size equals 143 calls out of a total of 4,783. He noted that the Board
277 can adjust that sample size up if they see a need to, however, it will increase the cost.

278 There was no public comment.

279 M/s Goines/Francisco to accept Staff's recommendation to perform the audit with a 3% sample
280 size for ambulance billings.

281 Motion carried: 5-0-0

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

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

286 Chief Tyler commented that this audit examines credit card payments and other disbursements.
287 The 3% sample size equates to 117 transactions of a total of 3,885.

288 There was no public comment.

289 M/s Davis/Hadfield to accept Staff's recommendation to perform the audit with a 3% sample
290 size for credit cards and other disbursements.

291 Motion carried: 5-0-0

292 **COMMITTEE REPORTS**

293 Directors may report on committee activities and meetings.

- 294 1. **MERA** (Directors Silverman and Hadfield)- President Silverman reported all the
295 construction work is completed, Motorola is installing equipment, Nokia finishing up
296 microwaves, beginning to train the trainers for radio use, working on fire department
297 alerting system, starting installations at the new dispatch center, over 3,000 radios are
298 coming in, and MERA voted to approve San Quinten's request to have restricted hand-
299 held radios. They hope to be in-service sometime in late summer.
- 300 2. **Finance Committee** (Directors Davis and Goines)- The Finance Committee will meet on
301 4/16.
- 302 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines
303 reported; MWPA is in the 4th year, the contracts are expiring for the two consultants who
304 have handled most of the CEQA work- there is an RFP out, MWPA is hiring two more
305 senior wildfire mitigation specialists- a salary study was conducted, and \$400K budgeted
306 for initial fuel reduction work on the 10 acre border between San Anselmo and San
307 Rafael.
- 308 4. **Facilities Committee** (Silverman and Hadfield)- The Facilities Committee will meet on
309 4/4/24.

310

311



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312 **FINANCIAL REPORTS**

313 Informational items for review. No action needed.

314 1. Financial Reports, January 2024:

315 a. Revenues, Expenditures and Changes in Fund Balance Financial Report

316 b. Revenues and Expenditures Detail Financial Report

317 c. Vendor Summary Financial Report

318 d. MWPA Revenues and Expenditures

319 2. District Monthly Contracts Information

320

321 **INFORMATION**

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

323 1. Customer Surveys January 2024

324 2. MERA Update: February 2024

325 3. Upcoming meetings/events: Strategic Planning Meeting 3/12-3/13

326 • Regular Board Meeting 4/3/24

327 • Facilities Committee Special Meeting 4/4/24

328 • Retirement Luncheon Captain Black and B/C Freedman 4/8/24

329 • FDAC Annual Conference 4/23-26 Monterey, Ca.

330 4. Written Communications- ASM Crayne read a letter from Jess Magallanes, Fire Chief of
331 the City of South San Francisco, thanking NFD crews for their outstanding professionalism and
332 assistance to one of their off-duty paramedic firefighters who was in a vehicle accident on
333 February 20th.

334 Director Francisco noted that he will be absent from 3/28-4/7, so he will be absent for the 4/3
335 BOD meeting. Director Davis will be out of the country for one week. President Silverman will
336 also be out of town for one week.

337

338 **ADJOURNMENT**

339 There being no further business to conduct, President Silverman adjourned the meeting at 11:27
340 am.

341

342 Respectfully Submitted,

343

344 A handwritten signature in cursive script that reads "Jennifer Crayne".

345

346 Jennifer Crayne, Clerk of the Board

347

348



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1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, and Bruce Goines

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance

9 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Eric Mesenburg, Administrative

10 Assistant Denise Wade, Administrative Assistant Kelley Penney, Contract/Purchasing

11 Administrator Colleen Walraven, EMS Billing Analyst Shannon Wager, and IT Manager Azar

12 Mashintchian.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd, Bruce Bartel

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 None.

25

26 **DIRECTOR MATTERS**

- 27
- 28 • Director Davis reported that he had attended a hands-only CPR class through the Marin Valley Country Club. He thanked NFD for loaning the CPR dummies for the training.
 - 29 • Director Hadfield commented that he was contacted by a resident who reported being displeased about the language used on a home inspection report for his property. He is concerned about the term "non-compliant" because he feels that it could create problems with his insurance company. Director Hadfield explained to the resident that the inspection report is not a violation, but rather is informational for best practices- we are here to teach and assist residents.
 - 30 • Director Goines attended a wildfire prevention presentation at the Novato Breakfast Club and Pacheco Valley. The presentation was 40 minutes long and there were 34 in attendance. He noted that NFD may receive some questions regarding the MWPA, but overall, the program is well received and said to be a wise investment of tax dollars.
 - 31 • President Silverman proudly announced the birth of his new granddaughter, Penny Ann.
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40

41

41 **CHIEF'S REPORT**

42 **Calendar Items - February:**



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- 43 • Tues April 2nd Novato Chamber Government Affairs Committee
- 44 • Tues April 2nd Dispatch Governance Meeting via Zoom
- 45 • Wed April 3rd BOD Monthly Board Meeting
- 46 • Thurs April 4th Special Facilities Committee Meeting 9:00 am
- 47 • Mon April 8th Scott Freedman & Adam Black retirement luncheon
- 48 • Tues April 9th Captain Rule of 5
- 49 • Wed April 10th Morning Admin all-hands meeting
- 50 • Wed April 10th ECC Division Chief 1st round Interviews at Los Gatos
- 51 • Thurs April 11th MWPA OPS Committee meeting
- 52 • April 14th-20th National Public Safety Communications Week
- 53 • Wed April 16th Finance Committee Meeting (TBD)
- 54 • Thurs April 17th OPS Meeting
- 55 • Tues April 23-Friday April 26
- 56 • Administrative Professionals Day April 24th
- 57 • Annual Survivors Celebration May 16th Indian Valley Jonas Center, 2 NFD incidents

58 **Administrative Items:**

- 59 • New NFD Website—go to www.novatofire.org New fresh look, easier to navigate and
60 updated content.
- 61 • Completed Strategic Planning Sessions phase two on March 12th and 13th. Phase two
62 working sessions focused on “lines of effort” to reach the end state. The phase two
63 workgroup crafted a draft of 90-day segments that will begin on July 1st.
- 64 • Kicked off our annual budget for 2024/25: As with last year, it will be a tight schedule so
65 we will need to adhere to these dates as closely as possible. It is our intent that the *Novato*
66 *Fire District will plan and act for a sustainable future*. In support of that goal, we have
67 committed to the following 4 strategies:
 - 68 ▪ NFD will prepare responsible and accountable budgets that are tied to the Fire
69 District’s adopted mission, goals, and strategies; and
 - 70 ▪ NFD will identify and implement efficiencies in existing expenditures in order to
71 reduce existing costs when possible; and
 - 72 ▪ NFD will fund reserves in such a way that provides for some level stability during
73 economic downturns; and
 - 74 ▪ NFD will provide evidence to justify the community benefit of its adopted
75 budgets, expenditures, and reserves.
 - 76 ▪ As staff prepares expense items they will be prepared to demonstrate our
77 approved strategies. I realize that inflation will likely drive up costs on routine
78 purchases but will try to keep your proposed division expenditures within reason
79 and certainly at justifiable levels. I am here to help and to support staff through
80 the process. Let me know if you have any questions. I will be in contact with each
81 division to coordinate a date and time to go over the proposed items. It is
82 anticipated that this will occur between April 18th to April 21st; Our first deadline



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83 is to have all division expenditures to Joe by the close of business day,
 84 Wednesday, April 3rd. If you have any questions on how to use the budget
 85 template, please contact Joe Valenti directly.
 86

	Item	Dates
87	1 2024/25 budget template released	3/14/24
88	2 Requested return date of preliminary division expenditures	3/25/24
89	3 Compilation of division expenditures	3/25 - 3/29/24
90	4 Version 1 Budget Review Meeting	4/1 - 4/5/24
91	5 Additional versions, reviews, meetings	4/8 - 4/12/24
92	6 Draft version to Finance Committee (<i>Special Meeting if required</i>)	4/16/24
93	7 Additional revisions & review	4/17 - 5/15/24
94	8 Final Preliminary Budget to Finance Committee (<i>Special Meeting if needed</i>)	5/16 - 5/24/24
95	9 Final Preliminary Budget to BOD on 6/5/24 (<i>Special Meeting if required</i>)	5/29/24
96	10 Changes of Substance, Significant Updates Review to Final Budget	July 2024
97	11 Final Budget to Finance Committee (<i>Special Meeting if required</i>)	7/16/24
98	12 Final Budget to BOD on 8/7/24	8/1/24

97 • Alert Marin System Countywide Test: We received a thank you from Marin OEM
 98 director, Steven Torrence for our support of the AlertMarin call center on Saturday,
 99 March 23rd, sharing their gratitude and thanks for our willingness to join them in the test.
 100 OEM is still in the process of reviewing the data from the exercise, but in short, here are
 101 our core achievements:

- 694 Calls were taken by call center staff (within 2-hours)
- 89,900 messages were sent from the Everbridge system within 8 minutes
- 4,000+ new opt-ins to AlertMarin
- 30+ calls in Spanish with the support of bilingual call takers from Fairfax, Novato, and the County

102 Based on public feedback, there is a desire that they conduct annual tests to help drive the
 103 public to the AlertMarin portal and assist them with confirming their data and enrollment.
 104 This is a great community touchpoint and has shown to be valuable to the Cities, Towns,
 105 and County agencies as they build a premier alert and warning system.
 106

- 107 • NFD Captains Test: We completed a Captains test this week. 5 candidates participated in
 108 the process and a “rule of 5” selection will take place later next week. We want to
 109 acknowledge and thank B/Cs from Fairfield Fire, Ross Valley, and Marin County Fire.
 110
- 111 • NFD Fire Inspector position has been posted, internally & externally. Given 60 days'
 112 notice per MOU agreement
- 113 • One probationary FF/PM employee was released from NFD.

114 **OPS: D/C Dicochea:**

- 115 • Horse Rescue: Horse out of a mud pit - Utilized straps and our NFD forklift, Marin
 116 Humane, and Marin Search and Rescue. Incident was featured on KTVU news.
 117



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- 120
- Structure Fire Alameda De La Loma (Arson arrest) This exterior fire went two alarms. 121 The fire started on an exterior front deck, involved the eaves gutters, and got under a 122 combustible shake built up roof under a metal roof, multiple layers made this difficult to 123 pull off and to extinguish. 2nd alarm was for more resources. Law enforcement made an 124 arrest.
 - Vehicle Fire: Atypical Fatality Incident on SB 101 just past the Alameda del Prado exit. 125
 - Magnolia Project - student internship opportunity for 11th & 12th graders interested in a 126 career in the fire service. Students are assigned a mentor and spend time learning about 127 all the different divisions. Includes a ride along on engine and ambulance. The program is 128 from March 25th through April 5th. 129
 - 4 New FF/PM hires April 1st onboarding complete 130
 - Chiefs Whittet, Peters, Taul, and Dicochea attended the countywide active attacker drill at 131 Skywalker Ranch. The scenario was a shooter at Marin Showcase Theatre at Marin 132 Center. 10-15 patients and a possible secondary explosive device. There were great 133 takeaways from the drill, and Chief Dicochea has instructed Chief Taul to start exploring 134 venues for a future active attacker drill. 135
 - Fire Ranger Thomas Lyons has conducted a follow-up on two NPD Fire Cases that were 136 suspected to be arson: One occurred behind Goodwill (936 Seventh St, Novato) and the 137 second occurred behind Bridge Point Academy (1787 Grant Ave, Novato). Both 138 investigations are ongoing. Officer Lyons has also been performing patrols on fire roads 139 and has identified potential hazards to access that are being communicated with Marin 140 County Open Space to address. 141

142 **Training: B/C Barrett Smith transition to Mike Taul**

- 143
- Ryan Hamilton passed his Acting Captain test
 - Focus on new hire academy starting on April 1st 144
 - Red card audit and new filing and processing 145
 - Confirm support for upcoming wildland classes with MCFD 146
 - Confirm cut site for S-212 (chainsaw class) and logistical support 147
 - Confirm site for S-219 (firing operations) and logistical support 148

149 **EMS: B/C Dan Peters:**

- 150
- New hire academy and new FF/PM onboarding prep: completed schedules for our New 151 Hire Academy phase 1 (didactic). Phase 2 (clinical-waiting for hospital feedback and 152 scheduling). Completed revised Novato Fire EMS Academy 2024-1 plan. This new plan 153 includes changes discussed at the last OPS meeting with input and CQI from the rest of 154 the command team. I eliminated phase 5 and changed the parameters of phase 4 to better 155 capture our intent to precept/mentor to a total of 20 shifts (480 hours). This would 156 essentially be a second internship for any new hire should the training plan dictate it.
 - Participated in the Stroke Advisory Committee meeting- Marin Co EMS 157



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158 **Prevention FM Lynne Osgood:**

- 159 • Monthly MCFIT meeting with Marin County Coroner in attendance to review 50
160 Hillcrest fatal fire.
- 161 • Worked on PowerPoint for Block 3 Training- Vehicle Fire Investigation
- 162 • Lauren Galli is out on leave - wrapping up upcoming seasonal events and pub ed
163 schedules.
- 164 • Meeting with Sarah Labberton - DSI data development Willow Labs
- 165 • Attended first meeting of Marin Prescribed Fire Cooperative
- 166 • Conducted botanical surveys with Sequoia Consulting botanist through Buck Center,
167 private parcels, College of Marin, MCOSD preserves, and Cherry Ridge
- 168 • Coordinated with private property owners to schedule the surveys on their property.
- 169 • Checked in with CCNB as they removed broom & rock rose in Green Point

170 **B/C Organizational Resources: Jeff Whittet**

- 171 • U6 M61 Hansel Ford in Santa Rosa received approval for warranty replacement of
172 cylinder head.
- 173 • SEFAC shop lift project update: Loaner Lifts returned to SEFAC on 3/25/2024.
- 174 • Water Heater Replacement contract completed with Willdan for 61 and 65. Next steps –
175 approve and move forward with no cost replacement: awaiting legal review of
176 documents.
- 177 • Met with Clark Brownstein about 62 Drill Tower Anchor and Window project completion
- 178 • Station 65 new rear door replaced
- 179 • Admin drain issue repaired and plan to reroute condensation lines received
- 180 • Met with Aaron Hakenen after his return from the ambulance remount trip. ETA for
181 remount completion is September at the earliest. Full updated spec with change orders
182 due within the next 30 days from PSS.
- 183 • Met with Bennett White from Integrity Construction about Solo Rescue washer projects,
184 assisted with follow up questions.
- 185 • Ring Cameras received for each facility. The cameras will be installed as soon as possible
186 at key locations at our stations.

187 **IT Manager- Azar Mashinchian:**

- 188 • Deal with Server Room water leak
- 189 • Updating fillable forms for all divisions
- 190 • Received MERA quote for all stations: Approx. \$55,300 upfront and then maintenance
191 and paying for lines, etc.

192
193 **CONSENT CALENDAR ITEMS**

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

- 196 1. Regular Meeting Minutes 3.6.24



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197 There was no public comment.
198 M/s Goines/Davis to approve the Consent Calendar.
199 Motion carried: 4-0-1 absent (Francisco)

200
201 **PRESENTATION**

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

- 203 • 10 Years of Service – Zanoni, Hamilton, Godoy
- 204 • 15 Years of Service – Larroque, Pace
- 205 • 20 Years of Service – Teldeschi, Brody, McGuinness
- 206 • 25 Years of Service - Sheline

207 Deputy Chief Dicochea presented the milestone years of service awards to the above-listed
208 employees. He noted that this will be an annual recognition for years of service.
209 The Board congratulated all employees and thanked them for their years of service and
210 dedication.

211
212 **NEW BUSINESS**

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

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

218 Finance Director Joe Valenti explained that the County of Marin has offered two payment options
219 for participating agencies to pay their share of the Emergency Communications Center (ECC) / Fire-
220 Based Dispatch startup costs. The first option is for the District to pay its share in full with a lump sum
221 payment of \$1,218,552. The second option is for the District to pay annual payments of \$94,110 over 15
222 years with a 2% amortized fee on the unpaid balance. The annual payment option would avoid an
223 immediate large cash outflow by spreading the payments over the 15-year period with a low interest rate
224 of 2.0%, while also preserving the ability to earn interest on the unspent funds held in the County
225 Treasury investment pool which for the current fiscal year is projected at a rate of 3.7%. Because of the
226 higher interest received on the unspent funds, the annual payment option results in a lower net cost at the
227 end of the 15-year period.

228 FD Valenti noted that if the annual payment option is selected, \$94,110 per year for 15 years plus 2%
229 interest on the unpaid principal resulting in a net benefit of \$19,975 at the end of the 15 years, with the
230 benefit of spreading the costs over time while earning interest on the unspent funds. If the lump sum
231 option is selected the District would forgo \$45,086 in interest on the \$1,218,552 which would result in a
232 higher overall cost. Exhibit 1 provided a summary of payment options.

233 There was no public comment.

234 M/s Hadfield/Goines to select the annual payment option offered by the County of Marin to
235 finance the ECC / Fire-Based Dispatch Center startup costs with annual payments made over 15
236 years and a 2% amortized fee on the unpaid balance.

237 Motion carried: 4-0-1 absent (Francisco)



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238 2. Concrete Retaining wall construction and repairs at Station 62

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

242 Chief Tyler noted that the wooden retaining wall on the training grounds is dilapidated and needs
243 to be replaced. The project will cost \$48,450 and will use funds from the facilities project
244 account. B/C Whittet provided additional information about the project.

245
246 There was no public comment.

247 M/s Davis/Silverman to accept staff's recommendation to contract with Van Midde and Son
248 Concrete to complete the construction of a new concrete retaining wall, repair a missing section
249 of concrete, and install an additional drainage culvert system behind new classrooms.

250 Motion carried: 4-0-1 absent (Francisco)

251 3. Mechanic Shop Column Lift System Replacement

252 Staff recommends the Board approve the purchase of Stertil KONI Mode ST 1085-3FWA
253 Mobile Column Lifts per Quote #1696. Sourcewell Contract #: 121223-SKI. Staff requests Board
254 approval for funding in the amount of \$99,875.00 from Unassigned Fund Balance to Account
255 #9308-4048 (Capital Expenditures for Building Facilities).

256 Chief Tyler reported that even after e background research, the new lifts that were installed never
257 functioned as advertised, which has caused a continuous safety concern and a lack of operational
258 integrity. The recommendation is to return the SEFAC lift system with a refund of \$70,902. The
259 KONI lifts are in stock and readily available for delivery/installation. B/C Whittet noted that
260 KONI has an approved repair facility on the West Coast which will be beneficial and reduce out-
261 of-service time.

262 There was no public comment.

263 M/s Hadfield/Davis to approve the purchase of Stertil KONI Mode ST 1085-3FWA Mobile
264 Column Lifts per Quote #1696 and approve funding for \$99,875.00 from Unassigned Fund
265 Balance to Account #9308-4048.

266 Motion carried: 4-0-1 absent (Francisco)

267 4. Bank Signature Cards

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

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

273
274 There was no public comment.



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275 M/s Davis/Hadfield to revise the Bank of America signature card to remove Gerald McCarthy and
276 Scott Freedman, add Dan Peters and Mike Taul, and direct the Finance Director to revise the
277 necessary documents.

278 Motion carried: 4-0-1 absent (Francisco)

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

282 District staff recommends sending the second of four payments for CY 2024 (invoice amount
283 \$104,700.85) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal
284 expenditures for purposes of Assembly Bill 1705.

285 Chief Tyler commented that this is the second payment of four for the year. He reported that the
286 District is receiving more money than is being paid out and staff will continue to report on the
287 status of this program. He noted that the District anticipates remaining in the program if it is
288 positive.

289 There was no public comment.

290 M/s Goines/Davis to send the second of four payments for CY 2024 (invoice amount
291 \$104,700.85) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal
292 expenditures for purposes of Assembly Bill 1705.

293 Motion carried: 4-0-1 absent (Francisco)

294 6. Resolution 2024-03, Amendment to the Employment Agreement of Fire Chief, Bill Tyler
295 Board approval is requested to adopt resolution 2024-03 amending the Employment Agreement
296 of Fire Chief Bill Tyler.

297 President Silverman reported that two months prior, the Board had met to discuss the Chief's
298 annual performance evaluation. He opened it up to the other board members for comment.

299 Director Davis noted that the meeting was very detailed and granular, reviewing the Chief's
300 performance from many angles. He commented that the Chief has done an excellent job.

301 Director Goines commented that he appreciates the Chief's hard work, leadership, integrity, and
302 dedication to this organization.

303 Director Hadfield noted that he believes that the District is in a better place today than where it
304 was last year, and that is how he measures the success of the Fire Chief. He is very happy with
305 the Chief's performance and dedication and looks forward to continuing to work together.

306 President Silverman echoed the sentiments of the other directors. He commented that he feels the
307 Chief has done an amazing job, not only for the Board, but the Novato Fire Foundation, Rotary,
308 and the whole community. He appreciates the positive exposure and admiration that the Chief
309 has provided for the organization.



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310 There was no public comment.

311 M/s Hadfield/Davis to adopt resolution 2024-03 amending the Employment Agreement of Fire
312 Chief Bill Tyler.

313 **Roll Call Vote:**

314 Ayes: Davis, Goines, Hadfield, Silverman

315 Noes: None

316 Absent: Francisco

317 Abstain: None

318 Motion carried: 4-0-1 absent (Francisco)

319 **COMMITTEE REPORTS**

320 *Directors may report on committee activities and meetings.*

- 321 1. **MERA** (Directors Silverman and Hadfield)- President Silverman reported that much of
322 the construction has been completed, 9 Motorola sites have been installed, testing is
323 scheduled to begin in August/September, it will be approximately one year before the
324 switch to Gen 2 occurs.
- 325 2. **Finance Committee** (Directors Davis and Goines)- next Finance Committee Meeting
326 TBD
- 327 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines
328 reported the following:
 - 329 • MWPA Board adopted a resolution adjusting the tax levy up by 2.4% following
330 the Bay Area CPI-U
 - 331 • Contracts with legal staff have been updated
 - 332 • MWPA staff prepared a 10-page document including peer-reviewed science on
333 the shaded fuel break. The research concludes that heat map is cooling down
334 significantly and greatly reduces fire risk.
- 335 4. **Facilities Committee** (Silverman and Hadfield)- there is a Special Facilities Committee
336 meeting on 4/4/24 at 9:00 am.

337

338 **FINANCIAL REPORTS**

339 Informational items for review. No action needed.

- 340 1. Financial Reports, February 2024:
 - 341 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - 342 b. Revenues and Expenditures Detail Financial Report
 - 343 c. Vendor Summary Financial Report
 - 344 d. MWPA Revenues and Expenditures
- 345 2. District Monthly Contracts Information

346

347 **INFORMATION**

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

- 349 1. Customer Surveys February 2024



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- 350 2. MERA Update: March 2024
351 3. Upcoming meetings/events:
352 • Special Facilities Committee Meeting 4/4/24 at 9:00 am
353 • Retirement Luncheon Captain Black and B/C Freedman 4/8/24 at noon, S61
354 • FDAC Annual Conference 4/23-26 Monterey, Ca.
355 • Regular Board Meeting 5/1/24
356 4. Written Communications- ASM Crayne read two correspondence pieces regarding the
357 horse rescue. C-shift was recognized for their efforts to successfully rescue the horse. Members
358 included Chief Whittet, Captain Brody, Captain Fletcher, Engineer Godoy, FF/P Rhodes, FF/P
359 Murphy, FF/P Peters, FF/P Saldana, and FF/P Poarch. The horse owner noted that they did an
360 excellent job and worked well with other assisting agencies.

361 **ADJOURNMENT**

362 There being no further business to conduct, President Silverman adjourned the meeting at 11:09
363 am.

364
365 Respectfully Submitted,

366 
367

368
369 Jennifer Crayne, Clerk of the Board

370
371



Novato Fire District Board of Directors
Special Facilities Committee Meeting Minutes
April 4, 2024

1 The meeting was called to order by President Silverman at 9:00 a.m.

2

3 **ROLL CALL**

4 President Silverman, Director Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, and B/C Jeff Whittet

8

9 **OTHERS PRESENT**

10 None.

11

12 **AGENDA ADJUSTMENTS**

13 Chief Tyler called attention to the new addition to the agenda, new business item 7, Possible
14 Future Capital Facilities Improvement Projects.

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **CONSENT CALENDAR ITEMS**

20 1. Minutes of Facilities Committee Meeting 12.13.23

21 There was no public comment.

22 M/s Hadfield/Silverman to approve the Consent Calendar.

23 Motion carried: 2-0-0

24

25 **NEW BUSINESS**

26 1. Station 62 Concrete Retaining Wall Project

27 B/C Whittet will provide a report to the Facilities Committee on the concrete retaining wall project at
28 Station 62.

29 Chief Whittet reported that this project was approved by the full BOD yesterday. The goal of this project
30 is to improve drainage and to keep water out of the area. The retaining wall will be replaced, and the v-
31 ditch will be extended. He noted that work would begin in one week and should not impact the Academy.

32

33 2. Station 62 Concrete Path and V ditch Project

34 B/C Whittet will provide a report to the Facilities Committee on the concrete path and V-ditch
35 project at Station 62.

36 Chief Whittet commented that the path (walkway) was demoed when the septic was done. This
37 has become a safety/trip hazard. He noted that the bid for the v-ditch includes the walkway
38 which will complete the patch from the apron and improve the safety for visitors.

39 3. Station 62 Water Heater Replacement



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40 B/C Whittet will provide a report to the Facilities Committee on the replacement of the water
41 heater at Station 62.

42 Chief Whittet commented that the water heater at S62 was installed in 1988 and a recent
43 inspection cited concerns of failure. The quote from Marin H2O is 19K to replace the water
44 heater and will take an estimated 1 day. The BC on duty will make arrangements for crews to
45 cook and shower during the installation. The 80-gallon commercial unit will work with the solo
46 rescue unit extractor.

47 4. Station 61 and 65 Water Heater Replacement Program – Willdan Energy Solutions

48 B/C Whittet will provide a report to the Finance Committee on the PG&E Government K-12
49 Program for replacing the water heaters at Station 61 and Station 65.

50 Chief Whittet discussed the PG&E rebate program administered through Willdan, for converting
51 gas water heaters to heat pumps. He noted that legal is reviewing the terms of the program. Only
52 S61 and S65 are eligible for this program.

- 53 • Total costs for S61 \$92,145
- 54 PG&E Incentive \$80,145
- 55 MCE Match \$12,000
- 56 Net Cost: \$0
- 57 • Total costs for S65 \$20,256
- 58 PG&E Incentive \$17,256
- 59 MCE Match \$3,000
- 60 • Net Cost: \$0

61 Chief Whittet noted there is a small shed at S61 that will need to be removed at the District's
62 expense.

63 Chief Whittet commented that this is a first come-first serve program, so the money may be gone
64 soon. Additionally, if we participate in this program, we cannot participate in any more PG&E
65 grants for 5 years. Director Hadfield commented that he is okay with the single contract with
66 Willdan and installing heat pumps, but he is concerned about future grants and not being able to
67 participate.

68 The Committee agreed to moving forward with the program and confirming whether or not the
69 District is restricted from participating in future grants.

70 5. Station 62 and 65 Solo Rescue Washer Installation Project – Clark Brownstein

71 B/C Whittet will provide the Facilities Committee with an update on the Solo Rescue Washer
72 Installation Project at Station 62 and Station 65.

73 Chief Whittet reported that this project is part of the cancer prevention plan. We received five
74 bids and awarded Clark Brownstein with the project. Priority will be given to S62 and then S65.



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75 They will need to widen the door and order a new door. At S65, they will need to elevate for
76 proper drainage. The washers arrive in Texas mid-month.

77 Director Hadfield asked about proper exhaust and the potential for releasing contaminated air.
78 Chief Whittet will look into adding an exhaust fan to the project at S62- at S65, the washer sits in
79 the apparatus bay.

80 6. Mechanic Shop Column Lift System Replacement

81 B/C Whittet will provide the Facilities Committee with an update on the mechanic shop column
82 lift system replacement.

83 Chief Whittet commented that this item was approved at the April 3rd BOD meeting. He
84 discussed background information on the events that led to the urgent need to replace the lift
85 system. Replacing the system will significantly improve safety and address the lack of
86 operational safety with the old lift system. He noted that the City of San Rafael uses the Steril
87 KONI lift system and has provided positive feedback.

88 7. Possible Future Capital Facilities Improvement Projects

89 The Facilities Committee will discuss possible future capital facilities improvement projects and
90 provide direction to staff.

91 The Committee discussed the following items as possible future capital facilities projects:

- 92 • Contract with a person to conduct a bi-annual inspection of facilities and provide a
93 roadmap for planning and budgeting for what needs to be replaced. Anticipates less than
94 6K per year to inspect all six facilities.
 - 95 1) External – gutters, windows, roofs, paint, etc.
 - 96 2) Internal – HVAC, faucets, showers, toilets, etc.
- 97 • House Captain- expand/update AD 95 form
- 98 • Facilities Committee to have a scheduled walking tour of buildings a few times per year
99 so they are familiar with projects, issues, etc.
- 100 • Fresh Service- a program that has already been implemented to help with documenting
101 and tracking repairs and issues
- 102 • Licensed contractor to prepare a binder including a 10-year scope of projects and what to
103 look for. This can be used to assist with budgeting/planning. This would be inspection-
104 only- bid process for repairs.
- 105 • Solar charging stations including solar parking structures. They will work with Tom
106 Welch to locate grant funds. Chief Whittet noted that charging stations need to be
107 available to the public. Chief Whittet will work with an independent consultant to
108 measure the ability to install solar parking structures. He will bring the assessment and
109 options back to the Facilities Committee for review.
- 110 • Sewer project- potentially seeking a second opinion. They received a recommendation for
111 Newt Engineering of San Rafael.



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Special Facilities Committee Meeting Minutes
April 4, 2024

- 112 • Strategic Plan- plans for the lot at S62
113 • SCBA fill station- looking at grants for replacement, possibly an air truck
114 • Admin Backyard redesign project
115 • New law- preventing violence in the workplace- enhancing security, hardening the front
116 reception area, ring cameras, security

117 **INFORMATIONAL ITEMS**

118 1. Next Facilities Committee Meeting 6/11/24 @ 9:00 am

119

120 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

121 *Committee members may discuss or request future agenda items for Committee consideration.*

122 The Committee would like Chief Whittet to schedule station tours after meetings. He will
123 coordinate that.

124

125 **ADJOURNMENT**

126 There being no further business to conduct, President Silverman adjourned the meeting at 10:54
127 a.m.

128

129 Submitted by,

A handwritten signature in cursive script that reads "Jennifer Crayne".

132 Jennifer Crayne

133 ASM, Clerk of the Board

134

135

136



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
April 30, 2024

1 The meeting was called to order by Director Davis at 1:00 pm.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM Jennifer Crayne, B/C Dan Peters, B/C
8 Jeff Whittet, D/C John Dicochea, and IT Manager Azar Mashintchian.

9

10 **OTHERS PRESENT**

11 Thomas Gairing

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 No public comments were made.

15

16 **AGENDA ADJUSTMENTS**

17 None.

18

19 **CONSENT CALENDAR**

20 1. Finance Committee Meeting Minutes 2/20/24

21

22 No public comment.

23 M/s Goines/Davis to accept the consent calendar

24 Motion carried: 2-0-0

25

26 **NEW BUSINESS**

27 1. Review of Draft Preliminary Budget for FY 2024-2025

28 The Finance Committee will review the Draft Preliminary Annual Budget 2024-2025, and make
29 a recommendation to the full Board of Directors.

30 Chief Tyler thanked FD Valenti and the staff for carefully reviewing their budget items,
31 reviewing terms of contracts, and determining areas where money could be saved, especially in
32 the IT Division. Chief Tyler commented that we are on track with the timeline for the budget,
33 however, we are still waiting for the final numbers from MCERA (contribution rates), FRMS
34 (work comp premiums), and health insurance premiums. He anticipates there will need to be a
35 Special Finance Committee in May.

36 FD Valenti reviewed the FY 24/25 preliminary annual budget.

37 **Summary**

- 38 • Total Revenues \$40,568,766
- 39 • Total Expenditures \$43,961,493
- 40 • Decreases to Fund Balance \$6,550,250

41 **Revenue:**

- 42 • Total Property Taxes \$34,867,749 = 2.2% increase from FY 23/24



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
April 30, 2024

- 43 • Charges for Services \$3,257,660
- 44 • Revenue from Use of Money \$156,920
- 45 • Total Revenues \$40,568,766

46 **Expenditures:**

- 47 • Operating Budget Expenditures \$36,785,243
- 48 • Inter-Governmental Transfers \$1,200,000
- 49 • Capital Budget Expenditures \$5,976,250
- 50 • Total Expenditures = \$43,961,493

51 **Budget Comparison:**

52 FD Valenti provided a budget comparison between the FY 23/24 adopted budget and the
53 proposed FY 24/25 budget. He noted the following:

- 54 • Program Expenditures which include EMS, Prevention, Operations, Organizational
55 Resources and Support, and Training increased by 4.64% or \$1,631,816 compared to the
56 adopted FY 23/24 budget.
- 57 • Personnel increased by 6.62% or \$1,832,844 compared to the adopted FY 23/24 budget.
- 58 • Services and Supplies decreased by -0.47% or -\$33,824 compared to the adopted FY
59 23/24 budget.
- 60 • Debt Service decreased by -50.25% or \$167,204 to the adopted FY 23/24 budget.
- 61 • Personnel (Allocated Positions) increased by 2 for a total of 86
- 62 • Revenue increased by 1.59% or \$634,750 compared to the adopted FY 23/24 budget.

63 Chief Tyler discussed planning for additional staffing. In addition to the Director of
64 Organizational Resources and the Training Captain, currently funded out of reserves, the
65 proposed budget includes 2 part-time IT assistants and 1 part-time inspector.

66
67 Director Goines asked if FD Valenti could prepare a document that identifies key vulnerabilities
68 or indicators that may directly affect the economy, expenditures, revenues, and property taxes.
69 FD Valenti responded that it is a work in progress and he has started to build the key indicators
70 and variables.

71
72 Director Goines asked how much money is set aside in reserves. FD Valenti reported that there is
73 enough money in reserves to cover one year of expenditures.

74
75 Chief Tyler explained that the preliminary budget will be brought back to the Finance Committee
76 before the end of June for a more intensive review with final numbers included. If there are any
77 questions or if committee members want to see a different analysis of the preliminary budget,
78 please contact Chief Tyler or FD Valenti.

79
80 There was no public comment.

81
82 **INFORMATIONAL ITEMS**

- 83 • The next Finance Committee meeting will be held on July 16, 2024.

84



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
April 30, 2024

85 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**
86 Committee members may discuss or request future agenda items for Committee consideration.

87
88 **ADJOURNMENT**
89 There being no further business to conduct, Director Davis adjourned the meeting at 1:52 pm

90
91 Respectfully Submitted,

92


93
94
95 Jennifer Crayne
96 Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
May 1, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, Shane Francisco, and Bruce
5 Goines

6 Absent: none

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance
10 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Jeff Whittet, B/C Dan Peters,
11 Administrative Assistant Kelley Penney, Contract/Purchasing Administrator Colleen Walraven,
12 EMS Billing Analyst Shannon Wager, WMS Kyle Nicholes, Vegetation Management Program
13 Manager Sarah Labberton, VMS Lizzy Neil, Captain Mark Larroque, and IT Manager Azar
14 Mashintchian.

15

16 **OTHERS PRESENT**

17 District Counsel Riley Hurd, Bruce Bartel, and Travis Matteri of Enterprise Rentals

18

19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 None.

21

22 **AGENDA ADJUSTMENTS**

23 None.

24

25 **PRESENTATION**

26 *MWPA Quarterly Report and Workplan Updates*

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

29 Vegetation Management Program Manager Sarah Labberton presented the MWPA Q3 Work
30 Plan for fiscal year 2023-2024. The Q3 impact highlights and FY 23/24 YTD included:

- 31 • 323 Home Assessments Completed (YTD 1,947)
- 32 • 1789 Roadside Assessments Completed (YTD 3,824)
- 33 • 99% residents satisfied with the program
- 34 • 72 Vegetation Management Grants, \$56,401 grants awarded in Q3, \$201,600 spent by
35 residents in Q3
- 36 • 62 Home Hardening Grants, \$111,602 grants awarded, \$606,162 spent by residents in Q3
- 37 • Total number of Firewise Communities 14
- 38 • 15 Emergency Notifications sent in Q3
- 39 • 15 Chipper Days completed YTD FY 23/24
- 40 • 1,428 Cubic Yards of Vegetation Chipped YTD 23/24
- 41 • 3.6 Miles of Evacuation Clearing YTD 23/24



Novato Fire District Board of Directors
Regular Board Meeting Minutes
May 1, 2024

- 42 • 35 Fire Mitigation Ranger encampment observations

43 Sarah Labberton provided information on the work plan for the upcoming fiscal year 24/25 with
44 the corresponding draft budget. The proposed budget for core projects totaled \$1,628,858, total
45 D-Space \$1,075,221, and local total \$1,075,221.

46 Director Goines thanked Chief Osgood and Sarah and their team for all the hard work they are
47 completing on these projects.

48 There was no public comment.

49 **ASSOCIATION PRESIDENTS' REPORT**

50 NPFA President Mark Larroque noted that there have been few complaints from the Association
51 which indicates things are better than they were a year ago. He reported that the Engineer/Medic
52 position is paying off. They conducted a 3-month (Jan, Feb, March) statistical review and found
53 that 43 mandatory overtime shifts were alleviated because of the Engineer/Medic position. Mark
54 commented that like all the citizens of the United States, NPFA members are feeling the crunch
55 of inflation.

56

57 **DIRECTOR MATTERS**

58 Director Davis reported that he had attended the FDAC Conference in Monterey and found it
59 very informative. He enjoyed learning the various problem-solving mechanisms other districts
60 use to manage issues facing their communities, particularly the Moraga-Orinda Fire District.

61

62 Director Goines also attended the FDAC Conference and noted it was a valuable use of their
63 time. He has 6-8 follow-up items from that conference and would like to schedule a debriefing
64 with the Chief.

65

66 Director Francisco commented that he noticed a lot of new construction in town. He hopes the
67 District actively considering the impacts of response times and is engaged in the development
68 process. He noted larger buildings like hotels are not typical for Novato.

69

70 President Silverman commented that the FDAC Conference was well received, well-attended,
71 and provided positive networking opportunities. He also noted the passing of Dave Jeffries, a
72 good friend and colleague. His loss will certainly be felt by the MERA committee. His thoughts
73 are with his family.

74

75 **CHIEF'S REPORT**

76 **Calendar Items:**

- 77 • Wed May 1st Regular BOD Meeting
- 78 • Wed May 1st Colleen Walraven Novato Chamber Leadership Project Unveiling: invitation
79 from the Novato Chamber of Commerce for the Novato Visitor Center ribbon cutting ceremony.
80 Colleen's Novato Leadership team renovated the Visitor Center, and we are unveiling the project
81 on May 1st from 5:30-6:30.



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- 82 • Thurs May 2nd MWPA OPS meeting
- 83 • Mon May 6th Heros Walk for NCH Nurses and staff 6:30 am
- 84 • Wed May 8th Colleen Walraven Graduates Novato Leadership Class of 2024 graduation ceremony
- 85 where all three teams present their community projects, from 4:00 until 6:00 at City Hall.
- 86 • Wed May 8th EOY Azar Mashintchian and Ryan Hamilton recognition dinner Druids Hall, doors
- 87 open at 4:30 pm, dinner is served at 6:00 pm, casual attire
- 88 • Thurs May 9th Pacheco Valle Firewise Neighborhood Presentation, Novato Oaks Inn, 7:00 to 8:30
- 89 pm
- 90 • Sun May 12th Mother's Day
- 91 • RT 130 + FI 110 May 13, 16,30th
- 92 • Thurs May 16th MCFCA Retreat - all Chief Officers and Captains are invited to Eric Saylor's
- 93 Presenting Leadership Discussion
- 94 • Thurs May 16th MWPA BOD Meeting
- 95 • Thurs May 16th Survivors Dinner, Indian Valley Jonas Center, 2 NFD incidents
- 96 • Stand Down for Safety: Healing Our Own 19th to 25th
- 97 • Mon May 20th Rick Addicks Funeral - Fort Baker TBD
- 98 • Mon May 20th Rucker Golf Tournament rescheduled TBD
- 99 • Wed May 22nd NFD OPS meeting
- 100 • Thurs May 23rd Rotary Club of Ignacio, Service Above Self Luncheon (Azar)
- 101 • Wed June 5th NFD Monthly BOD Meeting
- 102 • June 6th, 12 20 26 Active Shooter - MCSO at Fireman's Fund
- 103 • June 6th & 7th S219 Burn Operations: Class, Burn Days June 27th/28th (20 students filling fast)
- 104 • Tues June 11th New ECC Ribbon Cutting Ceremony 11:00 am Los Gamos, 3rd Floor
- 105 • Thurs June 13th New FF/PM will graduate their academy—station 62 afternoon, time TBD
- 106 **Administrative Items:**
- 107 • FDAC Conference in Monterey - attended by Bill Davis, LJ Silverman, and Bruce
- 108 Goines. Training, Networking, exhibitors, current trends in the fire service, legislation
- 109 updates, white paper, Wildfire and impacts on Insurance coverage tied to property
- 110 values (*Threat to Marin*)
- 111 • Annual budget for 2024/25 reviewed by Finance Committee
- 112 • Welcome Eirilou-Joy Santos 1st Day today in the Finance Division
- 113 • MWPA OPS Ad hoc completed its review of the 2024/25 work plan
- 114 • Our new FF/PM have completed all aspects of the EMS Academy and have
- 115 transitioned into the fire portion of their academy.
- 116 • New design concepts for the Admin backyard area improvements are submitted and
- 117 being reviewed by all staff. Feel free to go to the breakroom and look at the plans.
- 118 • Marin Emergency Command Center Division Chief Position Interviews
- 119 • Dispatch Center is still on track for a July 1 start



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- 120 • The National Emergency Response Information System (NERIS) is a new platform
121 developed by the U.S. Fire Administration (USFA) to modernize and transform the
122 existing National Fire Incident Reporting System (NFIRS)
123 1. Purpose and Objectives:
124 ➤ NERIS aims to provide an empirical basis for decision-making within the fire
125 and emergency services community.
126 ➤ It equips responders with reliable predictive analytics to enhance preparedness
127 and response to various incidents, including wildland-urban interface events,
128 community risk reduction efforts, climate change threats, and pandemic
129 emergencies.
130 2. Transition from NFIRS:
131 ➤ NFIRS will remain operational during the development and launch of NERIS.
132 ➤ The projected timeline is to transition all users to the new NERIS system by
133 early 2025, at which point the current NFIRS platform will be
134 decommissioned.
135 3. Data Framework and Development:
136 ➤ NERIS will be a secure, cloud-hosted system that fulfills the NFDC's
137 obligations under the Federal Fire Prevention and Control Act of 1974.
138 ➤ Its goals include mitigating the fire problem, reducing loss of life and
139 property, and educating the public on fire safety, prevention, and protection
140 ➤ As a result of ESO purchasing ERS and phasing out ERS database, NFD is
141 reviewing a new Records Management Systems (RMS) in conjunction with all
142 Marin Fire Agencies for: PCRs + NFIRS to National Emergency Response
143 Information System (NERIS) + Prevention software

144 There was no public comment.

145
146 **CONSENT CALENDAR ITEMS**

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

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

153 There was no public comment.

154 M/s Hadfield/Goines to approve the consent calendar.

155 Motion carried: 5-0-0

156 **NEW BUSINESS**

157 **1. Enterprise Fleet Management – Presentation**



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

161 B/C Jeff Whittet introduced Aaron Nasa and Travis Materi, Fleet Consultants with Enterprise
162 Fleet Management. They prepared and reviewed a fleet synopsis including a proactive 10-year
163 model for fleet replacement. B/C Whittet provided background information noting that the
164 current light vehicle fleet is greater than 10 years old and lacks modern technology and safety
165 features including anti-lock braking, electronic stability control, and back-up cameras. Another
166 goal of fleet management is to reduce fuel consumption and maintenance costs.

167
168 Travis Materi noted that one of the main objectives of this program is to identify a vehicle life
169 cycle that maximizes potential equity at the time of resale, creating conservative savings of over
170 \$230,733 in 10 years. The initial capital outlay for the first year of the contract would be
171 approximately 90K and would result in the replacement of 7 outdated and oversized vehicles in
172 the first year. Aaron noted that the District would have a dedicated, local account team to
173 proactively manage and develop the fleet. They meet with the District 3-4 times per year for
174 financial and strategic planning. The account team provides ongoing analysis including the most
175 cost-effective makes/models. The report included local government partners that we could
176 contact for references. B/C Whittet noted that only the pool vehicles will be replaced for now.
177 Finance Director Valenti commented that this lease may require additional financial accounting
178 and reporting under GASB requirements.

179
180 This item was information only, requiring no action. If the Board approves of the fleet
181 management program, the goal would be to have contracts ready for review and signature at the
182 June BOD meeting.

183
184 There was no public comment.

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

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

188 Chief Tyler noted this is an annual consideration for the Board declaring Arson Awareness Week
189 as May 5-11. The goal of this year's campaign is to provide residents with strategies to combat
190 arson in their neighborhoods and focus public attention on the importance of collaboration with
191 local agencies.

192 There was no public comment.

193 M/s Davis/Hadfield to approve Resolution 2024-04 declaring May 5-11, 2024, as Arson
194 Awareness Week.

195 Roll Call:



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196 Ayes: Davis, Goines, Hadfield, Francisco, Silverman
197 Noes: None
198 Absent: None
199 Motion carried: 5-0-0

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

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

204 Chief Tyler introduced Resolution 2024-05, proclaiming May 4-10 as “Wildfire Preparedness
205 Week.” This is an important opportunity to increase public safety and awareness through
206 education on fire safety, preparation, and prevention.

207 There was no public comment.

208 M/s Goines/Davis to adopt Resolution 2024-05 proclaiming May 4-10, 2024, as Wildfire
209 Preparedness Week encouraging residents to take steps to reduce the threat of wildfire to their
210 homes and communities.

211 Roll Call:

212 Ayes: Davis, Goines, Hadfield, Francisco, Silverman
213 Noes: None
214 Absent: None
215 Motion carried: 5-0-0

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

218 Board approval is requested to accept Staff’s recommendation to:

- 219 1. Apply the Consumer Price Index annual adjustment for 2023 of 3.67% (Exhibit D).
220

221 Chief Tyler noted that this item presents the Board with an opportunity to apply the Consumer
222 Price Index annual adjustment and establish the Special Tax Rate for fiscal year 2024/25. FD
223 Valenti reported that the CPI for 2023 was 3.7%. Based upon approximately 58.3 million taxable
224 square feet, the 2023/24 Special Assessment tax rate of 10.89 cents per square foot for
225 Residential and 16.33 cents per square foot for Commercial generated \$6.9 million in revenue.
226 An adjustment in the 2024/25 Special Assessment tax rate for inflation to 11.29 cents per square
227 foot for Residential and 16.93 cents per square foot for Commercial would generate
228 approximately \$7.2 million in revenue, an increase of approx. \$254,000.

229 FD Valenti commented that the Board may elect not to apply the CPI adjustment for inflation
230 and leave the special tax rates unchanged for 2024/25. By doing so, the District would forgo
231 approx. \$254,000 of additional revenue in 2024/25 and an estimated \$3.1 million in revenue over
232 the next ten years. This could have a detrimental effect on future budgets, since the District is



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233 also impacted by inflationary cost increases in many of its operating expenses including supplies
234 & equipment, fuel, utilities, vehicle and facilities repairs & maintenance, insurance, and contract
235 services.

236 There was no public comment.

237 M/s Davis/Goines to accept Staff's recommendation to apply the Consumer Price Index annual
238 adjustment for 2023 of 3.67%.

239 Roll Call:

240 Ayes: Davis, Goines, Hadfield, Francisco, Silverman

241 Noes: None

242 Absent: None

243 Motion carried: 5-0-0

244 2. Adopt Resolution 2024-06 establishing the Special Assessment Tax Rate for Residential
245 at 11.29 cents per square foot and Commercial/Industrial at 16.93 cents per square foot for
246 the 2024/25 fiscal year (Exhibit A).

247 There was no public comment.

248 M/s Davis/Goines to adopt Resolution 2024-06 establishing the Special Assessment Tax Rate for
249 Residential at 11.29 cents per square foot and Commercial/Industrial at 16.93 cents per square
250 foot for the 2024/25 fiscal year.

251 Roll Call:

252 Ayes: Davis, Goines, Hadfield, Francisco, Silverman

253 Noes: None

254 Absent: None

255 Motion carried: 5-0-0

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

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

259 Chief Tyler commented that Katie Grossman, RN provides a variety of mandated courses and
260 assists with the EMS class calendar with oversight from the EMS B/C and Medical Director.

261 Additionally, Katie is part of the community, works in the hospitals, and has become an
262 ambassador for NFD. The contract presented is equal to the CQI Coordinator, so there is no
263 disparity.

264 There was no public comment.

265 M/s Davis/Hadfield to approve the renewal of the EMS Educator contract with Katie Grossman,
266 RN.

267 Motion Carried: 5-0-0



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268 **6. Bank Signature Card Change**

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

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

274 There was no public comment.

275 M/s Goines/Silverman to revise the bank signature card for account #XXX057 Bank of America
276 Novato Fire District Operating Fund adding Lynne Osgood.

277 Motion Carried: 5-0-0

278 **7. HVAC Maintenance & Repair Contract**

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

281 Chief Tyler reported that after a competitive solicitation process for HVAC services, including
282 site visits, the District received bids from five of seven licensed contractors. Staff recommends
283 contracting with Peterson Mechanical, Inc for HVAC maintenance.

284 There was no public comment.

285 M/s Goines/Davis to approve the contract with Peterson Mechanical, Inc. for HVAC
286 maintenance and repair services for all six (6) District sites for an initial twelve (12) month term.

287 Motion Carried: 5-0-0

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

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

292 Chief Tyler provided a summary of the need to extend the contract for supplemental staffing
293 with Aston Carter for EMS billing. Due to the additional workload in the EMS Billing Division,
294 the District anticipates a need for up to 40 hours per week, not to exceed \$83,200 annually. Some
295 of the increases are due to a 10% increase in billable calls, the passage of AB716 which makes
296 negotiating with insurance companies more difficult, AB1705 adding another layer of work, the
297 effects of cyberattacks, and the new Ground Ambulance Collection System program.

298 There was no public comment.

299 M/s Hadfield/Francisco to approve an extension of the contract with Aston Carter, Inc. for an
300 additional two (2) years for the temporary staffing needs in the EMS Billing department to
301 employ the services of one (1) EMS Biller.



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302 Motion Carried: 5-0-0

303 **9. Advertising Campaign Services for MWPA**

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

306 Chief Tyler commented that Kiosk Creative has been supporting and developing an advertising
307 campaign since January 2022 for the MWPA aimed at increasing resident and business
308 participation in the program.

309 There was no public comment.

310 M/s Goines/Davis to renew Kiosk Creative, LLC (“Kiosk”) Schedule No. 1 in support of the
311 Marin Wildfire Prevention Authority (“MWPA”) advertising campaign.

312 Motion Carried: 5-0-0

313 **10. Surplus Radio Equipment Donation**

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

316 B/C Jeff Whittet reported that the District had recently replaced all portable Bendix King radios
317 with Model BKR 9000. He noted that after researching fair market value for individual sale (less
318 than \$200 per unit), per the Surplus Product Policy #221, if the total value of the radios is less
319 than \$5,000, they may be donated to another government agency. Staff’s recommendation is to
320 donate the radios to Sonoma County Fire District.

321 There was no public comment.

322 M/s Hadfield/Silverman to accept staff’s recommendation to donate 15 Bendix King Model
323 P150-CMD to Sonoma County Fire District.

324 Motion Carried: 5-0-0

325 **COMMITTEE REPORTS**

326 *Directors may report on committee activities and meetings.*

- 327 1. **MERA** (Directors Silverman and Hadfield)- There was no meeting in April.
328 2. **Finance Committee** (Directors Davis and Goines)- Director Davis commented that the
329 Finance Committee met 4/30 to review the preliminary draft budget. They will report to
330 the full Board when the preliminary budget is complete.
331 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines noted
332 that the MWPA did not meet in April. MWPA will meet on 5/16.
333 4. **Facilities Committee** (Silverman and Hadfield)- Director Hadfield noted that the next
334 meeting is scheduled on 6/11 at 9:00 am, however, the time of the meeting may need to
335 be adjusted.
336

337 **FINANCIAL REPORTS**

338 Informational items for review. No action needed.



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- 339 1. Financial Reports, March 2024:
340 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
341 b. Revenues and Expenditures Detail Financial Report
342 c. Vendor Summary Financial Report
343 d. MWPA Revenues and Expenditures
344 2. District Monthly Contracts Information
345

346 **INFORMATION**

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

- 348 1. Customer Surveys March 2024
349 2. MERA Update: April 2024
350 3. MWPA Quarterly Report Q3
351 4. Upcoming meetings and events:
352 • 5/8/24 Druids Employee of the Year Dinner 6:00 pm
353 • 5/8/24 Novato Leadership Ceremony 4:00 -7:00 pm
354 • 5/16/24 Marin County Survivors' Celebration 5:00 - 9:00 pm
355 • 5/20/24 Steve Rucker Memorial Gold Tournament
356 • 5/27/24 Memorial Day Observed- Admin Office Closed
357 • 6/5/24 Regular Board Meeting
358 • 6/11/24 Facilities Committee Meeting 9:00 am
359 5. Written Communications- ASM Crayne read a letter from a resident thanking WMS Kyle
360 Nicholes for his work on her home assessment.
361

362 **ADJOURNMENT**

363 There was a moment of silence remembering Dave Jeffries and Rick Addicks. There being no
364 further business to conduct, President Silverman adjourned the meeting at 11:51 am.
365

366 Respectfully Submitted,

367 A handwritten signature in cursive script that reads "Jennifer Crayne".
368

369
370 Jennifer Crayne, Clerk of the Board
371
372



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
May 23, 2024

1 The meeting was called to order by Director Davis at 9:00 am.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM/Board Clerk Jennifer Crayne, B/C Jeff
8 Whittet, D/C John Dicochea, and Accountant Erilou Santos.

9

10 **OTHERS PRESENT**

11 None.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 No public comments were made.

15

16 **AGENDA ADJUSTMENTS**

17 Chief Tyler noted that the MWPA reports will be included in the information section.

18

19 **CONSENT CALENDAR**

- 20 1. Special Finance Committee Meeting Minutes 4/30/24
21 2. Review of Fire Chief's credit card expenses: February 2024-April 2024
22 3. Review of Deputy Fire Chief's credit card expenses: February 2024-April 2024

23

24 No public comment.

25

26 M/s Goines/Davis to approve the consent calendar

27 Motion carried: 2-0-0

28

29 **NEW BUSINESS**

30 1. Review of Draft Preliminary Budget for FY 2024-2025

31 The Finance Committee will review the Draft Preliminary Annual Budget for fiscal year 2024-
32 2025 and make a recommendation to the full Board of Directors.

33 Finance Director Valenti provided a detailed summary of the preliminary budget for the 2024/25
34 fiscal year. He noted that the special tax is 11.29 cents per square foot residential and 16.93 cents
35 per square foot commercial. The preliminary budget must be adopted at the June BOD meeting
36 to begin spending by 7/1/24.

- 37 • **Total Revenues** \$40,768,766
38 • **Operating Expenditures** \$36,808,952
39 **Inter-Governmental Transfers** \$1,200,000
40 **Capital Expenditures** \$5,976,250
41 **Total Expenditures** \$43,985,202



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42 FD Valenti presented a graph of property tax revenue trends over the past 10 years and discussed
43 the relationship between revenues and expenditures. He noted the critical importance of the
44 Special Tax. Without it, the District would not be able to cover the costs of salaries and benefits
45 and existing expenses. FD Valenti noted that a 1.0% increase in tax revenue equates to an
46 additional 230K while a 1.0% increase in salaries and benefits equates to an additional \$290K in
47 expenditures. Following the language in the MOU, the current tax revenue estimates from the
48 county result in a 2.0% increase in salaries, however, the salaries are budgeted at a 3.0% increase
49 in anticipation of final estimates from the county.

50 Director Goines inquired about the potential impacts on home prices/sales/valuation due to the
51 substantial increase in property insurance and policyholders being dropped. Chief Tyler said
52 there is no indication of a large % of policyholders being dropped in Novato. Chief Tyler noted
53 that the District does not have a database available to track and measure non-renewal
54 information, but he will research if there is a way to acquire this data.

55 FD Valenti reported a 5% increase in salaries and benefits over the current year estimate of
56 \$1.3M. He cited the following factors:

- 57 • 3% salary increases, 4 new positions, and 6 additional Reserve Firefighters (\$179K)
- 58 • 4 positions added: Director of Org Resources (funded by reserves), PT Fire Inspector,
59 and 2 PT IT Technicians
- 60 • 6% increase of \$314K in retirement for salary increases and MCERA contribution rate
61 increase from 44.27% to 44.68%.
- 62 • Health insurance premiums are not available yet, assuming a 5% increase
- 63 • OPEB contribution increased by \$391K due to a reduction of the rate of return from 7%
64 to 6%.

65 FD Valenti reported a 37% increase over the current year of \$1.9M. He cited the following
66 factors:

- 67 • Dispatch fees increased by \$429K
- 68 • Facilities improvements over \$300K (Admin security gate and fencing, S62 retaining
69 wall, HVAC, etc.)
- 70 • Pre-plans NPF partnership \$100K
- 71 • New payroll system implementation and annual service costs \$80K
- 72 • Increase in utilities and insurance (property and liability) by \$69K

73
74 FD Valenti provided an overview of the assigned and unassigned funds. He noted that the
75 District is in a healthy position and would be able to cover 12 months of expenditures if there
76 were to be a major financial crisis.

77 There was no public comment.

78 M/s Goines/Davis to make a recommendation to the full board to accept the preliminary draft of
79 the FY 2024/25 annual budget.



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May 23, 2024

80 Motion carried: 2-0-0

81 **MWPA REPORTS**

82 1. MWPA Revenue and Expenditure Report

83 This item was moved to Informational Items.

84

85 **INFORMATIONAL ITEMS**

86 1. MWPA Reports

87 FD Valenti provided MWPA financial reports for July through April. He noted that we will not
88 have a complete financial picture until all core and D-space reimbursements have been received.

89

90 Director Goines asked Chief Tyler when the Board will have the opportunity to review the FY
91 2024/25 MWPA budget. Chief Tyler explained that the Board will not review the MWPA budget
92 as that budget is prepared and adopted by the MWPA Board. FD Valenti commented that we
93 report the financials for the MWPA as a separate Measure C Fund. Chief Tyler added that the
94 work plan for the year is shared with the full Board, which includes costs budgeted for each
95 project.

96

97 The next Finance Committee meeting will be held on July 16, 2024.

98

99 There was no public comment.

100

101 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

102 Committee members may discuss or request future agenda items for Committee consideration.

103

104 **ADJOURNMENT**

105 There being no further business to conduct, Director Davis adjourned the meeting at 10:30 am.

106

107 Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jennifer Crayne".

110 Jennifer Crayne

111 Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
June 5, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, and Bruce Goines

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance

9 Director Joe Valenti, Fire Marshal Lynne Osgood, Administrative Assistant Kelley Penney,

10 Accountant Erilou Santos, Captain Geoff Larkin, and IT Manager Azar Mashintchian.

11

12 **OTHERS PRESENT**

13 District Counsel Riley Hurd, Novato resident Bruce Bartel

14

15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 None.

17

18 **AGENDA ADJUSTMENTS**

19 None.

20

21 **ASSOCIATION PRESIDENTS' REPORT**

22 None.

23

24 **DIRECTOR MATTERS**

25 None.

26

26 **CHIEF'S REPORT**

27 **Calendar of Events:**

28 • Monday, June 3rd Novato Sunset Rotary Presentation

29 • Wednesday, June 5th June BOD meeting

30 • June 6th & 7th S-219 Firing Operations Class

31 • Sat/Sun June 8th & 9th Art & Wine Festival

32 • Monday, June 10th FMRS BOD Meeting

33 • Monday, June 10th MWPA Operations Meeting

34 • Tuesday, June 11th Facilities Committee Meeting

35 • Tuesday, June 11th New ECC Ribbon Cutting

36 • Thursday, June 13th NFD Academy Graduation Station 62

37 • Wednesday, June 12th Coffee with the COPS Ignacio Marin Coffee Roasters

38 • Tuesday, June 14th Wildfire Risk Reduction & Asset Protection Project Working Group

39 • Sunday, June 16th (Father's Day) Wheels & Wings Car Show 9am to 1:00 pm

40 • Tuesday, June 18th NPD open house at the Novato Farmers Market (NFD booth)



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- 41 • Tues-Sat, June 25th to 29th Fire Squirts Camp (Saturday Muster & BBQ Family Lunch)
- 42 Station 62
- 43 • Wednesday, June 26 NFD OPS Meeting
- 44 • Thurs/Fri, June 27th & 28th S-219 Training Burn MVMCC + Bay Vista Open Space Area
- 45 • Wednesday, July 3rd BOD Monthly Meeting
- 46 • Thursday, July 4th Novato Downtown Independence Day Parade (Office Closed)

47 **Administrative Items:**

- 48 • Honoring Dave Jeffries: May 14th at City Hall the City of Novato presented a proclamation
- 49 honoring Dave Jeffries for his years of service both as an officer with NPD and for his work on
- 50 disaster preparedness. There were dozens of agency representatives including elected officials,
- 51 city managers, law enforcement and fire in attendance.
- 52 • The Marin County Fire Chiefs Association held a one-day retreat to focus on reporting out of all
- 53 sections and special teams. In addition, there was a leadership training component where a
- 54 presentation was given by El Cerrito Fire Chief Eric Saylor focusing on succession planning and
- 55 demonstrating the value of fire agency response.
- 56 • Survivors Dinner: May 16th at IVC Wonder event bringing together first responders, hospital
- 57 staff, law enforcement, and dispatchers to be reunited with the individuals and families they
- 58 “saved” during the course of the year’s incidents. Novato was featured in two of the six featured
- 59 stories.
- 60 • Draft budget for 2024/25 is complete and has been reviewed by the finance committee and
- 61 recommended to the full board for acceptance.
- 62 • I participated in an interview by CSAA insurance focused on zone zero at station 63. The
- 63 interview also highlighted a recent defensible space landscape competition to demonstrate that
- 64 landscape can be beautiful and also fire safe.
- 65 • RVFD Capt. Rick Addicks, Line of Duty Death memorial service was May 20th at Fort Baker’s
- 66 horseshoe cove. It was a moving tribute to Rick and well attended by the Marin Fire Service
- 67 community.
- 68 • Admin Bingo Night May 21st supporting the NFF was a big success bringing in just under \$900.
- 69 Fun was had by all who attended.
- 70 • The Rotary Service Above Self Award on May 23rd recognized Azar for her exemplary work as
- 71 an unsung hero. The lunch sponsored by Ignacio Rotary was attended by Azar, Lynne Osgood,
- 72 Jenn Crayne, and me.
- 73 • NFD OPS Meeting May 29th and rule of 5 for engineer: Jason Pace selected for promotion.
- 74 • NFD Academy released one FF/PM new hire—three are anticipated to graduate to shift work
- 75 later this month.
- 76 • Draft Strategic Planning LOE sessions May 30th: Completed final two LOE work, and the final
- 77 draft compilation is underway. Anticipated bringing it to the BOD in July for acceptance and
- 78 reporting out schedule.
- 79 • Workplace Violence Prevention Plan: Chief Dicochea is taking the lead on the completion and
- 80 implementation of this OSHA-required mandate set to commence in July 2024. Includes a plan,
- 81 policy, in-person and online training, and facility assessment and plan to address any
- 82 vulnerabilities. NPD has cooperated with their policies and procedures for continuity of training.
- 83
- 84



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85 **OPS: D/C Dicochea:**

- 86 • The heatwave started Tuesday and will last through Thursday: Moderate and minor heat risk will
87 be present for most regions on the hottest day, Wednesday. High temperatures are forecast to
88 reach the mid to upper 90s on Tuesday and Wednesday, with a few spots reaching the low 100s on
89 Wednesday for inland areas. Low to mid-90s expected Thursday for inland areas.
- 90 • Responded to a large oak tree into a couple of buildings at ADP X Puffin and Cinnamon
91 Teal. Supported the incident and contacted the homeowners affected, HOA leaders, and
92 citizens of that community
- 93 • 900 Diablo Ave (Safeway) fire in their produce area
- 94 • Chief Dicochea is working with Marin County Office of Education for a summer internship, for
95 high school students interested in the Fire Service.
- 96 • Attended the electric vehicle “lunch and learn” event at the City of Novato Corp yard
- 97 • Met with David Glasgow from the Marin County Office of Education and Chief Taul to
98 discuss recruitment and possible internship opportunities
- 99 • Met with Jerry Foster and Kevin Johnston from the RACES amateur HAM radio
100 operators group- an OEM resource

101 **Training: Mike Taul**

- 102 • Met with B63, Captain Valuch, and Engineer Kiser to present him with an Acting Captain
103 Task Book.
- 104 • The same group met with Aaron Hakenen to discuss his training devotion to re-engaging in
105 his Acting Engineer Training. Aaron stated he was ready to devote the time to completing his
106 A/E TB, so he was issued a new Engineer TB and TE64.
- 107 • Met with C-61 regarding the Explorer and Reserve programs.
- 108 • Had a phone meeting with Mark Ladas from IEC regarding their support fire department
109 process. with classes and training reimbursement.
- 110 • Talked with the lawyer from Birkenstocks to get approval to train at Birkenstocks property.
- 111 • Initiated an Engine Boss Task Book for Dave Schiavo

112 **EMS: B/C Dan Peters:**

- 113 • Meeting with Frank O'Connor RE; Doubleguard Pilot Program
- 114 • Review of Meaghan Carroll’s 2024 CQI Plan

115 **Prevention: FM Lynne Osgood:**

- 116 • NFD Newsletter meetings with Kiosk.
- 117 • Completed 7 plan reviews.
- 118 • 12 Solar Plan Reviews & 1 PV ESS Inspections
- 119 • Fire Alarm/ESS/ERCES Class in Petaluma
- 120 • 4 Sprinkler finals, 1 Final Occupancy, 1 Temporary Occupancy
- 121 • 2 Close in hold inspections, 3 Fire alarm finals, 5 Building finals, 1 Rough and Hydro
122 inspections
- 123 • 21 Solar inspections, 11-ESS, 3-PV



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- 124 • Managed GIS datasets for all Novato Zone vegetation projects: Updated GNSFB Activity
125 Table, Continued updating Treated Area layer to match Activity Table, Created Fire Road
126 PDFs
127 • Met with the fire roads team and NFD Ranger to continue fire road planning.
128 • Met with the agency-wide Vegetation Managers for our monthly coffee hour and
129 Ridgewood site visit. Viewed the Eucalyptus removal demo from the contractor.
130 • Managed the Hanford crew through broom removal behind Posada East & West
131 apartments.
132 • Started Hanford on broom removal in the Wild Horse Valley neighborhood.

133 **B/C Organizational Resources: Jeff Whittet:**

- 134 • Attended EV Vehicle Seminar 5/15.
135 • Reviewed Bid for Mobile SCBA Fill Station Trailer (\$200K)
136 • Final Colors for Admin Lobby Paint project chosen and communicated to Marianne
137 Dwelly for work dates.
138 • Confirmed renewal of 5-year RAWs maintenance plan with FES.

139 **IT Manager: Azar Mashintchian:**

- 140 • Station 63 Server Equipment move – completed
141

142 **CONSENT CALENDAR ITEMS**

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

- 145 1. Special Finance Committee Meeting Minutes 4/30/24
146 2. Minutes of Regular Board Meeting 5/1/24
147 3. Ambulance Fee Debt Write-Off Due to Hardship

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

- 150 ▶ F22029660 \$1,326.73
151 ▶ F23033488 (\$3,388.46) – Patient acquired Medi-Cal

152 There was no public comment

153 M/s Hadfield/Davis to approve the consent calendar.

154 Motion carried: 4-0-1 absent (Francisco)

155 **NEW BUSINESS**

156 **1. Resolution 2024-07, a Resolution of the Governing Body of the Novato Fire Protection**
157 **District Consolidating Elections With Other Elections Being Conducted on November 5,**
158 **2024.**



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

162 ASM Crayne explained that this resolution needs to be approved and submitted to the Marin
163 County Elections Office for the District to be included in the 11/5/24 general election. She noted
164 that terms expire for President Silverman, Director Hadfield, and Director Francisco in
165 December 2024. The filing period for incumbents and other candidates is 7/15-8/9/24.
166 Incumbents can extend the filing period through 8/14.

167 There was no public comment.

168 M/s Goines/Hadfield to approve Resolution 2024-07 to consolidate with the November 5, 2024,
169 election and request election services by The Marin County Elections Department.

170 Roll Call Vote:

171 Ayes: Davis, Goines, Hadfield, Silverman

172 Noes: None

173 Absent: Francisco

174 Motion Carried: 4-0-1 absent (Francisco)

175

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

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

178 a. Adopt the Preliminary Budget for Fiscal Year 2024/2025

179 b. Establish the date for adopting the Final Budget for Fiscal Year 2024/2025 on the
180 August 7, 2024, regular board meeting.

181 Chief Tyler commented that a draft of the preliminary budget was reviewed by the Finance
182 Committee on 5/23/24 and we are on track for adoption at the August BOD meeting.

183 Finance Director Joe Valenti provided the Board with the highlights of the FY 204/25
184 preliminary budget.

- 185
- 186 • Total Revenues \$40.8 million
 - 187 • Total Expenditures \$43.9 million
 - 188 ▪ Operating Budget Expenditures \$36.8 million
 - 189 ▪ Inter-Governmental Transfers \$1.2 million
 - Capital Budget Expenditures \$6.0 million (money set aside in reserves)

190 FD Valenti presented a 10-year visual chart of revenues and expenditures by major sources and
191 categories from 2015/16 through 2024/25. He discussed the close relationship of the special tax
192 revenue and coverage of salaries and benefits. He noted that a 1.0% increase in tax revenue
193 equates to an additional 230K while a 1.0% increase in salaries and benefits equates to an
194 additional \$290K in expenditures.



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195 FD Valenti discussed new positions that are included in the FY 24/25 budget. These include a
196 retired annuitant and one part-time, non-benefitted position that will work in the IT Division.

197 FD Valenti noted the significant increase in fire-base dispatch fees, nearly doubling, however,
198 this will not be a debt service/loan as money will be set aside in reserves to cover the annual
199 payments. He also noted that debt service will decrease as there is only 1 payment remaining on
200 Station 64.

201 FD Valenti commented that the total funds balance allows for 11.91 months of coverage

202 There was no public comment.

203 M/s Hadfield/Davis to adopt the preliminary budget for Fiscal Year 2024/2025 and to
204 establish the date for adopting the Final Budget for Fiscal Year 2024/2025 on the August 7,
205 2024, regular board meeting.

206 Motion Carried: 4-0-1 absent (Francisco)

207

208 **3. Contract Increase for Electrical Services**

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

211 Chief Tyler provided a summary of the need for an increase in the contract for electrical services
212 noting since the award of the contract, the demand for professional electrical services has grown
213 significantly and is expected to continue to grow in the coming year. Also, the addition of the
214 Director of Organizational Resources position allows more focus on the need for facilities
215 upgrades and repairs.

216 There was no public comment.

217 M/s Goines/Davis to approve an increase to the not-to-exceed amount of the contract with
218 Fowler Electric Services, Inc. ("Fowler") for as-needed electrical repairs and projects.

219 Motion Carried: 4-0-1 absent (Francisco)

220 **4. Enterprise Fleet Management Lease Agreement**

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

224 Chief Tyler commented that the Board heard a presentation by Enterprise Fleet Management at
225 the last BOD meeting. This program would result in the replacement of 7 outdated and oversized
226 vehicles in the first year and anticipated savings of over \$230K over 10 years.

227 President Silverman asked if the District could get out of the contract. Colleen replied, yes we
228 can cancel with a 60-day notice.

229 There was no public comment.



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June 5, 2024

230 M/s Hadfield/Davis to contract with Enterprise Fleet Management (EFM) to implement a vehicle
231 replacement plan and improve the Novato Fire light vehicle fleet.
232 Motion Carried: 4-0-1 absent (Francisco)

233 **5. Landscape Management Contract**

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

236 Chief Tyler reported that after a competitive solicitation for landscape management services was
237 publicly advertised in accordance with District policy, staff recommends contracting with Le
238 Jardinier Landscape Management for all six sites.

239 There was no public comment.

240 M/s Goines/Davis approving a contract with Le Jardinier Landscape Management for landscape
241 management services for all six (6) District sites for an initial twelve (12) month term.
242 Motion Carried: 4-0-1 absent (Francisco)

243 **6. Vegetation Management Contract Extension and Increase**

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

247 1. Forster Kroeger Landscape Maintenance Inc.

248
249 Chief Tyler commented that staff recommends extending the contract with Forster Kroeger
250 Landscape Maintenance. Their work included some of the MWPA vegetation management
251 projects. For projects using funds from the NFD prevention budget, the projects will not exceed
252 \$50,000 within a fiscal year. For all MWPA projects, MWPA reimburses the District for the
253 amounts invoiced under these contracts.

254
255 There was no public comment.

256
257 M/s Goines/Hadfield to approve the extension of the contract term and increase the contract
258 amount for one (1) vegetation management agreement with Forster Kroeger Landscape
259 Maintenance, Inc. under the Vegetation Management program and the MWPA program.
260 Motion Carried: 4-0-1 absent (Francisco)

261 **7. Fuel Delivery Contract**

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

265 Chief Tyler noted that based on the District's increased fuel consumption and the increase in fuel
266 costs since the commencement of the Agreement on July 1, 2021, the District has spent an



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267 estimated \$457,268 for fuel delivery services under the Agreement. The not-to-exceed amount of
268 the current three-year agreement was underestimated in 2021 at \$330,000. To make up for the
269 underestimate and taking into consideration that the District's consumption will likely remain flat
270 and fuel prices will decrease over the next fiscal year, Staff recommends increasing the total
271 contract amount from \$330,000 to \$647,268.

272 There was no public comment.

273
274 M/s Davis/Hadfield to approve Staff's recommendation to renew the fuel delivery Master
275 Services Agreement (MSA) with North Bay Petroleum for one (1) twelve (12) month term as
276 allowed by the MSA.

277 Motion Carried: 4-0-1 absent (Francisco)

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

279 **Membership**

280 Board approval is requested to accept Staff's recommendation to renew the Local Agency
281 Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's
282 Compensation insurance policy as a covered member of Fire Risk Management Services
283 ("FRMS"). The coverage period ends on July 1, 2024.

284 FD Valenti noted that he is working with the JPA to correct and reconcile a mistake that was
285 made with the payroll estimate. FRMS will invoice the District if there is any additional amount
286 due or issue a refund if money is owed back to the District.

287 There was no public comment.

288
289 M/s Hadfield/Goines to renew the Local Agency Worker's Compensation Excess ("LAWCX")
290 Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered
291 member of Fire Risk Management Services ("FRMS"). The coverage period ends on July 1,
292 2024.

293 Motion Carried: 4-0-1 absent (Francisco)

294 **9. Contract Increase for Plumbing Services**

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

297 Chief Tyler noted that the District had conducted a solicitation for plumbing services in May
298 2023 resulting in the award of a three-year contract to Marin H2O which terms on June 30, 2026.

299 There was no public comment.

300
301 M/s Davis/Silverman to approve an increase to the not-to-exceed amount of the contract with
302 Marin H2O, Inc. ("Marin H2O") for as-needed plumbing repairs.

303 Motion Carried: 4-0-1 absent (Francisco)



Novato Fire District Board of Directors
Regular Board Meeting Minutes
June 5, 2024

304 **10. Renewal of IT Support Services Contract with Marin IT**

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

307 Chief Tyler commented that IT Manager Azar Mashintchian has worked to clean up and tighten
308 the contract with Marin IT. Marin IT will continue to assist the District's IT Department with
309 special projects such as support with conducting ongoing systems analysis and proactive
310 planning for IT infrastructure needs.

311 Some of the other services include:

- 312 • Administrative Services (Networks, Servers, VOIP, Virtual Environment etc.)
- 313 • Hardware Purchases (switches, controllers, firewalls, Wi-Fi access points, etc.)
- 314 • Network Monitoring and Security
- 315 • Subscription maintenance (quoted individually)
- 316 • Security Intrusion testing and reporting
- 317 • MERA Project
- 318 • Cyber Security

319

320 There was no public comment.

321

322 M/s Davis/Silverman to renew the IT Support Services contract for another twelve (12) months
323 with Marin IT for a total cost of \$155,000.

324 Motion Carried: 4-0-1 absent (Francisco)

325

326 **COMMITTEE REPORTS**

327 Directors may report on committee activities and meetings.

- 328 1. MERA (Directors Silverman and Hadfield)- President Silverman commented that the
329 next meeting is in two weeks.
- 330 2. Finance Committee (Directors Davis and Goines)- Director Davis reported that the
331 Finance Committee met on May 23rd and will meet again in July.
- 332 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported
333 that the MWPA Board had met last month.
 - 334 ▪ Renewed a contract with CEQA consultant
 - 335 ▪ Approved list of preapproved contractors
 - 336 ▪ Approved FY 24/25 Work Plan \$22M

337 Director Goines reported that there is an emerging MWPA policy regarding how funds are
338 allocated and reimbursed. He would like to discuss this with the full Board and will request
339 that it be added as a future agenda item.

- 340 4. Facilities Committee (Silverman and Hadfield)- The Facilities Committee is scheduled to
341 meet

342

343 **FINANCIAL REPORTS**

344 Informational items for review. No action is needed.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
June 5, 2024

- 345 1. Financial Reports, April 2024:
346 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
347 b. Revenues and Expenditures Detail Financial Report
348 c. Vendor Summary Financial Report
349 d. MWPA Revenues and Expenditures
350

351 2. District Monthly Contracts Information
352 **INFORMATION**

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

- 354 1. Customer Surveys April 2024
355 2. MERA Update: May 2024
356 3. Upcoming meetings and events:
357 • 6/11/24 Regular Facilities Committee Meeting Time-TBD
358 • 7/3/24 Regular Board Meeting
359 • Regular Finance Committee Meeting 7/16/24 9:00 am
360 4. Written Communications- ASM Crayne read a letter Cheryl Paddack and Stephanie
361 Williams of North Marin Community Services thanking Chief Tyler and the District for
362 the donation of a one-hour station tour and NFD swag in support of their fundraiser,
363 Brunch, Bubbles, and Bocce. D/C Dicochea noted that the item raised \$600 for NMCS.
364

365 **ADJOURNMENT**

366 There being no further business to conduct, President Silverman adjourned the meeting at 11:57
367 am.

368 Respectfully Submitted,
369

A handwritten signature in black ink that reads "Jennifer Crayne".

372

373 Jennifer Crayne, Clerk of the Board
374
375



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

1 The meeting was called to order by President Silverman at 9:00 a.m.

2

3 **ROLL CALL**

4 President Silverman, Director Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, Purchasing and Contracts
8 Colleen Walraven, and B/C Jeff Whittet

9

10 **OTHERS PRESENT**

11 None.

12

13 **AGENDA ADJUSTMENTS**

14 Chief Tyler called attention to the new addition to the agenda, new business item 7, Possible
15 Future Capital Facilities Improvement Projects.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **CONSENT CALENDAR ITEMS**

21 1. 4/4/24 Special Facilities Committee Meeting Minutes

22 There was no public comment.

23 M/s Hadfield/Silverman to approve the Consent Calendar.

24 Motion carried: 2-0-0

25

26 **NEW BUSINESS**

27 None.

28 **OLD BUSINESS**

29 Chief Whittet, Director of Organizational Resources, will provide an update on the status of
30 facilities projects.

31 **1. Administration Building Facilities Project Update**

32 Chief Whittet thanked Colleen for managing all the contract renewals that expired in June. He
33 provided updates on the progress of the following projects for the Admin Building:

- 34 • Admin backyard project- the layout has been selected, and there will be a meeting on
35 Thursday to discuss the next phase
- 36 • Admin lobby and women's bathroom received a facelift- thank you, Jenn.
- 37 • President Silverman asked if there were plans to replace the carpet. Chief Whittet
38 responded that the flooring has not been considered yet because we may be reconfiguring
39 the cubicles which would require new IT wiring and removal of the existing carpet.



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

- 40 • Chief Tyler noted that part of the workplace violence prevention plan

41 **2. Station 61 Facilities Project Update**

42 Chief Whittet reported on the following projects for S61:

- 43 • Server room- the split for the cooling unit went bad causing a leak. That is being replaced
44 today.
45 • Plumbing repair- calcium build-up caused the valve to stick open, the valve was replaced,
46 however, it failed again and caused a flood.
47 • PG&E heat pump- large tank, delay at the City of Novato for permits, this is part of the
48 cancer prevention program, there was no cost to the District (\$130K)
49 • Roof repair- leak was caused by a clogged drain, preventative maintenance at all stations
50 and Admin.
51 • MERA- grounding project, electrician installing consoles
52 • Ring cameras installed

53
54 **3. Station 62 Facilities Project Update**

- 55 • Roll up door repaired
56 • Retaining wall project will begin in July, V-ditch was extended, walking path complete
57 • The extractor is ready for use
58 • Toilets were replaced by the crews which saved the District a lot of money
59 • Koni lifts were installed, received a \$70K reimbursement check
60 • Lighting in the front was replaced

61
62 **4. Station 63 Facilities Project Update**

- 63 • HVAC repairs needed, A/C is ok, bids needed
64 • Generator fence was painted
65 • MERA grounding project
66 • Roof repairs
67 • Crews replaced the kitchen floor, and it looks great - thank you Captain Pacheco and
68 crew.
69 • Server room was moved out of the laundry room to a cooler, dust-free environment

70 **5. Station 64 Facilities Project Update**

- 71 • Resealed the solar tube
72 • MERA grounding project- a lot of wiring was needed

73
74 **6. Station 65 Facilities Project Update**

- 75 • Need to replace lighting fixtures- getting a quote from Fowler
76 • Re-faced the stucco, patched the cracks, and fresh paint (done by Marianne)
77 • Wood doors are warped and need to be replaced



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

- 78 • Hose dryer fixed
79 • MERA grounding project
80

81 **INFORMATIONAL ITEMS**

82 1. Next Facilities Committee Meeting 9/10/24 @ 9:00 am

83
84 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

85 *Committee members may discuss or request future agenda items for Committee consideration.*

- 86 • President Silverman proposed looking into grants for solar energy. Tom Welch is
87 researching energy grant options.
88 • Chief Whittet noted that they are looking into hiring a contractor to conduct regular bi-
89 annual inspections for each station. Estimates a cost of \$10K per year. Colleen is
90 reviewing a scope of work report from Clark Brownstein.
91 • Director Hadfield asked if there were any future plans for S63. Chief Whittet commented
92 that S63 is solid but needs another bathroom. Chief Tyler commented that we need to
93 start asking crews about ideas/options for reconfiguring/remodeling S63.
94 • Director Hadfield noted the age of S61 and recommended adding discussions about
95 remodeling this station to the items for future meetings.
96

97 **ADJOURNMENT**

98 There being no further business to conduct, President Silverman adjourned the meeting at 9:55
99 a.m.

100
101 Submitted by,
102 *Jennifer Crayne*
103 ASM, Clerk of the Board

104
105
106



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 18, 2024

1 The meeting was called to order by President Silverman at 10:00 am

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, and Shane Francisco

5 Absent: Directors Bruce Goines and Mike Hadfield

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief John Dicochea, ASM/Board Clerk Jennifer Crayne, HR

9 Manager Gretchen Felciano, and Finance Director Joe Valenti.

10

11 **OTHERS PRESENT**

12 Jenica Maldonado, Peter Sporel

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None.

16

17 **AGENDA ADJUSTMENTS**

18 None.

19

20 **NEW BUSINESS**

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

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

26 Chief Tyler noted that the purpose of this agenda item is to recommend that staff appoint Jenica
27 Maldonado, a partner at the law firm Atkinson Andelson Loya Ruud & Romo, as the District's designated
28 representative in these upcoming negotiations, in accordance with Government Code section 54957.6.
29 Nate Kowalski will be stepping back from his primary role as the designated representative for the
30 District.

31

32 There was no public comment.

33

34 M/s Davis/Francisco to approve Resolution 2024-08 authorizing the appointment of Jenica
35 Maldonado as the designated representative for labor negotiations.

36 Roll Call Vote:

37 Ayes: Davis, Francisco, Silverman

38 Noes: None

39 Absent: Goines, Hadfield

40 Motion Carried: 3-0-2 absent (Goines, Hadfield)

41

42 *The Board entered closed session at 10:05 am*



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 18, 2024

43 **CLOSED SESSION**

44 1. CONFERENCE WITH LABOR NEGOTIATORS, pursuant to California Government Code
45 54957.6 and 54954.5(f)

46 Agency Designated Representatives: Jenica Maldonado

47 *The Board returned to open session at 11:09 am. No reportable action was taken.*

48

49 **ADJOURNMENT**

50 There being no further business to conduct, President Silverman adjourned the meeting at 11:09
51 am.

52

53

54 Respectfully submitted by,

--
A handwritten signature in cursive script that reads "Jennifer Crayne".
--

58 Jennifer Crayne

59 Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
July 3, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, Shane Francisco, and Bruce
5 Goines

6 Absent: None.

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance
10 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Dan Peters, VMS Lizzy Neill, Vegetation
11 Management Program Supervisor Sarah Labberton, Captain Mark Larroque, and IT Manager
12 Azar Mashintchian.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd, Novato resident Bruce Bartel

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 NPFA President Mark Larroque thanked the Board of Directors and Novato Fire for the excellent
25 behavioral health standards during this time of serious loss within our fire family.

26 President Larroque also commented on the agenda item for the Board's consideration of a pay
27 increase, the NPFA would appreciate the consideration of the higher rate due to both the cost of
28 inflation and the increase in tax revenue last year.

29

30 **DIRECTOR MATTERS**

31 Director Davis commented that he had attended the Fire Squirts Muster. He noted that it was
32 amazing to watch the future generation in action.

33 Director Francisco commented that his daughter participated as a mentor this year at Fire Squirts.
34 He feels it is an amazing program and he is getting a lot of inquiries from other parents.

35 President Silverman also attended the Fire Squirts and noted that it is a great event and our staff
36 does an amazing job putting it together. He also attended Coffee with Cops and Firefighters,
37 which was a great event and well attended.

38

38 **CHIEF'S REPORT**

39 **Calendar of Events:**

40

- Wednesday, July 3rd BOD Monthly Meeting

41

- Thursday, July 4th Novato Downtown Independence Day Parade (Office Closed)



Novato Fire District Board of Directors
Regular Board Meeting Minutes
July 3, 2024

- 42 • Friday, July 5th C60 off through July 13th John Dicochea will be acting fire chief in my
43 absence
44 • Fire Prevention Inspectors Position Interviews July 15th & 16th
45 • Finance Committee meeting July 24th
46

47 **Administrative Items:**

- 48 • Atypical Call: Crews responded to the cardiac arrest of one of our firefighter's wives. The
49 organization supports both the firefighter and his family and supporting the organization
50 as a whole with shift defusing and agency debriefing sessions. We will continue to
51 support the firefighter and his family and the organization going forward, as it will take
52 time to process this incident. The firefighters' shifts have been covered by leave and staff
53 volunteering to pick up shifts, funds are being raised for future needs, and meals are
54 voluntarily covered through the end of the summer. Memorial Services have been
55 announced for Tuesday, July 9th at Valley Memorial – a flyer will follow.
56 • Huge success and thank you to Erin Rhodes and the team. Tues-Sat June 25th to 29th Fire
57 Squirts Camp (Saturday Muster & BBQ Family Lunch) Station 62.
58 • The Art & Wine Festival on June 8th and 9th was a huge success: Thanks to all staff and
59 crews that supported the event, especially Phoebe Marshall
60 • Thursday, June 13th NFD Academy Graduation Station 62: 3 new FF/PM to shift. All
61 have completed their 3 person rotations and are working independently on shift.
62 • I participated in an interview by CSAA Insurance focused on zone zero at station 63. The
63 interview also highlighted a recent defensible space landscape competition to demonstrate that
64 landscapes can be beautiful and fire safe.
65 • Workplace Violence Prevention Plan: Chief Dicochea is taking the lead on the completion and
66 implementation of this OSHA required mandate set to commence in July 2024. Includes a plan,
67 policy, in-person and online training, and facility assessment and plan to address any
68 vulnerabilities. NPD has cooperated with their policies and procedures for continuity of training.
69 • Completed a Facilities Committee Meeting - Chief Whittet reported out on all current activities
70 by Station.
71 • Participated in Coffee with the COPS at Marin Coffee Roasters on June 12th – there was a great
72 turnout.
73 • NFD Staff Participated in the Emergency Communications Center (ECC) ribbon-cutting event at
74 the Los Gamos facility.
75 • City of Novato Staff visited the Joint EOC Center at Novato Admin building: We set up the EOC
76 and reviewed the setup and EOC binder which outlines procedures to take if the EOC needs to be
77 opened; followed by a Q & A session with staff.

78 **OPS: D/C Dicochea:**

79 Weather and PSPS:

- 80 • The NWS has extended the Red Flag Warning through Friday at 5 am.



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- 81 • The excessive heat warning and heat advisory have been extended through next Tuesday
82 night.
83 • The Margaret Todd Center is the only cooling center in Novato and is only open during
84 normal business hours - closed on July 4th.
85 • PG&E has planned PSPSs for the following counties and Rancherias:

- 86 ▪ BUTTE, COLUSA, GLENN, LAKE, NAPA, SHASTA, SOLANO, SONOMA,
87 TEHAMA, YOLO. FRESNO, MONTEREY, SAN BENITO, AND SAN LUIS
88 OBISPO
89 ▪ CORTINA RANCHERIA GRINDSTONE RANCHERIA
90 ▪ Marin County is not on the list, but approximately 4400 residents in Novato lost
91 power yesterday evening.

92 **Staffing and resources:**

- 93 • Red Flag Warning protocol is in place – no additional staffing available, due to
94 mandatory OT's.
95 • If you are available to work or available for OOC, please update your status on Telestaff.
96 • The Thompson Fire in Oroville is approximately 3,000 acres with no containment.
97 • TF2140 with Chief Whittet as the TF Leader and several Marin County crews/ST's are
98 OOC at the Thompson Fire.
99 • 6PG is in service at Gness Field and available for dispatch through the ECC.

100 **Misc:**

- 101 • All fireworks are illegal in Marin County, so please call for LE if you see someone
102 setting off fireworks.
103 • 13R39 can assist with fireworks-related incidents.
104 • The 4th of July parade is scheduled from 10 am-12 pm tomorrow. Both EOY's will be in
105 the parade, so please come out and wave.
106 • Admin will be closed on July 4th, but open on July 5th.
107 • The new ECC is in service, but they are still working through some glitches, so be patient
108 with the dispatchers. The BC's are monitoring all the radio traffic and will correct
109 dispatches as needed.
110 • I will attend another Operational Area Briefing at 2 pm today, so I will update everyone
111 on any changes.

112
113 **Training: Mike Taul**

- 114 • Training Burns were canceled due to atypical incident and coverage and will be
115 rescheduled: Thurs/Fri June 27th & 28th S-219 Training Burn MVMCC + Bay Vista Open
116 Space Area

117
118 **Prevention: FM Lynne Osgood**

- 119 • 3 vegetation Crews working this month on fuel reduction projects. Suspended work
120 during red flag days - allows us to increase work on the identification of bird nesting.



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121 Once bird nesting season is complete, which is July 31st, we will increase the fuel crews
122 to 7 in August.

123
124 **IT Manager: Azar Mashintchian**

- 125 • Members Only Intranet is being set up and finalized this month.
- 126 • Initiating AI policy & training for best practices

127
128 **CONSENT CALENDAR ITEMS**

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

- 131 1. 6/5/24 Regular Board Meeting Minutes
- 132 2. 6/18/24 Special Board Meeting Minutes

133 There was no public comment.

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

135 Motion carried: 5-0-0

136 **NEW BUSINESS**

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

140 District staff recommends sending the third of four payments for CY 2024 (invoice amount
141 \$108,963.79) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal
142 expenditures for purposes of Assembly Bill 1705. This contribution is required in order to
143 qualify for the maximum Federal funds match which enables the District to obtain the maximum
144 reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports.

145 There was no public comment.

146 M/s Davis/Francisco to authorize IGT Funds Transfer 3 of 4 to the Department of Health Care
147 Services (DHCS) for participation in the Public Provider Ground Emergency Medical
148 Transportation (PP-GEMT) Program for CY 2024.

149 Motion carried: 5-0-0

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

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

154 There was no public comment.

155 M/s Francisco/Hadfield to approve a 3.0% salary increase for employees.



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156 Motion carried: 5-0-0

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

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

162 There was no public comment.

163 M/s Hadfield/Goines to adopt resolution 2024-09 amending the Employment Agreement of IT
164 Manager Azar Mashintchian.

165 Roll Call Vote:

166 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

167 Noes: None.

168 Absent: None.

169 Motion carried: 5-0-0

170 **4. Fire Hydrant Painting Contract**

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

173 There was no public comment.

174 Chief Tyler explained that the District has a long-standing agreement with the North Marin
175 Water District to paint Novato's 2,700 fire hydrants on a five-year rotating schedule, including
176 the replacement of reflective blue markers in the roadway if they are damaged or missing.

177 HouseSavers DeckMasters painted the hydrants for many years and in 2021, an informal
178 solicitation for bids was conducted. Only two bids were received. Marianne's Painting won the
179 bid. Marianne's Painting was 80% less than the competitive bid. Even though Marianne has a
180 staff, she does the work herself and her attention to detail goes beyond the contract
181 specifications.

182 M/s Hadfield/Silverman to approve the renewal of the contract for fire hydrant painting with
183 Marianne's Painting for another year with the option to renew in fiscal year 2025-2026.

184 Motion carried: 5-0-0

185 **5. Installation of New Retaining Wall**

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

188 Chief Tyler noted that the current retaining wall, constructed around 1990 when the station was
189 built, is made of wood and needs replacement before it fails. The engineering of the new
190 concrete retaining wall includes the installation of a concrete v-ditch on the backside of the new



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191 wall which will slope to the existing drain box at the parking lot. Van Midde & Son was the only
192 contractor to respond to a request for bids.

193 There was no public comment.

194 M/s Davis/Francisco to approve the removal of the old wooden retaining wall and the installation
195 of a new concrete wall against the hillside behind Station 62.

196 Motion carried: 5-0-0

197 **6. Surplus Fleet Vehicles**

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

199 Chief Tyler provided background information on the new vehicle replacement/fleet management
200 program. He noted that all vehicles listed below have exceeded 10 years of continuous service.

201 The 6 units that need to be replaced are:

202 Unit 26 – 2012 Chevy Tahoe, 133,913 Miles

203 Unit 29 – 2008 Chevy Tahoe, 115,379 Miles

204 Unit 32- 2013 Chevy Tahoe, 117,978 Miles

205 Unit 15- 2008 Chevy Malibu, 41,082 Miles

206 Unit 19 – 2008 Ford Van, 23,172 Miles

207 Unit 35 – 2002 Chevrolet Pickup, 103,294 Miles

208 There was no public comment.

209 M/s Hadfield/Davis to accept staff's recommendation to surplus 6 department vehicles.

210 Motion carried: 5-0-0

211 **7. Vegetation Management Contract**

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

215 There was no public comment.

216 M/s Goines/Davis to approve a new contract with Sonoma-Marine Arborists for both the
217 Vegetation Management program under the District's budget and the Marin Wildfire Prevention
218 Authority ("MWPA") budget.

219 Motion carried: 5-0-0

220 **COMMITTEE REPORTS**

221 Directors may report on committee activities and meetings.

222 1. MERA (Directors Silverman and Hadfield)- Director Hadfield reported that MERA is
223 making rapid progress, construction is complete, bid packages are complete, they are



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- 224 alarming the buildings, and plan to migrate over in August. President Silverman added
225 that MERA will be switching to meeting every other month.
- 226 2. Finance Committee (Directors Davis and Goines)- Director Davis noted that the Finance
227 Committee will meet on 7/24 for a Special Meeting.
- 228 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported
229 that MWPA voted to approve a 3.5% pay increase for employees based on the current
230 CPI. He announced that MWPA elected a new President- Rachael Kurtz and Vice
231 President- Catherine Hilliard.
- 232 4. Facilities Committee (Silverman and Hadfield)- President Silverman commented that the
233 Facilities Committee met on June 11th. Chief Whittet reported on the various facility
234 projects. The heat pump at S65 was completed last week.
- 235

236 **FINANCIAL REPORTS**

237 Informational items for review. No action is needed.

- 238 1. Financial Reports, April 2024:
- 239 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
- 240 b. Revenues and Expenditures Detail Financial Report
- 241 c. Vendor Summary Financial Report
- 242 d. MWPA Revenues and Expenditures
- 243
- 244 2. District Monthly Contracts Information
- 245

246 **INFORMATION**

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

- 248 1. Customer Surveys May 2024 (will be in August BOD packet)
- 249 2. MERA Update: June 2024
- 250 3. Upcoming meetings and events:
- 251 • July 4th Parade, Downtown Novato
- 252 • 7/24/24 Special Finance Committee Meeting
- 253 • Next Regular Board Meeting 8/7/24 @ 10:00 am
- 254 4. Written Communications – ASM Crayne read communication from two student interns
255 who worked at the District from the Magnolia Project. She also read a thank you letter
256 from Leila McClay from Bay School thanking Vegetation Management Program
257 Supervisor Sarah Labberton and VMS Lizzy Neill for their presentation on the Greater
258 Novato Shaded Fuel Break.
- 259 President Silverman commented that he had received a phone call from a retired SF
260 Firefighter thanking the crews from S62 and S63 for moving an elderly neighbor who had
261 fallen and broken his hip. He wanted to thank Captain Forest Blue and the rest of the
262 crew for their professionalism, compassion, and kindness.
- 263



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264 *The Board entered into closed session at 11:09 am.*

265 **CLOSED SESSION**

266 1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

267 Government Code Section 54956.9(d)(2)

268 Significant exposure to litigation: 1 case

269 The Board returned to Open Session at 12:03 pm.

270 Legal Counsel Riley Hurd reported that a government tort claim was received from a member of
271 the public in writing and is available for review at the District Office during business hours.

272 No action was taken in closed session.

273

274 **ADJOURNMENT**

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

276

277 Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jennifer Crayne".

280

281 Jennifer Crayne, Clerk of the Board

282

283



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Special Finance Committee Meeting Minutes
July 24, 2024

1 The meeting was called to order by Director Davis at 9:00 am.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM/Board Clerk Jennifer Crayne, D/C

8 John Dicochea, Senior Accountant Brooke Kerrigan, IT Manager Azar Mashintchian, and

9 Accountant Eirilou Santos.

10

11 **OTHERS PRESENT**

12 None.

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 No public comments were made.

16

17 **AGENDA ADJUSTMENTS**

18 None.

19

20 **CONSENT CALENDAR**

21 1. Special Finance Committee Meeting Minutes 5/23/24

22 2. Review of Fire Chief's credit card expenses: May 2024 - June 2024

23 3. Review of Deputy Fire Chief's credit card expenses: May 2024 – June 2024

24

25 No public comment.

26

27 M/s Goines/Davis to approve the consent calendar

28 Motion carried: 2-0-0

29

30 **NEW BUSINESS**

31 1. Review Final Draft of the Annual Budget for FY 2024-2025

32 The Finance Committee will review the final draft of the Annual Budget for fiscal year 2024-

33 2025 and make a recommendation to the full Board of Directors.

34 Chief Tyler introduced the final draft budget for fiscal year 2024/25 and thanked Finance
35 Director Joe Valenti, all the Division Heads, Battalion Chiefs, and all staff for their participation
36 in preparing the annual. He noted that the budget is balanced and on time. Chief Tyler
37 commented that FD Valenti will review the final draft budget with special attention directed at
38 and changes/adjustments to the original 6/30/24 draft.

39 FD Valenti presented the changes to the final budget, with the largest change being to the final
40 revenue estimate which came in at 3.9% or an increase of \$450K to the original draft budget.

41 The salary increases will remain at 3.0%. He noted that taxes account for 85% of the total
42 revenue and salaries and benefits are 80% of the expenses.



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43 FD Valenti presented a 10-year historical graph of tax revenues and the relation to expenditures.
44 He noted that ad valorem taxes alone do not cover expenditures, which is why the special tax is
45 vital for the District to operate.

46
47 FD Valenti discussed expenditure changes:

- 48 • Added a contract lifecycle management service database
- 49 • Added a separate line item for recruitment, academy, reserves, and the Explorer Program
50 to better track the training budget
- 51 • IT expenses decreased by \$150K due to updates/cost savings provided by IT Manager
52 Mashintchian
- 53 • Minor adjustment to the FRMS Workers Compensation annual premium
- 54 • PERS Healthcare rates have not been released yet, so the budget includes a 7% increase
55 based on historical averages for medical, 5% dental, and 5% vision.
- 56 • Total increase to medical premiums (active and retired) is \$76K
- 57 • OPEB Actuarial Valuation (completed every two years) is due this fiscal year for a total
58 of \$7,500

59
60 Director Goines asked if FD Valenti could add a bar graph or a pie chart representing where the
61 money goes. FD Valenti will develop graphs to include in the final budget which will be
62 presented to the full board at the August board meeting.

63
64 There was no public comment.

65 M/s Goines/Davis to recommend adoption of the final annual budget for fiscal year 2024/25 with
66 recommended additions by the full Board of Directors.

67
68 Motion carried: 2-0-0

69
70 **INFORMATIONAL ITEMS**

71 1. The next Finance Committee meeting is October 15, 2024, at 9:00 am. This meeting may need
72 to be rescheduled due to the Cal Chiefs Annual Conference. Jennifer will poll the committee for
73 other dates.

74
75 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

76 Committee members may discuss or request future agenda items for Committee consideration.

77
78 Director Goines requested an educational item on the agenda discussing the trends for housing in
79 Novato and the impact it will have on the ad valorem tax revenue projections. Chief Tyler will
80 contact the Marin Economic Forum to see if Dr. Robert Eyler is available and able to provide
81 that information.

82
83 **ADJOURNMENT**

84 There being no further business to conduct, Director Davis adjourned the meeting at 9:41 am.
85 Respectfully Submitted,



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- 86 *Jennifer Crayne*
- 87 Jennifer Crayne
- 88 Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
August 7, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, and Bruce Goines

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance

9 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Dan Peters, Accountant Eriou Santos,

10 Admin Assistant Kelley Penney, Contracts and Purchasing Administrator Colleen Walraven, and

11 IT Manager Azar Mashintchian.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, Novato resident Bruce Bartel

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **AGENDA ADJUSTMENTS**

20 None.

21

22 **ASSOCIATION PRESIDENTS' REPORT**

23 None.

24

25 **DIRECTOR MATTERS**

26 Director Davis commented that on a drive to the airport, he noticed that the number of units
27 permanently parked on Binford Road had decreased significantly from 109 units to 45 units. He
28 commended the county for the exceptional work and ongoing management they have been doing
29 to improve the situation.

30

31 Director Goines reported that he presented on the MWPA to the Sons of Retirement, Branch 134.
32 There were approximately 120 attendees. He thanked Chief Tyler and FM Osgood for meeting
33 with him prior to the meeting to provide background on MWPA work that is currently being
34 done. He noted that about 80% of attendees raised their hands when asked if they had received
35 home inspections. Director Goines was pleased as this indicates that we are clearly making a
36 difference in the community.

37

38 President Silverman thanked Chief Tyler for keeping him informed on the Park Fire burning near
39 his family cabin.

40

41

42



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August 7, 2024

43 **CHIEF'S REPORT**

44 **Calendar Items:**

- 45 • National Night Out, Tuesday, Aug 6th was a big success - Law/Fire community meet and
46 greet.
- 47 • Maze & Associates 2023/24-year end Audit begins in a few weeks
- 48 • End of Summer Pub Ed Event at Hills Church, 1900 block of Novato Blvd
- 49 • Labor Day, Monday Sept 2nd - Admin Office is closed

50

51 **Administrative Items:**

- 52 • The final draft of our 2024-2027 Strategic Plan is being circulated and reviewed by the
53 entire organization. The plan will be brought back to the BOD at the September Meeting
54 for final acceptance. We are also reviewing the progress tracking options. We have
55 already initiated various aspects of the plan and some pre-work is being completed in
56 anticipation of its September launch.
- 57 • Marin Economic Forum & Economist Robert Eyler: NFD Finance Director Joe Valenti,
58 D/C John Dicochea & I joined a Zoom presentation on the current economic projections
59 of our state and county local economies at the July 22nd MEF Economic Briefing. We
60 shared some verbal information from that presentation to the Novato Fire Finance
61 Committee, who requested that staff look into obtaining additional information from
62 Economist, Dr. Robert Eyler on projections such as home valuation trends and possible
63 future property tax impacts from home insurance non-renewals, and other trends. I
64 reached out to Dr. Eyler who directed me to contact the Marin Economic Forum to
65 develop a possible scope and cost for the information we are requesting, as Dr. Eyler has
66 an exclusive service agreement with MEF on all economic projection data within Marin.
- 67 • New NFD Payroll System Kick off - Finance Division is embarking on a mission to
68 migrate to a new payroll and timekeeping system that can reduce manual entries and
69 create a more efficient, reliable and error free payroll and accrual balance tracking
70 mechanisms. This includes executed contracts with UKG Ready and HCM Unlocked
71 people and products.
- 72 • I met with B/C Dan Peters and FF/PM Nicole Scott to discuss the status of our NFD
73 Behavioral Health internal resources and programs and the county-wide BH team. We are
74 looking to renew a contract for services with a fire culturally competent clinician to
75 provide presentations to crews and be available to assist in debriefings and diffusing as
76 well as help if we have a critical incident at NFD.
- 77 • UP Wildfire Risk Reduction and Asset Protection (WRAP): I gave a presentation with
78 Mark Brown and Jason Brookes from Fire Aside on the data capture from our WMS
79 assessments and other projects, and how that data can be used in aggregate or by parcel,



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- 80 with the owners' permission, to help show the insurance companies what we are doing to
81 remove hazards and lower the risk to our communities in Marin.
- 82 • NFD held FF/PM Interviews on Monday and Tuesday of this week. We interviewed 10
83 candidates to fill two to four positions at our next academy anticipated to begin in
84 November.
 - 85 • NFD held Fire Inspector interviews. We originally received 49 applications and
86 interviewed 12 candidates. Of those, we invited 5 back for a fire chief's interview.
 - 87 • MWPA - Work will begin now that the bird nesting season has ended:
88 **Work completed last month:**
 - 89 ▪ *Mowing continued in Bahia along Laguna Vista Drive, Hanford*
 - 90 ▪ *Mowing and acacia resprout removal along DeLong Avenue, Hanford*
 - 91 ▪ *Mowing near Reservoir Hill Vista Trail off Hamilton Parkway, Forster & Kroeger*
 - 92 ▪ *Eucalyptus resprouts removal along the curb on Sunset Parkway, Forster & Kroeger*
 - 93 ▪ *Yellow star thistle removal between Hamilton Parkway & Chapel Hill Road,*
94 *Conservation Corps North Bay*
 - 95 **Work completed this last week:**
 - 96 ▪ *Mowing between the Hamilton Smart Train station & Chapel Hill Road, Forster &*
97 *Kroeger*
 - 98 ▪ *Mowing between Chapel Hill Road & Palm Drive, Hanford*
 - 99 ▪ *Goat grazing in Marin Valley open space, Star Creek*
 - 100 ▪ *Mowing along Olive Avenue, Forster & Kroeger*
 - 101 ▪ *Weed removal along Vintage Way, Forster & Kroeger*
 - 102 **Work in progress:**
 - 103 ▪ *Woody debris removal on a private parcel in Verissimo Hills, Forster & Kroeger*
 - 104 ▪ *Woody debris removal on private parcels on Cabro Ridge, Conservation Corps North Bay*
 - 105 ▪ *Woody debris removal in Bahia open space, Hanford*
 - 106 ▪ *Woody debris removal on a private parcel in Indian Valley*
 - 107 ▪ *Woody debris removal on a private parcel in Country Club*
 - 108
 - 109 • 100th Anniversary planning meeting was conducted by a small admin group to begin to
110 brainstorm ideas to celebrate and identify working groups to take on various aspects of
111 this important milestone in our district's history. Thanks to Jenn for getting this kicked
112 off.
 - 113 • Personnel Ordinance Update: Letters were sent to all three labor groups requesting to
114 meet to discuss deconflicting sections of the existing personnel ordinance processes and
115 provisions as identified in their current MOUs section 7.1. Due to schedule conflicts and
116 vacations, we may need to push the meeting out to September. More to follow.
 - 117



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118 **OPS: D/C Dicochea:**

- 119 • Chief Smith remains OOC at the Park Fire. Park Fire: 4th largest in Ca history, 4
120 Counties: Butte, Plumas, Shasta, Tehama--414,042 Acres, 34% contained
- 121 • 6588 Personnel, 40 helicopters, 525 Engines, 192 Dozers, 153 Water Tenders, 134 crews
- 122 • The Park Fire continues to burn actively in some areas. The overnight humidity recovery
123 was very poor. The fire is well-established in the Mill and Antelope Creek drainages
124 where it will continue to build heat and be resistant to control.
- 125 • New evacuations were ordered in Tehama County in Zones TEH-718, TEH-722, TEH-
126 724.
- 127 • Critically low fuel moistures, steep canyons, long drive times and daily spot fires have
128 caused difficulty in suppressing the fire spread.
- 129 • Temperatures will continue to be hot and dry throughout the day, with primary growth
130 aligning with the topography to the north and east.
- 131 • The fire is expected to continue to challenge crews until more favorable conditions arrive
132 later in the week.
- 133 • Marin County had a fire engine burned/damaged two weeks ago. No injuries reported.
- 134 • MCFD had a dozer burned over and the operator was burned and was airlifted to UC
135 Davis Burn Center
- 136 • NFD has overhead strike team leader support at the incident
- 137 • Lee Gerner Park Fire: Majority of the temporary housing camp was destroyed by fire.
138 Two were identified, arrested, and charged with various crimes including arson. Campers
139 were offered relocation resources. Unclear what the future of the camp will be—the city
140 is evaluating options. Highlights the great cooperation between our fire & Law partners
141 and the work of Thomas Lyons, our fire ranger.
- 142 • FMR Thomas Lyons provided a tour of the Hamilton Marsh area for Assistant City
143 Manager Deakyne and Principal Management Analyst, Economic Development Sullina
144 Smith. They discussed what resources we would need to assist with addressing
145 encampments and fire hazards. Thomas attended the Novato City Internal unhoused
146 meeting and discussed encampment locations and fire hazard concerns with specific
147 encampments. We also discussed enforcement options and camp clean up options.
- 148 • Fire Based Dispatch: Chief Dicochea and I met with Mike Marcucci at the ECC at Los
149 Gamos to discuss dispatching baselines, must cover stations, and response into San
150 Rafael and Marinwood. We hope to reduce impacts to our system but also support closest
151 unit when possible.
- 152 • Chief Dicochea attended a three-day Fire Chiefs Summit in Colorado this week. Meeting
153 with chiefs from all around the country. It was an opportunity to learn what's working for
154 them and what's not; And for John to share the same. It was an opportunity to meet new



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155 colleagues, to make new friends, and get to know the senior people behind the products
156 and services that help make fire departments across the country run optimally.

- 157 • Chief Dicochea lead our monthly OPS meeting with all of the B/Cs.

158

159 **EMS: B/C Dan Peters**

- 160 • Paramedic Internship Proposal review: Stipends for paramedic preceptors. Modeled after
161 other fire agencies. Student pays X amount and passes through to the preceptor for the
162 opportunity to complete their field requirements.
- 163 • New updates COVID guidelines sent out to staff and shift personnel.

164

165 **Training: B/C Mike Taul**

- 166 • PG&E Drill Live Action Drill Completed: Challenging am and pm sessions. Many
167 lessons were learned for better cooperation going forward. Put out new safety bulletin for
168 safe distances around power lines. After action discussions with PG&E are scheduled for
169 later this month. Obtained permanent PG&E electrical power pole training props at
170 station 62
- 171 • Trained with all companies on rope rescue

172

173 **Prevention: FM Lynne Osgood**

- 174 • City of Novato Permit Assistance: NFD will be participating in the new Novato Permit
175 Assistance pilot program. Include a roundtable of special districts along with city
176 community development staff to review possible plans submittal to streamline permitting
177 and approval processes, plus a two-day-a-week counter review process.
- 178 • Weekly check-in with Prevention staff & MWPA WMS Supervisor, and VMS Manager.
- 179 • MWPA budget review with VM Manager & Joe Valenti
- 180 • Social media reviews with Grace
- 181 • Meeting with Kiosk
- 182 • Completed 5 plan reviews.
- 183 • 7 Solar Plan Reviews, 1 PV ESS Inspections
- 184 • Fire Investigation Lee Gerner Park
- 185 • New Fire Inspector Training Guide - continued work
- 186 • Training with Thomas Lyons on Fire Investigation
- 187 • 2 Sprinkler finals, 3 Rough and hydro inspections
- 188 • 2 Knox box details
- 189 • 4 Close in hold inspections, 2 Building finals, 2 Occupancy Finals, 2 Solar inspections
- 190 • 23 Home assessments completed (WMA DSI)
- 191 • 193 Roadside assessments completed
- 192 • 123 Grants reviewed, assisted and/or approved
- 193 • Lauren Galli, Fire Prevention Specialist is on maternity leave through the end of August.



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- 194 • Managed GIS datasets for all Novato Zone vegetation projects
- 195 ▪ Finished adding cost data to GNSFB activity table for FY23-24
- 196 ▪ Finished mapping treated polygons for all other Novato Zone projects for
- 197 FY23-24
- 198 ▪ Analyzed implementation cost per acreage for all projects
- 199 • Attended an informal meeting with SMFD and SRFD to walk through SMFD's LRAD
- 200 and Drone programs
- 201 • Met with Joe and Lynne to discuss MWPA budgets and expenses for FY23-24
- 202 • Submitted CAL FIRE quarterly reports for GNSFB grant
- 203 • Conducted a site visit with Lizzy at the Stone Tree Golf Club to walk through the Phillip
- 204 Terrace evacuation route
- 205 • Conducted a site walk at 50 Verissimo prior to work
- 206

207 **Organizational Resources: B/C Jeff Whittet**

- 208 • Attended Planning Meeting for specification of 2 UTV's for trail rescues.
- 209 • Took Delivery of 2 additional Pool Vehicles for Administration office personnel.
- 210 • Reached out to Tom Welch to find possible funding mechanisms for UTV purchase.
- 211 • Station 65 PG&E Inspection Completed for Heat Pump Installation
- 212 • Station 65 LED lighting upgrade completed.
- 213 • Station 62 and 65 Solo Washers in Service – Project Complete.
- 214 • RedCloud completed additional work at 65 for Station Alerting.
- 215 • Completed submittal of additional information for Pergola design at Admin Office.
- 216 • All spare B/K portables program update completed.
- 217 • MERA Portable Radio Inventory Completed – All portables accounted for and
- 218 County Inventory Updated.
- 219

220 **IT Manager: Azar Mashintchian**

- 221 • Azar has created a Members Only Intranet. This can only be accessed by current
- 222 employees and requires a username and password that is set up. Members can find things
- 223 like member links, HR forms, Finance Forms, Travel forms and much more. Please
- 224 contact Azar to get set up and follow her instructions to check out the Members Only
- 225 Intranet.
- 226 • Participated in oral board interview for ECC Asst Director Tech Manager
- 227

228 **CONSENT CALENDAR ITEMS**

229 These items can be acted on in one consolidated motion or may be removed from the Consent

230 Calendar and separately considered at the request of any person.

- 231 1. 4/4/24 Special Facilities Committee Meeting Minutes
- 232 2. 5/23/24 Special Finance Committee Meeting Minutes



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- 233 3. 7/3/24 Regular Board Meeting Minutes
- 234 4. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts
- 235 Board approval of staff’s recommendation to write off the designated multi-year
- 236 uncollectible ambulance billing accounts totaling \$83,574.36.
- 237 5. Ambulance Fee Debt Write-Off Due to Hardship
- 238 Board approval is requested to approve a write-off of the designated ambulance billing
- 239 accounts.
- 240 The following accounts have submitted a written request for write-off consideration from
- 241 the Board of Directors. The requests are claiming financial hardship.
- | | | |
|-----|-------------|------------|
| 242 | ▶ F22034215 | \$1,757.04 |
| 243 | ▶ F24001984 | \$ 487.50 |
| 244 | ▶ F24013849 | \$ 487.50 |
- 245 There was no public comment.
- 246 M/s Hadfield/Davis to approve Consent Calendar items 1-5.
- 247 Motion carried: 4-0-1 absent (Francisco)
- 248 **NEW BUSINESS**
- 249 **1. Adoption of the Annual Budget for Fiscal Year 2024/2025**
- 250 Board approval is requested to accept the Finance Committee’s recommendation to adopt the
- 251 Annual Budget for Fiscal Year 2024/2025.
- 252 Chief Tyler thanked the Finance Committee and Finance Director Valenti for the hard work that
- 253 went into preparing the final budget for fiscal year 2024-25. He noted that during the adoption of
- 254 the preliminary budget, the Finance Committee recommended the addition of graphics to help
- 255 explain and represent the financial information. Those graphics have been included in the final
- 256 draft budget.
- 257 FD Valenti noted that the preliminary budget was adopted in June. He will focus his presentation
- 258 on any revisions incorporated into the final budget since then.
- 259 FD Valenti provided a summary of budgeted revenues and expenditures and % change from FY
- 260 23/24 to FY 24/25.
- 261 Highlights included:
- 262 • Revenues \$41,704,215
 - 263 • Operating Expenditures \$36,746,582
 - 264 • Inter-Governmental Transfers \$1,500,000
 - 265 • Capital Budget Expenditures \$5,985,700
 - 266 • Total Decrease to Assigned Fund Balance \$6,559,700
 - 267 • Increase to Unassigned Fund Balances \$4,031,633



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- 268 • Special Tax 11.29 cents per square foot residential and 16.93 cents per square foot
- 269 commercial
- 270 • % Total Revenue: 85% property tax, 8% charges for service, 7% IGT, 0% other
- 271 • % Total Expenditures: 47% salaries, 34% benefits, 19% services and supplies
- 272 • Station 64 was paid off this month, District is now debt free
- 273 • Kaiser medical premiums increased by 9%
- 274 • IT budget decreased by \$127K. IT Manager Mashintchian carefully reviewed the budget
- 275 and eliminated/reduced costs.
- 276 • 2.3% or \$435K increase in revenues (preliminary vs final budget) after receiving the
- 277 updated final tax revenue estimate from the county

278 There was no public comment.

279 M/s Hadfield/Silverman to accept the Finance Committee’s recommendation to adopt the Annual
280 Budget for Fiscal Year 2024/2025.

281 Motion carried: 4-0-1 absent (Francisco)

282 **2. Marin Emergency Radio Authority (MERA) JPA Renewal**

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

284 Chief Tyler explained the MERA JPA was established to plan, finance, implement, manage, own
285 and operate a multi-jurisdictional and county-wide Public Safety and Emergency Radio System
286 with the attendant facilities. The District’s total contribution for Fiscal Year 2024-2025 is
287 \$184,999. This is for both Operating and Capital Replacement. This represents a two percent
288 (2%) increase over Fiscal Year 2023-2024 when the District paid \$181,130. The annual payment
289 is due on August 18, 2024.

290 There was no public comment.

291 M/s Davis/Goines to accept Staff’s recommendation to renew the MERA JPA.

292 Motion carried: 4-0-1 absent (Francisco)

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

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

298 Chief Tyler presented the proposed property and liability insurance package. VFIS has insured
299 the District for the past 6 years. He noted that we will see a 41% increase in premiums over last
300 year. Chief Tyler commented that we had looked into joining other risk pools such as FAIRA,
301 unfortunately, the District’s rate-to-loss ratio is too high to be accepted by that plan. The broker
302 reported that in the next few years, about \$600K in claims should be dropping off which may
303 help the District to join other risk pools.



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304 Contracts/Purchasing Administrator Colleen Walraven commented that each year, we ask the
305 broker not to simply renew the plan with VFIS, but to research what the rest of the market is
306 doing before making a recommendation. She noted that the broker went above and beyond this
307 year given the sharp increase in premiums. She explained that if we make no changes to our
308 coverage, the premium totals \$257K, whereas last year the same coverage was \$169K.

309 Chief Tyler noted that we may want to consider setting aside money in a new reserve account to
310 plan for increases in insurance premiums. This can be added as a future discussion item with the
311 Finance Committee.

312 There was no public comment.

313 M/s Goines/Davis to accept the proposed package for property and liability insurance from
314 District's insurance broker, Arthur J. Gallagher Risk Management Services, LLC ("Gallagher"),
315 for the period beginning September 1, 2024 through August 31, 2025.

316 Motion carried: 4-0-1 absent (Francisco)

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

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

320 Chief Tyler commented that the District purchases Lion brand turnout gear, and other fire
321 equipment from Allstar. Allstar is an authorized Lion reseller. The District currently piggybacks
322 onto the NPPGov cooperative pricing agreement between the League of Oregon Cities and Lion
323 Contract # PS20065 terminating on April 13, 2026. The District routinely obtains quotes from
324 Allstar Fire Equipment and their competitor L.N. Curtis for Elhart nozzles, and selects the
325 supplier with the lowest price.

326 There was no public comment.

327 M/s Hadfield/Silverman to establish a not-to-exceed amount for the purchase of fire equipment
328 from Allstar Fire Equipment ("Allstar").

329 Motion carried: 4-0-1 absent (Francisco)

330 **5. Establish a Not-to-Exceed Amount for the Bound Tree Medical Contract through June**
331 **2025**

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

335 There was no public comment.

336 M/s Hadfield/Goines to approve a not-to-exceed amount for the contract with Bound Tree
337 Medical, Inc. for the procurement of Advanced Life Support (ALS) and Basic Life Support
338 (BLS) medical supplies for the District.



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339 Motion carried: 4-0-1 absent (Francisco)

340 **COMMITTEE REPORTS**

341 Directors may report on committee activities and meetings.

- 342 1. MERA (Directors Silverman and Hadfield)- President Silverman noted that meetings are
343 now every other month, therefore they did not meet.
- 344 2. Finance Committee (Directors Davis and Goines)- Director Davis thanked FD Valenti
345 and his team for their hard work on the budget.
- 346 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines
347 commented that the MWPA board packet was almost 500 pages, but he missed the
348 meeting. The items included:
- 349 • Bolinas area Eucalyptus removal
 - 350 • Sun Valley in San Rafael Eucalyptus removal (6 acres = \$280K)
 - 351 • New MWPA President- Rachael Kurtz
 - 352 • New MWPA VP- Katherine Hilliard
- 353 4. Facilities Committee (Silverman and Hadfield)- next meeting is scheduled for 9/10/24
354

355 **FINANCIAL REPORTS**

356 Informational items for review. No action is needed.

- 357 1. Financial Reports, June 2024:
- 358 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - 359 b. Revenues and Expenditures Detail Financial Report
 - 360 c. Vendor Summary Financial Report
 - 361 d. MWPA Revenues and Expenditures
- 362
- 363 2. District Monthly Contracts Information
364

365 **INFORMATION**

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

- 367 1. Customer Surveys May and June 2024 – Deputy Chief Dicochea noted that he followed
368 up with a dissatisfied resident who had provided a negative comment on the customer
369 service survey.
- 370 2. MERA Update: July 2024
- 371 3. Upcoming meetings and events:
- 372 • Labor Day Holiday 9/2/24 – Admin Office Closed
 - 373 • Leadership Novato Kickoff & Fire District Day 9/4/24
 - 374 • Next Regular Board Meeting 9/4/24 @ 10:00 am
 - 375 • Facilities Committee Meeting 9/10/24 @ 9:00 am
- 376 4. MWPA Q4 Work Plan Impact Report



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377 5. Written Communications – none.

378 **ADJOURNMENT**

379 There being no further business to conduct, President Silverman adjourned the meeting at 11:20
380 am.

381

382 Respectfully Submitted,

383 *Jennifer Crayne*

384 Jennifer Crayne

385 ASM/Clerk of the Board

386



Novato Fire District Board of Directors
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1 President Silverman called the meeting to order at 9:00 a.m.

2

3 **ROLL CALL**

4 President Silverman, Director Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, Captain Mark Larroque,
8 and B/C Jeff Whittet.

9

10 **OTHERS PRESENT**

11 Mark Wilson, NUTE Engineering

12

13 **AGENDA ADJUSTMENTS**

14 None

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 Captain Mark Larroque spoke to the Board as a member of the public. He expressed his interest
18 in the District's plans for the sewer project and the significant costs involved. While he
19 appreciates the Board's attention to infrastructure, he is concerned about the potential impact on
20 current services as resources are diverted to fund such an expensive project. He would like to see
21 plans outlining the reasoning behind spending this amount of money and a cost analysis of the
22 two proposed systems.

23

24 **CONSENT CALENDAR ITEMS**

25 1. Minutes of Facilities Committee Meeting 6/11/24

26 There was no public comment.

27 M/s Hadfield/Silverman to approve the Consent Calendar.

28 Motion carried: 2-0-0

29 **NEW BUSINESS**

30 1. Review the Sewer Study Proposal from NUTE Engineering (presented by Mark Wilson of NUTE)
31 Facilities Committee to review the proposal for engineering services for the design and bidding of a
32 new sewer pump station and force main to serve Fire Station #62 at Atherton Avenue and make a
33 recommendation to the full Board.

34

35 Chief Tyler introduced Mark Wilson from NUTE Engineering, who presented a proposal for a sewer
36 feasibility study regarding engineering services at Station 62, located on Atherton Avenue. Wilson
37 provided background information and explained the need to address the septic system at Station 62,
38 which includes a training facility, classrooms, and a storage area. He noted that the condition of the
39 current on-site septic system is not reliable, even after being recently updated. The District would
40 like to expand the facility and wastewater load which will place even more burden on an already
41 inadequate sewer system.



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Mr. Wilson provided an extensive review of the Scope of Work for the project and discussed the Schedule of Services included in the proposal. Schedule A Services included the design and construction document preparation and Schedule B Services included engineering support during bidding.
Schedule A Services Cost \$92,992
Schedule B Services Cost \$6,592

Mr. Wilson answered several questions from the staff and committee members. Chief Tyler pointed out that even if we complete the feasibility study and design phase, and the bids come in significantly higher than anticipated, we are not obligated to proceed with the project. However, it is important to note that delaying the project is unlikely to result in lower costs. Chief Tyler commented that if we want to develop the site for its highest, best use, we must move forward with the study.

Director Hadfield stated that it is our responsibility to determine the ultimate plan for S62. Are we planning to include additional training facilities, offices, housing, etc.? This will significantly influence many decisions for the project. Chief Tyler requested the engineer to design the project with the capacity to manage all proposed projects.

B/C Whittet discussed the issues with the existing system and everything that has been done to maintain the system.

President Silverman asked if there was money budgeted for this project. Chief Tyler confirmed that funds have been budgeted for FY 24/25 as part of the Capital Improvement Fund.

Public Comment: Mark Larroque expressed appreciation for the thorough discussion and the focus on the district's long-term infrastructure. He would like to see a proposal or plan for the lot and engage in conversations about its future use.

M/s Hadfield/Silverman to recommend to the full Board moving forward with the proposal for engineering services for the design and bidding of a new sewer pump station and force main to serve Fire Station #62 at Atherton Avenue.

Motion Carried: 2-0-0

FACILITY PROJECT UPDATES

Chief Whittet, Director of Organizational Resources, will provide an update on the status of facilities projects.

Administrative Offices:

1. Backyard Project – Moving forward with Demo Plan and Construction of Concreted surfaces and Pergola Structure.



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- 85 2. HVAC Replacement – 1 Unit to be replaced by Peterson Mechanical.
86 3. Electric Vehicle Chargers Installed.

87

88 **Station 61:**

- 89 1. PG & E Heat Pump Program – Permits approved – Heat pumps are installed and
90 working. Shed is still in need of Metal Doors. 2 -3 weeks for delivery.

91

92 **Station 62:**

- 93 1. Broken Garage Door Opener – awaiting proposal for replacement.
94 2. Retaining wall and V ditch complete.
95 3. Irrigation system repairs in process.

96

97 **Station 63:**

- 98 1) New HVAC system project completed.

99

100 **Station 64:**

- 101 1. Front door lock repair is ongoing.

102

103 **Station 65:**

- 104 1. Working on Carpet Replacement for Dorms, TV Room and Office.
105 2. PG&E Heat Pump project completed, and final inspection done.

106

107 **INFORMATIONAL ITEMS**

- 108 1. Next Facilities Committee Meeting 9/10/24 @ 9:00 am

109

110 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

111 Committee members may discuss or request future agenda items for Committee
112 consideration.

113

114 **ADJOURNMENT**

115 There being no further business to conduct, President Silverman adjourned the meeting at 10:51
116 a.m.

117

118 Submitted by,

119 *Jennifer Crayne*

120 ASM, Clerk of the Board

121

122

123



Novato Fire District Board of Directors
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1 The meeting was called to order by President Silverman at 10:00 a.m.
2
3 District Counsel Riley Hurd addressed the Board providing background information on the new
4 law AB2449 which establishes rules for a Board member to participate in a meeting remotely.
5 He noted that as long as there is a quorum of the Board in person from a singular location in the
6 District open to the public, if a Board member has a qualifying reason due to emergency
7 circumstances, they may request to participate remotely with both the audio and video on. If the
8 Board member has anyone over the age of 18 in the room with them, they must state their
9 relationship to that person. The Board needs to vote and approve the request to participate
10 remotely. Director Bill Davis addressed the Board and requested remote participation in the
11 Board meeting due to a medical procedure that will not allow him to drive or sit for prolonged
12 periods. He noted that his wife will be in the room with him periodically throughout the meeting.
13
14 There was no public comment.
15
16 M/s Hadfield/Goines to accept Director Davis's request to participate remotely in the Regular
17 Board Meeting on 9/4/24.
18 Roll Call Vote:
19 Ayes: Goines, Hadfield, Silverman
20 Noes: None
21 Absent: Francisco
22 Motion Carried: 3-0-1
23
24 **ROLL CALL**
25 Present: President Silverman, Directors Bill Davis (remote), Mike Hadfield, and Bruce Goines
26 Absent: Shane Francisco
27
28 **STAFF MEMBERS PRESENT**
29 Fire Chief Bill Tyler, Deputy Chief Dicochea, B/C Dan Peters, and B/C Whittet.
30
31 **OTHERS PRESENT**
32 District Counsel Riley Hurd, resident Bruce Bartel
33
34 **OPEN TIME FOR PUBLIC EXPRESSION**
35 None.
36
37 **AGENDA ADJUSTMENTS**
38 None.
39
40 **ASSOCIATION PRESIDENTS' REPORT**
41 NPFA President Mark Larroque addressed the Board regarding the septic system proposal and
42 design plan at S62. He stated that the NPFA stands against the proposal as it stands right now,
43 although they are not against it entirely. He noted that there were no issues with the septic system



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44 during a period when there were 20 people in the classrooms and it only overflowed once during
45 a major rainstorm, generating a bill of approximately \$500. The NPFA would like to see a more
46 concrete proposal for a septic system tied to plans for the field next to S62, which is one of the
47 considerations of the Strategic Plan. They believe it would be beneficial to the taxpayers and the
48 District to delay this project. The NPFA would like to help develop a concept for the field
49 adjacent to S62.

50 Legal Counsel Riley Hurd noted that since the comments from President Larroque were
51 pertaining to agenda item #4, the Board should wait to respond or discuss until item 4 is
52 presented.

53

54 **DIRECTOR MATTERS**

55 Director Goines commented that Captain Shane Francisco graciously hosted his family for a tour
56 of the station and fire boat at SFFD. He also attended a Novato Fire Foundation fundraiser
57 expecting to see a lot of NFF members staffing the event, however, he noted that Chief Tyler
58 was the only member working/running the fundraiser.

59

60 Director Davis commented that the three candidates up for re-election are unopposed, so they
61 will not need to be on the ballot- congratulations. He noted that his colleagues are an exceptional
62 group of people who know how to get work done properly and he is looking forward to
63 continuing to work with them. Director Davis also commented that B/C Whittet will be coming
64 to his community today to discuss evacuation plans.

65

66 President Silverman also commented on the elections and congratulated his colleagues.

67

68 **CHIEF'S REPORT**

69 **Calendar**

- 70 • Monday, September 2nd Labor Day - Office Closed
- 71 • Tuesday, September 3rd Cancer Committee Meeting
- 72 • Wednesday, September 4th Novato Chamber of Commerce Leadership Retreat Host
- 73 • Wednesday, September 4th Monthly BOD Meeting
- 74 • Wednesday, September 4th Evacuation Presentation Marin Valley Mobile Country Club
- 75 • Thursday, September 5th Personnel Ordinance Deconflicting Labor/Management
- 76 Meetings
- 77 • Saturday, September 7th Ember Stomp Wildfire Festival
- 78 • Monday, September 9th Rucker Golf Tournament
- 79 • Tuesday, September 10th NFD Admin Bingo Night 6:30 pm NFF Fundraiser
- 80 • Wednesday, September 11th Patriots Day, 6:30 am Ringdown all stations
- 81 • Wednesday, September 11th Jamie Burns Memorial Service 10:00 am
- 82 • Monday, September 16th Open Enrollment Medical Healthcare begins
- 83 • Thursday, September 19th Rule of 5 Captains Position
- 84 • Wednesday, September 25th OPS Meeting



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- 85 • Sunday, September 29th S219 Burn at Marin Valley--VMS will have a table
86 • Wednesday, October 2nd BOD Monthly Meeting
87

88 **Administrative Items:**

- 89 • **C60 A new look ahead 6 months from now:** After more than 30 in the fire service I
90 have made the decision to retire from Novato Fire in early 2025. I am making this
91 announcement now in order to give others the opportunity to consider their own career
92 paths as a result of my departure, and for the board to make a decision on my
93 replacement. I will provide everyone with more information as we get closer to the end of
94 the year. I have notified the board of directors, chief officers, & administrative managers,
95 all staff and local allied agency representatives. We have a lot to do together before that
96 time comes. More to come.
- 97 • **FF/PM Assaulted:** One of our FF/PM was recently the victim of an assault by a patient
98 in the back of one of our ambulances. Our FF/PM was evaluated at a local hospital and
99 released the same evening. Law enforcement was notified and the patient who assaulted
100 our FF/PM was arrested, and a report has been filed with the DA. We are gathering the
101 facts of the incident and following our Workplace Violence Prevention Policy to help
102 identify any items to be mitigated, or safety lessons learned so it does not happen again.
- 103 • **Rush Creek Neighborhood postfire debrief and presentation:** Last Wednesday night
104 NFD coordinated a well-attended neighborhood presentation (approx. 100 persons). We
105 covered operations, decisions and actions on evacuations & notifications, vegetation
106 mitigations work by Marin county open space and the MWPA greater Novato Shaded
107 Fuel Break project, and other related prevention and mitigation actions. We had
108 representatives from Marin County Fire, OEM, NPD, Open Space, and NFD Staff.
109 Supervisor Eric Lucan and both of his aides were also in attendance. Lots of good Q&A -
110 a great night for public engagement and sharing of lessons learned.
- 111 • **Marin Economic Forum & Economist Robert Eyler:** WE completed the scope of work
112 and signed a contract for service for Dr. Eyler to complete some local economic analysis
113 in support of our strategic plan LOE--including:
114 *To provide an assessment of the economic factors affecting the local real estate market in*
115 *Marin County & Novato, specifically to develop 3-5 scenarios (ranging from worst case*
116 *to best case) with estimated impact (% increase or decrease) on assessed valuations and*
117 *property taxes in Novato (factors to consider including but are not limited to the*
118 *following):*
- 119 ▪ *Home Sales / Inventory / Mortgage Rates / Impact on assessed values and timing*
 - 120 ▪ *Loss of insurance coverage / impact on assessed values and timing*
 - 121 ▪ *Local employment outlook / types of jobs (higher paying or lower paying) / impact on*
122 *housing demand*
 - 123 ▪ *Commercial real estate vacancy rates / market outlook*
 - 124 ▪ *Timing and magnitude of the above impacts on assessed valuations*
 - 125 ▪ *Any proposed ballot initiatives or legislation that could impact property values*
 - 126 ▪ *Timing of size of Fed rate cuts*
 - 127 ▪ *Election outcomes and fiscal policy impacts*



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- 128 ▪ *Potential for escalation in global conflicts*
129 ▪ *Slowing economic growth/contraction*
130 ▪ *Effects of massive national debt on markets and impact on US dollar, downgrades in US*
131 *creditworthiness, etc.*
132 ▪ *What was learned from the catastrophic loss of properties associated with the Tubbs fire*
133 *on Sonoma County's tax base?*
134 *Deliverables*
135 1. *Report that provides an assessment of the topics identified above.*
136 2. *PowerPoint slide deck.*
137
138 • **New Personnel Ordinance Meetings** with Labor scheduled: We have landed on Sept 5th
139 for our initial Personnel Ordinance meetings with all labor groups. These meetings will
140 be facilitated by our labor counsel Jenica Maldonado. These meetings are to fulfill the
141 existing MOU section 7 contractual obligation to try to deconflict the statutory
142 obligations of FBOR and other past practices.
143 • **New NFD Payroll System** transition is full steam ahead. The coordination of this process
144 is being led by Azar and Jenn. All finance members and HR are fully engaged.
145 • **NFD held FF/PM new hire candidates** and NPFA side letter: After interviews, EMS
146 skills evaluations and station ride-a-longs we made 6 conditional job offers for FF/PM.
147 All six will now go through our background check process. In addition, we offered three
148 other candidates positions in our reserve program to fill a couple recent vacancies. If any
149 of the first six fall out of background, we can replace them with one of the three reserve
150 candidates. A side letter with NPFA was updated to reflect this increase in job offers,
151 similar to what we have done in the past three hire groups.
152 • **Candidate for Fire Inspector in background.** We made a conditional job offer to one
153 fire inspector candidate from outside the organization. Assuming all goes well in
154 background we will have a very well-qualified inspector on board sometime in October.
155 • **SOC update:** The district is seeking a review and update of Citygate's previous SOC
156 analysis, in alignment with our new strategic plan LOE, to include updated unit workload
157 and response performance metrics from the last 18 months. The proposed work plan
158 includes conducting the needed analyses, preparing an executive summary-level report
159 with exhibits as appropriate, and briefing their results as desired. The scope includes:
160 ▪ *Request background information related to incident data and other service changes,*
161 *risks, or challenges different from the prior SOC.*
162 ▪ *Interview leadership to assess the challenges placed on current services and*
163 *opportunities before the District.*
164 ▪ *Conduct a deployment usage analysis of all response units utilizing updated CAD and*
165 *NFIRS 5 e-data exports.*
166 ▪ *Assess the need and trigger points for adding a part-time or full-time ambulance Conduct*
167 *an updated deployment analysis*
168
169 • **NFD 100 Year Celebration Committee:** Expanding participation and completed the
170 second meeting.



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- 171 • Updating all forms to fillable PDF and renaming by division and type ongoing in
172 accordance with strategic plan lines of effort.
173 • Conversion of all documents to electronic versions and reorganizing per the records
174 retention policy
175

176 **MWPA Field Projects:**

177 **Work in progress:**

- 178 • Carnoustie Heights private parcel and open space, Tam Crew
179 • Bahia open space Laguna Vista Drive, Hanford Arc
180 • Wilson Avenue private parcel, Conservation Corps North Bay
181 • Rowland Blvd private parcel, Forster & Kroeger

182 **Work starting next week:**

- 183 • Philip Terrace evacuation route clearing, Sonoma-Marin Arborists
184 • City of Novato open space off Blanca Drive, Conservation Corps North Bay
185 • Robinhood Dr. private parcels, Conservation Corps North Bay
186 • Blackberry removal in Pacheco Creek, Forster & Kroeger
187

188 **OPS: D/C Dicochea:**

- 189 • **Queenstone Fire-Marinwood Reserve Vegetation Fire:** August 13th Early morning fire
190 at a single occupant encampment off the fire road at Big Rock Ridge. Approx 40 acres,
191 aircraft and ground units contained fire after a few hours. Crews remained overnight.
192 Male arrested for unlawfully causing the fire.
193 • **Atherton/Binford Vegetation Fire:** Aug 13th 2 alarm vegetation fire on the hillside,
194 multiple callers from the Atherton Park and Ride area. Auto aid from multiple agencies.
195 Evacuation of Rush Creek area. Door-to-door knocking plus sirens on Oak Shade Lane;
196 OEM Alert Marin notification to the entire zone at 11:38 pm. Forward progress stopped
197 approx. midnight. All clear to return home at 0114 hours. Line cut around entire 6.8 acre
198 burn with combination of D940 dozer line and TFC2 hand line. We have also completed
199 our After-Action Report debriefing with crews.
200 • **Aircraft Crash at Gnos Field:** Aug 31st Single occupant small plane crashed into a
201 hanger resulting in a fire to both the plane and hanger. One fatality was reported. NTSB
202 and FAA are investigating the cause with a 30-day min waiting period.
203 • Chief Dicochea attended a meeting at North Marin Community Services (NMCS) to
204 review the Wildfire Risk Assessment Survey results and come up with action items to
205 help reach out to the Latin community. The meeting was attended by NMCS staff (Maria
206 and Maria, Cassandra), Charlotte Jordain, Mari Ochoa, Steven Torrence, and Jennifer
207 Guana.
208 • Chief Dicochea reviewed the ERS report from the previous weeks and made corrections
209 to the data reporting system.
210

211 **FMR Thomas Lyons Activities:**

- 212 • Conducted follow-up regarding two fires that occurred the previous day on Bryan Drive.
213 The first fire was a vegetation fire on private property, and the second involved grass and



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- 214 paper on a gravel driveway. After completing our investigation, we arrested one homeless
215 individual on two separate charges of 451(d) PC.
- 216 • Responded to Binford Rd regarding a report of a homeless individual attempting to light
217 an unknown object on fire. Upon arrival, it was determined that the individual was
218 merely playing with a lighter behind a sign. There were no signs of burning in the area.
219 The individual had one outstanding warrant for arrest. They were transported and booked
220 into Marin County Jail.
 - 221 • FMR Lyons created a work document to assist patrol staff with investigating fire related
222 scenes and a “cheat sheet” for fire related criminal codes. This document will be provided
223 to the patrol staff and briefing trainings will be conducted.
 - 224 • Assisted patrol with a fire investigation and subsequently the suspect in question was
225 charged with 13001 H&S (*unlawfully causing a fire*).
 - 226 • Due to complaints of fires during nighttime hours at encampments, I conducted a double
227 unit patrol between 1800 and 2300 hours. We patrolled The Marsh, Hamilton Base,
228 Hannah Ranch, 500 Redwood Blvd, and Lee Gerner Park. Marsh (east of 1200 Hamilton
229 Parkway), Hamilton Base, Hannah Ranch, 500 Redwood Blvd, Lee Gerner Park,
230 Hamilton Drive, and Bel Marin Keys Blvd.

231
232 **EMS: B/C Dan Peters**

- 233 • **Sidewalk CPR 2024** event was Saturday, August 17th, 2024, from 10 am to 2 pm. Focus
234 on teaching the public hands only CPR, AED, Stop the Bleed, and Narcan use. The
235 Novato location was next to the Costco entrance at the Vintage Shopping Center.
236 Wildland Mitigation Specialist Jim MacDougall led the Novato Fire contingent along
237 with Reserve Firefighter Tommy Marinoff and several Novato Fire Explorers. Chief
238 Dague did a great job rotating NFD Engine crews through to participate and support the
239 cause. Big thanks to Engineers Zanoni, and Keena who were able to rally the Reserves
240 and Explorers. Kim French for Novato Community was the lead from their agency.
- 241 • **Paramedic Internship Project-** Agency/Intern agreement draft in progress

242
243 **Training: B/C Mike Taul:**

- 244 • Tentatively re-scheduled the S-219 burns for October 24/25
- 245 • Worked on background information on Accredited Local Academy (ALA)
- 246 • Acting Captain drill for Kiser
- 247 • PG&E after action meeting & replied to PG&E after action letter
- 248 • Started the process to schedule Fall and Spring classes
- 249 • Finalized the rope cache purchase
- 250 • Start the draft change for Policy 328 regarding safe distances from power lines
- 251 • Arranging time to train with Megan Stevenson and her team from NCH regarding hazmat
252 coordination
- 253 • Acting engineer refresher
- 254 • Mario Bernardini completed Boy Scouts' mandatory training for Explorers
- 255 • Attended Regional Truck Training at SNR station 52



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- 256 • Mario Bernardini completed his Acting BC training
257

258 **Prevention: FM Lynne Osgood:**

- 259 • Monthly Admin meeting
260 • Weekly check-in with Prevention staff & MWPA WMS Supervisor, and VMS
261 Manager.
262 • Pre-construction site visit for a new wine bar.
263 • Social media reviews with Grace (Back to School safety tips & Hero to Hero
264 Medaling)
265 • Attended Monthly Marin FPO meeting
266 • Phone meeting with Supervisor Lucan's Aide, Leslie Weber to discuss community
267 meeting
268 • Reviewed 5-year sprinkler inspection for Station 65
269 • 9 Solar Plan Reviews
270 • Explorer drill training
271 • Training with Thomas Lyons on Fire Investigation
272 • 2 Sprinkler finals, 2 Rough and hydro inspections, 1 Generator Final
273 • 5 Close in hold inspections, 4 Building finals, 2 Occupancy Finals
274 • 1 Solar inspection 1 ESS 1 Home Generator inspection
275 • Plans requiring plan check: 15
276 • 1274 Leafwood Heights - still open, working with the City of Novato. The meeting is
277 set for Tuesday of next week.
278 • Private school inspection-680 Wilson Ave
279 • Business- reinspection at 1682 Novato Blvd. Ste 105
280 • Managed GIS datasets for all Novato Zone vegetation projects
281 • Attended weekly GNSFB check-in meeting with Panorama, MWPA
282 • Coordinated and communicated with all crew foremen and supervisors throughout the
283 week
284 • Communicated to residents about upcoming vegetation work on/near their properties
285 • Maintained budget tracking spreadsheet and contractor invoices spreadsheet
286 • Assisted with the PowerPoint presentation for the Rush Creek community meeting
287 • Led an environmental training for the new Tam Crew seasonals & for all Sonoma-
288 Marin Arborist crews ahead of any work in Novato
289 • Attended an LRAD 100x (mobile LRAD) training in San Rafael
290 • Communicated with Mike Shanks (Genasys) about LRAD proposal for Marin Valley
291 • Met with Rochelle (CAL FIRE) to discuss financial report from Q2 grant reporting
292 period, specifically describing the invoices
293 • Met with Lizzy to get a debrief on the MWPA data collection meeting
294 • Communicated with residents to schedule site visits and discuss work on their
295 property
296 • Prepared contractor's maps for next week's work sites



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- 297
- 298
- 299
- 300
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- 302
- 303
- Summarized the vegetation work that had been completed this week for our stakeholders
 - 29 Home assessments completed (WMA DSI)
 - 31 Roadside assessments completed (Zone 25, Indian Valley)
 - 92 Grant Assistance
 - 1 weed complaint investigated

304 **Organizational Resources: B/C Jeff Whittet:**

305 **Fleet:**

- 306
- 307
- 308
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- 311
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- 314
- 315
- 316
- Made additional communication with PSS regarding ongoing delays with ambulance remount contract. We are awaiting drawings of change orders completed during pre-construction meeting.
 - Took delivery of final Leased Pool Vehicle – Nissan Leaf
 - Reviewed quote from Polaris for 2 UTV vehicles. Sent necessary changes back and requested updated quote with input from floor personnel on desired specifications to best serve district needs.
 - Processed several Bids for Surplus Vehicles and answered several emails to prospective buyers.
 - Reviewed initial change order from Hi-Tech EVS for Type 1 Engines. Staff report to be completed as soon as final change order is agreed upon.

317 **Facilities:**

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- 338
- Fowler electric continues to work on our E/V Charging System. As of this morning, they are troubleshooting an issue at our panel to ensure the units function properly. At this point they are not active. Once the units are activated and working, I will coordinate with I.T. and the AmpUp vendor to secure RFID cards for us to activate charging needs. We will also have access to a mobile app. We also installed additional “trickle” charging ports to the rear of the garage to allow those who may also need to plug in their staff vehicles to do so. I will be installing parking barriers and lines to assist with parking.
 - Contacted Jones garage regarding broken garage door at 62. Estimate being created to replace opener for right rear apparatus room door. Still no update on price.
 - Completed troubleshooting of 62 water leak in dorm #3, 4. Found leak with mini split pump in attic space. Made immediate notifications to crews and leadership. Started mold remediation and repairs the same day. All drywall effected by mold will be replaced and repaired by Integrity construction. Long term repair plan for mini split drain/pumps is in process to prevent further issues.
 - Provided carpet samples for 65 Dorms, started staff report for approval of work.
 - Monitored progress of work at Station 61 Heat Pump Shed Construction and Heat Pump Installation. Project nearly completed on 8/23, awaiting delivery and installation of last security door. Arrival anticipated by 9/11/2024.
 - Inspected final project completion of HVAC at 63. Project is fully completed and all systems working well.



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- 339 • Worked on Mold Mitigation repair plan with vendors via phone calls and emails until
340 1200 pm on Friday 8/23/2024 from home.

341 **Communications:**

- 342 • Sent David Clark Intercom unit in for repair. Unit replacement was purchased by
343 mechanics division from county radio and installed on 8/21 to complete intercom repairs
344 on E63.
345 • Installed new B/K mobile radio and radio head into B63 unit. Primary unit being repaired
346 at the County Radio Shop.

347
348 **IT Manager: Azar Mashintchian:**

- 349 • Separate meetings with UKG Ready re: TLM, Accruals & Attestation; Payroll & Discuss
350 to do list with Finance, make sure everyone knows what they need to do before our next
351 meeting
352 • Make sure all staff (internal) can log into sites for UKG Ready project
353 • Meet with HCM; UKG Ready Status call; Gather information needed from all for UKG
354 Ready project
355 • Set Eriou up with dual monitors and check laptop so she can work from home
356 • Set up accounts for Jessica & workstation here at Admin
357 • Set up cell phone and desk phone for Jessica
358 • Work on iPhone/iPad MDM issues
359 • Gather information to disable unused Telestaff codes
360 • Jenn to cover for Azar for UKG Ready project for the next 2 weeks
361 • Weekly data analysis report for Calls for Service

362
363 There was no public comment.
364

365 **CONSENT CALENDAR ITEMS**

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

- 368 1. 6/11/24 Facilities Committee Meeting Minutes
369 2. 8/7/24 Regular Board Meeting Minutes

370
371 There was no public comment.

372 M/s Hadfield/Goines to approve the consent calendar.

373 Roll Call Vote:

374 Aye: Davis, Goines, Hadfield, Silverman

375 No: None

376 Absent: Francisco

377 Motion Carried: 4-0-1 absent (Francisco)

378
379



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380 **NEW BUSINESS**

381 1. NFD Strategic Plan 2024-2027

382 Board approval is requested to review and accept the final draft of the NFD Strategic Plan 2024-
383 2027

384 Chief Tyler provided an overview of the NFD Strategic Plan for 2024-2027. He noted there are 7
385 lines of effort identified that will become action items necessary to work on in the first 90 days.
386 Lines of effort will be prioritized based on organizational priorities and personnel available to
387 complete the work. The kind of organization we want this to be is described in the Novato Fire
388 3-Year End State. He noted that more than half of the organization participated in this project,
389 including Board members, which has never been done before.

391 Director Goines asked if there would be a project manager. Chief Tyler responded that they are
392 considering having a steering committee oversee the plan, potentially made up of the Ops team.

393
394 There was no public comment.

395 M/s Davis/Hadfield to accept the final draft of the NFD Strategic Plan 2024-2027

396 Roll Call Vote:

397 Aye: Davis, Goines, Hadfield, Silverman

398 No: None

399 Absent: Francisco

400 Motion Carried: 4-0-1 absent (Francisco)

401

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

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

407 Chief Tyler discussed the proposed amendments to the MWPA JPA that were to be considered.
408 To take effect, the Amended JPA Agreement must be executed by three-fourths of the governing
409 boards of the Marin Wildfire member agencies. He noted that Tiburon and Belvedere are the
410 only agencies with fire protection responsibility and fire-related taxing authority that may seek to
411 join Marin Wildfire. To become members, like the initial 17 members, they must agree to sign
412 the JPA Agreement, as amended, and to put a tax measure on the ballot to fund Marin Wildfire's
413 work.

414 There was no public comment.

415 M/s Goines/Davis to adopt Resolution 2024-11, approving the Amended and Restated Joint
416 Exercise of Powers Agreement for the Marin Wildfire Prevention Authority.

417



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418 Roll Call Vote:
419 Aye: Davis, Goines, Hadfield, Silverman
420 No: None
421 Absent: Francisco
422 Motion Carried: 4-0-1 absent (Francisco)

423
424 3. Resolution 2024-10, a Resolution of the Board of Directors of the Novato Fire District
425 Determining 2024/25 Appropriations Limit
426 Board approval is requested to adopt Resolution 2024-10

- 427 1. The Appropriations Limit for 2024/25 has been calculated to be \$78,854,262 (Exhibit A).
428 2. Adopt Resolution 2024-10 establishing the Appropriations Limit for 2024/25 (Exhibit B).
429 Finance Director Valenti explained the District is required to calculate the appropriations limit
430 and adopt by resolution each year. He ran the calculation based on the change per capita of
431 personal income which resulted in the amount listed. The appropriations of the tax proceeds are
432 well below the limit, but the District is still required to make that calculation.

433
434 There was no public comment.
435 M/s Hadfield/Goines to approve the Appropriations Limit for 2024/25 based on the calculation
436 of \$78,854,262 and adopt Resolution 2024-10.

437
438 Roll Call Vote:
439 Aye: Davis, Goines, Hadfield, Silverman
440 No: None
441 Absent: Francisco
442 Motion Carried: 4-0-1 absent (Francisco)

443
444 4. Station 62 Feasibility Study Proposal for Engineering Services
445 Board approval is requested to accept the Facility Committee's recommendation to proceed with
446 Engineering Services from Nute Engineering. Nute Engineering will provide engineering design
447 services including preparation of plans, specifications, and a cost estimate to facilitate public
448 bidding of the project for construction.

449 Chief Tyler discussed the feasibility study proposal for replacing the septic system at Station 62.
450 He noted that the condition of the current septic system is not reliable, even after being updated
451 and improved several years ago. The engineer would be preparing the plans that would be
452 required to take the project out to bid. He noted that the lot adjacent to the station does not perk,
453 which does not allow for development and expansion without creating a new sewer system line
454 connection. Therefore, any plans for future development are incumbent upon a sewer line. Chief
455 Tyler noted that the costs for this study have been budgeted and will be covered out of the
456 Capital Improvement Fund.

457



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458 There was a comment made under the Association President’s Report regarding this item- see
459 pages 1 and 2. There were no additional public comments

460
461 Director Hadfield commented that the pump station will be substantial enough to handle any
462 future development plans for the adjacent lot. He noted that he appreciates the Association’s
463 concerns, however, the cost for the feasibility study is money well-spent for the planning of S62
464 and the lot.

465 Director Davis agreed with Director Hadfield and commented that without the feasibility study,
466 we are just guessing.

467
468 M/s Hadfield/Davis to accept the Facility Committee's recommendation to proceed with
469 Engineering Services from Nute Engineering.

470
471 Roll Call Vote:
472 Aye: Davis, Goines, Hadfield, Silverman
473 No: None
474 Absent: Francisco
475 Motion Carried: 4-0-1 absent (Francisco)

476
477 5. Approve Change Order for Modifications to Two Type 1 Engines Under Construction
478 Board approval is requested to accept Staff’s recommendation to approve design modifications
479 to two Type 1 Engines currently under construction at Hi-Tech E.V.S. Modifications include
480 moving Engineer SCBA storage, improving cross-lay location, and upgrading emergency
481 lighting safety features for a total cost not to exceed \$115,000.

482 Chief Tyler discussed the need for a budget adjustment to cover design modifications to the two
483 Tyle 1 Engines currently under construction. The engines will be “clean cab,” meaning there will
484 be no storage of SCBA or turnout gear in the cab with personnel.

485 There was no public comment.
486 M/s Davis/Hadfield to accept Staff’s recommendation to approve design modifications to two
487 Type 1 Engines currently under construction at Hi-Tech E.V.S.

488
489 Roll Call Vote:
490 Aye: Davis, Goines, Hadfield, Silverman
491 No: None
492 Absent: Francisco
493 Motion Carried: 4-0-1 absent (Francisco)

494
495
496



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497 6. Budget Adjustment - Type 1 Engine Funding Increase

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

501 There was no public comment.

502 M/s Goines/Hadfield to approve the transfer of \$350,000 from the Unassigned Fund balance to
503 the Fire Suppression Equipment Capital Account #9308-4815 to support increased costs and
504 required change orders from the original contract signed in 2022.

505 Roll Call Vote:

506 Aye: Davis, Goines, Hadfield, Silverman

507 No: None

508 Absent: Francisco

509 Motion Carried: 4-0-1 absent (Francisco)

510

511 7. Purchase of 3 Dodge Command Vehicles

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

515 There was no public comment.

516 Director Hadfield asked if these vehicles were part of the lease program. Chief Whittet
517 confirmed that they are not part of that lease program, they are being purchased.

518

519 M/s Hadfield/Goines to approve the purchase of 3 new Dodge Ram 2500 Pickups from
520 Enterprise Fleet Management group in an amount not to exceed \$185,000.

521

522 Roll Call Vote:

523 Aye: Davis, Goines, Hadfield, Silverman

524 No: None

525 Absent: Francisco

526 Motion Carried: 4-0-1 absent (Francisco)

527

528 8. Budget Adjustment- Admin Building Patio Remodel

529 Board approval is requested to Transfer \$150,000 from Unassigned Fund Balance to the FY
530 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio Remodel.

531 Chief Tyler commented that this item was missed as part of the budget cycle and the money went
532 into the reserves. The request will transfer the funds needed for the patio remodel project from
533 unassigned to assigned so construction can begin.

534



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535 There was no public comment.

536 M/s Davis/Silverman to approve the transfer of \$150,000 from the Unassigned Fund Balance to
537 the FY 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio
538 Remodel.

539 Roll Call Vote:

540 Aye: Davis, Goines, Hadfield, Silverman

541 No: None

542 Absent: Francisco

543 Motion Carried: 4-0-1 absent (Francisco)

544

545 9. Life-Assist Contract Renewal and Increase in Cost

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

549 There was no public comment.

550 M/s Goines/Davis to continue contracting with Life-Assist, Inc. (“Life-Assist”) for the
551 procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”)
552 pharmaceuticals and medical supplies for the District.

553 Roll Call Vote:

554 Aye: Davis, Goines, Hadfield, Silverman

555 No: None

556 Absent: Francisco

557 Motion Carried: 4-0-1 absent (Francisco)

558

559 **COMMITTEE REPORTS**

560 Directors may report on committee activities and meetings.

- 561 1. MERA (Directors Silverman and Hadfield)- MERA did not meet
562 2. Finance Committee (Directors Davis and Goines)- Finance Committee did not meet
563 3. Marin Wildfire Prevention Authority Board (Director Goines)- MWPA is working on an
564 evaluation/performance review for the Executive Officer
565 4. Facilities Committee (Silverman and Hadfield)- work was reported on the sewer
566 feasibility study (item 4)

567

568 **FINANCIAL REPORTS**

569 Informational items for review. No action is needed.

570 1. Financial Reports, July 2024:

571 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report

572 b. Revenues and Expenditures Detail Financial Report



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- 573 c. Vendor Summary Financial Report
574 d. MWPA Revenues and Expenditures
575
576 2. District Monthly Contracts Information
577

578 **INFORMATION**

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

- 580 1. Customer Surveys July 2024
581 2. MERA Update: August 2024 (meeting was cancelled)
582 3. Upcoming meetings and events:
583 • Ember Stomp 9/7/24 11:00 am - 5:00 pm
584 • Steve Rucker Memorial Golf Tournament 9/9/24
585 • Facilities Committee Meeting 9/10/24 @ 9:00 am
586 • Next Regular Board Meeting 10/2/24 @ 10:00 am
587 4. Written Communications – Chief Tyler noted that several written communication items
588 were received and read them to the Board.
589 • Thank you to Captain Blue, Engineer Wehr, and FF/Medic Swanson for responding
590 to a very difficult family call.
591 • Thank you letter to WMS Jim MacDougal
592 • Thank you letter to Kyle Nichols for supporting home hardening and vegetation
593 management (Zone Zero) in the Pacheco Valley area.
594 • AD-98 Record of Exceptional Performance for Captain Owen Valuch and a personal
595 thank you letter to Captain Valuch from a resident.

596 The Board entered closed session at 11:37 am.

597

598 **CLOSED SESSION**

599 1. Public Employee Appointment

600 Title: Fire Chief

601 (Gov. Sec. 54957(b)(1).)

602 The Board returned to open session at 12:34 pm. There was no reportable action.

603

604 **ADJOURNMENT**

605 There being no further business to conduct, President Silverman adjourned the meeting at 12:34
606 pm.

607

608 Respectfully Submitted,

609 *Jennifer Craigne*

610 Jennifer Craigne

611 ASM/Clerk of the Board

612



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1 The meeting was called to order by President Silverman at 10:00 a.m.
2
3 District Counsel Riley Hurd addressed the Board providing background information on the new
4 law AB2449 which establishes rules for a Board member to participate in a meeting remotely.
5 He noted that as long as there is a quorum of the Board in person from a singular location in the
6 District open to the public, if a Board member has a qualifying reason due to emergency
7 circumstances, they may request to participate remotely with both the audio and video on. If the
8 Board member has anyone over the age of 18 in the room with them, they must state their
9 relationship with that person. The Board needs to vote and approve the request to participate
10 remotely.
11 Director Michael Hadfield addressed the Board and requested remote participation in the Board
12 meeting due to having a contagious illness. There were no adults over the age of 18 in the room
13 with Director Hadfield.
14
15 There was no public comment.
16
17 M/s Davis/Goines to accept Director Hadfield’s request to participate remotely in the Regular
18 Board Meeting on 10/2/24.
19
20 Roll Call Vote:
21 Ayes: Goines, Davis, Silverman
22 Noes: None
23 Absent: Francisco
24 Motion Carried: 3-0-1
25
26 **ROLL CALL**
27 Present: President Silverman, Directors Bill Davis, Mike Hadfield (remote), and Bruce Goines
28 Absent: Shane Francisco
29
30 **STAFF MEMBERS PRESENT**
31 Fire Chief Bill Tyler, Deputy Chief Dicochea, B/C Dan Peters, B/C Whittet, ASM/Board Clerk
32 Jennifer Crayne, Finance Director Joe Valenti, FM Lynne Osgood, Accountant Jessica Nguyen,
33 IT Manager Azar Mashintchian, Fire Prevention Specialist Lauren Galli, EMS Billing Analyst
34 Shannon Wager, Administrative Assistant Kelley Penney, and WMS Kyle Nicholes.
35
36 **OTHERS PRESENT**
37 District Counsel Riley Hurd, Peter Lewicki
38
39 **OPEN TIME FOR PUBLIC EXPRESSION**
40 None.
41
42 **AGENDA ADJUSTMENTS**
43 None.
44



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45 **ASSOCIATION PRESIDENTS' REPORT**

46 None.

47

48 **DIRECTOR MATTERS**

49 Director Davis commented on the obituary for former board member, Skip Fenner. Chief Tyler
50 noted that the District sent flowers to the family.

51

52 **CHIEF'S REPORT**

53 **Calendar**

- 54 • Tuesday October 1st Novato High School Healthcare and first responder career night
- 55 • Wednesday October 2nd BOD Monthly Meeting
- 56 • Friday Oct 4th Fire-resilient Lands Alliance (*Management of Everything*) *FLAME* semi-
57 *annual meeting. Sarah Labberton participation*
- 58 • Friday Oct 11th College of Marin Career Day - NFD Booth
- 59 • Sunday Oct 13th NFD Open House and Pancake Breakfast Station 62, 8:00 to 12:00
- 60 • Tues to Thurs, Oct 15th to the 17th Cal Chiefs Conference in Orange County.
- 61 • Thursday Oct 17th at 10:17 am - Great Shake Out
- 62 • Sat Oct 19th NMCS/NFD Spanish Speaking Community Outreach
- 63 • Tue Oct 22nd GNSFB Field Trip 10:00 am End of Fairway in Marin Country Club
- 64 • October 24-25th S219 Burn at Marin Valley -VMS will have a table at MVMCC

65

66 **Administrative Items:**

- 67 • **SPECIALIZED ASSISTANCE FOR EVERYONE (SAFE)** City of Novato proposed
68 program: This mobile crisis response team is modeled after the successful Crisis
69 Assistance Helping Out on the Streets (CAHOOTS) in Eugene, Oregon. Key to
70 programming is alleviating the burden placed on police, fire, emergency medical
71 services, and hospital emergency departments to manage crises that derive from
72 emotional and physical distress, substance use, and homelessness. PPSC will be able to
73 leverage existing behavioral health programs in Novato and Marin County as post-de-
74 escalation referrals. The program is currently being used in San Rafael, Petaluma, and
75 Santa Rosa
- 76 • The cutover to the NextGen MERA system is complete. 10/3/24 Hospitals first at 0800
77 Hrs. the ECC will make a notification to all the agencies that they serve to keep all their
78 EMS radio traffic to *MMC 1, KTL 1, and NCH 1*. If there is an in-progress call the
79 notification will be delayed. This will be on the current Gen MERA. If at any time there
80 is a failure, medics will refer to the LEMSA policy 7003 for hospital contact processes.
81 Once the broadcast has been made, Technicians from Red Cloud Communications and
82 Motorola will “hot swap” radios *KTL 2 and HOSP ALL* at Kaiser Terra Linda. This
83 process includes the replacement of antennas, radio consoles, and handsets. These Talk
84 Groups will not be available during this time
85 At the same time the work is occurring at Kaiser, a Marin County Radio Technician will
86 be at Marin Medical Center and Novato Community installing the updated code plug into



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87 their existing radios. Again, MMC 2, NCH 2, and HOSP ALL will not be available during
88 this time. At approximately 0900 Hrs., the Kaiser team and the Tech at Marin General will
89 be contacted to ensure their work has been completed, or when it is expected to be
90 completed. Once the first phase of work has been completed at Kaiser, Novato, and Marin
91 Medical Center, the ECC will make a notification to all the agencies that they serve via
92 radio and TTO to move all their EMS radio traffic to NCH 2, KTL 2 and MMC 2,
93 respectively. These will both be on the NextGen MERA system. Additionally, HOSP ALL
94 will be available.

95
96 Once all the EMS radios are operational, which is expected to be late morning, the ECC
97 will make a notification to all the agencies that they serve that they are to switch over to
98 the MERA Next Gen system. Should there be an in-progress event this cutover will be
99 postponed, and a new cutover time will be given. At that time, the ECC will notify all
100 agencies to switch to the NextGen System and that the “regular” use of the EMS radios can
101 resume.

102 *To accomplish this, each Zone’s stations (Central, North, South) will be rung down one*
103 *zone at a time and advised to switch to NextGen MERA with an additional ring down and*
104 *radio check 5 minutes later using NextGen MERA.*

105 Once all three Zones are confirmed to be switched and in service on NextGen MERA the
106 ECC will then begin to utilize the callsign of “Marin” on all talk groups moving forward
107 The ECC and field units will use the callsign “Marin” for all traffic

- 108 ▪ The naming convention for Control D2 will be North
- 109 ▪ The naming convention for Control E2 will be Central
- 110 ▪ The naming convention for Control G2 will be South
- 111 • Strategic Plan Tracking Tool – we reviewed one option, but Azar has built an internal tool
112 that we are looking at this week.
- 113 • Ember Stomp Wildfire Festival last month was a huge success. Expanded activities, great
114 interactions, demonstrations, collaborations, and relationship building.
- 115 • Rucker Golf Tournament was a success! Special thanks to DG Peters for coordinating all
116 elements of the event.
- 117 • Marin Economic Forum & Economist Robert Eyster: *Deliverables due by October 22,*
118 *2024*
- 119 • Chief Tyler completed an interview with a UC Berkeley professor associated with Connected
120 Communities under a National Science Foundation Grant looking into best practices on wildfire
121 mitigation in the community of Novato.
- 122 • New NFD Payroll System transition is full steam ahead. The coordination of this process
123 is being led by Azar and Jenn. All finance members and HR are fully engaged. Working
124 on integrating the vacation accrual integration as it relates to the vacation bid process for
125 January 2025.
- 126 • SOC update: Bulk of CAD info has been dumped. Working on updating the 20 to 30
127 questionnaires.



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- 128 • NFD 100 Year Celebration Committee: Expanding participation including a design
129 committee and outside fire historian support.
130 • Updating all Forms to fillable PDF and renaming by division and type ongoing in
131 accordance with strategic plan LOE.
132 • Conversion of all documents to electronic versions and reorganizing per the records
133 retention policy. Presentation completed on vendor used for our EMS billing
134 documentation. Any policy changes or contracts will come to the BOD for authorization.

135 **MWPA Field Projects:**

- 136 • Work completed in the last 2 weeks:
137 • Robinhood Dr. hazard tree removal, Sonoma-Marin Arborists*
138 • Rowland Blvd. private parcel, Forster & Kroeger *
139 • Blackberry removal in Pacheco Creek, Forster & Kroeger *
140 • Bahia open space, Hanford *
141 • Glen Rd. hazard tree removals, Sonoma-Marin Arborists*
142 • Canyon Rd. & Trumbull Ave. evacuation route clearing, Sonoma-Marin Arborists

143 **Work in progress:**

- 144 • Robinhood Dr. private parcels, Conservation Corps North Bay *
145 • Carnoustie Heights private parcels and open space, Tam Crew *
146 • End of Fairway Drive private parcels, Conservation Corps North Bay *
147 • Sherwood Place private parcels, Forster & Kroeger*
148 • Garner Dr. private parcels, Forster & Kroeger *
149 • Green Point private parcels, Hanford *
150 • St. Andrew's Drive private parcel, Conservation Corps North Bay *
151 • Calle de la Selva private parcel, Forster & Kroeger *
152 * Greater Novato Shaded Fuel Break
153

154 **OPS: D/C Dicochea:**

- 155 • Reviewed the ERS reports from the previous weeks - corrected and sent back to captains
156 to update as needed
157 • Met with retired NPD detective Bill Welch to discuss the WVPP training for ALL NFD
158 members. We developed a criterion for training that meets the WVPP.
159 • Attended the Los Robles MHP community meeting and participated in a fire resilience
160 board game that was created by Professor Thomas Maiorana from UC DAVIS. Marin IJ
161 covered the meeting.
162 • Chief Dicochea presented badges to 5 Reserve firefighters at the Reserve firefighter
163 training at station 62.
164 • NFD support with coverage in Petaluma and Rancho Adobe fire memorial service for a
165 fire captain who recently passed away.

166 **EMS: B/C Dan Peters**



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- 167 • Paramedic Internship Project- Agency/Intern agreement draft completed. Side letter
168 drafted. NPFA voted to support now included in new business for BOD authorization.
169 Complete - Thank you!
170 • Confer with Dr. Salz and Katie Grossman on changes to the upcoming EMS Academy.
171 • Services Agreement Completed for Culturally Competent Clinicians for BHA agreement.
172 • Facilitating Galleri Cancer Screening and Pinnacle physicals coming up

173 **Training: B/C Mike Taul**

- 174 • Tentatively re-scheduled the S-219 buns for October 24/25
175 • Conducted a meeting for possible ALA certification at the training tower. 8 to 12-month
176 process - the goal is to be able to be certified to proctor FF1 and FF2 certifications in-
177 house.
178 • Worked with OPS and BC group regarding additional mayday policy and procedure
179 updates.
180 • In the process of placing the yellow forcible entry door into the tower

181 **Prevention: FM Lynne Osgood**

- 182 • MCFIT monthly meeting
183 • 10 Solar Inspection
184 • 7 ESS
185 • New plan submittals received for the week: 7
186 • Plan reviews: 2 completed
187 • 4 plan reviews that require a quick review from Lynne.
188 • Inspections: 1 School inspection
189 • Attended Car-Fit program at Valley Memorial
190 • Met with Sarah regarding VMS marketing with Kiosk
191 • Put together materials for Firewise group meeting - Nick
192 • Managed GIS datasets for all Novato Zone vegetation projects
193 • Attended weekly GNSFB check-in meeting with Panorama, MWPA
194 • Facilitated weekly WMS/VMS huddle
195 • Kicked off the outreach for the 3 apartment complexes/HOAs that will be the most
196 impacted by the S-219 burn
197 • Attended MWPA's 2nd science integration meeting via zoom
198 ▪ Q&A on Pathways presentation
199 ▪ dive into on-parcel risk
200 • Maintained budget tracking spreadsheet and contractor invoices spreadsheet and began to
201 compile invoices and numbers for Q1 reporting
202 • Updated the crew calendar for upcoming locations and prepared contractor maps
203 • Coordinated with CCNB & F&K's crew supervisors to assist with crew checks next week
204 • completed Vector Solutions trainings for the month
205 • Managed Hanford through broom removal in Green Point - coordinating crew access
206 with property owners and collecting new Right of Entry agreements



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- 207 • Assisted Tam Crew with the CCNB burn pile training in Country Club
- 208 • Contacted the 3 apartment complexes/HOAs that will be most impacted by the S-219
- 209 burn
- 210 • Updated the flyer for the controlled burn
- 211 • Communicated with Marin Valley Mobile Country Club to host an info table at their
- 212 clubhouse during burn
- 213 • 29 Home assessments completed (WMA DSI)
- 214 • 73 Roadside assessments completed (Zone 25, Indian Valley)
- 215 • 0 HOA Assessments completed (ERS)
- 216 • 126 Grants processed

217
218 **Organizational Resources: B/C Jeff Whittet**

219 **Fleet:**

- 220 • Made additional communication with PSS regarding ongoing delays with ambulance
- 221 remount contract. We are awaiting drawings of change orders completed during pre-
- 222 construction meeting.
- 223 • Reviewed quote from Polaris for 2 UTV vehicles. Sent necessary changes back and
- 224 requested updated quote with input from floor personnel on desired specifications to
- 225 best serve district needs.
- 226 • Completed surplus vehicles process
- 227 • Completed troubleshooting of Station 62 water leak in dorm #3, 4. Found leak with
- 228 mini split pump in attic space. Made immediate notifications to crews and leadership.
- 229 Started mold remediation and repairs the same day. All drywall affected by mold will
- 230 be replaced and repaired by Integrity

231 **Facilities:**

- 232 • E/V Charger Project at Administration office completed by Fowler Electric. Now have
- 233 capacity to rapidly charge 2 E/V's while also Trickle charging 3 other units if necessary.
- 234 • Inspected final project completion of HVAC at 63. Project is fully completed and all
- 235 systems working well.
- 236 • Monitored progress of work at Station 61 Heat Pump Shed Construction and Heat Pump
- 237 Installation. Project nearly completed awaiting delivery and installation of last security
- 238 door.

239 **Communications:**

- 240 • MERA Next GEN2 now online
- 241 • Scott Freedman has rejoined the team as a retired annuitant, IT communication tech

242
243 **IT: Azar Mashintchian**

- 244 • UKG Ready meeting – gather all involved from UKG side to get better understanding of
- 245 integrating into Telestaff - UKG Ready HR meeting & status call
- 246 • Interview and made a job offer for IT Communications position



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- 247 • View “Click Up” demo for Strategic Plan LOE tracking
- 248 • Build Project Mgt for Strategic Planning – saving district \$\$
- 249 • Meeting with Finance & HR to discuss how many integrations we need
- 250 • Work with Colleen on creating a contract between us and MERA for point to point
- 251 • Set up interviews for 2 candidates for IT Tech position
- 252 • Get stats to Citygate for BC Peters

253
254 There was no public comment.

255
256 **CONSENT CALENDAR ITEMS**

- 257 1. 9/4/24 Regular Board Meeting Minutes
- 258 2. Ambulance Fee Debt Write-Off Due to Hardship
- 259 The following accounts have submitted a written request for write-off consideration from
- 260 the Board of Directors. The requests are claiming financial hardship.
- 261 ► F24009835 \$1,040.20

262
263 There was no public comment.

264
265 M/s Goines/Davis to approve the consent calendar.

266 Roll Call Vote:
267 Aye: Davis, Goines, Hadfield, Silverman
268 No: None
269 Absent: Francisco
270 Motion Carried: 4-0-1 absent (Francisco)

271
272 **NEW BUSINESS**

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

276 Chief Tyler discussed the importance of Fire Prevention Week and noted that the District will
277 host its annual Open House along with the Novato Fire Foundation Pancake Breakfast to
278 highlight fire safety efforts. The resolution proclaims 10/6-12 as Fire Prevention Week.
279 There was no public comment.

280
281 M/s Davis/Goines to adopt Resolution 2024-12 proclaiming October 6-12, 2024, as Fire
282 Prevention Week.

283 Roll Call Vote:
284 Aye: Davis, Goines, Hadfield, Silverman
285 No: None
286 Absent: Francisco
287 Motion Carried: 4-0-1 absent (Francisco)



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288 2. Resolution 2024-13, Great California Shake Out

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

292 Chief Tyler discussed the Great California Shake Out and noted the District's desire to
293 participate in an earthquake drill and continue working toward making the community prepared
294 for a major earthquake.

295
296 There was no public comment.

297
298 M/s Silverman/Hadfield to adopt Resolution 2024-13 acknowledging the district's desire to
299 participate in the Great California Shake Out and continue our work toward making our community
300 more prepared and resilient.

301 Roll Call Vote:

302 Aye: Davis, Goines, Hadfield, Silverman

303 No: None

304 Absent: Francisco

305 Motion Carried: 4-0-1 absent (Francisco)

306

307 3. Resolution 2024-14, Breast Cancer Awareness Month

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

310 Chief Tyler noted the District's desire to continue participating in the Breast Cancer Awareness
311 Program that happens during the month of October. Staff will wear pink to raise awareness about
312 breast cancer.

313
314 There was no public comment.

315
316 M/s Hadfield/Davis to adopt Resolution 2024-14 designating October 2024 as National Breast
317 Cancer Awareness Month.

318 Roll Call Vote:

319 Aye: Davis, Goines, Hadfield, Silverman

320 No: None

321 Absent: Francisco

322 Motion Carried: 4-0-1 absent (Francisco)

323

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

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

328



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329 Chief Tyler commented that this program was brought to him by EMS B/C Dan Peters and noted
330 that this is already being done in the Bay Area. The proposed fee will be redistributed in the form
331 of a one-time stipend to the designated Paramedic Preceptor, ensuring the program's
332 sustainability and continued excellence in providing hands-on experience to aspiring paramedics.
333

334 There was no public comment.

335
336 M/s Davis/Goines to accept staff's recommendation to enter into a side letter agreement with the
337 Novato Professional Firefighters Association to implement a new Paramedic Preceptor/Intern
338 Fee Assessment Compensation Benefit.

339 Roll Call Vote:

340 Aye: Davis, Goines, Hadfield, Silverman

341 No: None

342 Absent: Francisco

343 Motion Carried: 4-0-1 absent (Francisco)

344

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

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

350 Chief Tyler commented that this is a position that the Board authorized during the budget
351 process. Scott Freedman is a retired B/C who was very involved with communications. He will
352 provide valuable support to the IT Division.
353

354 There was no public comment.

355

356 M/s Hadfield/Goines to adopt resolution 2024-15 ratifying the Employment Agreement of IT
357 Technician Scott Freedman.

358 Roll Call Vote:

359 Aye: Davis, Goines, Hadfield, Silverman

360 No: None

361 Absent: Francisco

362 Motion Carried: 4-0-1 absent (Francisco)

363

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

367 District staff recommends sending the fourth and final quarter payment for CY 2024 (invoice
368 amount \$108,008.27) to DHCS as a voluntary contribution to the non-Federal share (NFS) of
369 Medi-Cal expenditures for purposes of Assembly Bill 1705. This contribution is required in



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370 order to qualify for the maximum Federal funds match which enables the District to obtain the
371 maximum reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports.

372 Finance Director Valenti explained that this is the fourth and final payment for the IGT-PP-
373 GEMT program and must be received by 10/15/24.

374
375 There was no public comment.

376
377 M/s Davis/Silverman to send the fourth and final quarter payment for CY 2024 (invoice amount
378 \$108,008.27) to DHCS as a voluntary contribution to the non-Federal share (NFS) of Medi-Cal
379 expenditures for purposes of Assembly Bill 1705.

380 Roll Call Vote:
381 Aye: Davis, Goines, Hadfield, Silverman
382 No: None
383 Absent: Francisco
384 Motion Carried: 4-0-1 absent (Francisco)

385
386 7. Stryker gurney (2) purchase, trade-in and warranty
387 Board approval is requested for Staff's recommendation to purchase 2 new Stryker Power Pro 2
388 gurneys with batteries and assemblies for \$70,626.70 paid in one installment due upon Board
389 approval.

390
391 Board approval is requested for Staff's recommendation to single source the above contract
392 based on the following criteria:
393 Stryker is the manufacturer of the Stryker Power Pro-2 gurney, and the recommendation meets
394 the criteria for single source justification due to Stryker being the exclusive provider and supplier
395 of product standardization, specifications, and/or compatibility with existing equipment.

396
397 There was no public comment.

398
399 M/s Davis/Goines to purchase 2 new Stryker Power Pro 2 gurneys with batteries and assemblies
400 for \$70,626.70 paid in one installment due upon Board approval using a single source contract
401 with Stryker.

402
403 Roll Call Vote:
404 Aye: Davis, Goines, Hadfield, Silverman
405 No: None
406 Absent: Francisco
407 Motion Carried: 4-0-1 absent (Francisco)

408
409 **COMMITTEE REPORTS**
410 Directors may report on committee activities and meetings.

411



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- 412 1. MERA (Directors Silverman and Hadfield)- no meeting last month, next meeting is 10/23
413 2. Finance Committee (Directors Davis and Goines)- no meeting, next meeting TBD
414 3. Marin Wildfire Prevention Authority Board (Director Goines)- MWPA met 9/19
415 • Approved an environmental document (ingress/egress) for western and southern
416 Marin Coastal Zone- uncontested
417 • Completed an evaluation for Mark Brown- CPI 3.5% increase and 2.5% merit
418 increase
419 • No meeting in October
420 4. Facilities Committee (Silverman and Hadfield)- next meeting is 12/10/24
421

422 **FINANCIAL REPORTS**

423 Informational items for review. No action is needed.

- 424 1. Financial Reports, August 2024:
425 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
426 b. Revenues and Expenditures Detail Financial Report
427 c. Vendor Summary Financial Report
428
429 2. District Monthly Contracts Information
430

431 **INFORMATION**

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

- 433 1. Customer Surveys August 2024
434 2. MERA Update: September 2024
435 3. Upcoming meetings and events:
436 • Open House and Pancake Breakfast 10/13/24
437 • Next Regular Board Meeting 11/6/24 @ 10:00 am
438 4. Written Communications- ASM Crayne read written correspondence:
439 • Resident thanking WMS Jim MacDougall for assistance submitting grant forms
440 • Letters from Assistant Chief Hellver thanking D/C Dicochea and B/C Dague for
441 assistance with their B/C selection process.
442 • Two letters thanking B/C Whittet for the evacuation presentation he gave to the
443 Marin Valley Emergency Safety Team
444

445 *The Board entered closed session at 10:58 am*
446

447 **CLOSED SESSION**

- 448 1. Public Employee Appointment (Gov. Sec. 54957(b)(1).)
449 Title: Fire Chief
450
451 2. Conference with Legal Counsel- Anticipated Litigation (Gov.Code Sec.54956.9(d)(2).)
452 Significant Exposure to Litigation: 1 matter
453
454 3. Conference with Legal Counsel- Anticipated Litigation (Gov.Code Sec.54956.9(d)(2).)



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455 Significant Exposure to Litigation: 1 matter

456

457 4. Conference with Labor Negotiators (Gov.Code Sec.54957.6)

458 a. Agency designated representatives: Jenica Maldonado

459 b. Employee organizations: NFCOA, NPFA, NSAS

460

461 *The Board returned to open session at 1:10 pm. No reportable action was taken.*

462

463 **ADJOURNMENT**

464 There being no further business, President Silverman adjourned the meeting at 1:10 pm.

465

466 Respectfully Submitted,

467 *Jennifer Crayne*

468 Jennifer Crayne

469 ASM/Clerk of the Board

470



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1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, Shane Francisco, and Bruce
5 Goines

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief John Dicochea, B/C Dan Peters, B/C Jeff Whittet,
9 ASM/Board Clerk Jennifer Crayne, Finance Director Joe Valenti, FM Lynne Osgood,
10 Accountant Erilou Santos, IT Manager Azar Mashintchian, EMS Billing Analyst Shannon
11 Wager, Contracts/Purchasing Colleen Walraven, and WMS Kyle Nicholes.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, resident Bruce Bartel

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **AGENDA ADJUSTMENTS**

20 None.

21

22 **ASSOCIATION PRESIDENTS' REPORT**

23 None.

24

25 **DIRECTOR MATTERS**

- 26
- 27 • Director Davis commented on the drill that was held on the Marin Valley Hill that burned
28 in 2016 and was a huge threat to that community. He noted it was great to see a
29 controlled burn on that hill reducing risk for another fire.
 - 30 • Director Francisco noted that he stopped by the fire at 1629 South Novato Blvd and met
31 with Captain Brody who gave him a tour around the fire. He noted that the crew got a
32 good stop on the structure keeping the fire out of the rest of the house.
 - 33 • Director Goines reported that he went on a GNSFB tour. He complimented the
34 WMS/VMS team for all the work they are doing on the project. There were
35 approximately 30 residents from the Marin Country Club area in attendance.
 - 36 • Director Hadfield commented that he also attended the GNSFB tour with staff from the
37 Buck Center. He noted they were very impressed with the project and the information
38 they received.

38

39 **CHIEF'S REPORT**

40 **Calendar:**

- 41
- 42 • Tues October 29th is the 21st anniversary of Steve Rucker death
 - Wed Nov 6th Monthly BOD meeting



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- 43 • Mon Nov 11th Veteran’s Day—Admin Office Closed
- 44 • Wed Nov 13th Special BOD Meeting, 9:00 am
- 45 • Thurs Nov 14th NFD Badge Pinning Buck Center, 6 pm
- 46 • Wed Nov 27th OPS meeting

47

48 **Administrative Items:**

- 49 • Vacation Bidding and New Payroll System: NFD executive staff met with NFPA
50 President Mark Laroque to discuss the migration to the new payroll system, and the need
51 to set up a parallel vacation bidding system outside of our timekeeping software
52 (Telestaff) prior to the implementation of the new system (UKG Ready). We will need to
53 meet and confer with labor over the policy and process changes to reflect the true
54 tracking of accrued vacation (versus allotted vacation time for the purposes of vacation
55 bidding under our current process) for all members.
- 56 • Strategic Plan tracking tool: progress has been made by Azar on the strategic plan
57 tracking tool. We anticipate two additional meetings that need to be completed before the
58 rollout of the tool, first to OPS and then to the BOD. We are confident that our in-house
59 tool is best to move the items along and aid in reporting out completions.
- 60
- 61 • Marin Economic Forum & Economist Robert Eyler: October draft is completed and was
62 reviewed by the NFD Finance Committee on Oct 30th. The presentation by Dr. Eyler to
63 the full board is anticipated for late November.
- 64
- 65 • NFD attended a Marin County-wide *Fire Management Assistance Grants* (FMAG)
66 training hosted by CAL FIRE. Designed to provide learning about the FMAG process
67 and what the expectations will be for our agency in the event that we have an incident
68 that meets the FMAG criteria. The purpose of FMAG is to provide supplemental federal
69 assistance to states and local governments to fight fires burning on public (non-federal) or
70 privately owned forest or grassland. Fire Management Assistance is available to states,
71 local governments, and tribal governments for the mitigation, management, and control
72 of fires on publicly or privately owned forests or grasslands, which threaten such
73 destruction as would constitute a major disaster. The Fire Management Assistance
74 declaration process is initiated when a state submits a request for assistance to the Federal
75 Emergency Management Agency (FEMA) Regional Director at the time a “threat of
76 major disaster” exists. The entire process is accomplished on an expedited basis and a
77 FEMA decision is rendered in a matter of hours. The Fire Management Assistance Grant
78 Program (FMAGP) provides a 75 percent Federal cost share, and the State pays the
79 remaining 25 percent for actual costs.
- 80
- 81 • GNSFB Tour: On 10/22/24, approximately 45 community members joined Novato Fire,
82 Marin Wildfire, and Ecologically Sound Practices for a field trip in the Marin Country
83 Club neighborhood. NFD walked through the Greater Novato Shaded Fuel Break and
84 what treatments will be used in that neighborhood, particularly pile burning. About half



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85 of the attendees are Marin Country Club residents. It was also wonderful to see Directors
86 Hadfield and Goines during the field trip.
87

- 88 • Control Burns MVMCC Completed: B/C Mike Taul led our S-219 field burns which
89 were completed last week. The weather cooperated and we had great communication and
90 training experiences for the crew. The burns also provided enhanced vegetation invasive
91 removal and greater clearances for our GNSFB. An IAP was created and distributed prior
92 to all activities. Great coordination was made between allied fire agencies, ECC, MWPA
93 staff, and the neighborhood communities.
94
- 95 • NMWD Pumping Station Presentation was made to staff and available to chief officers
96 by the NMWD. They highlighted the need for adding new pump station(s) and locations
97 in order to maintain and upgrade the existing water storage and distribution system.
98 Special focus is on improving the refill across the southern Novato zones.
- 99 • Captains Promotions: Three NFD members have been promoted to the rank captain to fill
100 long-term vacancies from captains currently on W/C who are unlikely to return to duty,
101 per an NPFA side letter agreement. Those captains are Dave Schiavo, Donnie Wehr, and
102 Chris Goodspeed.
103
- 104 • 6 new NFD FF/PM candidates completed their background process and will begin
105 employment and the NFD academy on Dec 2nd.
106
- 107 • New hire Fire Inspector Derrick Shaw has successfully completed all phases of the
108 background process and will begin on Nov 1st
109
- 110 • Assistance to Firefighter Grant (AFG) for NFD SCBA replacement was rejected. We
111 followed up with grant officials to learn more about how we can improve future
112 submittals. This process was facilitated by Tom Welch from Black Rock 3 Consulting.
113 We will make revisions and resubmit.
114

115 **OPS: D/C John Dicochea:**

- 116 • Vegetation Fire Rush Creek Preserve: 6-to-8-acre fire controlled in unified command
117 with MCFD. Fixed wing and helicopter drops helped rapidly stop the forward progress
118 and contain the fire. No evacuations required. Notifications and updates sent by Nixle
119 and social media. This fire is under investigation in cooperation with the MCSO office.
120
- 121 • 2 Alarm residential structure fire on 1600 block of Novato Blvd. Fire was contained to
122 the unit of origin. A family of 6 was displaced. NFD provided one-time \$250 California
123 fire grant gift cards. The family was connected to Red Cross and NMCS for additional
124 assistance and support.
125
- 126 • Chief Dicochea is assisting in the coordination of the Ground Ambulance Data Collection
127 System (GADCS) information request and timelines. In accordance with section



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128 1834(I)(17) of the Social Security Act, the Centers for Medicare & Medicaid Services
129 (CMS) is collecting cost, revenue, utilization, and other information from the ground
130 ambulance organizations nationwide to determine if Medicare payments for ground
131 ambulance services are adequate. CMS developed the Medicare Ground Ambulance Data
132 Collection System (GADCS) to collect this information. CMS randomly selected
133 providers over a 4-year period to provide data and we were selected in calendar year
134 2023 to participate in the project and have to provide information over a continuous 12-
135 month period. We will be submitting data collected from July 1, 2023, through June 30,
136 2024. Organizations that have been selected to participate but fail to adequately report the
137 required information within 5 months after their data collection period ends (November
138 30, 2024) will receive written notification from CMS that they will be subject to a 10%
139 reduction in their Medicare Part B Ambulance Fee Schedule payment for a 5-year period.
140 More to follow.

- 141
- 142 • Reviewed the ERS reports from the previous weeks - corrected and sent back to captains
 - 143 to update as needed
 - 144 • Chief Dicochea, Officer Thomas Lyons, Vegetation Management Supervisor Sarah
 - 145 Labberton, and NPD Sergeant Wes Carroll attended a community meeting at Los Robles
 - 146 MHP regarding the unhoused in the marsh area behind the skate park 5-6:30 pm
 - 147

148 **EMS: B/C Dan Peters:**

- 149 • Paramedic Internship: Chief Peters facilitated the onboarding of our new paramedic
- 150 intern starting this week on A-shift.
- 151 • SOC update data and follow-up is progressing. Chief Peters is leading the effort to
- 152 provide additional information for our SOC updates focusing on EMS deployment and
- 153 triggers for adding an additional ambulance.
- 154 • Chief Peters attended EMS Training on Mobile Crisis Presentation
- 155

156 **Training: B/C Mike Taul:**

- 157 • Coordinated, ran, and completed the S-219 burns for October 24/25 at Hutchings and
- 158 MVMCC areas: The training burn provided an essential opportunity to build our
- 159 cohesiveness, enhance everyone's knowledge/skills, and strengthen our ability to respond
- 160 effectively to wildfires. The teams expertise and dedication not only ensured a well-
- 161 coordinated operation but also fostered a sense of camaraderie among all participants.
- 162 Novato Fire and Southern Sierra Fire Training appreciate the time and resources from
- 163 various agencies committed to this training. The knowledge and experience shared during
- 164 the burn will undoubtedly have a lasting impact on our preparedness and response efforts
- 165 in the future.
- 166 • Working on new FF/PM academy planning
- 167 • Pursuing grants for a commercial vent prop
- 168 • Checked with the State Fire Marshals' Office regarding the equivalence of the Company
- 169 Officer 2E class and S-215 class. Notified Chief Dicochea regarding the differences in



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170 our Career Development Guide and updated the CDG to reflect the correct courses
171 required.

- 172 • Confirmed affirmative use of CAL-JAC funds to purchase new NFD forklift tires.
- 173 • Started organizing FF1 & FF2 testing with Consumnes Fire

174

175 **Prevention: FM B/C Lynne Osgood:**

- 176 • Weekly Monday morning Chiefs & Managers meetings
- 177 • Weekly check-in with Prevention staff & MWPA WMS Supervisor, VMS Manager.
- 178 • Reviewed Strategic Plan LOE#5 MWPA tabletop survey with P61 & VMS Manager and
179 conducted MWPA survey and Q&A Training for A shift with VMS Sarah Labberton
- 180 • Performed Tabletop Training for Crews-PV/ESS Refresher B shift
- 181 • CALFIRE Forest Health Grant research and discussion.
- 182 • Fire Investigations: Rush Creek Veg Fire 10/29& 1629 Novato Blvd Structure Fire 10/30.
- 183 • Finalized On-Boarding sessions for new fire inspector.
- 184 • Completed 11 Plan Reviews
- 185 • Reviewed FHSZ LRA PPT
- 186 • Reviewed final contracts for WMS Supervisor & WMS
- 187 • 8 Solar Plan Reviews
- 188 • 4 Building finals & 4 Occupancy Finals
- 189 • Social Media Posts:

- 190 ▪ Happy Halloween & Halloween safety tips
- 191 ▪ Goodspeed, Wehr, and Schiavo promotion
- 192 ▪ 1633 Novato Blvd. structure fire
- 193 ▪ Rush Creek Landing fire
- 194 ▪ Rucker anniversary
- 195 ▪ National First Responders' Day
- 196 ▪ NFF Bingo reminder
- 197 ▪ San Ramon school visit
- 198 ▪ Downtown trick-or-treating event

- 199 • Nixle – Rush Creek veg fire
- 200 • Completed Armstrong outreach event debrief write up
- 201 • Scheduled Community Outreach Events:

- 202 ▪ Downtown trick-or-treating
- 203 ▪ San Marin HOA Halloween event
- 204 ▪ NHS Homecoming parade
- 205 ▪ Novato High Homecoming parade
- 206 ▪ San Ramon 1st graders station tour
- 207 ▪ Rancho Elementary “bike bus” IP
- 208 ▪ Atria first responders breakfast IP



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- 209 • Researched compostable hats to replace single-use plastic inventory
- 210 • Kiosk

- 211 ▪ Wrote content pieces for the holiday newsletter
- 212 ▪ Met with VMS regarding the demo garden project and direct mailer
- 213 ▪ Scheduled weekly meetings to keep the project on track
- 214 ▪ Scheduled photo project with Phoebe for demo garden photos for website + flyer

- 215 • Drafted Magnolia Project intern schedule
- 216 • Discussed holiday events with NFF
- 217 • Discussed holiday events with PD Comms (other LG)
- 218 • New plan submittals received for the week:20
- 219 • Plans requiring a plan check:17
- 220 • Meeting with C61 & B66 to review Premise information for CAD
- 221 • Updating premise information with special circumstances.
- 222 • 9 Solar Inspections & 6 ESS
- 223 • Managed GIS datasets for all Novato Zone vegetation projects
- 224 • Facilitated the WMS/VMS huddle
- 225 • Attended weekly GNSFB check-in meeting with Panorama, MWPA
- 226 • Presented at the Los Robles Fire Wise community meeting
- 227 • Submitted CAL FIRE grant progress report for Q3 on iCivics
- 228 • Submitted MWPA Work Plan Report Q1 for the Novato BOD meeting
- 229 • Attended MWPA data working group meeting at Los Gamos.
- 230 • Managed F&K, CCNB, and Fire Foundry through San Joaquin Place and Country Club
- 231 • Planned future GNSFB Phase 3 A and Phase 3 B locations with Sarah
- 232 • Planned this winter's priority broom schedule
- 233 • Continued working on the maintenance manual for the Admin and St. 63 Demo Gardens
- 234 • Compiled FY21-22 and FY22-23 treated polygons into new GIS layers
- 235 • Coordinated with residents regarding work on their property
- 236 • Gathered GNSFB project photos to be submitted with the CalFire grant report
- 237 • Coordinated with Raul F&K to schedule a workday at the Valley Memorial Project site
- 238 • Looked into the potential for re-seeding the dozer line at the MV2 burn unit
- 239 • 20 home assessments completed (WMA DSI)
- 240 • 425 roadside assessments completed (Zone 21, Presidents Zone)
- 241 • 1 HOA Assessments completed (ERS) (Stone Tree HOA)
- 242 • 121 grant assistance in person

243

Organizational Resources: B/C Jeff Whittet:

- 245 • Attended Monthly Operations Meeting and Rule of 5 for Captain.
- 246 • Attended Monday Morning Teleconference with Ops Chiefs.

247 Telestaff



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- 248 • Continued review and testing of operational functions before transferring to the cloud the
249 week of 10/28.
250 • Attempted test run of Station bidding on the new cloud system.

251 Fleet

- 252
253 • Completed additional DMV paperwork for Nissan Leaf – Exempt Licensing
254 • Completed Staff Report for Polaris UTV Purchase. Submitted to J. Valenti for funding
255 request.
256 • Completed Staff Report for 6 New Motorola Portable Radios. Submitted to J. Valenti for
257 the funding request.
258 • Submitted funding request to Cal Jac for replacement of Forklift Tires. Approximately
259 \$13,000
260 • Shipped final radio kits to Hi-tech EVS for installation into new Type 1 Engines.
261 • U3 OOS A/C hose and other repairs.
262 • U56 OOS F150 Lightning at Marin County Ford multiple codes.
263 • All other units in service.

264

265 Facilities

- 266 • Worked on parking plan with Jenn for Administration office spaces.
267 • Station 63 water valve replacement is still not completed by NMWD.
268 • Contacted Bauer, Stallion, and Artic Air compressors for Price Quotes to replace the
269 existing SCBA Fill Station. Staff Report forthcoming once bids are reviewed.
270 • Confirmed installation dates for S65 carpet project to begin the week of November 11th.
271 • Confirmed installation dates for the new garage door opener at station 62 for 10/29 by
272 Jones Garage Door.
273 • Confirmed replacement date of 10/24 or 10/25 for replacement E/V Charger at Admin
274 Building by Fowler Electric. The unit is under warranty.

275

276 Communications

- 277 • Completed Gen 2 programming update for all Mobile and Portable Radios in the fire
278 district

279

280 **Information Technology: IT Manager Azar Mashintchian:**

- 281 • Successful Telestaff to Google Cloud migration
282 • Intersection of AI meeting
283 • UKG Ready meetings
284 • OpenGov meeting – training on contracts system
285 • Review and update TLM Spreadsheet – on call with Finance for 2.5 hrs
286 • Train Nole on process of Promotions in Telestaff
287 • Make sure HR enters and fixes information into UKG Ready



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- 288 • Emergency Box not working at 63 – work with Scott and the vendor. Found out it is a
289 bad microphone- will be addressed next week
290 • Start annual vacation spreadsheet for bidding.
291 • Weekly data analysis report for Calls for Service
292 • Continued work on reconciling FirstNet phone numbers with their associated devices
293 • Continued work on getting DISH Network up and running in Admin

294 There was no public comment.

295 **CONSENT CALENDAR ITEMS**

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

298
299 1. 10/2/24 Regular Board Meeting Minutes

300 2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
301 Board approval of staff’s recommendation to write off the designated multi-year
302 uncollectible ambulance billing accounts totaling \$14,721.90.

303 There was no public comment.

304
305 M/s Hadfield/Goines to approve the consent calendar items 1-2.
306 Motion carried: 5-0-0

307
308 **NEW BUSINESS**

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

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

314
315 Chief Tyler introduced this item and noted that this position is funded by MWPA. The 2-year
316 agreement reflects the increases that MWPA authorizes.

317
318 Director Goines questioned the logic of having these agreements renew every 2 years when it is a
319 10-year program. He would like to revisit the discussion at the January Workplan Meeting.

320
321 There was no public comment.

322
323 M/s Goines/Davis to adopt resolution 2024-16 ratifying the Employment Agreement of Wildfire
324 Mitigation Specialist Supervisor Yvette Blount.

325 Roll Call Vote:

326 Ayes- Davis, Francisco, Goines, Hadfield, Silverman

327 Noes- None

328 Absent- None

329 Motion Carried: 5-0-0



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

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

335
336 Chief Tyler noted that similar to the previous item, this agreement for WMS Dan Russo is up for
337 renewal. This is also a 2-year agreement and is funded by the MWPA.

338
339 There was no public comment.

340
341 M/s Hadfield/Francisco to adopt resolution 2024-17 ratifying the Employment Agreement of
342 Wildfire Mitigation Specialist Daniel Russo.

343 Roll Call Vote:
344 Ayes- Davis, Francisco, Goines, Hadfield, Silverman
345 Noes- None
346 Absent- None
347 Motion Carried: 5-0-0

348
349 3. Resolution 2024-18 a Resolution of the Novato Fire Protection District Ratifying the
350 Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist
351 Joseph Doherty.

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

354
355 Chief Tyler noted that retiree Joe Doherty had been filling the Fire Inspector vacancy on a
356 temporary basis. That position has now been filled by a full-time employee. Joe will transition
357 into a WMS position as a retired annuitant.

358
359 There was no public comment.

360
361 M/s Davis/Francisco to adopt resolution 2024-18 ratifying the Employment Agreement of
362 Wildfire Mitigation Specialist Joseph Doherty.

363 Roll Call Vote:
364 Ayes- Davis, Francisco, Goines, Hadfield, Silverman
365 Noes- None
366 Absent- None
367 Motion Carried: 5-0-0

368
369 4. Polaris UTV Purchase & Budget Adjustment

370 Board approval is requested to accept staff recommendation to purchase Two Polaris XD 1500
371 Utility Terrain Vehicles (UTV) and QTAC EMS-F Rescue Skids in an amount not to exceed
372 \$75,000.



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373 Chief Tyler commented that the District is looking at how to improve trail rescue response in our
374 open space, fire roads, and hiking trails. Adjoining agencies like San Rafael, Marin County Fire,
375 and Southern Marin Fire have integrated the use of the UTV platform into their operations. The
376 units will include 4 doors, a fully enclosed operator and passenger compartment, and an EMS
377 rescue sled to safely transport patients and rescuers.

378 There is a correction to the staff report. The request is to purchase 2 units for 75K each for a total
379 of 150K.

380 Director Hadfield inquired about the service life of these units. Chief Whittet will reach out to
381 San Rafael Fire and ask what their experience has been.

382
383 Director Francisco asked if they plan to add a water tank to these units. Chief Whittet responded
384 that they ruled that option out because the skids for that are over 11K.

385
386 Director Davis added that he is concerned about the ATVs flipping and rolling over. Chief
387 Whittet added that the solution to that is to have only qualified drivers operating these units. He
388 is working with Chief Taul on developing a driver's training platform. Director Goines advocates
389 that this purchase should be contingent upon developing a training certification program to
390 ensure proper safety. Chief Whittet has reached out to neighboring agencies that are willing to
391 share their training programs and instructors to help develop the training.

392
393 There was no public comment.

394
395 M/s Goines/Francisco to accept staff's recommendation to purchase Two Polaris XD 1500 Utility
396 Terrain Vehicles (UTV) and QTAC EMS-F Rescue Skids in an amount not to exceed \$75,000
397 contingent upon the development of a training certification program.

398 Motion Carried: 5-0-0

399
400 5. Purchase of 6 Motorola APX8000XE Portable Radios & Budget Adjustment

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

403
404 Chief Tyler explained that the District needs additional Motorola Portable Radios to complete
405 the necessary inventory requirements for all in-service apparatus and staff vehicles with
406 operational responsibilities. A total of 6 radios will ensure we have enough radios for all in-
407 service apparatus and spares in case of necessary repairs.

408 Director Goines asked if this expense was included in the approved budget. Chief Tyler
409 responded that since this purchase was not budgeted, it would require transferring \$53,000 from
410 the Unassigned Fund to the Communications Equipment Capital account.

411 There was no public comment.



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412 M/s Hadfield/Silverman to accept staff’s recommendation to purchase 6 new Motorola
413 APX8000XE Portable Radios and accessories in accordance with MERA specifications.

414 Motion Carried: 5-0-0

415

416 6. Motorola Mach Alerting System

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

420

421 Chief Tyler reported that IT Manager Mashintchian brought this item to our attention. There is a
422 need to enter into an agreement with MERA for reliability and redundancy. If there is a failure,
423 other agencies in the county rely on an internet connection, which is unreliable. The point-to-
424 point hardwire connection creates reliability and redundancy should that system go down.

425

426 There was no public comment.

427

428 M/s Hadfield/Francisco to approve a District agreement with MERA for the point-to-point
429 connection of the new Motorola Mach Alerting System for all District fire stations to connect to
430 1600 Los Gamos Drive, San Rafael, CA.

431 Motion Carried: 5-0-0

432

433 **COMMITTEE REPORTS**

434 Directors may report on committee activities and meetings.

- 435 1. **MERA** (Directors Silverman and Hadfield)- Director Hadfield reported MERA had their
436 last governing body meeting for the build-out. They are still having issues with station
437 alerting and addressing some unforeseen system issues. The system is up and running and
438 everyone has been transferred over. MERA meetings will now be quarterly.
- 439 2. **Finance Committee** (Directors Davis and Goines)- Director Davis reported that the
440 committee met on 10/13 to review the report by Dr. Robert Eyster of the Marin Economic
441 Forum. He noted that this will be a valuable tool for budgeting and negotiations. The
442 report will go to the full board at the end of November.
- 443 3. **Marin Wildfire Prevention Authority Board** (Director Goines) – Director Goines
444 noted that MWPA did meet last month
- 445 4. **Facilities Committee** (Silverman and Hadfield) – The Facilities Committee will meet
446 next month on 12/10

447

448 **FINANCIAL REPORTS**

449 Informational items for review. No action is needed.

- 450 1. Financial Reports, September 2024:
 - 451 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - 452 b. Revenues and Expenditures Detail Financial Report



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453 c. Vendor Summary Financial Report

454

455 2. District Monthly Contracts Information

456

457 **INFORMATION**

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

459 1. Customer Surveys September 2024

460 2. MERA Update: October 2024

461 3. MWPA Q1 Report

462 4. Upcoming meetings and events:

463

- Veterans Day 11/11/24 - Admin Office Closed

464

- Badge Pinning Ceremony 11/14/24 at 6:00 pm Buck Center

465

- Next Regular Board Meeting 12/4/24 at 10:00 am

466

- Regular Facilities Committee Meeting 12/10/24 at 9:00 am

467

468 5. Written Communications – ASM/Board Clerk shared correspondence from Schell-Vista

469

Fire thanking President Silverman for participating in the engineer testing process for their

470

agency. There was also a thank you card from the Fenner Family thanking the District for

471

having sympathy flowers delivered in memory of former board member, Skip Fenner.

472

473 **ADJOURNMENT**

474 There being no further business, President Silverman adjourned the meeting at 11:18 am.

475

476 Respectfully Submitted,

477

Jennifer Crayne

478

Jennifer Crayne

479

ASM/Clerk of the Board

480



Novato Fire District Board of Directors
Special Board Meeting Minutes
November 13, 2024

1 The meeting was called to order by President Silverman at 9:00 am

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike
5 Hadfield

6 Absent: None

7

8 **STAFF PRESENT**

9 Fire Chief Bill Tyler, Deputy Fire Chief John Dicochea, HR Manager Gretchen Felciano, Chief
10 Jeff Whittet, Fire Marshal Lynne Osgood, Captain Mark Larroque, Chief Eric Mesenburg, Chief
11 Dan Peters, and 40 other participants attending via Zoom.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 None.

15

16 **AGENDA ADJUSTMENTS**

17 None.

18

19 **NEW BUSINESS**

20 1. DISCUSSION AND POSSIBLE ACTION REGARDING FIRE CHIEF
21 RECRUITMENT

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

27

28 The Board welcomed Deborah Muchmore of Muchmore Than Consulting. She opened by saying
29 that Chief Tyler has announced his retirement early next year and the District must begin to seek
30 new leadership. The purpose of her presentation is to provide insight into the executive search
31 process, timeline, options, and next steps.

32 Ms. Muchmore's presentation included information on:

- 33
- 34 • A common executive search process
 - 35 • Timeline for search
 - 36 • Phase 1- Review Organizational Materials/Info (completed)
 - 37 • Phase 2- Profile and Materials Development (currently in this phase)
 - 38 • Phase 3- Outreach and Marketing
 - 39 • Phase 4- Preliminary Candidate Screening – Final List
 - 40 • Phase 5- Selection Process
 - 41 • Phase 6- conditional offer letter- background checks (confidential)

42

43 Ms. Muchmore reviewed a list of competencies of a leader. These included characteristics such
as being conscientious, hard-working, a good listener, trustworthy, active in the community, etc.



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44

45

46 The current Career Development guide was reviewed. The redline text was added to indicate
47 how someone might achieve the preparation for the Fire Chief position.

48 The minimum qualifications of a Fire Chief, including education, experience, and certificates
49 were reviewed for other fire entities such as Santa Rosa Fire, San Rafael Fire, Rancho Adobe
50 Fire, Southern Marin Fire, Petaluma Fire, and Healdsburg Fire.

51

52 Director Goines asked when in the process would we need to add preferred qualifications, such
53 as an associate degree or certain certificates if we decided to do so. Ms. Muchmore noted that it
54 must be included in the marketing materials when the recruitment is opened. The uniform
55 guidelines for employee selection are set by the EEOC and require transparency about what the
56 role is, what the expectations are, and what the selection process will be.

57

58 NPFA President Mark Larroque opened by stating that he was incorrect about the rules of the
59 public comment section of the meeting. He noted that it is indeed open to all fire personnel to
60 comment. He thanked the Board for the time they spent listening to NPFA over the past few
61 months. The members feel listened to and they look forward to working with you on the process
62 moving forward. President Larroque asked the Board to consider the desired and preferred
63 characteristics of the applicants and consider that internal candidates have been saturated in
64 working for Novato Fire. He noted that they all have the equivalent of a master's or doctorate in
65 this department. President Larroque stated that there are potentially three or more highly
66 qualified candidates within our department and they are fully engaged with the Strategic Plan.
67 He commented that their experience and in-depth knowledge cannot be quantified with external
68 candidates. President Larroque stated that the NPFA strongly supports internal candidates for
69 this position.

70

71 NFCOA President Kyle Dague addressed the Board on behalf of the Chief Officers Association
72 and thanked them for notifying them of the formation of an ad hoc selection committee for the
73 NFD Fire Chief position. He thanked them for their intent to review the job description and
74 minimum qualifications outlined in the 2019 version of the Career Development Guide. He noted
75 one thing missing from Deborah Muchmore's presentation in terms of the Career Development
76 Guide currently used for Battalion Chiefs is that the Captain must have two years, but must also
77 be qualified as an Acting B/C to be considered for promotion to B/C, so that qualification was
78 missing from the presentation. He continued by stating that the 2019 Career Development Guide
79 was negotiated jointly by management, staff, and representatives from both the NPFA and
80 NFCOA, therefore, the District's desire to revise the Career Development Guide is seen as a
81 negotiable item by the NFCOA. Additionally, the Career Development Guide states that these
82 revisions were intended to ensure that NFD personnel are provided with appropriate guidelines
83 to prepare for the testing and promotional processes. The NFCOA respectfully requests that the
84 Board refrain from making any changes to the Career Development Guide since they were just
85 notified about potential changes on November 1st and have not had the opportunity to meet and
86 confer. Finally, the NFCOA is requesting that the Board consider including a member of the
87 NFCOA on the ad hoc selection committee. They are recommending C-Shift Battalion Chief



Novato Fire District Board of Directors
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November 13, 2024

88 Barrett Smith for the Board to consider. President Dague thanked the Board for the opportunity
89 to comment on this item.

90
91 The Board had a lengthy discussion about preferred qualifications and minimum qualifications.

92
93 Agency designated representative Jenica Maldonado, provided the Board with recommendations
94 on how to proceed. She noted that the case law on this is pretty clear that if you were to move
95 forward and take an action item on decision, but you had outstanding bargaining to do as to
96 effects, PERB doesn't look favorably on that. They want you to engage fulsomely in effects
97 bargaining prior to making a decision. She commented that while it's the Board's prerogative to
98 again agendize this same matter for the regular meeting in December for discussion and possible
99 action, trying to take an action item that has dependencies built in is not necessarily the best
100 approach because we need to sit down in good faith and have that negotiation relating to effects.
101 Jenica's recommendation would remain that we do that step. She noted that it does not preclude
102 the Board from agendizing the same item in the future, but it at least provides a genuine
103 opportunity to meet and confer that isn't veiled or conditioned in any way.

104 Jenica recommended that the first step is to have some representatives from this body, preferably
105 the ad hoc committee that has been designated, to meet and confer with NFCOA. They've made
106 that request and identified their effects bargaining, so sit down and have that discussion. Jenica
107 commented that it be made clear that you are there for effects bargaining, not decisional
108 bargaining, and move forward.

109
110 Director Francisco suggested that the Board follow Jennica's recommendations. Director
111 Hadfield agreed and stated that he would like to get these potential effects published and written
112 so that they can present them for their evaluation and allow the effects bargaining and then
113 agendize this item for the next meeting.

114
115 There was no public comment

116
117 M/s Hadfield/Davis to have potential effects published and presented to the NFCOA for
118 evaluation and allow for effects bargaining and agendize this item for the December Regular
119 meeting.

120 Motion carried: 5-0-0

121
122 **ADJOURNMENT**

123 There being no further business to conduct, President Silverman adjourned the meeting at 10:34
124 am.

125
126
127 Respectfully submitted by,

128
129 *Jennifer Craigne*
130 ASM/Clerk of the Board



Novato Fire District Board of Directors
Special Board Meeting Minutes
November 14, 2024

1 The meeting was called to order by President Silverman at 6:00 pm in the Buck Institute, 8001
2 Redwood Blvd, Novato, CA. 94945

3

4 **ROLL CALL**

5 Present: President Silverman, Directors Bill Davis, Shane Francisco, and Mike Hadfield

6 Absent: Director Bruce Goines

7

8 **OPEN TIME FOR PUBLIC EXPRESSION**

9 None.

10

11 **NEW BUSINESS/PRESENTATION**

12 1. Badge Pinning

13 The badge pinning ceremony recognized new hires and promoted employees in 2024.

14 Sworn members received their badges and took the oath of office.

15

16 **ADJOURNMENT**

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

18 6:55 pm. Refreshments were served.

19

20 Respectfully submitted by,

21

22 *Jennifer Crayne*

23

24 ASM/Clerk of the Board



Novato Fire District Board of Directors
Special Board Meeting Minutes
November 22, 2024

1 The meeting was called to order by President Silverman at 11:00 am

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike
5 Hadfield

6 Absent: None

7

8 **OPEN TIME FOR PUBLIC EXPRESSION**

9 None.

10

11 **AGENDA ADJUSTMENTS**

12 None.

13

14 The Board entered closed session at 11:08 am.

15

16 **CLOSED SESSION**

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

18 Title: Fire Chief

19 The Board returned to open session at 1:20 pm. There was no reportable action.

20

21 **ADJOURNMENT**

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

23

24

25 Respectfully submitted by,

26 *Jennifer Crayne*

27 ASM/Clerk of the Board



Novato Fire District Board of Directors
Regular Board Meeting Minutes
December 4, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ADMINISTRATION OF OATH OF OFFICE**

4

5 **ROLL CALL**

6 Present: President Silverman, Directors Bill Davis, Mike Hadfield, Shane Francisco, and Bruce
7 Goines

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Deputy Chief John Dicochea, B/C Dan Peters, ASM/Board Clerk Jennifer
11 Crayne, FM Lynne Osgood, IT Manager Azar Mashintchian, EMS Billing Analyst Shannon
12 Wager, FF/Paramedic Nicole Scott, FF/Paramedic Matt Allman, FF/Paramedic Devin Solar,
13 Captain Kim Lesik, Captain Nick Zagaris, FF/Paramedic Aaron Hakenen, FF/Paramedic Kevin
14 Larson, WMS Kyle Nicholes, NPFA, Engineer Jeff Pannell, DFM Justin Conner, and Engineer
15 Jason Pace.

16

17 **OTHERS PRESENT**

18 District Counsel Riley Hurd, resident Bruce Bartel, Jenica Maldonado

19

20 **OPEN TIME FOR PUBLIC EXPRESSION**

21 None.

22

23 **CLOSED SESSION**

24 *The Board entered into a closed session at 10:03 am.*

25

26 **1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

27 Government Code Section 54956.9(d)(2)

28 Significant exposure to litigation: 1 case

29

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

31 Title: Fire Chief

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

33 Agency Designated Representative: Jenica Maldonado, AALRR

34 Employee Organizations: NFPA, NFCOA

35 Unrepresented Employees: NSAS

36

37 **RETURN TO OPEN SESSION**

38 *The Board returned to the Open Session at 12:23 pm. There was no reportable action taken.*

39

40 **AGENDA ADJUSTMENTS**

41 None.

42

43 **ELECTION OF BOARD OFFICERS**



Novato Fire District Board of Directors
Regular Board Meeting Minutes
December 4, 2024

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

47 1. Election of President

48 M/s Silverman/Hadfield nominating Director Goines as President

49 Motion carried: 5-0-0

50 2. Election of Vice President

51 M/s Silverman/Goines nominating Director Hadfield as Vice President

52 Motion carried: 5-0-0

53 3. Election of Secretary

54 M/s Goines/Davis nominating Director Francisco as Secretary

55 Motion carried: 5-0-0

56

57 **ASSOCIATION PRESIDENTS' REPORT**

58 None.

59

60 **DIRECTOR MATTERS**

61 Director Goines reported that he and Chief Tyler attended the Red Sky Summit in San Francisco.

62 The conference included representatives from Federal, State, and Local Governments.

63

64 **CHIEF'S REPORT**

65 **Calendar Items for December:**

- 66 • Dec 3rd NFF Bingo at Trek
- 67 • Dec 4th BOD Monthly meeting
- 68 • Dec 7th Heros & Helpers—Toy shopping at Target with NPD
- 69 • Dec 7th DNBA Tree Lighting Ceremony with Santa: 4:30-8:00
- 70 • Dec 8th Collection of Toys at Marin country Club
- 71 • Dec 9th Vacation Bidding for shifts starts
- 72 • Dec 12th Bike and Toy drop off at the North Marin Community Services
- 73 • Dec 12th Collect bikes and toys from Women's Golf Club at Marin Country Club
- 74 • Dec 12th Office Holiday Party
- 75 • Dec 14th Salvation Army Bell Ringing Nugget Market 11:00 am to 2:00 pm
- 76 • Dec 17th NFD Economic Study Presentation Dr Eyler
- 77 • Dec 17th Facilities Committee meeting
- 78 • Dec 24th & Dec 25 (Tuesday/Wed) Admin office is closed
- 79 • Dec 29th Hannukah Menorah Lighting & Gelt Drop
- 80 • Dec 31st NYE Bouncy Ball Drop
- 81 • Jan 1st (Wed) Admin office is closed
- 82 • Jan 8th Monthly BOD meeting

83



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84 **Administrative Items:**

- 85 • Thurs. Nov 14th NFD Badge Pinning Buck Center – a great night and special thanks to
86 Jenn Crayne, Kelley Penny, and Grace Walraven
- 87 • 6 new FF/PM started the NFD academy: Daniel Camarena, Griffen Case, Everardo
88 Mosqueda, Maren Nelson, Kristopher Strok, and Wyatt Vandervoort—See memo with
89 backgrounds.
- 90 • Completed NFCOA Effects Bargaining Wednesday, November 27th
- 91 • In communication with NFPA to discuss the vacation accrual vs allotted system and how
92 we can implement the accrual system next calendar year.
- 93 • Medicare Ground Ambulance Data Collection System (GADCS): Submission completed.
94 In accordance with section 1834(I)(17) of the Social Security Act, the Centers for
95 Medicare & Medicaid Services (CMS) is collecting cost, revenue, utilization, and other
96 information from the ground ambulance organizations nationwide to determine if
97 Medicare payments for ground ambulance services are adequate. CMS developed the
98 Medicare Ground Ambulance Data Collection System (GADCS) to collect this
99 information. CMS randomly selected providers over a 4-year period to provide data and
100 we were selected in calendar year 2023 to participate in the project and have to provide
101 information over a continuous 12-month period. We completed the submission of data
102 collected from July 1, 2023, through June 30, 2024. *Organizations that have been
103 selected to participate but fail to adequately report the required information within 5
104 months after their data collection period ends (November 30, 2024) will receive written
105 notification from CMS that they will be subject to a 10% reduction in their Medicare Part
106 B Ambulance Fee Schedule payment for a 5-year period.*
- 107 • 1st workplace violence prevention plan training was completed for all shifts and Admin.
108

109 **OPS: D/C John Dicochea:**

- 110 • Storm Coverage Plan worked well for most recent storms
- 111 • Attended a meeting with NUSD representatives to discuss NUSD school remodels,
112 proper signage at each facility, updating emergency contact information with the ECC for
113 all their facilities, and cost sharing to update the Pre-plans for each facility.
- 114 • Attended the PGE construction meeting and emphasized to the contractor the need for
115 better communication. They recently had a planned natural gas release that generated
116 many calls and the ECC was never notified.
- 117 • Met with Azar, Colleen, and Chief Osgood to discuss the 2 new records management
118 system contracts, Image Trend and First Due. Trying to get the contracts in place by
119 January, so we can start the migration of data in February or March.
120

121 **EMS: B/C Dan Peters:**

- 122 • Facilitate Pinnacle physicals and Galleri cancer testing.
- 123 • Academy 24-2 planning with Grossman, TRN 62: Admin orientation
- 124 • SOC 2024 Revision project work: look through processed data from Citygate
125



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126 **Training: B/C Mike Taul:**

- 127 • Regional Truck Training prep with Captain Lesik
- 128 • Academy 24-2 preparation and implementation
- 129 • Determined our turnouts will need to be sent out for Ozone cleaning following an EV
- 130 fire. (more info in the next ops meeting)
- 131 • Worked on a process for policy revisions due to ECC changes
- 132

133 **Prevention FM B/C Lynne Osgood:**

- 134 • Holiday newsletter final for drop
- 135 • Lots of holiday events support + public requests for a fire engine
- 136 • Created a campaign to increase subscriptions to the newsletter
- 137 • Meeting with MWPA Data tools and integration - today is the big day for aligning data
- 138 from tools into the next work plan
- 139 • Cal fire Grant scope is being amended and reviewing the possibility of going for a
- 140 separate grant for the fall of 2025

141 **Organizational Resources: B/C Jeff Whittet:**

- 142 • Picked up Unit 56 – Ford F150 Lightning from Novato Ford after repair of wiring. Unit
- 143 in service at admin.

144 **CONSENT CALENDAR ITEMS**

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

- 147
- 148 1. 11/6/24 Regular Board Meeting Minutes
- 149 2. 11/13/24 Special Board Meeting Minutes
- 150 3. 11/14/24 Special Board Meeting Minutes
- 151 4. Board of Directors 2025 Regular Meeting Schedule
- 152 5. Finance Committee 2025 Regular Meeting Schedule
- 153 6. Facilities Committee 2025 Regular Meeting Schedule
- 154 7. Ambulance Fee Debt Write Off Due to Hardship
- 155 Board approval is requested to approve a write-off of the designated ambulance billing
- 156 accounts.
- 157 The following accounts have submitted a written request for write-off consideration from
- 158 the Board of Directors. The requests are claiming financial hardship.

159 ▶ F24029545 \$2,654.65

160 M/s Hadfield/Silverman to approve the consent calendar items 1-7.

161 Motion carried: 5-0-0

162

163



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164 **NEW BUSINESS**

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

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

170 Chief Tyler noted that during the last special meeting of the Board, they went through a process
171 to identify minimum qualifications and establish a profile for the ideal candidate for the next Fire
172 Chief. The Board prepared a draft of the materials and acknowledged the need for effects
173 bargaining. As a result, the Board directed Chief Tyler to consult with the Chief Officers
174 regarding any potential negative impacts. They had a constructive and productive conversation,
175 clarifying their concerns. One of the possibilities considered was, instead of modifying the
176 Career Development Guide with regards to the qualifications, we can identify under the ideal
177 candidate statement they would be a Battalion Chief. The areas causing concerns for members
178 include.

- 179 • Changes to the Career Development Guide after people have already prepared is like
180 moving the goal post and does not allow enough time to meet the qualification
- 181 • They want more advocacy and participation from employees around the Fire Chief
182 selection process
- 183 • Advocating for the promotion of internal candidates
- 184 • Disagree with Jenica Maldonado's explanation about the Board's authority to select the
185 Fire Chief
- 186 • Requesting an opportunity for union leadership and other District stakeholders to meet
187 the candidate

188 Chief Tyler recommended to the Board that they maintain the current version of the Career
189 Development Guide and include in the Ideal Candidate Statement that the candidate must hold
190 the position of Battalion Chief or higher. He noted that this recommendation is supported by the
191 rank and file and allows the process to move forward in the most positive manner.

192
193 There was no public comment.

194
195 M/s Hadfield/Silverman to approve the Fire Chief hiring documentation with the following
196 changes; leave the Career Development Guide as is, include the requirement that the ideal
197 candidate would hold the rank of Battalion Chief or equivalent experience as determined by the
198 Board, and include the language that the Board will consider providing an opportunity for union
199 leadership and other stakeholders to meet with the candidate at the appropriate stage and have
200 their feedback shared and accounted for by the Board.

201 Motion carried: 5-0-0

202
203 **2. SCBA FILL STATION REPLACEMENT AT STATION 62**

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



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206 Chief Tyler commented that the fill station needs to be replaced after 25 years in service. The 2
207 fill station units and cascade storage cylinders were all installed in 2001. Due to the age of the
208 unit many of the replacement parts are now obsolete. The Bauer Air Compressor was replaced in
209 2014 and still has extended service life and is not recommended for replacement at this time. The
210 funds for replacement have been budgeted and approved.

211
212 There was no public comment.

213
214 M/s Hadfield/Francisco to accept the staff's recommendation to purchase a new Bauer SCBA
215 Fill Station and cascade storage cylinders for station 62.
216 Motion carried: 5-0-0

217
218 **COMMITTEE REPORTS**

- 219 Directors may report on committee activities and meetings.
- 220 1. MERA (Directors Silverman and Hadfield)- MERA had their last meeting in September,
221 the meeting schedule will change and switch to a more general information meeting to
222 report on maintenance, the system is up and running and everything is working.
 - 223 2. Finance Committee (Directors Davis and Goines)- did not meet, 2025 meeting schedule
224 is in the Consent Calendar
 - 225 3. Marin Wildfire Prevention Authority Board (Director Goines)- there was no meeting in
226 October or December, they met in November, the environmental compliance report for
227 Valley Memorial was approved, San Anselmo and San Rafael fuel reduction project they
228 approved another 410K, reviewed the details of a 4-year report (available on MWPA
229 website), received a clean audit with no issues.
 - 230 4. Facilities Committee (Silverman and Hadfield) committee will meet on 12/17 at 1:00 pm.

231
232 **FINANCIAL REPORTS**

- 233 Informational items for review. No action is needed.
- 234 1. Financial Reports, October 2024:
 - 235 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - 236 b. Revenues and Expenditures Detail Financial Report
 - 237 c. Vendor Summary Financial Report
 - 238
 - 239 2. District Monthly Contracts Information

240
241 **INFORMATION**

- 242 Items of a general nature that the staff wishes to bring to the attention of the Board.
- 243 1. Customer Surveys October 2024
 - 244 2. MERA Update: November 2024
 - 245 3. Upcoming meetings and events:
 - 246 • Regular Facilities Committee Meeting 12/10/24 at 9:00 am
 - 247 • Special Board Meeting 12/17/24 at 10:00 am



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- 248
- 1/1/25 New Year's Day- Admin Office Closed
- 249
- Next Regular (Special) Board Meeting 1/8/25
- 250
- 251 5. Written Communications – ASM Crayne read a heartfelt thank you letter for a code save.
- 252

253 **ADJOURNMENT**

254 There being no further business, President Silverman adjourned the meeting at 1:11 pm.

255

256 Respectfully Submitted,

257 *Jennifer Crayne*

258 Jennifer Crayne

259 ASM/Clerk of the Board

260



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1 The meeting was called to order by President Goines at 10:00 am

2

3 **ROLL CALL**

4 Present: President Goines, Bill Davis, Shane Francisco, Lj Silverman, and Mike Hadfield

5 Absent: None

6

7 **STAFF PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief John Dicochea, ASM Jennifer Crayne, HR Manager

9 Gretchen Felciano, Finance Manager Joe Valenti, Fire Marshal Lynne Osgood, Fire Prevention

10 Specialist Lauren Galli, Admin Assistant Kelley Penney, Senior Accountant Brooke Kerrigan,

11 Captain Marc Teldeschi, Accountant Erilou Santos, Training Captain Mario Bernardini, B/C Dan

12 Peters, Admin Assistant Grace Walraven, and B/C Eric Mesenburg.

13

14 **OTHERS PRESENT:**

15 Jenica Maldonado, Stephanie Bickham, Josh Wisser

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **PRESENTATION**

24 *Novato Fire: Selected Analysis of Assessed Property Values and Economic Forecasts and*

25 *Events-* Robert Eyler, PhD, Chief Economist with the Marin Economic Forum

26

27 The Board welcomed Robert Eyler, PhD, Chief Economist with the Marin Economic Forum. He
28 presented the findings from his research on the analysis of the assessed property values and
29 economic forecast events.

30 The assessment of the economic factors affecting assessed property values in Novato,
31 California, develops three scenarios (ranging from a case with multiple economic and
32 political concerns to a good case with no recession and continued growth of housing
33 prices) with estimated impacts (% increase or decrease) on assessed property valuations
34 as bases for property tax revenues. Factors to consider include the following:

- 35 • Home Sales / Inventory / Mortgage Rates
- 36 • Loss of insurance coverage
- 37 • Local employment outlook/types of jobs (higher paying or lower paying) /
38 impact on housing demand
- 39 • Commercial real estate vacancy rates/market outlook
- 40 • Any proposed ballot initiatives or legislation that could impact property values
- 41 • Timing and size of Fed rate cuts



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- 42 • Equity Market Changes
43 • Election outcomes and fiscal policy impacts
44 • Potential for escalation in global conflicts
45 • Slowing economic growth/contraction
46 • Effects of massive national debt on markets and impact on the US dollar,
47 downgrades in US creditworthiness, etc.

48
49 **NEW BUSINESS**

50 1. Novato Fire: Selected Analysis of Assessed Property Values and Economic Forecasts and
51 Events- Robert Eyler, PhD, Chief Economist with the Marin Economic Forum
52 Board of Directors to discuss and consider acceptance of the *Selected Analysis of Assessed*
53 *Property Values and Economic Forecasts and Events* report prepared by Robert Eyler, PhD,
54 Chief Economist with the Marin Economic Forum.

55
56 A lengthy discussion about Dr. Eyler’s presentation ensued. The audio recording will be shared
57 with members.

58
59 11:09 am: Director Francisco needed to leave the meeting due to a family emergency.

60
61 There was no public comment.

62
63 M/s Hadfield/Silverman to accept the report from Dr. Robert Eyler on the *Novato Fire: Selected*
64 *Analysis of Assessed Property Values and Economic Forecasts and Events*.

65 Motion carried: 4-0-1 absent (Francisco)

66
67 **ADJOURNMENT**

68 There being no further business to conduct, President Goines adjourned the meeting at 11:09 am.

69
70
71 Respectfully submitted,

72
73 *Jennifer Crayne*

74 ASM/Clerk of the Board