



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
FEBRUARY 11, 2026
TIME: 10:00 A.M.**

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

ATTENTION: This will be an in-person meeting of the Board of Directors of the Novato Fire Protection District. All members of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact the Clerk of the Board, Jennifer Crayne, at jcrayne@novatofire.org.

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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

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

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

During Open Time for public expression item

Public comment period on agenda items.

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

ROLL CALL

President Michael Hadfield

Director William Davis
Director Bruce Goines

Director Lj Silverman
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS



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PRESENTATION

District Counsel, Riley Hurd, will provide the Board of Directors with annual Brown Act training and board best practices.

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. 1/14/26 Special Board Meeting Minutes

2. Ambulance Fee Debt Write Off Due to Hardship

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

The following account has submitted a written request for write-off consideration from the Board of Directors. The request is claiming financial hardship.

▶ F25011096	\$4,028.25
▶ F25011359	\$3,549.22
▶ F25017744	\$1,805.47

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

Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$32,911.02.

NEW BUSINESS

1. Resolution 2026-3, a Resolution of the Novato Fire Protection District Ratifying the Memorandum of Understanding Between the Novato Fire Protection District and Human Resources Manager Gretchen Felciano

Board approval is requested to adopt resolution 2026-3 approving the Employment Agreement between the Novato Fire Protection District ("District") and Human Resources Manager Gretchen Felciano.



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2. Resolution 2026-4 a Resolution of the Novato Fire Protection District Ratifying the Memorandum of Understanding Between the Novato Fire Protection District and EMS Billing Manager Shannon Wager

Board approval is requested to adopt resolution 2026-4 approving the Employment Agreement between the Novato Fire Protection District (“District”) and EMS Billing Manager Shannon Wager.

3. Resolution 2026-5 a Resolution of the Novato Fire Protection District Ratifying the Memorandum of Understanding Between the Novato Fire Protection District and Administrative Services Manager Jennifer Crayne

Board approval is requested to adopt resolution 2026-5 approving the Employment Agreement between the Novato Fire Protection District (“District”) and Administrative Services Manager Jennifer Crayne (“ASM”).

4. Resolution 2026-6 a Resolution of the Novato Fire Protection District Ratifying the Memorandum of Understanding Between the Novato Fire Protection District and Finance Director Joseph Valenti

Board approval is requested to adopt resolution 2026-6 approving the Employment Agreement between the Novato Fire Protection District (“District”) and Finance Director Joseph Valenti.

5. Temporary Staffing Services Contract Renewal for EMS Billing

Staff recommends that the Board approve the renewal of the Aston Carter, Inc and the Robert Half, Inc. contracts for the temporary staffing services of one (1) full-time EMS Biller and one (1) three-quarter time EMS Claims Specialist supporting the EMS Billing department for a term of one (1) year.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, December 2026:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report- reports will be available at the next regular board meeting after the final budget is approved



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- b. Revenues and Expenditures Detail Financial Report
- c. Vendor Summary Financial Report

2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys – December 2025
2. MERA Report
3. Upcoming meetings and events:
 - 2/17/26 Finance Committee Meeting
 - 2/18/26 Board Retreat 8-4:00, Novato Oaks
 - 2/24/26 100 Year Planning Committee Meeting 9:00 am
 - 3/11/26 Special Board Meeting 10:00 am
 - Novato Druids Employee of the Year Dinner- TBD
4. MWPA Q2 2025 Work Plan Report
5. Written Communications

CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL**—Significant exposure to litigation pursuant to Government Code Section 54956.9(e)(2): (Number of potential cases: 1).

The District is in receipt of information concerning a threat of potential compensation-related claims by known plaintiffs against district.

2. **CONFERENCE WITH LABOR NEGOTIATORS**—Government Code Section 54957.6

Agency Designated Representatives: Michael Hadfield
Employee Organizations: NFCOA

RETURN TO OPEN SESSION

Report on any reportable action taken, if any.

ADJOURNMENT



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AFFIDAVIT OF POSTING

I, Jennifer Crayne, certify that on the Thursday before the Special Board of Directors meeting on February 11, 2026, the agenda was posted on the Community Board at 95 Rowland Way, Novato, California, and on the District's website at www.novatofire.org

/s/ Jennifer Crayne

Jennifer Crayne, ASM/Clerk of the Board