



**Novato Fire District Board of Directors
Special Board Meeting Minutes
January 14, 2026**

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

2

3 **ROLL CALL**

4 Present: President Mike Hadfield, and Directors Lj Silverman, Shane Francisco, and Bruce
5 Goines.

6 Absent: Director Bill Davis (attended remotely, non-voting)

7

8 **OPEN TIME FOR PUBLIC EXPRESSION**

9 None.

10

11 **AGENDA ADJUSTMENTS**

12 None.

13

14 **PRESENTATIONS**

15 President Hadfield presented Bruce Goines with a plaque recognizing him for serving as Board
16 President for 2025.

17

18 **ASSOCIATION PRESIDENTS' REPORT**

19 NPFA President Justin Conner addressed the board, expressing his enthusiasm about serving as
20 the new NPFA President. He had no current updates to report.

21

22 NFCOA President Mike Taul remarked that Chief Officers are looking forward to ratifying the
23 MOU during today's meeting. He expressed his gratitude for the dedication and effort put in by
24 Mike Hadfield and Lj Silverman. Taul emphasized that this is a significant step forward for the
25 Chief Officers group, and they are looking forward to concentrating on more pressing matters.

26

27 NSAS President Lauren Galli mentioned that today marks their third negotiation meeting. She
28 shared that they are excited that interviews are scheduled for a new Payroll Accountant
29 Technician.

30

31 **DIRECTOR MATTERS**

32 Director Silverman attended the annual Bouncy Ball Drop in downtown Novato and noted it was
33 a fun time watching the kids have so much fun.

34

35 Director Francisco expressed gratitude to the crews for their excellent work on recent fires. They
36 truly do an amazing job.

37

38 Director Goines commented that he has a friend who is a West Novato resident and is requesting
39 an improved map of the voting districts that provides more detail, such as street names and
40 landmarks. Staff will create an improved map.

41

42 **COMMITTEE SELECTION**

43 The Directors will select committee members for 2026.

44 1. MERA- Silverman, Hadfield



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- 45 2. Finance Committee – Davis, Goines
46 3. MWPA- Goines, Alternate Davis
47 4. Facilities Committee- Silverman, Hadfield

48 Directors discussed committee assignments for 2026. They agreed to keep the committee
49 assignments the same as they were in 2025. Committee members agreed to remain on their
50 committees for the coming year.

51
52 There was no public comment.

53 M/s Goines/Silverman to keep the committee assignments for 2026 the same as 2025.
54 Motion carried: 4-0-1 absent (Davis)

55
56 **CHIEF’S REPORT**
57 **NOTABLE DATES:**

- 58 • 01/12-15 Make up Physicals with Pinnacle
- 59 • 01/13,14 Art of Reading Smoke class at Station 62
- 60 • 01/13,15: Payroll Accountant interviews
- 61 • 01/19: Martin Luther King Holiday – Admin office closed
- 62 • 01/20: 100 yr Planning meeting 10 am
- 63 • 01/24: City of Novato Birthday Celebration
- 64 • 01/28: Emergency Preparedness for seniors at Margaret Todd Ctr
- 65 • 02/11: Special Board Meeting
- 66 • 02/17: Finance Committee Meeting
- 67 • Board Retreat: TBD

68
69 **ADMINISTRATIVE ITEMS:**

- 70 • C60 met with HR to resolve some WC billing issues.
- 71 • C60 reviewed and approved new brand and logo rollout, first week of January.
- 72 • C60 had a debrief/transfer meeting with incoming NPFA President Conner and the
73 previous president, Larroque.
- 74 • C60 received debrief/transfer of information and responsibilities from Acting Deputy
75 Chief Mesenburg at the end of December.
- 76 • C60 attended Downtown Business Association Annual Bouncy Ball Drop with B64, T64.
- 77 • ASM Crayne is scheduling a BOD retreat in April.
- 78 • ASM Crayne presented training for Admin staff on the new UKG Ready system. Admin
79 will begin entering time into Ready effective 1/16/26.
- 80 • ASM Crayne is updating all report templates, documents, and email signature templates
81 to reflect the new NFD branding guidelines and standards.
- 82 • ASM Crayne helped HR and Finance prepare for the Payroll Accountant interviews.
- 83 • ASM Crayne is working with Azar on data verification in the UKG Ready system. We
84 will run 2 parallel payrolls before the 2/1 Go Live
- 85 • ASM Crayne is researching venues for the Centennial celebration.

86



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87 **OPS: Acting Deputy Chief Mesenburg**

88 **Fires/Major incident:**

- 89 • Working commercial structure fire on Grant/Machin on Dec 14
- 90 • Working Structure Fire on Ignacio Dec 22.
- 91 • Fully involved Tesla model 3 SB 101 at Atherton
- 92 • Room and contents structure fire on Vineyard caused by drone battery charging on a bed.
- 93 • First activation and rescue utilizing our UTV-63-01 off the trail on

94 **OPS:**

- 95 • C60 received debrief on OPS from Acting Dep. Chief Mesenburg. Status of all his
- 96 projects

97 **EMS: Chief Teldeschi**

- 98 • Updating the CQI Plan for 2026
- 99 • Working to pair Novato Firefighter/Paramedic Preceptors with paramedic students for
- 100 internships.
- 101 • Health and Wellness Committee agenda and scheduled meeting; Strategic Plan line of
- 102 effort 4.2: Improve the work-life balance of the workforce.

103

104 **TRAINING/Facilities Chief Taul**

- 105 • Class A burn prop
- 106 • New training facility fee schedule
- 107 • New residential vent prop
- 108 • Gravel road in the field
- 109 • Anticipation of an April Academy
- 110 • Boy Scout waivers for new reserve members
- 111 • Possible hosting Marin County Fire academy, working on dates

112 **Facilities:**

- 113 • Site plan for station 62
- 114 • Sewer plan for station 62
- 115 • Roof repairs for station 64 & 65
- 116 • Logistics for supporting the new facility position
- 117 • Vender contract changes once the new facility person is comfortable
- 118 • Admin front office hardening

119 **Prevention Division: Fire Marshall Osgood**

- 120 • Completed “end of Season “highlight reel for socials.
- 121 • Attended the third County Wildfire Protection Plan (CWPP) meeting.
- 122 • Working on project planning for wildfire mitigation projects 2026/2027
- 123 • Fire Prevention Team participated in the Marin FPO planning meeting.
- 124 • Completed annual evaluations.
- 125 • Witnessed the new “curtain burner” for debris removal at Olompali State Park



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- 126 • Fire Prevention team investigated apartment fire on Alameda Del Prado and liquor store
127 on Grant Street.
128 • Updating wildfire mitigation quarterly reports.

129 **Ongoing projects:**

- 130 • Reviewing and updating social media and photo policies for NFD.
131 • Continuing with weekly training and final buildouts on First Due platform.
132 • Building training slide deck for using Nixle
133 • Reviewing and ground truthing CWPP models.
134 • WMS Completed evacuation route surveys.
135 • Fire Foundry working in numerous sites pulling broom in Novato
136 • Completed fuel reduction work in Hamilton Marsh Unit 3
137 • Planning business inspection buildout for 2026.

138 **Training:**

- 139 • Fire Prevention Team signed up for the California Code key update classes January 27-
140 28th.
141 • California Fire Prevention Conference is scheduled for the first week of May.
142 • Continuing to create and build Fire Prevention/Ops fusion training programs

143 **Communications:** IT Technician Freedman

- 144 • Followed up on Station 65 radio audio issue
145 • Followed up with installer regarding wiring of iPad cradles for iPad upgrade project
146 • Station 64 to remove old camera equipment from server room
147 • Assisted Lauren with social media project at Station 64
148 • Researched iPad charging solution for EMS iPads in apparatus
149 • Station 61 to work on issue with Tablet Command monitor not working in Captains
150 office
151 • Trouble shooting of charging issue with M62 EMS iPad
152 • Facilities walk around with Portola reps to confirm punch list item completion for camera
153 and access control project
154 • Follow-up with Tony Cantarutti on Station 65 audio issues
155 • Ordered new EMS iPad mounting system

156 **Fleet: Training Captain Bernardini**

- 157 • 2012 Tahoe ready for surplus
158 • U6 (M61) OOS, unit is at Diego Bros. - cracks in frame rail First re-mount ready to go in
159 service. Waiting on registration docs from PSS
160 • Unit 15 still needs paint work from accident
161 • U28 (C60 Tahoe) repairs completed. Vehicle is at station 62
162 • 1 camper shell for the Dodges has arrived, Installed on the new B65 truck yesterday.
163 David is working on the other equipment mounting, 2 more shells arrived. The color is



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164 slightly off on the first shell, working with Campway's on a resolve prior to having any
165 more shells installed.

- 166 • Durkin Signs has completed all of the door emblem installs with the exception of P62
- 167 • The stock unit is in CA at the dealership, radios still need to be installed and ding list
- 168 completed-Still no ETA
- 169 • The second remount is in production, No ETA on completion. We are keeping the loaner
- 170 ambulance until all of the ambulances are delivered and in service.
- 171 • Type 3 coming along, update as of this morning - paint is complete, in final assembly
- 172 now. Hopeful for the end of January - early February

173 **IT Division: IT Manager Mashintchian**

- 174 • Setup dashboards on UKG Ready
- 175 • Work with UKG re: Telestaff to Ready transfer
- 176 • FirstDue meeting
- 177 • Walk around stations with Verkada
- 178 • Work with Teldeschi re: Digital Protocol Transition Memo sent by EMS
- 179 • Work with Jenn on UKG Ready
- 180 • Work on Telestaff to Image Trend API
- 181 • Work on MCERA report for UKG Ready and Finance
- 182 • Schedule Firewall replacement
- 183 • Order new iPhones and iPads
- 184 • Work with FirstDue re: billing issues
- 185 • Order backpac from ERS
- 186 • Weekly data analysis report for Calls for Service
- 187 • UKG Ready Training Completed
- 188 • Adding time into UKG by Admin Jan 16
- 189 • Camera issues resolved at stations, Portola starting at 63 then 65
- 190 • Live with First Due and Image Trend
- 191 • Firewall upgrade Tuesday, January 13

192 **Finance Division: Joe Valenti**

- 193 • Year-end Payroll: Reviewing year-end payroll, final adjustments, and distribution of
- 194 2025 W2s and 1099s
- 195 • Payroll Accounting Technician position interviews (Tuesday & Thursday)
- 196 • Parallel testing in UKG Ready to prepare for go-live in February
- 197 • Meeting with NCOA & NPFA members to agree and formalize a leave conversion policy
- 198 when switching between day & shift assignments
- 199 • Process retro & payroll changes for NCOA MOU after ratification
- 200 • MWPA Core fund reimbursement for July 1st thru December 31st
- 201 • Draft management discussion & analysis for FY 2024-25 audited financial statements
- 202 • Prepare for 2026 budget kick off in February
- 203



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204 **CONSENT CALENDAR ITEMS**

205 1. 12/3/25 Regular Board Meeting Minutes

206

207 2. Ambulance Fee Debt Write Off Due to Hardship

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

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

211 ► F25009838 \$150.00

212

213 3. 9/9/25 Special Facilities Committee Meeting Minutes

214

215 There was no public comment.

216 M/s Silverman/Goines to approve the consent calendar items 1-3.

217 Motion carried: 4-0-1 absent (Davis)

218

219 **NEW BUSINESS**

220 1. Resolution 2026-2, A Resolution of the Board of Directors of the Novato Fire Protection
221 District Ratifying the Memorandum of Understanding Between the Novato Fire Protection
222 District and the Novato Fire Chief Officers Association Local 1775.

223 Board approval is requested to adopt Resolution 2026-2 ratifying the Memorandum of
224 Understanding between the Novato Fire Protection District and the Novato Chief Officers
225 Association Local 1775.

226

227 President Hadfield acknowledged some challenges, but they were resolved them successfully. He
228 and Director Silverman are pleased with the contract.

229

230 Fire Marshal Osgood commented that negotiations were respectful and collaborative with
231 excellent communication. She thanked Chief Taul for all his extra work.

232

233 Chief Taul echoed Fire Marshal Osgood's comments. He acknowledged the bumps in the road
234 but said things were handled with professionalism.

235

236 There was no public comment.

237 M/s Silverman/Francisco to adopt Resolution 2026-2 ratifying the Memorandum of
238 Understanding between the Novato Fire Protection District and the Novato Chief Officers
239 Association Local 1775.

240 **Roll Call Vote:**

241 Aye: Francisco, Goines, Silverman, Hadfield

242 No: None

243 Absent: Davis

244 Motion carried: 4-0-1 absent (Davis)

245

246 2. New Multi-use Room at Station 62

247 Information only. No action required.



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248 Chief Mike Taul presented the Board with an update on the plans to construct a new multi-use
249 room at Station 62. The board reviewed concept drawings and discussed different options. The
250 sewer line project will need to be completed before construction can begin. The Facilities
251 Committee will continue to review and track progress on the sewer project and design concepts
252 for the multi-use building.

253

254 3. County of Marin 2025/26 Annual Statement of Investment Policy

255 Board approval is requested for the County of Marin 2025/26 Annual Statement of Investment
256 Policy

257

258 Finance Director Valenti presented a summary of the 2025/26 Annual Statement of Investment
259 Policy. He noted the District must adopt this document annually.

260

261 There was no public comment.

262 M/s Silverman/Francisco to approve the County of Marin 2025/26 Annual Statement of
263 Investment Policy.

264 Motion carried: 4-0-1 absent (Davis)

265

266 4. Authorization of IGT Funds Transfer 1 of 4 to Department of Health Care Services (DHCS)
267 for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT)
268 Program for CY 2026

269 District staff recommends sending the first of four quarterly payments for CY 2026 (invoice
270 amount \$172,660.36) to DHCS as a voluntary contribution to the non-Federal share (NFS) of
271 Medi-Cal expenditures for purposes of Assembly Bill 1705.

272

273 There was no public comment.

274 M/s Goines/Francisco to send the first of four quarterly payments for CY 2026 (invoice amount
275 \$172,660.36) to DHCS as a voluntary contribution to the non-Federal share (NFS) of Medi-Cal
276 expenditures for purposes of Assembly Bill 1705.

277 Motion carried: 4-0-1 absent (Davis)

278

279 5. Resolution 2026-1, Annual State Fire Marshal Occupancy Inspection Report

280 Board approval is requested to accept by resolution the Annual State Fire Marshal Occupancy
281 Inspection Report regarding the inspection of certain State Fire Marshal regulated occupancies
282 required to receive annual inspections pursuant to Sections 13146.2 and 13146.3 of the
283 California Health and Safety Code.

284 Fire Marshal Osgood presented information on the Annual State Fire Marshal Occupancy
285 Inspection Report. She noted that on September 27, 2018, SB 1205 became effective. This added
286 a new section to the California Health and Safety Code requiring every Fire Department or Fire
287 District in the State providing fire protection services, to report to their governing body, the
288 status of certain statutorily required State Fire Marshal regulated occupancies fire and safety
289 inspections annually. The requirement includes each building used as a public or private school,
290 all hotels, motels, lodging houses, apartments (3 units and more). The State of California has



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291 mandated reporting on various types of inspections with the passing SB1205. This Resolution is
292 required to report the inspections in compliance with SB1205.

293 There was no public comment.

294 M/s Silverman/Francisco to approve Resolution 2026-1, accepting the Annual State Fire Marshal
295 Occupancy Inspection Report regarding the inspection of certain State Fire Marshal regulated
296 occupancies.

297 **Roll Call Vote:**

298 Aye: Francisco, Goines, Silverman, Hadfield

299 No: None

300 Absent: Davis

301 Motion carried: 4-0-1 absent (Davis)

302

303 6. Surplus of one 2012 Chevrolet Tahoe

304 Board approval is requested to accept the recommendation of staff to surplus one 2012 Chevrolet
305 Tahoe. The Tahoe is the former B66 vehicle and has been in continuous service since 2012, and
306 has approximately 140,000 miles. This exceeds the time and mileage for replacement per policy
307 #704, Vehicle Replacement plan. The vehicle will be sold in accordance with policy #221,
308 Disposition of Surplus Property.

309

310 There was no public comment.

311 M/s Silverman/Goines to accept the recommendation of staff to surplus one 2012 Chevrolet
312 Tahoe.

313 Motion carried: 4-0-1 absent (Davis)

314

315 7. SCBA Grant Purchase

316 Board approval is requested to accept staff recommendation to move funds from account 9308-
317 6980 SCBA Capital Reserve to account 9308-2268 Special Fire Equipment and Supplies in the
318 amount of \$380,000.00 for the purchase of new Scott SCBA's. These funds would cover the cost
319 share of the Grant and additional SCBA's and associated equipment.

320

321 There was no public comment.

322 M/s Silverman/Goines to accept staff recommendation to move funds from account 9308-6980
323 SCBA Capital Reserve to account 9308-2268 Special Fire Equipment and Supplies in the
324 amount of \$380,000.00 for the purchase of new Scott SCBA's.

325 Motion carried: 4-0-1 absent (Davis)

326

327 8. Modification of the Employment Agreements Between the Senior Vegetation Management
328 Specialist Elizabeth Neill, and Wildfire Mitigation Specialists James MacDougall and Phoebe
329 Marshall

330 Board approval is requested to approve modification of the Employment Agreements of Senior
331 Vegetation Management Specialist Elizabeth Neill, and Wildfire Mitigation Specialists James
332 MacDougall and Phoebe Marshall.

333



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334 There was no public comment.
335 M/s Goines/Francisco to approve modification of the Employment Agreements of Senior
336 Vegetation Management Specialist Elizabeth Neill, and Wildfire Mitigation Specialists James
337 MacDougall and Phoebe Marshall.
338 Motion carried: 4-0-1 absent (Davis)

339

340 **COMMITTEE REPORTS**

341 Directors may report on committee activities and meetings.

- 342 1. MERA (Directors Silverman and Hadfield)- Director Silverman reported that the last of
343 the Gen 1 parts have been sold, now working on maintenance and budget preparation
344 2. Finance Committee (Directors Davis and Goines)- Next meeting is 2/17
345 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines
346 announced that Bruce Bartel joined the MWPA Citizens Oversight Committee as a Novato
347 representative on 12/18. He noted that insurance coverage continues to be challenging,
348 with 40% of Inverness (West Marin) residents moving to the FAIR Plan for coverage.
349 Mercury Insurance was impressed with the defensible space program and ensured
350 coverage for Inverness and Sea Haven contingent upon certain standards.
351 4. Facilities Committee (Silverman and Hadfield)- Chief Taul reported that a job offer has
352 been made for Facilities Maintenance, and they are in the background process. The
353 committee will meet on March 10th.

354

355 **FINANCIAL REPORTS**

356 Informational items for review. No action is needed.

- 357 1. Financial Reports, November 2025:
358 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report- reports
359 will be available at the next regular board meeting after the final budget is
360 approved
361 b. Revenues and Expenditures Detail Financial Report
362 c. Vendor Summary Financial Report
363
364 2. District Monthly Contracts Information

365

366 **INFORMATION**

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

- 368 1. Customer Surveys – November 2026
369 2. MERA Report
370 3. Upcoming meetings and events:
371 • 1/24/26 City of Novato’s Birthday Celebration
372 • 2/11/26 Special Board Meeting
373 • 2/17/26 Finance Committee Meeting
374 • Board Retreat- April Date TBD



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375 4. Written Communications – ASM Crayne read a letter from Fr. Felix Lim of St. Anthony
376 of Padua Catholic Church thanking Jared Meyer, Kevin Powell, and Captain Kim Lesik for
377 their help hanging Christmas lights in the tree.

378
379 **CLOSED SESSION**

380 *The board entered closed session at 11:18 am.*

- 381 1. Conference with Labor Negotiators – Gov. Code sec. 54957.6
382 Agency Designated Representatives: Michael Hadfield, Lj Silverman
383 Unrepresented Employees: NSAS, Employment Agreements

384
385 **RETURN TO OPEN SESSION**

386 The Board returned to open session at 1:08 pm. No reportable action taken.

387
388 **ADJOURNMENT**

389 There being no further business, the meeting adjourned at 1:08 pm.

390
391
392 Respectfully Submitted,
393 *Jennifer Crayne*
394 Jennifer Crayne
395 ASM/Clerk of the Board