



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
MARCH 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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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. 10/21/25 Finance Committee Meeting Minutes
2. 2/11/26 Special Board Meeting Minutes
3. Travel Authorization and Advance approval for Directors to attend the Fire Districts Association of California annual conference in Seaside, April 21-24, 2026
4. 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.

▶ F24034806	\$4,296.07
▶ F25015321	\$ 487.50

NEW BUSINESS

1. Motion to Designate District's Labor Negotiators Under Gov. Code Section 54957.6: Appoint Negotiator to Negotiate Employment Agreements for the Senior Accountant, the Fire Mechanic-Emergency Vehicle Technician, the HR Manager, the Finance Director, the Administrative Services Manager, the IT Manager, and the EMS Billing Manager.

Recommendation: Authorize Board Directors Michael Hadfield and Lj Silverman to negotiate employment agreements for the Senior Accountant, the Fire Mechanic-Emergency Vehicle Technician, the HR Manager, the Finance Director, the Administrative Services Manager, the IT Manager, and the EMS Billing Manager positions.

Designated Negotiators: Board Directors Michael Hadfield and Lj Silverman



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2. Resolution 2026-8 a Resolution of the Novato Fire Protection District Ratifying the Employment Handbook Between the Novato Fire Protection District and the Non-Sworn Administrative Staff

Board approval is requested to adopt resolution 2026-8 approving the Employment Handbook between the Novato Fire Protection District (“District”) and the Non-Sworn Administrative Staff (“NSAS”).

3. Surplus of Excess Bulletproof Personal Protective Equipment (BPPE)

Board approval is requested to take the recommendation of staff to surplus the excess BPPE that we are currently storing at Station 62. The items would be listed on a public auction site for sale.

4. Increase Budgeted Funds to Cover Additional Expenses for the Station 62 Sewer Project

Board approval is requested to accept the Facilities Committee’s recommendation to increase the funds budget to Nute Engineering, for the Station 62 sewer project, by 15%, or \$20,160, to cover contingencies. The Recommendation is not to increase total project budget, which is set at 1.5 million.

5. Station 62 Annex Building Utilization

Staff respectfully requests Board approval to proceed with the planning and preliminary design phase for the proposed Multi-Use Annex Building at Station 62. Approval of this phase will authorize staff to engage in conceptual design development, site evaluation, cost estimating refinement, and preparation of materials necessary for future budget and construction consideration.

6. Re-allocation of Assigned and Unassigned Fund Balances

Board approval is requested to accept the Finance Committee’s recommendation to re-allocate Unassigned Fund Balance to Assigned Fund Balances as presented.

7. Rainy Day Fund – Committed Fund Balance

Board approval is requested to accept the Finance Committee’s recommendation to increase the Rainy Day Fund Balance to the calculated amount of \$6,033,709.



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8. Agreed Upon Procedures – Ambulance Billings Calendar Year 2025

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

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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, January 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
 - 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 – Not available
2. MERA Report
3. Upcoming meetings and events:
 - 4/1/26 Regular Board Meeting
 - 4/7/26 Centennial Meeting at 0900
 - 4/21-24/26 FDAC Conference, Seaside, CA
4. Written Communications
 - CSDA Nominations
 - Thank you to WMS MacDougall

CLOSED SESSION

1. **CONFERENCE WITH LABOR NEGOTIATORS** - Gov. Code sec. 54957.6
Agency Designated Representatives: Michael Hadfield, Lj Silverman
Unrepresented Employee: Brooke Kerrigan, Senior Accountant



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2. 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 the District.

RETURN TO OPEN SESSION

Report on any reportable action taken, if any.

ADJOURNMENT

AFFIDAVIT OF POSTING

I, Jennifer Crayne, certify that on the Thursday before the Special Board of Directors meeting on March 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