



Novato Fire District Board of Directors

Facilities Committee Meeting Agenda

March 10, 2026, at 9:00 AM

Location: NFD Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Facilities Committee; however, any interested member of the public may participate virtually and/or telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org

The Facilities Committee meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a regular meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

ROLL CALL

Director Lj Silverman, Director Michael Hadfield

AGENDA ADJUSTMENTS

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 Facilities Committee on any matter that does not appear on this agenda. Items that warrant a lengthier presentation or committee consideration will be placed on the agenda for discussion at a future meeting.

CONSENT CALENDAR ITEMS

1. Minutes of Special Facilities Committee Meeting 12/9/25

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:

1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



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FACILITY PROJECT UPDATES

Acting Deputy Chief Mike Taul will provide an update on the status of facilities projects.

1. Administration Building Update
2. Station 61 Update
3. Station 62 Update
 - Discuss the sewer line project
4. Station 63 Update
5. Station 64 Update
6. Station 65 Update
7. Facilities Maintenance Technician Position Update
8. Verkada Update
9. Future Projects:
 - a) California Senate Bill 553 Workplace Violence
 - b) Replacement of flat roofs over station 61 dorm rooms
 - c) Apparatus Bay Door Replacement
10. Review list of contracts

INFORMATIONAL ITEMS

1. Regular Facilities Committee Meeting 6/9/26 @ 9:00 am

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



Consent Calendar Items Section



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1 Director Hadfield called the meeting to order at 9:05 a.m.

2

3 **ROLL CALL**

4 Director Lj Silverman, Director Michael Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Dan Peters, Chief Mike Taul, ASM Jenn Crayne

8

9 **AGENDA ADJUSTMENTS**

10 None

11 **OPEN TIME FOR PUBLIC EXPRESSION**

12 None.

13 **CONSENT CALENDAR ITEMS**

14 1. Minutes of Special Facilities Committee Meeting 9/9/25

15 There was no public comment.

16 M/s Silverman/Hadfield to approve the consent calendar

17 Motion carried: 2-0-0

18 **FACILITY PROJECT UPDATES**

19 Battalion Chief Mike Taul provided an update on the status of facilities projects.

20 1. Administration Building Update

- 21 • Fence and Gate 95% complete, final inspection soon
- 22 • The focus in January will be on finalizing plans for the hardening of the front office. This
- 23 will be pushed to the FY 26/27 budget.
- 24 • Verkada project is ongoing; there have been minor issues
- 25 • Running cat five to the man gate near the gym

26

27 2. Station 61 Update

- 28 • Crandall Roofing Bid for Station 61 came in at \$34,000 to repair the flat roof over the
- 29 dorms. This will be added to the next budget cycle.
- 30 • Blue alerting lights are fixed
- 31 • New bus stop being constructed in front of Station 61

32 3. Station 62 Update

- 33 • Site plan for Station 62
- 34 • There is a new training prop being constructed at Station 62
- 35 • The Gate at Station 62 seems to be operating properly



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- 36 • Sewer Line, LAFCO, report from Nute Engineering. Chief Taul reviewed the contract
37 from Nute Engineering, noting that the highlighted sections require corrections and
38 direction from Directors Silverman and Hadfield. The project will go to LAFCO in
39 January, and then out to bid for a DIR contractor. The committee reviewed site plans,
40 including extra office spaces, engine storage, and dormitories. Chief Taul will be seeking
41 input from Mechanic David Mezquita and others.

42
43 4. Station 63 Update

- 44 • Irrigation issues in the garden at Station 63, water is currently shut off
45 • Kitchen sink clogged, and a plumber was called

46
47 5. Station 64 Update

- 48 • The toilet was fixed
49 • Sewer lines were hydro-jetted, and everything is flowing
50 • Fuel tank gauge was fixed, as well as the pump handle
51 • On-demand water heaters were all serviced, and S64 has hot water again
52 • Monitoring the retaining wall between the station and Salvatore Dr
53 • The broken oven door was fixed on Thursday

54
55 6. Station 65 Update

- 56 • Resolved a couple of plumbing issues
57 • There are a couple of doors that routinely swell and stick

58
59 7. Facilities Maintenance Technician Position Update

- 60 • Two days of interviews, hoping to make a job offer in the next few weeks

61 8. Verkada Update

- 62 • Project is ongoing

63 **NEW BUSINESS**

- 64 • Onboarding the new facility maintenance person
65 • Computerized Maintenance Management System (CMMS) Maintain X

66 **INFORMATIONAL ITEMS**

- 67 1. Regular Facilities Committee Meeting 3/10/26 @ 9:00 am

68 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

- 69 • Hardening of the front desk and lobby area, Senate Bill 553
70 • Roof assessment of all stations



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71 **ADJOURNMENT**

72 There being no further business, the meeting adjourned at 9:57 am

73

74 Submitted by,

75 *Jennifer Crayne*

76 ASM, Clerk of the Board

77



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Station 61

1. No new issues
2. Verkada is finishing up a ding list at all stations

Station 62

1. NUTE Engineering has increased the fee for surveying the sewer line
2. New schematics for the annex building
3. Annex staff report to be presented at board meeting asking 100,000
4. Ice maker was service at station 62

Station 63

1. No new issues

Station 64

1. Kitchen Lights are dimming on their own
2. Roof over apparatus bay bathroom repaired

Station 65

1. Extractor drain problem fixed
2. Two sections of leaking roof were fixed
3. Damaged sheetrock in dorm #5 (from leaking roof) soon to be repaired
4. Hot water cartage replaced in all showers

Administration

1. Back patio furniture
2. Washer and Dryer



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Vendor Contracts

1. See below

Future Projects

1. California Senate bill 553 workplace violence
2. Replacement of flat roofs over station 61 dorm rooms
3. Apparatus Bay Door Replacement



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Vendor	Services	Total Amount of Contract Last Year	Term Date	Notes
Quench, USA Inc.	Water Dispensers	\$5,000/\$2,838.60 spent ytd.	Varies in 2026	Each dispenser is under a separate installation contract
Henris Roofing	Roofing services (as-needed)	Zero	3/14/26	We never used them, but had them under contract just in case Crandall was unavailable for urgent repairs.
Mike Brown Electric	Electrical services	\$25,000	5/31/26	We never used them, but had them under contract just in case Fowler was unavailable for urgent repairs OR to bid larger projects so as to keep Fowler competitive.
Marianne Painting	As-needed small painting projects.	\$10,000/Zero spent ytd	6/30/26	Marianne also paints our fire hydrants under a separate contract managed by Prevention.
Jones Garage Door	App Bay Door Maintenance	\$50,000/\$635 spent ytd	6/30/26	
Marin H2O	As-needed plumbing services	\$50,000/\$16,793.02 spent ytd	6/30/26	
Big Bear Fire Extinguishers	Fire extinguisher maintenance	\$10,000/\$2,989.26 spent ytd	6/30/26	
Marin Janitorial Services	Carpet cleaning, linoleum floor waxing & tile & grout cleaning	\$5,150.00/\$4,065 spent ytd	6/30/26	
Marin Janitorial Services	Admin Office 2x week cleaning, weekly classrooms & bathroom cleaning at S62, and annual window cleaning at S61	\$11,350/\$5,350 spent ytd	6/30/26	
ATCO Pest Control	Pest control	\$15,000/\$9,079 spent ytd	6/30/26	
Leete Generators	Generator Maintenance	\$28,197.29/\$13,839.53 spent ytd	6/30/26	
Jorgensen	Vortex fire suppression inspection	\$10,080/\$1,680 spent ytd	6/30/26	Admin & S64 server rooms
CWS Construction	As-needed bldg. maintenance	\$50,000	6/30/26	We never used them
Fowler Electric	As-needed electrical services	\$50,000/\$59,595.24 spent ytd of which \$47,225.50 was for Admin security	6/30/26	
Le Jardinier	Landscaping Maintenance	\$73,152 for maint & \$10,000 repairs/\$44,726 spent ytd	6/30/26	
LJ Construction	Septic mound maintenance	\$25,000/\$1,000 spent ytd	6/30/26	
Air Exchange	Plymovent maintenance	\$20,000 over 3-yr term/\$20,261.66	6/30/26	
Peterson Mechanical	HVAC maintenance	\$180,000 over 3-yr term/\$80,692.87 spent ytd	6/30/26	