



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 11, 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, Bill Davis, and  
5 Bruce Goines.

6 Absent: None

7

8 **OPEN TIME FOR PUBLIC EXPRESSION**

9 None.

10

11 **AGENDA ADJUSTMENTS**

12 President Hadfield asked Chief Peters if there were any agenda adjustments. Chief Peters stated  
13 that new business items 1-4 needed to be removed from the agenda due to missing and inaccurate  
14 information. Items will be revisited at a future board meeting.

15

16 **PRESENTATION**

17 District Counsel, Riley Hurd, provided the Board of Directors with annual Brown Act training  
18 and board best practices.

19

20 **ASSOCIATION PRESIDENTS' REPORT**

21 NPFA President Justin Conner reported that he will be participating in interviews this week,  
22 marking the largest turnout they have seen in quite some time. He expressed his pleasure in  
23 announcing that Firefighter/Paramedics Case, Stork, and Nelson have successfully completed  
24 their one-year probation. Additionally, Firefighter/Paramedics Phillips and Mosqueda have  
25 completed their six-month evaluation. Conner noted that the support of the Board of Directors  
26 and the Fire Chief has been invaluable during this process.

27

28 NSAS President Lauren Galli announced that NSAS has completed the negotiations for the  
29 contract, which is now with the legal team for final review and edits. She expressed pride in  
30 sharing that NSAS member Kelley Penney has been selected for the new Payroll Accounting  
31 Technician position. Kelley will transition to the Finance department on March 1st.

32

33 **DIRECTOR MATTERS**

34 Director Francisco praised the crews for their excellent work on the fire yesterday. He noted that  
35 houses with significant hoarding present many additional challenges.

36

37 Director Goines reported that he attended a field tour in Inverness. He noted that all the work  
38 completed five years ago has fully regrown. The cost of vegetation management in coastal areas  
39 is \$50,000 per acre. Next week, he will be attending a retreat for MWPA, where they will  
40 develop a SWOT analysis. This is especially important since they are in year 6 of 10 for MWPA.

41

42 **CHIEF'S REPORT**

43 **NOTABLE DATES:**



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- 44 • 02/12 MWPA OPS meeting
- 45 • 02/12 12-month test for FF/PM Mosqueda
- 46 • 02/16 Presidents Day-Admin office closed
- 47 • 02/17 Finance Committee meeting
- 48 • 02/18 Board Retreat/Special meeting
- 49 • 02/18 Interviews for Interim Training Captain
- 50 • 02/19 Marin County Fire Chiefs Planning meeting
- 51 • 02/20 12-month test for FF/PM Vandervoort
- 52 • 02/24 Centennial meeting
- 53 • 02/25 Novato Fire OPS meeting
- 54 • 03/11 Special BOD meeting
- 55 • 03/11 Druids EOY dinner
- 56 • 03/18-20 SNF using drill grounds for Engineer Test

57

58 **ADMINISTRATIVE ITEMS:**

- 59 • C60 had a transition meeting with Battalion Chief Mike Taul who has now  
60 been appointed back to the Acting Deputy Chief position
- 61 • C60 met with NPFA Executive Board on upcoming changes re: uniforms,  
62 inspections, and hiring.
- 63 • C60 had a meeting with Fire Safe Marin Director Bill Tyler on CWPP  
64 rollout.
- 65 • C60 had a meeting with USCG command staff and City of Novato  
66 leadership Re: update Hamilton area housing security status and future of the  
67 property.
- 68 • C60 made a conditional offer of employment to Kelley Penney for the  
69 Accountant-Payroll position.
- 70 • C60 had a meeting with SNR WMPA representative and Director Goines re:  
71 MWPA matters
- 72 • C60 met with MWPA director Mark Brown on MWPA matters.
- 73 • C60 continues to work on independent contracts- will present them in the  
74 March meeting
- 75 • C60 facilitated sick leave conversion meeting with legal, labor leaders,  
76 affected members.
- 77 • ASM Crayne is updating and verifying data for the payroll system- dual  
78 maintenance with ADP and UKG



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- 79 • ASM Crayne completing BOD Retreat Planning- contract for meeting event
- 80 space, food, logistics, agenda
- 81 • ASM Crayne is helping plan the Druids EOY dinner recognition
- 82 • ASM Crayne is collecting Form 700s from BOD and District purchasers
- 83 • ASM Crayne is working on ID Badges/Door entry system- completed for
- 84 Admin and shift BCs. Cards will be distributed on Monday.
- 85 • ASM Crayne is focused on processing the first payroll in UKG Ready this
- 86 week
- 87 • ASM Crayne will be scheduling training and passing down of AP duties
- 88 from Kelley to Jessica.

89

90 **OPS: Acting Deputy Chief Taul C61**

91 **Fires/Major incident:**

- 92 • 7 y/o with significant eye injury at Pleasant Valley Elementary School,
- 93 transported to Children's Oakland
- 94 • Fatal bicycle accident on San Antonio Rd.
- 95 • 2<sup>nd</sup> Alarm structure fire, kitchen fire extended into the void between shake
- 96 shingles and new metal roof.
- 97 • 2<sup>nd</sup> Alarm structure fire on Center yesterday, cause still under investigation,
- 98 no injuries.

99 **OPS:**

- 100 • Met with Training Captain Bernardini for a training pass-off
- 101 • Maren Nelson, Kristopher Stork, and Griffen Case have all passed their 12-
- 102 month test
- 103 • Fire Risk Management services survey completed by Gretchen
- 104 • Attended Admin & FIHA meetings
- 105 • Met with Justin regarding shift vacancies (no changes)
- 106 • Put out a memo for temp. Training Captain. Interviews on Feb 18th
- 107 • Reviewed the training budget and the ability to send people to Fresno or
- 108 FDIC
- 109 • Put out a memo for Increased Awareness of: Lithium-Ion Battery and EV
- 110 Fires
- 111 • Inspection dates have been sent to the BC's
- 112 • Met with Mario and Kirk Lear to plan the residential roof construction.
- 113
- 114 • **Facilities:**



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- 115 • Grace, Kelley, and I met with Scott from Nolland Engineering regarding  
116 front office design  
117 • Air Exchange fixed the plymovents at station 61 and re-scheduled for station  
118 65  
119 • Toilet at station 61 is being repaired  
120 • Looking into purchasing a new ice maker for Station 62  
121

122 **EMS: Chief Teldeschi B67**

- 123 • Firefighter/Paramedic Interview Questions – Updated  
124 • Firefighter/Paramedic testing prep  
125 • Draft Safety Message to crews – Medication errors  
126 • Met with Capt. Goodspeed and staff at The Bluffs at Hamilton Hill  
127 • New FFP Application review process with HR  
128 • New Marin EMS PPP protocol application  
129 • Lift assist fee study and utilization  
130 • Met with Petaluma Fire EMS rep about merging of Image Trend PCR's  
131 • Finance Interview Panel 1/13 and 1/15  
132 • Make up physicals week completed with Pinnacle  
133 • Meet with Azar to implement the new EMS Protocol App in March  
134 • Interview paramedic intern students from SRJC  
135 • Work with NPFA members to secure paramedic preceptors  
136 • Coordinate career pathway participation at San Marin HS with Lauren and  
137 FFP's

138 **Training Division/Fleet: Acting Battalion Chief-Training Bernardini Jr B65**

- 139 • FF/P's Nelson, Stork, and Case have all completed their 12-month tests. All  
140 passed and did very well  
141 • FF/P Phillips completed his 6-month test, passed  
142 • Continued progress on Class A burn prop  
143 • Eng. Lear will be starting construction on the new residential vent prop soon  
144 • Commercial vent training is ongoing with all companies  
145 • C61 and 65 attend EV training in Mountain View on 1/27/26, Memo sent out  
146 to members urging a heightened awareness of the toxicity of the smoke from  
147 EV incidents, and for Captains to use good judgement on all EV incidents,  
148 consider the use of full PPE and SCBA.

149 ***Fleet:***



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- 150 • New Chief 60 vehicle expected to arrive at LEHR any day now for upfitting  
151 • Stock Ambulance has 1 outstanding Item, should be delivered by the end of  
152 the week  
153 • Type 3 in final assembly, should be complete and ready for final inspection  
154 by the end of February  
155 • Camper shells have been installed on C61, B65, and B66 vehicles, David  
156 completing the equipment and lighting installations  
157 • Shells for B67, TRN62, and P61 have not arrived yet  
158 • B65 working with David on the transition of more Fleet responsibilities to  
159 him  
160 • New M65 in service and working well  
161 • Old M65(unit 24) needs a new motor, will not be repaired and unit is being  
162 prepped for surplus  
163 • Old B66 Tahoe is currently listed on the Public Surplus auction site, current  
164 bid is \$1,580.00, auction ends 2/15/26

165 **Prevention Division: Fire Marshall Osgood**

166 **Events:**

- 167 • Coordinating paramedic career presentation at San Marin High School with  
168 FF/P Jake Ethington.  
169 • California Fire Prevention Conference, first week of March  
170 • Issuing station tour certificates for local elementary school fundraisers (6  
171 requests)

172 **Ongoing projects:**

- 173 • Ongoing development and publishing of social media content to support  
174 community engagement, public education, and recruitment initiatives  
175 • Planning and scope development for the Kiosk 2026/2027 work plan,  
176 including preliminary coordination and project outlining for the \$110K  
177 contract  
178 • Ongoing development and publishing of social media content to support  
179 community engagement, public education, and recruitment initiatives  
180 • Editing and refining social media and Photography/Video draft policies  
181 • Planning for ongoing Hamilton Marsh vegetation project  
182 • Finished expense review for all MWPA accounts  
183 • Finished first draft of budget for MWPA work plan and our NFD annual  
184 budget  
185 • Meeting planned for 777 San Marin Drive development



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186

187 **IT Division: IT Manager Mashintchian**

- 188 • We have gone live with UKG Ready Payroll
- 189 • Main focus will be UKG Ready this month
- 190 • Items from TeleStaff moved over successfully
- 191 • Azar will need to have training session with BC's and TeleStaff Captains
- 192 • We started processing payroll on Monday, 2/9/26
- 193 • Resolving issues so we can process payroll on 2/11/26
- 194 • *Verkada* - Still working out issues with the vendor, Portola.

195

196 **Communications: Scott Freedman**

- 197 • Working closely with Marin County Radio to remedy the poor audio issue
- 198 with Station 65's dispatch speakers
- 199 • Worked on ordering parts and building kits for new vehicle radio, router and
- 200 iPad installs
- 201 • Worked on research and ordering of parts needed in anticipation of iPad and
- 202 mounting equipment refresh in all District vehicles for Tablet Command &
- 203 EMS iPads
- 204 • Work on ordering, inventory, and prep of new high-band portable radios for
- 205 Chief officers
- 206 • Research, ordering and prep of new monitoring pager being used by on duty
- 207 shift BCs for situational awareness
- 208 • Troubleshooting and repair of Cradlepoint routers that have had issues with
- 209 connectivity after recent software update
- 210 • Working with MACH Alert on creating a quote for upgrades to fire station
- 211 alerting systems (red lights, ramping tones, turnout timers, dorm controllers,
- 212 vehicle response sensors)
- 213 • Worked with radio shop to diagnose issues with MERA mobile radios and
- 214 swap out as needed

215

216 **Finance Division: Finance Director Valenti**

- 217 • First payroll in UKG Ready all this week. Roll education incentives into
- 218 base for NCOA and update rate tables. Review and reconcile time and pay
- 219 entries with ADP. Must submit by noon on Wednesday, 2/11, then make
- 220 deposits to fund the various payroll accounts. Pay date is Friday, 2/13.
- 221 • MCERA file testing



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- 222 • GL import file testing
- 223 • Fund balance review with the Finance Committee 2/17
- 224 • BOD Retreat presentation 2/18
- 225 • Start second payroll in UKG Ready 2/19 due by 2/25
- 226 • Retros and salary/rate updates for employment agreements and NSAS MOU
- 227 • FRMS quarterly payroll report for Workers Comp due 2/15
- 228 • Distribute budget templates
- 229 • Prepare for onboarding new Payroll Acct on 3/1

230

231 **CONSENT CALENDAR ITEMS**

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

- 234 1. 1/14/26 Special Board Meeting Minutes
- 235 2. Ambulance Fee Debt Write Off Due to Hardship

236 Board approval is requested to approve a write-off of the designated ambulance billing accounts.  
237 The following account has submitted a written request for write-off consideration from the Board  
238 of Directors. The request is claiming financial hardship.

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

242

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

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

246

247 There was no public comment.

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

249 Motion carried: 5-0-0

250

251 **NEW BUSINESS**

252 *1. This item was removed from the agenda due to missing and inaccurate information. It will be*  
253 *revisited at a future meeting.*

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

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

260

261 *2. This item was removed from the agenda due to missing and inaccurate information. It will be*  
262 *revisited at a future meeting.*



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

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

269  
270 *3. This item was removed from the agenda due to missing and inaccurate information. It will be*  
271 *revisited at a future meeting.*

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

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

278  
279 *4. This item was removed from the agenda due to missing and inaccurate information. It will be*  
280 *revisited at a future meeting.*

281 Resolution 2026-6, a Resolution of the Novato Fire Protection District Ratifying the  
282 Memorandum of Understanding Between the Novato Fire Protection District and Finance  
283 Director Joseph Valenti

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

286  
287 5. Temporary Staffing Services Contract Renewal for EMS Billing  
288 Staff recommends that the Board approve the renewal of Aston Carter, Inc and Robert Half, Inc.  
289 contracts for the temporary staffing services of one (1) full-time EMS Biller and one (1) three-  
290 quarter-time Claims Specialist supporting the EMS Billing department for a term of one (1) year.

291  
292 There was no public comment.  
293 M/s Silverman/Davis to approve the renewal of the Aston Carter, Inc, and the Robert Half, Inc.  
294 contracts for the temporary staffing services of one (1) full-time EMS Biller and one (1) three-  
295 quarter time EMS Claims Specialist supporting the EMS Billing department for a term of one (1)  
296 year.

297 Motion carried: 5-0-0

298  
299 **COMMITTEE REPORTS**

300 Directors may report on committee activities and meetings.

- 301 1. MERA (Directors Silverman and Hadfield)- next meeting 3/23
- 302 2. Finance Committee (Directors Davis and Goines)- next meeting 2/17
- 303 3. Marin Wildfire Prevention Authority Board (Director Goines)- next meeting and retreat  
304 is Thursday
- 305 4. Facilities Committee (Silverman and Hadfield)- next meeting on 3/10

306 **FINANCIAL REPORTS**



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307 Informational items for review. No action is needed.

308 1. Financial Reports, December 2025:

- 309 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report- reports  
310 will be available at the next regular board meeting after the final budget is  
311 approved  
312 b. Revenues and Expenditures Detail Financial Report  
313 c. Vendor Summary Financial Report  
314

315 2. District Monthly Contracts Information  
316

317 **INFORMATION**

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

319 1. Customer Surveys – December 2026

320 2. MERA Report

- 321 • Upcoming meetings and events:  
322 • 2/17/26 Finance Committee Meeting  
323 • 2/18/26 Board Retreat 8-4:00, Novato Oaks  
324 • 2/24/26 100 Year Planning Committee Meeting 9:00 am  
325 • 3/11/26 Special Board Meeting 10:00 am  
326 • Novato Druids Employee of the Year Dinner- TBD

327 3. MWPA Q2 2025 Work Plan Report

328 4. Written Communications  
329

330 **CLOSED SESSION – The closed session was cancelled**

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

333 The District is in receipt of information concerning a threat of potential compensation-  
334 related claims by known plaintiffs against district.  
335

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

337 Agency Designated Representatives: Michael Hadfield

338 Employee Organizations: NFCOA  
339

340 **RETURN TO OPEN SESSION- NA**  
341

342 **ADJOURNMENT**

343 There being no further business, the meeting adjourned at 10:55 am.  
344

345 Respectfully Submitted,

346 *Jennifer Crayne*

347 Jennifer Crayne

348 ASM/Clerk of the Board