



**Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 1, 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 None.

13

14 **PRESENTATION**

15 Recognition of members' continuous years of service and dedication to the Novato Fire District.

- 16 • 25 Years of Service – Forest Blue, Eric Mesenburg, Nole Pacheco

17 Fire Chief Peters presented certificates for Captain Blue, Chief Mesenburg, and Captain

18 Pacheco, recognizing 25 years of continuous service with the Novato Fire District.

19

20 **ASSOCIATION PRESIDENTS' REPORT**

21 None.

22

23 **DIRECTOR MATTERS**

24 Director Goines will attend the MWPA Executive Committee Meeting on 4/2. He reported on a
25 comprehensive 5-year, 300-page study on the effects of biomass on the landscape. He noted that
26 Marin clocks 340,000 diesel miles to dispose of biomass in Stockton. They are looking at
27 recommendations to deal with the biomass:

- 28 1) Establish a Marin-based bioenergy plant at Novato Sanitary
29 2) Expand composting in Marin
30 3) Reopen a small sawmill in West Marin- they will take logs and chip them
31 4) Work with Novato Sanitary to produce electricity

32

33 Director Silverman and Director Hadfield attended the Druids Employee of the Year Dinner,
34 recognizing NFD 2025 EOYs.

35

36 Director Davis reported that he had a meeting with the Novato City Mayor, Rachael Farac. She
37 indicated that she would like to stay connected to Novato Fire and learn more about what we do.

38

39 **CHIEF'S REPORT**

40 **NOTABLE DATES:**

- 41 • 04/1-2 Reserve Firefighter interviews.
42 • 04/07 Centennial Planning meeting 10 AM
43 • 04/13-17 Pinnacle ultrasound make-up



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- 44 • 04/18 Spectrum Safety Fair
- 45 • 04/20-24 FDIC Conference
- 46 • 04/21-24 FDAC annual conference
- 47 • 04/21 Finance Committee Meeting cancelled, re-scheduled to 5/12
- 48 • 04/24 Health and Wellness Committee Meeting

49

50 **ADMINISTRATIVE ITEMS:**

- 51 • C60 announced retirements of Captain Geoff Larkin, Captain Andrew McGargill,
- 52 Firefighter/Paramedic Nicole Scott, and Deputy Chief John Dicochea.
- 53 • C60 gave out 2 formal offers of employment for FF/PM to Dylan Arndt and Matthew
- 54 Larson
- 55 • C60 completed the independent contracts, up for ratification today.
- 56 • C60 attended St. Patrick's Dinner at the Marin Valley community center with B61, E65,
- 57 E64, and M65.
- 58 • C60 completed and gave performance evaluations for Dague, Mesenburg, Smith, and
- 59 Teldeschi.
- 60 • C60 conducted the first Bi-annual apparatus and facilities inspections at stations 61, 62,
- 61 and 63.
- 62 • C60 presented the Employee of the Year award to Jenn Crayne and Ricky Godoy at the
- 63 Druids dinner.
- 64 • C60 participated in the Captains' Rule of Five meeting, promoted Keef Kiser to Captain
- 65 on C shift.
- 66 • ASM Crayne is planning and organizing the badge pinning and centennial celebration,
- 67 including selecting a caterer
- 68 • ASM Crayne is planning and organizing a special presentation from local political and
- 69 community leaders at the 7/1 BOD meeting, recognizing the NFD 100th anniversary
- 70 • ASM Crayne is working on records retention, electronic filing, and procedures for
- 71 purging records past the retention date
- 72 • ASM Crayne is coordinating with Kim Stahley to schedule dates for Management
- 73 Training for staff
- 74 • ASM Crayne attended a CSDA online seminar, "Tips and Tricks of CSDA Awards."
- 75 • ASM Crayne is gathering information on ADA compliance for the District website. This
- 76 project will begin in a month or two, depending on the upcoming meeting with AAAtraq.

77

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

79 Notable Calls for service:

- 80 • Double fatality accident NB 101 at HWY 37
- 81 • UTV rollover into a ravine in zone 63- 2 immediate patients one flown out by Henry -1
- 82 helicopter.
- 83 • Structure fire response for fully involved outdoor kitchen and BBQ area with no
- 84 extension to main structure.

85 **OPS:**



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- 86 • Finishing station inspections on April 2nd and 16th
- 87 • Conducted the first operational Captains training on March 25th
- 88 • Hosting Auto X for Skywalker Fire on April 3rd
- 89 • Scheduled the Engineer Rule of 5 April 29th
- 90 • Eight-person Academy starts May 1st
- 91 • Reserve application review April 1, 2
- 92 • Operational BC meeting with the ECC on April 15th
- 93 • New SCBA packs are here waiting on the cylinders, which will ship 4/13

Facilities:

- 95 • LAFCO application was submitted. There is a 3–6 month approval time.
- 96 • New drawings for the annex building
- 97 • Drywall at station 65 completed

98

EMS: Chief Teldeschi B67

- 100 • MCI Trailer taken out of service. EMS supplies are being delivered to Southern Marin
- 101 Fire for donation.
- 102 • EMS Training Plan for upcoming fire academy recruits
- 103 • Firefighter/Paramedic training at Marin Health
- 104 • Station alerting and lighting modernization to improve health and wellness

105

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

- 107 • Orienting Captain Blue to the Training Captain position, planning the Academy with him,
- 108 and scheduling CrossFit for PT again.
- 109 • Planning for the arrival of the new SCBAs later this month/early April. Mask fit testing,
- 110 mounting, and in-service plan.
- 111 • Working with Sarah Labberton to schedule a training/vegetation management burn in the
- 112 fall.
- 113 • Meeting with the insurance company on 3/10 to answer questions about our driver
- 114 training plan.
- 115 • Enrolling our members into the new IQS red card system

116

Fleet:

- 118 • Transferred fleet responsibilities, such as invoices and interactions with manufacturers, to
- 119 David Mezquita; I will remain his supervisor.
- 120 • The new ambulance is here, and David is working on equipment mounting to get it in
- 121 service soon.
- 122 • Type 3 Engine is nearly done, should be in service for this fire season.
- 123 • New C60 Tahoe should be here in a few weeks.
- 124 • May potentially have a buyer for Unit 24 (old M65)

125

Prevention Division: Fire Marshal Osgood

126



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127 **Fire Prevention:**

- 128 • Continuing to work on the integration of First Due for Prevention & MWPA projects
- 129 • Completed the updates for NFD Guidelines & Standards
- 130 • Updating our platforms (StopWildfire.net) for ADA Compliance
- 131 • Creating a training template for R1/R2 inspections using First Due
- 132 • Responded to one MCFIT callout for a structure fire at 1630 Sir Francisc Drake Blvd,
- 133 San Anselmo
- 134 • Completed a basic PIO template for Captains and BCs for incidents.

135 **Fire Investigation:**

- 136 • MCFIT Team Leader callout 3/29 for a structure fire at 1630 Sir Francis Drake BLVD,
- 137 San Anselmo-B66 responded.

138

139 **MWPA Programs:**

- 140 • Completed the new Wildfire Assessment door hangers
- 141 • Hosted the Fire Safe demonstration garden event at the NFD Admin building on March
- 142 27th.
- 143 • Reviewing the CWPP draft and conflagration modeling by Xyloplan
- 144 • Finalized 26/27 project proposals

145

146 **IT Division: IT Manager Mashintchian**

- 147 • Transfer UKG Ready to Finance Division
- 148 • Order iPad for apparatus
- 149 • Refresh IQS Server
- 150 • Redundant internet at all stations

151

152 **Communications: Scott Freedman**

- 153 • Update radios in apparatus
- 154 • Order iPad mounts, fans, etc. for apparatus refresh
- 155 • Work with MACH Alert and Redcloud on a long-term solution for St 65 alerting issue
- 156 • Program High band radios for wildland season

157

158 **Finance Division: Finance Director Valenti**

- 159 • Validating MCERA data imports for retros and retirements (Meeting with MCERA 2-3
- 160 times per week to resolve so they can begin processing retirement checks in April)
- 161 • Loading and validating the new Ready MCERA upload file for the last 3 pay periods
- 162 • Finalize file for importing Ready payroll transactions to QuickBooks accounting system.
- 163 This is high priority to be able to reconcile payroll bank and GL accounts and run
- 164 financial reports
- 165 • Distribute Budget templates & calendar (this week)
- 166 • Process retros for employment agreements (April 15th payroll)
- 167 • Reconcile sick and vacation leave accruals
- 168 • Complete service credit purchase reimbursements for members hired before 2005



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- 169 • Continue cross-training on Payroll and Accounts Payable with full separation of duties to
170 begin next week
171 • Prepare for interim finance audit in mid-May (update bank recons and account recons,
172 ensure all documents and approvals are available and attached)
173

174 **CONSENT CALENDAR ITEMS**

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

- 177 1. 2/18/26 Special Board Meeting Minutes
178 2. 3/11/26 Special Board Meeting Minutes
179

180 There was no public comment.

181 M/s Silverman/Goines to approve the consent calendar items 1-2.

182 Motion carried: 5-0-0
183

184 **NEW BUSINESS**

185 1. Authorization of IGT Funds Transfer 2 of 4 to Department of Health Care Services (DHCS)
186 for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT)
187 Program for CY 2026

188 Staff recommend sending the second of four quarterly payments for CY 2026 (invoice amount
189 \$172,734.45) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal
190 expenditures for purposes of Assembly Bill 1705.
191

192 There was no public comment.

193 M/s Silverman/Davis to approve sending the second of four quarterly payments for CY 2026
194 (invoice amount \$172,734.45) to DHCS as a voluntary contribution to the non-Federal share of
195 Medi-Cal expenditures for purposes of Assembly Bill 1705.

196 Motion carried: 5-0-0
197

198 2. Resolutions 2026-3, 2026-4, 2026-5, 2026-6, 2026-7, 2026-9, and 2026-10: Resolutions of the
199 Novato Fire Protection District Ratifying the Employment Agreements Between the Novato Fire
200 Protection District and the Human Resources Manager; EMS Billing Manager; Administrative
201 Services Manager; Finance Director; Information Technology Manager; Fire Mechanic; and
202 Senior Accountant.

203 Board approval is requested to adopt resolutions 2026-3, 2026-4, 2026-5, 2026-6, 2026-7, 2026-
204 9, and 2026-10, approving the Employment Agreements Between the Novato Fire Protection
205 District and the Human Resources Manager; EMS Billing Manager; Administrative Services
206 Manager; Finance Director; Information Technology Manager; Fire Mechanic; and Senior
207 Accountant.
208

209 There was no public comment.

210 M/s Francisco/Silverman to adopt resolutions 2026-3, 2026-4, 2026-5, 2026-6, 2026-7, 2026-9,
211 and 2026-10, approving the Employment Agreements Between the Novato Fire Protection



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212 District and the Human Resources Manager; EMS Billing Manager; Administrative Services
213 Manager; Finance Director; Information Technology Manager; Fire Mechanic; and Senior
214 Accountant.

215 Roll Call Vote:

216 Aye: Davis, Goines, Francisco, Silverman, Hadfield

217 No: None

218 Absent: None

219 Motion Carried 5-0-0

220

221 **3. Hi-Tech, Emergency Vehicle Service, Inc. Contract Renewal for Vehicle Repair, Warranty**
222 **and Build Services.**

223 Staff recommends that the Board approve continuing to contract with Hi-Tech, Emergency
224 Vehicle Service, Inc. (“Hi-Tech, EVS”) as the single source provider for engine repair and
225 warranty services for a three-year term at \$70,000 per year. Staff further recommends renewing
226 the contract from July 1, 2026, through June 30, 2029, for a total contract value of \$210,000.

227

228 There was no public comment.

229 M/s Silverman/Goines to approve continuing to contract with Hi-Tech, Emergency Vehicle
230 Service, Inc. (“Hi-Tech, EVS”) as the single source provider for engine repair and warranty
231 services for a three-year term at \$70,000 per year and renewing the contract from July 1, 2026,
232 through June 30, 2029, for a total contract value of \$210,000.

233 Motion Carried: 5-0-0

234

235 **4. Medical Supplies Contract with Henry Schein, Inc.**

236 Staff recommends contracting with Henry Schein, Inc. (“Henry Schein”) through Savvik Buying
237 Group (“SAVVIK”), a group purchasing organization (“GPO”) and cooperative procurement
238 organization that connects public agencies to existing contracts that permit piggybacking.

239

240 There was no public comment.

241 M/s Francisco/Davis to approve a contract with Henry Schein, Inc. (“Henry Schein”) through
242 Savvik Buying Group (“SAVVIK”), a group purchasing organization (“GPO”) and cooperative
243 procurement organization that connects public agencies to existing contracts that permit
244 piggybacking.

245 Motion Carried: 5-0-0

246

247 **5. Hanson Bridgett, LLP Contract for Employment Law Services**

248 Staff recommends that the Board contract with Hanson Bridgett, LLP for employment law
249 consultation services.

250

251 There was no public comment.

252 M/s Francisco/Silverman to approve contracting with Hanson Bridgett, LLP for employment law
253 consultation services.

254 Motion Carried: 5-0-0

255



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256 **6. Fuel Delivery Agreement**

257 Board approval is requested to accept Staff's recommendation to award a contract to Nick
258 Barbieri Trucking LLC, a RelaDyne Company d/b/a North Bay Petroleum ("North Bay
259 Petroleum") for the District's fuel delivery service in an amount not to exceed \$250,000 for the
260 initial twelve (12) month term of a three (3) year agreement with the option to renew for two (2)
261 twelve (12) month terms.

262
263 There was no public comment.

264 M/s Goines/Francisco to accept Staff's recommendation to award a contract to Nick Barbieri
265 Trucking LLC, a RelaDyne Company d/b/a North Bay Petroleum ("North Bay Petroleum") for
266 the District's fuel delivery service in an amount not to exceed \$250,000 for the initial twelve (12)
267 month term of a three (3) year agreement with the option to renew for two (2) twelve (12) month
268 terms.

269 Motion Carried: 5-0-0

270

271

272 **COMMITTEE REPORTS**

273 Directors may report on committee activities and meetings.

- 274 1. MERA (Directors Silverman and Hadfield)- Directors were unable to attend the last
275 meeting
- 276 2. Finance Committee (Directors Davis and Goines)- The 4/21 meeting was moved to May
277 12th due to a conflict with the FDAC Conference
- 278 3. Marin Wildfire Prevention Authority Board (Director Goines)- The MWPA Executive
279 Board is meeting with a contractor to work on the renewal of Measure C. They are also
280 working on the Strategic Plan objectives.
- 281 4. Facilities Committee (Silverman and Hadfield)- Chief Taul reported that he is working on
282 the annex building and sewer project at S62- the application is with LAFCO. Facilities
283 Maintenance Technician Matt Ramirez started and is doing great, working on irrigation,
284 drywall, and removing the mechanical door locks. He will be working 30 hours per week
285 for now, but we will revisit once we cancel the pest control service and reduce the
286 landscape contract hours.

287

288 **FINANCIAL REPORTS**

289 Informational items for review. No action is needed.

- 290 1. Financial Reports, February 2026: Unavailable
- 291 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report- reports
292 will be available at the next regular board meeting after the final budget is
293 approved: Unavailable
- 294 b. Revenues and Expenditures Detail Financial Report: Unavailable
- 295 c. Vendor Summary Financial Report: Unavailable

296

- 297 2. District Monthly Contracts Information

298 **INFORMATION**

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



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- 300 1. Customer Surveys – Not available
301 2. MERA Report
302 3. Upcoming meetings and events:
303 • 4/7/26 Centennial Meeting at 10:00 am
304 • 4/18/26 Spectrum Safety Event at 12:00-2:00 pm Pocket Park
305 • 4/21-24/26 FDAC Conference, Seaside, CA
306 • 5/6/26 Next Regular Board Meeting
307 • 5/12/26 Special Finance Committee Meeting (cancelled 4/21 Finance Committee
308 Meeting)
309 4. Written Communications
310 • Thank you card to Director Davis from the Novato Mayor, Rachael Farac
311

312 *The Board entered closed session at 11:15 am.*
313

314 **CLOSED SESSION**

315 **1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

316 Government Code Section 54957(b)(1): Fire Chief
317

318 **RETURN TO OPEN SESSION**

319 The board returned to open session at 1:24 pm. There was no reportable action.
320

321 **ADJOURNMENT**

322 There being no further business, the meeting adjourned at 1:24 pm
323

324 Respectfully Submitted,

325 *Jennifer Crayne*

326 Jennifer Crayne

327 ASM/Clerk of the Board