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# Novato Fire District Board of Directors Regular Board Meeting Minutes June 1, 2016

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1 The meeting was called to order by President Silverman at 6:00 p.m. in the Board meeting room  
2 at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

### 3 **ROLL CALL**

4 President Silverman, Vice President Steve Metcho, Directors Worth Fenner, Jr., Bill Davis, Jim  
5 Galli

### 6 **STAFF MEMBERS PRESENT**

7 Fire Chief Mark Heine, Deputy Fire Chief Adam Brolan, Battalion Chiefs Bill Tyler, and Dmitri  
8 Menzel; Dan Hom, Finance Director; Denise Wade, Recording Secretary, Gretchen Felciano,  
9 Human Resources Manager and Jeanne Villa, IT Analyst.

10

### 11 **ALSO PRESENT**

12 Riley Hurd, District Counsel

### 13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 No public comments were made.

### 15 **SPECIAL ANNOUNCEMENTS/PRESENTATIONS**

16 1. Citizen recognition Anthony Bonino for Achieving Eagle Scout  
17 Chief Heine suggested the Board moves onto the next presentation since the Bonino family has  
18 not arrived.

19 2. Recognize Captain Erich Mesenburg for completing the National Fire Academy Executive Fire  
20 Officer Program

21 Chief Heine introduced Captain Mesenburg and provided background information on his  
22 achievement and highlighted that the Executive Fire Officers (EFO) program from the National  
23 Fire Academy is a four year intense Master's program. The EFO program is for Chief Officers;  
24 however Captain Mesenburg was one of a few Captains who were accepted into the program.

25 Chief Heine presented Captain Mesenburg with an EFO challenge coin and on behalf of the  
26 Board of Directors President Silverman presented him with his diploma.

27 Captain Mesenburg thanked the Board and Fire Chief.

28 3. Recognize Fire Chief Mark Heine for 30 years of dedicated service

29 Chief Brolan introduced Chief Heine and provided background information, followed by an  
30 introduction of Chief Heine's wife Kim, his mother Jean and father Richard, fellow fire peers Fire  
31 Chiefs Welch, Weber, Tubbs and Davidson; City of Novato Counsel Member Eric Lucan and  
32 Marie Borders from Novato Chambers, then Chief Brolan presented him with his 30 years of  
33 service plaque.

34 Chief Heine thanked his wife for her support, dedication and commitment, along with his parents.

35 **BREAK AND REFRSHMENTS-15 MINUTES**

36 President Silverman called a break at 6:17 p.m. for family and friends to congratulate members  
37 for their accomplishments.

38 The public meeting reconvened and was called to order by President Silverman at 6:30 p.m.

39 3. Presentation on the Novato Fire Foundation Report by Captain Erich Mesenburg

40 Chief Heine introduced Captain Mesenburg, he reported out on the Foundation programs, along  
41 with foundation website; facebook, twitter and the newsletter.

42 President Silverman thanked Captain Mesenburg for his report.

43 **NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION (NPFA) REPORT**

44 No report.

45

46 **DIRECTOR MATTERS**

47 Novato Fire Foundation: Report provided by Captain Mesenburg.

48

49 Director Metcho attended the Alisha Ruch relay at station 61 and noted that the relay came  
50 through in reverse order this year.

51

52 President Silverman recognized FF/PM Marc Teldeschi and Engineer Don Wehr for taking care  
53 of his neighbor last week; the crews were polite and professional.

54

55 Director Davis recognized Director Galli for participating on the Finance Committee while he  
56 was on vacation.

57

58 **CHIEF'S REPORT**

59 Chief Heine reported:

60

61 • Special Finance Committee meeting June 14<sup>th</sup>, at 9:00 a.m. The primary focus is on the  
62 preliminary budget FY16/17 review

63 • Special Board of Directors meeting June 22<sup>nd</sup>, at 6:00 p.m. The Board to adopt the  
64 preliminary FY16/17 budget

65 • Regular Board meeting July 6<sup>th</sup>

66

67 Board of Directors items:

68 • Art & Wine Festival June 11<sup>th</sup> and 12<sup>th</sup> downtown Novato

69 • Sidewalk CPR/AED training same dates at Art/Wine and at Vintage Oaks Shopping  
70 Center

71

72 Chief Heine stated that Dan Hom has been appointed to the Marin County Financial Audit  
73 Advisory Committee. His term will run until May of 2019.

74

75 Chief Heine stated that there was a three alarm Structure fire last Friday at the Cooley Ranch  
76 located on San Antonio Road. Chief Menzel performed a great job as the incident commander.

77 The Family was very pleased with our efforts and attention to detail in the salvage process.

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78  
79 Chief Heine stated that the Fire District received the 2016 Project Achievement Award for Station  
80 64 project, which came from the Construction Managers Association of America. He and Chief  
81 Tyler attended the banquet in Sacramento to accept the award on behalf of the District.  
82  
83 Chief Heine stated that the Fire District completed the recruitment process for the reclassified  
84 position of Administrative Assistant/RPM Division. He was pleased to announce that Denise  
85 Wade has been selected for the position.  
86  
87 Chief Heine stated that the Fire District completed the recruitment process for the Executive  
88 Assistant position, which has been retitled to “Administrative Services Manager”. There were  
89 two applicants; Shannon Wager and Jeanne Villa. The applicants were interviewed by a panel and  
90 passed to be interviewed by the Fire Chief.  
91  
92 Chief Heine stated that the final phase of the Lexipol Policy Management System transition has  
93 started. The entire membership will have a 30 day window to review the policies with a July 1<sup>st</sup>  
94 live date.  
95  
96 Chief Heine stated that Maze and Associates are conducting the credit card and ambulance billing  
97 transaction analysis.  
98  
99 Fire Agency Self Insurance Services (FASIS): No report.  
100  
101 Chief Heine reported:  
102  
103 PROFESSIONAL SERVICES  
104 SimplexGrinnell, \$23,670, Fire sprinkler & alarm inspection service for all locations.  
105 Scheduled repair maintenance  
106  
107 Lube Air Systems, \$2,254, Mechanics machinery service and repair.  
108 Scheduled repair maintenance  
109  
110 Fowler Electric Services, \$975 New HDMI and CAT #6 cabling for Station 65  
111 Scheduled repair maintenance  
112  
113 PUBLIC WORKS  
114 Simpson Sheet Metal, \$5,375, New HVAC for server room at Station 65. Scheduled repair  
115 PIGGYBACK: Nothing to report  
116  
117 RFP/IFB: Nothing to report  
118  
119 RENEWALS:  
120 Superlative Steam Cleaning, \$9,670, Renewal of carpet & tile cleaning contract.  
121 Marin Building Maintenance, \$6,500, Renewal janitorial services contract for Administrative  
122 Office.  
123 Mark Clementi, PhD, \$4,110, Renewal of pre-employment psychological testing contract.  
124 Big Bear Fire Extinguisher, \$4,000, Renewal of fire extinguisher maintenance renewal contract.  
125 Cagwin & Dorward, \$28,776, Renewal of landscape maintenance services contract.  
126

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127 EMS BILLING: Nothing to report  
128  
129 President Silverman stated he would like to pull Consent Calendar item 3 Advancement Record  
130 for Lauren Pallas as a separate item.

131 **CONSENT CALENDAR ITEMS**

132 1. Minutes of Regular Board Of Directors Meeting April 13, 2016

133 2. Minutes of Regular Board Of Directors Meeting May 4, 2016

134 Director Metcho stated he would like to make one correction to the minutes of May 4, 2016, to  
135 reflect that he left the room when he recused himself.

136 3. Advancement Record: Lauren Pallas, Administrative Assistant

137 4. Budgetary Amendments for April 2016:

- 138 ➤ Increase 9305 CTO Pay budget account 1019 in the amount of \$50,000.
- 139 ➤ Increase 9307 CTO Pay budget account 1019 in the amount of \$75,000.
- 140 ➤ Increase 9305 Overtime budget account 1020 in the amount of \$100,000.
- 141 ➤ Increase 9307 Overtime budget account 1020 in the amount of \$175,000.
- 142 ➤ Increase 9308 OES Reimbursements revenue budget account 9942 in the amount of
- 143 \$400,000.
- 144
- 145 ➤ Increase 9305 Out of Class Pay budget account 1021 in the amount of \$13,000.
- 146 ➤ Increase 9306 Out of Class Pay budget account 1021 in the amount of \$9,000.
- 147 ➤ Decrease 9305 Overtime budget account 1020 in the amount of \$13,000.
- 148 ➤ Decrease 9306 CTO Pay budget account 1019 in the amount of \$9,000.
- 149
- 150 ➤ Increase 9307 Cal OSHA Requirements budget account 2020 in the amount of \$30,000.
- 151 ➤ Decrease 9307 Special Fire Equipment budget account 2268 in the amount of \$30,000.
- 152
- 153 ➤ Increase 9308 Audit & Accounting Fees budget account 2717 in the amount of \$25,000.
- 154 ➤ Decrease 9308 Property Tax Fees budget account 2269 in the amount of \$25,000.
- 155
- 156 ➤ Increase 9308 Legal Fees budget account 2713 in the amount of \$45,000.
- 157 ➤ Decrease 9308 Parts & Outside Labor budget account 2087 in the amount of \$23,000.
- 158 ➤ Decrease 9305 Data Processing Equipment budget account 4880 in the amount of
- 159 \$22,000.
- 160 5. Request to Surplus Informational Technology (IT) Equipment:: 10 Panasonic Toughbook's
- 161 (MDCS) and 1 Dell Latitude c840 laptop

162 6. Request to Surplus Unit 36-2002 Chevrolet pickup

163 7. Request for Travel Authorization for the Fire Chief and Deputy Fire Chief to attend  
164 Fire Rescue International, August 17-20, 2016, San Antonio, Texas.

165 **OPPORTUNITY FOR PUBLIC COMMENT**

166 No public comments were made.

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167  
168 M/s Galli/Fenner Jr. motioned to approve consent calendar items 1, 2, 4, 5 and 6 with the  
169 correction stated by Director Metcho.  
170  
171 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman  
172 Opposed: None  
173  
174 Motion carried. 5-0  
175  
176 Director Galli rescued himself from consent calendar item 3 due to his son lives with Ms. Pallas,  
177 followed by him leaving the Board meeting room.  
178  
179 President Silverman moved to Consent Calendar item 3.  
180  
181 3. Advancement Record: Lauren Pallas, Administrative Assistant  
  
182 M/s Fenner, Jr. /Metcho Advancement Record: Lauren Pallas, Administrative Assistant –  
  
183 In Favor: Directors, Fenner, Jr., Davis, Metcho, and Silverman  
184 Opposed: None  
185 Recused: Director Galli  
186  
187 Motion carried. 4-1  
188  
189 Director Galli returned to the Board meeting room at 6:50 p.m.  
  
190 **NEW BUSINESS**  
191 1. Adoption of Resolution 2016-6 Regarding Records and Reports Retention Policy and the  
192 Retention Schedule for Novato Fire Protection District  
193 Chief Heine asked the Board to accept the Policy committee’s recommendation to adopt the  
194 records and reports retention policy and retention schedule.  
195  
196 **OPPORTUNITY FOR PUBLIC COMMENT**  
197 No public comments were made.  
198  
199 M/s Metcho/Fenner, Jr. motioned to adopt Resolution 2016-6 Regarding Records and Reports  
200 Retention Policy and the Retention Schedule for Novato Fire Protection District  
201  
202 Roll call was conducted; Directors Galli, Fenner, Jr., Davis, Metcho, and President Silverman  
203  
204 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman  
205 Opposed: None  
206  
207 Motion carried. 5-0  
208  
209 2. Adoption of Resolution 2016-7: Authorizing Execution of A Joint Powers Agreement for  
210 Hazardous Materials Spill Management  
211 Chief Heine asked the Board to consider the adoption of Resolution 2016-7: Authorizing  
212 Execution of A Joint Powers Agreement for Hazardous Materials Spill Management.

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213  
214 Chief Heine stated the primary changes are the increase in total contribution to \$85,000 and the  
215 OES typing for the team increases to a Type I team.

216  
217 **OPPORTUNITY FOR PUBLIC COMMENT**

218 No public comments were made.

219  
220 M/s Fenner, Jr./Metcho motioned to adopt Resolution 2016-7: Authorizing Execution of A Joint  
221 Powers Agreement for Hazardous Materials Spill Management.

222  
223 Roll Call: Directors Fenner, Jr., Davis, Metcho, Galli, and President Silverman

224  
225 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, Silverman

226 Opposed: None

227  
228 Motion carried. 5-0

229  
230 3. Adoption of Resolution 2016-8 Establishing the Special Tax Rate for 2016/17 and  
231 Rescinding Resolution 2016-5

232 Chief Heine asked the Board to consider the adoption of Resolution 2016-8: Establishing the  
233 Special Tax Rate for 2016/2017 and Rescinding Resolution 2016-5.

234  
235 **OPPORTUNITY FOR PUBLIC COMMENT**

236 No public comments were made.

237  
238 M/s Galli/Fenner, Jr. motioned to adopt Resolution 2016-8: Establishing the Special Tax Rate for  
239 2016/2017 and Rescinding Resolution 2016-5.

240  
241 Roll call was conducted; Directors, Davis, Metcho, Galli, Fenner, and President Silverman

242  
243 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

244 Opposed: None

245  
246 Motion carried. 5-0

247  
248 4. Continuation of Agreement between the Novato Fire Protection District and City of Novato  
249 for Shared Services of an Emergency Consultant

250 Chief Heine asked the Board to consider Staff's recommendation to continue agreement 4539  
251 (Emergency Services Consulting) between the Novato Fire Protection District and the City of  
252 Novato for the shared service of an Emergency Consultant.

253  
254 President Silverman stated the exercise was very impressive.

255  
256 **OPPORTUNITY FOR PUBLIC COMMENT**

257 No public comments were made.

258  
259 M/s Davis/Fenner Jr motioned to approve to continue the agreement 4539 (Emergency Services  
260 Consulting) between the Novato Fire Protection District and the City of Novato for the shared  
261 service of an Emergency Consultant.

262

263 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

264 Opposed: None

265

266 Motion carried. 5-0

267

268 Director Metcho stated he has to rescue himself from this item because he's a recipient of Marin  
269 County Employees Retirement benefits and stepped out of the board meeting room.

270

271 5. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30,  
272 2015

273 Chief Heine asked the Board to consider the Finance Committee's recommendation to accept  
274 and file the Marin County Employees' Retirement Actuarial Valuation Report as of June 30,  
275 2015.

276

277 Chief Heine turned this item over to Dan Hom; he reviewed the actuarial report with the Board of  
278 Directors.

279 **OPPORTUNITY FOR PUBLIC COMMENT**

280 No public comments were made.

281

282 Director Metcho recused himself from consent calendar item 5 since he is a retired member of the  
283 Marin County Employees' Retirement Association, and left the Board meeting room.

284

285 M/s Galli/Fenner, Jr. motioned to accept and file the Marin County Employees' Retirement  
286 Actuarial Valuation Report as of June 30, 2015.

287

288 In Favor: Directors Galli, Fenner, Jr., Davis, and Silverman

289 Opposed: None

290 Recused: Director Metcho

291 Motion carried. 4-0-1

292

293 Director Metcho returned to the Board meeting room at 7:30 p.m.

294

295 6. Formation of ad-hoc Committee regarding Board Manual

296 President Silverman asked the Board to consider a formation of an ad-hoc committee to  
297 review and update the Board of Directors Manual and provide direction to staff.

298

299 **OPPORTUNITY FOR PUBLIC COMMENT**

300 No public comments were made.

301

302 M/s Galli/Silverman motioned to create an ad-hoc committee and an appoint Directors Fenner  
303 and Metcho to the ad-hoc committee.

304

305 7. Renewal of IT Support Services Contract with the Marin IT

306 Chief Heine asked the Board to approve Staff's recommendation to renew the IT support  
307 services contract, add an additional 4 hours per week to the contract and utilize Marin IT's  
308 software and hardware reseller services.

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309 **OPPORTUNITY FOR PUBLIC COMMENT**

310 No public comments were made.

311

312 M/s Metcho/Davis motioned to renew the IT support services contract, add an additional 4 hours  
313 per week to the contract and utilize Marin IT's software and hardware reseller services.

314

315 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

316 Opposed: None

317

318 Motion carried. 5-0

319

320 8. Adoption of Amended Disposition of Surplus Property Policy 1-IX-26

321 Chief Heine asked the Board to accept the Policy committee's recommendation to adopt the  
322 amended Disposition of Surplus Property Policy 1-IX-26.

323 **OPPORTUNITY FOR PUBLIC COMMENT**

324 No public comments were made.

325

326 M/s Gall/Davis motioned to adopt the amended Disposition of Surplus Property Policy 1-IX-  
327 26.

328 In Favor: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman

329 Opposed: None

330

331 Motion carried. 5-0

332

333 9. Preliminary Budget Summary and Comparison Information for FY 2016/2017

334 The Board reviewed and discussed the Preliminary Budget Summary and Comparison  
335 information for FY2016-2017.

336

337 Chief Heine turned this item over to Chief Tyler; he provided background information on the  
338 budget process and noted that the items in the budget are based off of our core responsibilities.

339

340 Chief Tyler turned it over to Dan Hom, he reviewed the Budget summary and comparison sheet.

341

342 President Silverman asked about station 63 for future renovation and tower/classroom was  
343 addressed in the budget.

344

345 Chief Heine stated that station 63 is not listed as a line item for next year's budget; however there  
346 are designated reserve funds available.

347 **REPORTS**

348 1. MERA

349 (President Silverman and Director Metcho)

350 Director Metcho stated that the MERA Governing Board meeting has been cancelled for June  
351 22<sup>nd</sup>.

352



353 Chief Heine recommended Director Metcho to follow up with the MERA Executive Board  
354 regarding our radio experience at the Colley fire that was located in the valley and how important  
355 the Corda site is.

356  
357 2. City of Novato As Successor Agency to Dissolved Redevelopment Agency  
358 (Finance Director Hom and Director Davis)

359 No report.

360  
361 3. Finance Committee  
362 (Directors Fenner and Galli)

363 No report.

364  
365 4. Policy Committee  
366 (President Silverman and Director Galli)

367 Director Galli stated that the District is performing the roll out of Lexipol and will report out to  
368 the committee next month.

369

370 **FINANCIAL REPORTS**

371 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April 2016

372 2. Revenues and Expenditures Detail Financial Report, April 2016

373 3. Vendor Summary Financial Report, April 2016

374 **INFORMATION**

375 1. Customer Satisfaction Survey Report, April 2016

376 2. Written Communications

377 **CLOSED SESSION**

378 The Novato Fire Protection District Board of Directors moved to a closed session with Fire Chief  
379 Heine at 7:59 p.m. to discuss the closed session items:

380

381 1. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION  
382 (Government Code Section 54956.9)  
383 Name of case: Kirk Lewis v. Novato Fire Protection District – CIV 1600731  
384

385 2. CONFERENCE WITH LABOR NEGOTIATORS  
386 Government Code Section 54957.6  
387 Agency Designated Representative: Fire Chief Mark Heine and Deputy Fire Chief Adam  
388 Brolan  
389 Employee organization: Novato Fire Chief Officer's Association, IAFF Local 1775

390 The closed session was completed at 9:30 p.m. The Board returned to open session at 9:30 p.m.,  
391 President Silverman stated that there were no reportable actions.

392 **ADJOURNMENT**

393 There being no further business to conduct, President Silverman adjourned the meeting at  
394 9:31 p.m.

395  
396 Submitted by,

397   
398  
399 Denise Wade, Recording Secretary