



NOVATO FIRE DISTRICT

95 ROWLAND WAY, NOVATO, CA 94945 415.878.2690 - FAX 415.878.2660
WWW.NOVATOFIRE.ORG

September 22, 2023

Kyle Dague
Novato Fire Chief Officers Association Novato, CA

RE: Side letter to Memorandum of Understanding between the Novato Fire Protection District and the Novato Fire Chief Officers Association

Dear Chief Dague:

This is a side letter to the January 1, 2020 – June 30, 2025 Memorandum of Understanding (“MOU”) between the Novato Fire Protection District (“NFPD”) and Novato Fire Chief Officers Association (“NFCOA”). The NFPD and NFCOA hereby agree to update the following items:

1. The position of Battalion Chief of Organizational Resources will be filled with the following conditions:
 - a. Pay: This position will be paid the Day Battalion Chief salary, as reflected in the January 1, 2020 – June 30, 2025 NFCOA MOU.
 - b. Benefits: This position will receive benefits as listed in the January 1, 2020 – June 30, 2025 NFCOA MOU.
2. The position of Battalion Chief of Organizational Resources is initially funded for a period of four years from the time of initial appointment, beginning FY 23/24, or until such time as the Board of Directors approves permanent funding, whichever comes first. The District has set money aside in the designated reserves for four years. This side letter will sunset on August 31, 2027. This side letter will be incorporated into the current MOU and any successor MOU extending beyond June 30th, 2025.
3. If the decision is made that this position is no longer financially viable after the end of 4 years, it shall not result in a demotion of personnel holding the position and the down-staffing would only take place through attrition.
4. This Side Letter agreement is subject to the ratification of the District’s Board of Directors.

The intentions of this side letter are to amend agreed upon items between the NFPD and the NFCOA, in the January 1, 2020 – June 30, 2025 MOU. My signature represents the official offer by the Novato Fire Protection District, and your signature below represents the NFCOA agreement with the terms of this side letter.

Bill Tyler, Fire Chief
Novato Fire Protection District

Kyle Dague
Novato Fire Chief Officers Association