



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JANUARY 3, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or 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 Board meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a scheduled board 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 accommodation is needed, please contact the District Administrative Services Manager as soon as possible, preferably at least two days prior to the meeting.

ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

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

AGENDA ADJUSTMENTS

PRESENTATION

Update on the Evacuation/Ingress/Egress Risk Assessment: Mark Brown, MWPA Executive Officer

<p>Zoom Conference Information Join at Zoom.com</p> <p>Meeting ID: 232 811 1856 Password: 959595</p> <p>Join the Zoom meeting and then dial in if you need audio by telephone +1 669 900 6833 US (San Jose)</p> <p>Join by telephone only: +1 669 900 6833 US (San Jose)</p> <p>For clarity of discussion, the Public is requested to MUTE except: During Open Time for public expression item Public comment period on agenda items. You may use the “raise hand” zoom feature or press *9 if connecting only by phone.</p>
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ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.

DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

COMMITTEE SELECTION

The Directors will select committee members for 2024.

1. **NERA**
2. **Finance Committee**
3. **MWPA**
4. **Facilities Committee**

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 12/6/23

NEW BUSINESS

1. Annual Comprehensive Financial Report (ACFR) and Independent Auditor's Report on Audited Financial Statements- Fiscal Year Ended June 30, 2023

Staff recommends the Board accept the Annual Comprehensive Financial Report (ACFR) and Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30, 2023, as presented by the District's independent auditor Maze & Associates

2. Memorandum of Internal Controls (MOIC) and Required Communication for the Fiscal Year Ended June 30, 2023

Staff recommends the Board accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2023, as presented by the District's independent auditor Maze & Associates. There were no issues requiring Management's Response.



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3. County of Marin 2023/2024 Annual Statement of Investment Policy

Board approval is requested of the County of Marin 2023/2024 Annual Statement of Investment Policy.

4. Purchase of 2 Solo Rescue SCBA, PPE Decontamination Washers

Board approval is requested to accept staff's recommendation to purchase 2 Solo Rescue Decon Washers in an amount not to exceed \$80,000. Board approval is requested to approve the budgeted expenditure from account: 9308-2273, Cancer Prevention and Mitigation Funds.

5. Station 63 Demonstration Garden

Staff recommends that the Board approve the change order request from Cagwin & Dorward for additional costs from the installation of the demonstration garden at Station 63.

6. Landscape Maintenance Cost Increase

Staff recommends approving the extension of the Cagwin & Dorward ("Cagwin") contract for landscape maintenance through June 30, 2024. Due to a three percent (3%) increase in the rates and the additional six (6) months on the contract, Board approval of an increase in the contract amount is requested.

7. Novato Emergency Operations Plan Lines of Succession

Receive verbal information from legal counsel on the execution of this board resolution item for action to be taken at the next regularly scheduled meeting of the board.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, October 2023:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information



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INFORMATION

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

1. Customer Surveys November 2023
2. MERA Update: December 2023
3. Upcoming meetings/events:
 - Regular Board Meeting 2.7.24
 - NFD Strategic Planning Meeting 1.9.24 and 1.10.24
 - Novato's 64th Birthday Celebration Event 1.20.24 5:30-9:30 pm
4. Written Communications

ADJOURNMENT