



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
FEBRUARY 7, 2024**

Time: 10:00 a.m.

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

Website: [www.novatofire.org](http://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](mailto: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**

**ASSOCIATION PRESIDENTS' REPORT**

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

<p>Zoom Conference Information Join at <a href="https://zoom.us">Zoom.com</a></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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**DIRECTOR MATTERS**

Directors may report on their activities and meetings.  
President may report to the Board on the Novato Fire Foundation.

**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 1/3/24
2. Minutes of Special Board Meeting 1/9/24
3. Minutes of Special Board Meeting 1/10/24
4. 2024 Finance Committee Meeting Dates
5. Ambulance Fee Debt Write-Off Due to Hardship

Board approval is requested to approve a write-off of the designated ambulance billing accounts.

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F20003554-1	\$ 123.05
▶ F23002921	\$2,615.27
▶ F23014304	\$ 529.37

6. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts

Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$14,522.68.

**NEW BUSINESS**

1. Resolution 2024-01, a Resolution of the Novato Fire Protection District Identifying Representatives for Board Members and the Fire Chief Should Such Members Become Unavailable.

Board to consider adopting Resolution 2024-01, a resolution of the Novato Fire Protection District identifying representatives for Board members and the Fire Chief should such members become unavailable.



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**2. Payroll and HR Software Purchase**

Staff recommends that the Board approve the purchase of new payroll and HR software to replace the current software.

**3. Hiring of Consultants for New Payroll and HR Software Implementation.**

- Consultant to review and negotiate UKG Agreements.
- Consultant to project manage software implementation and configuration.

Staff Recommends that the Board approve contracting with two (2) consultants to assist in the contract review and project management of new payroll and HR software.

**4. Landscape Design Services for Administrative Building Backyard**

Staff recommends the Board approve Carlile Macy's proposal for landscape design services for the District's Administrative Building backyard.

**5. Extend the term and Increase the Cost of MSA with Simpson Sheet Metal, Inc.**

Staff recommends extending the term of the Simpson Sheet Metal ("Simpson") MSA for HVAC maintenance and repairs to June 30, 2024. Staff also requests Board approve an increase to the contract amount from \$265,000 to \$300,000.

**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, December 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

**INFORMATION**

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



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1. Customer Surveys December 2023
2. MERA Update: January 2024
3. Upcoming meetings/events:
  - Finance Committee Meeting 2/20/24
  - Regular Board Meeting 3/6/24
  - Facilities Committee Meeting 3/12/24 (reschedule TBD)
  - Strategic Planning Meeting 3/12-3/13/24
4. Written Communications

**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2)  
Significant exposure to litigation: 1 case

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code section 54957(b)(1): Fire Chief

**ADJOURNMENT**