



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, and Bruce Goines

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire

9 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, Administrative Assistant

10 Grace Walraven, B/C Jeff Whittet, Fire Prevention Specialist Lauren Galli, Finance Director Joe

11 Valenti, Contract/Purchasing Administrator Colleen Walraven, and B/C Dan Peters.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, MWPA Executive Officer Mark Brown, Penney Teicher, and Bruce

15 Bartel.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **PRESENTATION:** *Update on the Evacuation/Ingress/Egress Risk Assessment:* Mark Brown,

24 MWPA Executive Officer.

25 Mark Brown, MWPA Executive Officer, provided a high-level overview of the

26 Evacuation/Ingress/Egress Risk Assessment project which is a study to evaluate all the roadways

27 within the MWPA jurisdiction. The project also measured how well emergency communications

28 are sent out to the public. Mark Brown reported that MWPA recently posted to its website the

29 GIS map viewer, a story map, and details about the tool's underlying data. The public may turn

30 to the MWPA or their local agency for questions regarding risks to their neighborhoods. Mr.

31 Brown demonstrated the story maps and highlighted that the Risk Assessment is a planning tool

32 only, it is not intended for use during a live evacuation. Fire modeling across five test areas

33 reveals specific locations where fuel loads in neighborhoods and along evacuation routes create

34 high-fire-risk areas. Models also identified evacuation routes that become more congested by fire

35 during an evacuation. The model simulations included:

36 • PyreCast Fire Model

37 • Communication Model

38 • Traffic Model

39 Mr. Brown noted that they look forward to meeting with member agencies to provide thorough

40 training on this valuable tool. There will also be a training video available.

41 Chief Tyler commented that this is a powerful tool that we will be utilizing with our partners,

42 such as Public Works.



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43 There was no public comment.

44

45 **ASSOCIATION PRESIDENTS' REPORT**

46 NSAS President Lauren Galli reported that they are waiting for the new Accountant to start and
47 looking forward to reviewing the Work From Home Policy. She and Shannon Wager will
48 represent NSAS at the upcoming Strategic Planning Meeting. She thanked Chief Tyler and D/C
49 Dicochea for inviting NSAS to participate in the meeting.

50

51 **DIRECTOR MATTERS**

52 President Silverman reported that he had worked with the toy drive program for a couple of
53 mornings. It was very successful and great to see everyone.

54

55 **COMMITTEE SELECTION**

56 The Directors will select committee members for 2024.

57 1. **MERA**

58 2. **Finance Committee**

59 3. **MWPA**

60 4. **Facilities Committee**

61 The Board discussed each of the committee appointments and agreed to keep the members the
62 same as 2023.

63 There was no public comment.

64 M/s Davis/Hadfield to maintain the same committee members for 2024 as 2023 as follows:

65 MERA- Silverman/Hadfield

66 Finance Committee- Goines/Davis

67 MWPA- Goines

68 Facility- Silverman/Hadfield

69 Motion carried: 4-0-1 absent (Francisco)

70

71 **CHIEF'S REPORT**

72 **Calendar Items:**

- 73 • Monday, Jan 1st: NFD Offices Closed in observance of New Year's Day.
- 74 • Wednesday, Jan 3rd BOD January Monthly Meeting
- 75 • Thursday, Jan 4th MCFCA CAD meeting to discuss closest resource
- 76 • Tuesday, Jan 9th Make Up Physicals—A shift
- 77 • Tuesday Jan 9th & 10th NFD Strategic Plan Meetings
- 78 • Wednesday, Jan 11th, 2024, Novato Chamber Honors Dinner 5:30 to 7:30pm
- 79 • Thursday Jan 12th MWPA OPS Meeting
- 80 • Monday, Jan 15th MLK Day - Office is closed
- 81 • Tuesday Jan 16th to 19th NFD Hosts Company Officer 2C, Inspections & Investigations
- 82 • Saturday, Jan 20th Paint the Town Red - City of Novato Birthday Event
- 83 • Monday, Jan 22nd NFD Hosts Company Officer 2E Wildland Class
- 84 • Wednesday, January 24th OPS Meeting



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85 **Administrative Items:**

- 86 • December 31, 2023, Bouncy Ball Drop from NFD Ladder Truck corner of Machin and
87 Vallejo in front of Trek Winery—reported over 1,000 people in attendance. *Stephanie A.*
88 *Koehler Downtown Novato Business Association Executive Director stated, “I just*
89 *wanted to send a big thank you for the Novato Fire participation in Bouncy Ball New*
90 *Year. Your entire team is always so organized and professional — and the team who was*
91 *there on Sunday was so great with the kids and families. We are so grateful for the*
92 *partnership on this event. Can you believe this was our 7th year!”*
- 93 • Salvation Army Bell Ringing Fundraiser competition between NPD and NFD in front of
94 the entrance to Nugget Market: The kettles are counted, and the numbers are in. Let’s
95 review last year ... POLICE \$888.21, NFD FIRE \$740.57 Now for the FINAL results for
96 2023 ... FIRE \$1,320.98 and NPD POLICE: 936.49 CONGRATULATIONS TO
97 NOVATO FIRE! The bragging rights are yours!
- 98 • Employee of the Year (EOY): It is my honor to announce that the following members
99 have been selected by a committee as the Employees of the Year for 2023: Shift EOY:
100 Engineer /Paramedic Ryan Hamilton and Administrative EOY: IT Manager Azar
101 Mashintchian. To summarize his extensive qualities that led to this honor, those
102 nominating Ryan noted that he has worked tirelessly as the IC for the Fire Squirts
103 Program; was instrumental in re-introducing the Reserve Firefighter program and
104 continues to act as the administrator of the program; and is the EMS Purchaser, and
105 general purchasing. Azar was recognized for her continued support and dedication to
106 keeping the Wildfire Mitigation Specialists up and running with multiple changes
107 happening this past year to their MWPA databases; her passion and dedication for her job,
108 while actively saving money for the District; getting our security features up to date;
109 being constantly in motion - never idle - while helping in any way she can; and improve
110 so many other IT functions including Telestaff upgrade and Fresh Service Trouble Ticket
111 system. Ryan and Azar will be honored by the City of Novato at their annual Paint the
112 Town Red event on January 20, 2024, at Marin Country Club, and at the annual July 4th
113 Parade. Additionally, the Novato Druids will honor the Novato Fire and Novato PD
114 Employee of the Year at a dinner. Additional details for that event will be forthcoming. I
115 would also like to thank those members who took the time to submit nominations. We
116 received nominations for 13 different employees, which is more than we have ever
117 received. We applaud ALL nominees for their hard work and dedication to the District.
118 Your efforts are noticed and appreciated! The additional nominees are Shift: Mark
119 Larroque, Kevin Larson, Jeff Lemelin, Kim Lesik, Kevin Powell, Devin Solar, Mike
120 Taul, and "The Engineer/Paramedic". Admin: Lauren Galli, Jim MacDougall, and Lynne
121 Osgood. Please join me in congratulating Ryan and Azar on this achievement!
- 122



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123 **OPS: D/C Dicochea:**

- 124 • 12/26/23 Recreational Vehicle Fire—Binford Road
- 125 • 12/31/23 Chimney Fire-Drake wood Lane, extinguished by owner
- 126 • 1/1/24 Structure Fire – Eucalyptus Ave, Kitchen, Cooking Fire

127 **Training: B/C Barrett Smith:**

- 128 • In discussions with Southern Sierra Training about hosting a firing class for June 2024. Southern Sierra will support. Additional follow-up work is needed to receive approval from North Bay Air Quality, the property owner, and County Fire. Southern Sierra will provide smoke mitigation plan and prescription.
- 129
- 130
- 131
- 132 • Block 1 training schedule sent to all personnel along with assigned Vector Solutions training for the block.
- 133
- 134 • Meeting with Southern Marin TO Adam Volmer, discussed regional truck training and county TO's group projects. This year's truck training will fall back to bi-monthly. Volmer to put out training schedule and plan.
- 135
- 136
- 137 • Arrange/plan Firing Operation class for June

138 **EMS: B/C Barrett Smith hand off to Dan Peters**

- 139 • Case Review 2024 project documents completed- Out for feedback
- 140 • Initiated EMS overstock project with Eng. Hamilton
- 141 • Attended Image Trend EMS PCR committee meeting with Marin County EMS.
- 142 • Attended Marin County Cancer Prevention working group meeting.
- 143 • Language Line (Translation App) rollout to more units confirmed with Azar and Katie Grossman.
- 144
- 145 • Breezy Blue decontamination drill at 65. Additional use at admin.
- 146 • COVID Cases: 1

147 **Fire Prevention: Acting FM Lynne Osgood**

- 148 • Continued strategic planning for the vegetation management team.
- 149 • Conducted windshield surveys of treated areas of concern during and after precipitation events.
- 150
- 151 • Began mapping all treated areas in the Novato Zone
- 152 • Started walking GNSFB Phase 2, beginning with the southernmost Hamilton section.
- 153 • Discussed the Fire Foundry crew schedule and when they can return to work on GNSFB.
- 154

155 **B/C Organizational Resources: Jeff Whittet**

156 **Fleet**

- 157 • Hi-tech notification of Type 1 Chassis arrival, work to begin mid-January.
- 158 • M63 Taken out of service – all equipment removed from unit to allow for remounting in January.
- 159
- 160 • Approved Davis Signs quote for 6 additional parking signs at the administration building.
- 161 • Purchased 3 Trailer Receivers and Lighting harness for WMS vehicles to tow sign trailers.
- 162
- 163



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164 **Facilities**

- 165 • Roof Leak at 61 over Engineer's dorm addressed by B62 and rep from Crandall Roofing.
166 Identified water running through the electrical conduit from the fan unit on the roof.
167 Additional drainage holes were placed in the fan unit.
- 168 • Met with Bennett White from Integrity Construction about a Biannual Facilities
169 Inspection Contract for facility preventive maintenance. Quotes received on 12/18. Will
170 review with Colleen upon her return.
- 171 • Van Midde Concrete began construction of 160 feet of culvert behind classrooms at 62.
172 Heavy rain delayed the concrete pour. Inspected site on 12/21.
- 173 • Spoke to Kelley and Grace about updating the "Facilities" Binder at admin and creating
174 one for all stations.
- 175 • Completed ordering of all flooring for the Administration Gymnasium.
176

177 **CONSENT CALENDAR ITEMS**

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

- 180 1. Minutes of Regular Board Meeting 12/6/23
181 There was no public comment.

182 M/s Hadfield/Goines to approve the Consent Calendar.
183 Motion carried: 4-0-1 absent (Francisco)

184 **NEW BUSINESS**

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

187 Staff recommends the Board accept the Annual Comprehensive Financial Report (ACFR) and
188 Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30,
189 2023, as presented by the District's independent auditor Maze & Associates.

190 Chief Tyler commented that normally the ACFR and audit report are presented to the Finance
191 Committee for review in advance of the regular meeting, however, due to circumstances with
192 scheduling, timing of audit completion in November, and down staff in the Finance Division
193 during a very busy time of year.

194 Finance Director Valenti welcomed independent auditor, David Alvey to present the audit report
195 for the fiscal year ending June 30, 2023. FD Valenti noted that this is the 16th consecutive year
196 the District has filed the ACFR with GFOA.

197 David Alvey reviewed the audit report and was pleased to present an unmodified opinion, which
198 is representative of a clean opinion with no issues to report.

199 Financial highlights include:

200 **Net Position**

- 201 • \$49.7 million



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- 202 • \$13.1 million increase from the prior year

203 **Composition**

- 204 • \$17.1 million net investment in capital assets
205 • \$327,000 MWPA
206 • \$32.3 million unrestricted

207 **Fund Highlights:**

- 208 • \$2.5 million average monthly expenditures
209 • \$32 million unrestricted fund balance
210 • 13 months of expenditures can be covered by the restricted fund balance

211 Director Goines commented that he is concerned about the Marin County projections of property
212 tax revenue in 24/25 projected to decrease by 5%. He would like to understand the implications
213 of that. Director Goines is also concerned with the rate of return for MCERA as this can flip our
214 position quickly. Chief Tyler replied that we can discuss this in greater detail at the BOD retreat.

215 There was no public comment.

216 M/s Goines/Davis to accept the Annual Comprehensive Financial Report (ACFR) and
217 Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30,
218 2023, as presented by the District's independent auditor Maze & Associates.

219 Motion carried: 4-0-1 absent (Francisco)

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

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

226 David Alvey explained that the MOIC and required communication is the firm's communication
227 to the Board of any findings in the audit. He announced the following:

- 228 • No material weaknesses
229 • No significant deficiencies
230 • Other matters- Upcoming GASB Pronouncements
231 • Required Communication:
232 ▪ No disagreements with management
233 ▪ No issues with accounting estimate and assumptions
234 ▪ No reason to believe the scope was limited
235 ▪ No second opinion

236 Mr. Alvey ended by thanking FD Valenti and his team for all their hard work getting the
237 documents turned in on time.



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238 There was no public comment.

239 M/s Hadfield/Silverman to accept the Memorandum on Internal Control and Required
240 Communications Statements for the fiscal year ended June 30, 2023, as presented by the
241 District's independent auditor Maze & Associates.

242 Motion carried: 4-0-1 absent (Francisco)

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

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

246 FD Valenti explained that the District's investment funds are deposited in the County of Marin's
247 Investment Pool. Pursuant to Government Code Section 53646, the Annual Statement of
248 Investment Policy is submitted to the Board of Directors for review and approval. It is necessary
249 for the District to adopt this document. The policy was approved by the Marin County Board of
250 Supervisors on May 23, 2023, and has been reviewed by the County Treasury Oversight
251 Committee. He noted that the rating continues to be triple-A which is the highest rating.

252 There was no public comment.

253 M/s Davis/Goines to approve the County of Marin 2023/2024 Annual Statement of Investment
254 Policy.

255 Motion carried: 4-0-1 absent (Francisco)

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

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

260 Chief Tyler reported that one of the recommendations from the Cancer Prevention Committee
261 was to purchase new extractors to decontaminate SCBA's and personal protective equipment.
262 The two new washers will be installed at S62 and S65 first, then the next budget will include
263 installations at the other stations. Chief Tyler recognized Engineer/Paramedic Hamilton, B/C
264 Peters, and B/C Whittet for their work on this project.

265 There was no public comment.

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

269 Motion carried: 4-0-1 absent (Francisco)

270

271



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272 5. Station 63 Demonstration Garden

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

275 Chief Tyler provided background information on the Station 63 Demonstration Garden and the
276 need for a \$5,835.50 increase to the original contract. The new total contract will be \$71,802.50
277 and will be reimbursed by MWPA.

278 There was no public comment.

279 M/s Davis/Hadfield to approve the change order request from Cagwin & Dorward for additional
280 costs from the installation of the demonstration garden at Station 63.

281 Motion carried: 4-0-1 absent (Francisco)

282 6. Landscape Maintenance Cost Increase

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

287 Chief Tyler explained that due to a 3% increase in the contract costs for landscape maintenance
288 for the next 6 months, Board approval is requested. The contract would increase from \$200,000
289 to \$300,000.

290 There was no public comment.

291 M/s Goines to approve the extension of the Cagwin & Dorward contract for landscape
292 maintenance through June 30, 2024, to include a 3% increase in rates.

293 Motion carried: 4-0-1 absent (Francisco)

294 7. Novato Emergency Operations Plan Lines of Succession

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

297
298 Chief Tyler reminded the Board that in October, they accepted the updated Novato Emergency
299 Operations Plan. One of the items was to identify the succession of the Novato Fire Board of
300 Directors and certain employees as codified by Resolution 2015-04.

301 • **Fire Board of Directors Members:**

302 1. In January of each year, each member of the Board of Directors shall nominate for
303 appointment, by filing with the Board Clerk the names of one person who such Board
304 Member believes is qualified to fill his or her office as his or her standby officer in the
305 event that such member is unavailable. Such Board members shall also designate the
306 preferred order of succession as among such individuals. The Board of Directors shall
307 consider such nominations and shall, by resolution, appoint three standby officers for



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308 each such Board Member who shall be assigned status numbers 1, 2, and 3, as the case
309 may be. Such standby officers shall be appointed to fill the position of the unavailable
310 Board member for whom they have been designated in the order designated in the
311 resolution.

- 312
- 313 • **Fire Chief:**
 - 314 1. The Board of Directors shall, by resolution, appoint three standby officers for the Fire
315 Chief in the event that the Fire Chief is unavailable and shall designate such standby
316 officers 1, 2 and 3 as the case may be. Such standby officers shall be appointed to fill the
317 position of the Fire Chief in the event he is unavailable in the order designated by such
318 resolution. This succession list will also apply to the position of Emergency Services
319 Director.

320 District Counsel Riley Hurd encouraged the Directors to begin searching and building their
321 succession list. They may select someone from anywhere within the District boundary, they do
322 not need to reside within their election districts. He noted that the board member would have to
323 be killed, missing, or so severely injured they could not attend meetings or perform their duties.

324
325 At the February Board meeting, they will adopt a resolution including the names and contact
326 information for standby officers ranked in order 1 through 3. The Board Clerk will maintain the
327 emergency succession list.

328
329 There was no public comment.

330
331 **COMMITTEE REPORTS**

332 Directors may report on committee activities and meetings

- 333 1. **MERA** (Director Silverman and Director Hadfield)- President Silverman reported that
334 four sites are complete and have been turned over to Nokia and Motorola for equipment.
335 Nokia has been installing microwave towers. More radios have been ordered. There has
336 been a lot of progress, and MERA will meet the deadline. Training begins 2/19.
- 337 2. **Finance Committee** (Directors Davis and Goines)- The Finance Committee will meet
338 next month.
- 339 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines
340 reported there was no meeting in December. Nothing to report.
- 341 4. **Facilities Committee** (Silverman and Hadfield)- President Silverman noted that the
342 Facilities Committee met on 12/13. Director Hadfield noted they have a lot of work to do.
343 The committee will now meet quarterly.

344
345 **FINANCIAL REPORTS**

346 Informational items for review. No action required.

- 347 1. Financial Reports, November 2023:
 - 348 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - 349 b. Revenues and Expenditures Detail Financial Report



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- 350 c. Vendor Summary Financial Report
351 d. MWPA Revenues and Expenditures
352
353 2. District Monthly Contracts Information
354

355 **INFORMATION**

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

- 357 1. Customer Surveys November 2023
358 2. MERA Update: December 2023
359 3. Upcoming meetings/events:
360 • Regular Board Meeting 2/7/24
361 • NFD Strategic Planning Meeting 1/9-1/10/24
362 • Novato's 64th Birthday Celebration Event 1.20.24 5:30-9:30 pm
363 4. Written Communications- ASM Crayne read correspondence from Supervisor Eric Lucan
364 thanking President Silverman for continuing to represent the district. She also read a letter from
365 Daniel Bull, SRJC Fire Academy Coordinator, thanking HR Manager Felciano, B/C Smith, and
366 Engineer/Paramedic Hamilton for participating in the interview panels.

367
368 **ADJOURNMENT**

369 There being no further business to conduct, President Silverman adjourned the meeting at 12:03
370 pm.

371
372 Respectfully Submitted,

373 A handwritten signature in black ink that reads "Jennifer Crayne".
374
375

376 Jennifer Crayne, Clerk of the Board
377
378