



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 4, 2023

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti, Clerk  
8 of the Board Jennifer Crayne, Purchasing Administrator Colleen Walraven, IT Manager Azar  
9 Mashintchian, Battalion Chiefs Whittet, Smith, Freedman, Dicochea and Mesenburg, EMS  
10 Billing Specialist Shannon Wager, HR Manager Gretchen Felciano, Captain Nick Zagaris, and  
11 Fire Inspector Justin Conner.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, Charlotte Jourdain, and David Alvey.

15

16 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

17 Adoption of Resolution 2023-01 for a Continuation of Teleconferenced/Zoom Board of Director  
18 Meetings.

19 Staff recommended that the Board adopt Resolution 2022-34 a Resolution of the Board of  
20 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
21 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
22 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
23 District for the period January 8, 2023 – February 7, 2023 pursuant to Brown Act provisions.

24 There was no public comment.

25

26 M/s Goines/Hadfield to adopt Resolution 2023-01 to continue teleconferenced/Zoom Board of  
27 Director Meetings.

28 **Roll Call Vote**

29 Ayes: Goines, Davis, Hadfield, Francisco and Silverman

30 Noes: None

31 Absent: None

32 Motion carried 5-0-0

33

34 **OPEN TIME FOR PUBLIC EXPRESSION**

35 B/C Kyle Dague, President of the Novato Fire Chief Officers Association, asked if there will be  
36 an opportunity for the Chief Officers group to speak on New Business agenda item #8 at the time  
37 it is discussed by the Board. District Council Riley Hurd confirmed, yes, all members of the  
38 Association, all employees, and all members of the public are always allowed to comment on  
39 any item listed on the agenda for the District.

40

41



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42 **AGENDA ADJUSTMENTS**

43 None.

44

45 **PRESENTATION**

46 Chief Tyler introduced Charlotte Jourdain, Project Manager for the Marin County Fire and EMS  
47 Project and thanked her for taking time out of her schedule to provide an update.

48

49 Ms. Jourdain provided an update on what has transpired since the presentation in October.

50

51 Ms. Jourdain said the goal of this proposed model is to maintain economies of scale while  
52 enhancing service levels. She noted that dispatching for fire and EMS is not the same as  
53 dispatching for law calls, and they are finding as they compare this model with other models  
54 throughout the state, there are several advantages to service level by having separate dispatch for  
55 fire and EMS.

56

57 Highlights:

58 • Location: fire and EMS dispatch will remain in the current location, but separated from  
59 MCSO

60 • Shared Computer-Aided Dispatch (CAD) license, reconfigured to separate law and fire

61 • Possible transfer of existing employees who have shown interest

62 • Fee-for-service based on actual costs

63 • Service-level enhancements include closest resource recommended for faster response,  
64 potential use of Emergency Fire Dispatch Protocol, command and control for faster  
65 response levels, improvements in technology and analytics, and enhancements in public  
66 information through early alert systems and collaboration with OES.

67 • Governance- Marin County Fire becomes contractor.

68 ○ A financial advisory group will contribute to the annual budget preparation

69 ○ Membership includes- Marin County Fire as service provider, one city or town  
70 department, one fire district, and one at-Large member.

71 ○ The proposed on-going cost allocation: 22% County and 78% other fire districts,  
72 departments or authorities.

73 ○ The proposed annual fee for Novato FD is \$824,141 which is an increase of  
74 \$247,569 or 43% over current. The share of the total on-going costs for Novato  
75 FD is 17%

76 • Next steps:

77 Letters of intent

78 Discussion with other agencies regarding cost allocation methodology

79 Contract negotiation

80 Construction begins April 2023

81 Opening date January 2024

82

83 Director Goines expressed concerns about the difficulty of staffing emergency response centers  
84 and asked Ms. Jourdain how many of the required employees are currently in place. Ms. Jourdain



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85 replied that they have not begun the meet and confer process because they have not received the  
86 letters of intent from the agencies. She explained that if a large agency dropped off, that would  
87 significantly change the staffing model, so they will not hire staff until they have received all  
88 letters of intent back.

89  
90 Director Goines asked what was envisioned for the at-Large position on the financial advisory  
91 committee. Ms. Jourdain replied that the at-Large position is intended to give additional  
92 representation to one other fire agency.

93  
94 Chief Tyler reported that he had District Council Riley Hurd draft a letter of intent which he  
95 plans to send over to Chief Webber following this meeting today in order to satisfy the request.  
96 He noted that the actions, negotiations, and binding agreements around the contracts will be done  
97 later and will be brought back to the full Board for a discussion and a vote.

98

99 **ASSOCIATION PRESIDENTS' REPORT**

100 BC Kyle Dague, President of the Novato Fire Chief Officers Association, addressed the Board to  
101 express concerns from the rank and file who are being required to work long hours, in part due to  
102 increased mandatory hours, which has led to working 10-12 consecutive days away from their  
103 families. With an increase in fatigue, the Chief Officers are worried about things such as,  
104 possible medication errors, general health issues, issues arising around home lives, and safety  
105 issues with unsafe operation of apparatus. In closing, BC Dague expressed concern for the  
106 demands that are being put on the firefighters and the additional stress on their families.

107

108 NSAS President Lauren Galli reported that they are still waiting for the new Administrative  
109 Assistant to complete background so she can be brought on board as soon as possible.

110

111 **DIRECTOR MATTERS**

112 Director Goines noted that he and Chief Tyler, along with some Rotarian staff, attended the tree  
113 lighting ceremony in downtown Novato. They spent several hours handing out covid tests and  
114 fire hats and interacting with the public. He thanked Chief Tyler for his presence at the event.

115

116 Director Hadfield commented on the bell ringing competition between Novato Fire and Novato  
117 Police. He hoped Novato Fire won the competition, but either way it was all in good fun and for  
118 a great cause. He thanked Chief Tyler and the staff who were out there for the event, as this  
119 sheds positive light on good public service.

120

121 Director Francisco wanted to thank the members for responding to difficult calls, especially  
122 during the holidays.

123

124 **COMMITTEE SELECTION**

125 The nominations for committee membership were as follows:

- 126 1. MERA- Primary Director Silverman; Alternate Director Hadfield  
127 2. Finance Committee- Director Davis and Director Goines  
128 3. Marin Wildfire Prevention Authority Board- Director Goines



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129 4. Facilities Committee- Director Silverman and Director Francisco

130

131 There was no public comment.

132 M/s Hadfield/Davis to appoint the Directors as listed above to the committees listed above.

133

134 **Roll Call Vote**

135 Ayes: Goines, Davis, Hadfield, Francisco and Silverman

136 Noes: None

137 Absent: None

138 Motion carried 5-0-0

139

140 **CHIEF'S REPORT**

141 **Calendar Items:**

142 • Saturday December 31<sup>st</sup> - Bouncy Ball Drop supported by NFD ladder Truck and crews.  
143 Hundreds of kids and their parents braved the rain to participate in this fun, annual  
144 downtown business owners' event to ring in the new year.

145 • January 12<sup>th</sup> - Hearts of Marin: Bruce Goines is a 2022 nominee for the Excellence in Board  
146 Leadership. (Sold Out) 11:00 am to 2:00pm at the Embassy Suites Hotel, San Rafael

147 • January 16<sup>th</sup> - Admin office closed for Martin Luther King Day

148 • January 26<sup>th</sup>- A public hearing for the proposed Marin County Fire Hazard Severity Zones,  
149 SRA map is set for 6 pm at the former San Geronimo Golf Club at 5800 Sir Francis Drake  
150 Blvd.

151 • February 25<sup>th</sup>- Advanced Notification for Paint the Town Red Event at Marin Country Club  
152 6 pm to 10 pm. The NFD Employee of the Year is still to be determined.

153 **Administrative Items:**

154 **Emergency Staffing:** The following recommended changes began December 26, 2022, and ends  
155 March 1, 2023, unless mutually agreed upon extension; Minimum Paramedic Staffing change  
156 minimum staffing of paramedics from 9 to 7 qualified paramedics per day 1. M61 and M65 are  
157 both one paramedic/ one EMT if needed. Qualified paramedics may be from any rank member  
158 currently Marin County qualified and authorized by Novato Fire District to function in an ALS  
159 capacity. Vacancies--Ensure all 7 paramedic positions are filled with qualified paramedics. All  
160 other mandatory openings will be filled in accordance with the current overtime policy. Captain/  
161 Engineer may work down as medics, engineers, or ambulance EMT drivers if needed. Captains  
162 that have not held the rank of engineer within the last two years will be subject to a refresher with  
163 the training division prior to working as an engineer. Overtime--Each rank retains first right of  
164 refusal for overtime. A CTO cannot cause a mandatory opening.



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165 **New Medical Director Selection: Six candidates interviewed** (*special thanks to Director Bill*  
166 *Davis for sitting in on the selection panel*) Thank you to B/C Barrett Smith for putting the panel  
167 together. Congratulations Kaiser ED Doctor Toby Salz. He will be introduced at February BOD  
168 meeting. Dr. Salz is a homegrown candidate and grew up in Bolinas and worked for 14 years at  
169 Novato Community Hospital prior to moving to Kaiser. He will start at the beginning of the new  
170 year.

171 **New FF/PM Hires begin Fire Academy Phase:** Due to be completed and on shift by the end of  
172 February.

173 **Over Hire EMS portion to begin in March:** 3 new hires are currently completing their  
174 background process.

175 **Workers Comp:** Nine remain off on W/C.

176 **OPS: D/C McCarthy:** Jan 4<sup>th</sup> is Chief McCarthy's last official BOD meeting. He is not here  
177 today as he is standing in for Chief Tyler at an OES fire chiefs briefing on storm impacts.

178 Chief McCarthy served as Acting Fire Chief for me last week as I was out of the  
179 office. Activities focused on the continuity of business with key staff members (HR, Finance,  
180 Fire Chief) enjoying a well-deserved holiday break. Attended Operational Battalion Chief Shift  
181 Change meetings. Meetings with ASM Crayne. Meetings with IT Manager  
182 Mashintchian. Covid / Workers Comp impacts staffing continuity. Monthly Operations Chiefs  
183 Meeting. Supported Finance Division. IT Manager Mashintchian contact work. RACES  
184 emergency radio test. RACES members supported IT Manager Mashintchian. Annual  
185 evaluations review and approval.

186 **Fires:** Structure Fire / fire sprinkler save 200 Block of Vintage Way.

187 **Storm Prep:** It appears we are looking at approx. 4" of rain between Wednesday, 01/04/23 at  
188 0400 and Thursday, 01/05/23 at 1600 hours. This is on top of the recent rains we have received.  
189 As of this morning, the models show the 'Pineapple Express' aimed squarely at Sonoma County,  
190 but it will take little change for that to slide either into Marin or further North. That picture  
191 should firm up over the next several hours. Stafford Dam is still 8' below the spillway, but  
192 NMWD expects that it will likely reach the spillway with next week's storms. The Novato area  
193 is currently under a Flood Watch and a High Wind Warning beginning tonight into Thursday  
194 morning for the winds and Thursday afternoon for the Flood Watch. From the Marin and  
195 Sonoma Operational Area briefings this morning, potential issues include:

- 196 • Sewage Spills
- 197 • Trees down from saturated soils and winds



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- 198           • Power Outages  
199           • NW believes there is a higher life threat from downed trees than the flooding itself for  
200           this storm.  
201  
202   **Situational Awareness:**  
203           • Marin Op Area EOC activating at a low level with Marin DPW.  
204           • Sonoma County Op Area is considering EOC activation.  
205           • Marin County Fire has received CalOES approval to Pre-position a USAR team and  
206           two water rescue modules. One module will be staged on US 101 corridor and the other  
207           in West Marin.  
208           • **Training: B/C Mesenburg**  
209           Participated in Ops Meeting.
- 210   R&D webgear approved - follow up work for sizing/purchase/distribution begun
- 211   R&D radio clips approved - follow up work for purchase/labeling/distribution begun.
- 212           ○ Processed annual refresher feedback for use in future Rule of 5  
213           ○ Completed Block 1 training plan and sent to all members  
214           ○ Audit performed of delinquent Vector Solutions assignments - will follow up next week  
215           ○ Prep work done for OSHA mandated SCBA mask fit testing for all members  
216           ○ Annual refresher drills rescheduled  
217           ○ EVOC training scheduled with SRJC  
218           ○ Worked with IT on classroom tech upgrades  
219  
220           • **EMS Divisions: B/C Barrett Smith—**  
221           ○ EMS Academy completed Phase 2 training – Clinical rotations. The ED rotations give  
222           new employees additional exposure and training.  
223           ○ Follow notifications for COVID exposures and “return to work criteria” for active cases.  
224           ○ Had follow up meeting with NCH on patient transfers and the use of helicopters from  
225           there facility. NCH has done extensive work to correct this problem including adding an  
226           ambulance assigned to the facility 24hrs a day. They are now in contract with Life West  
227           ambulance service. Life West will now be used to shuttle REACH crew members and  
228           patients from Gness Field to NCH. The use of helicopters landing in the court fronting  
229           NCH should be greatly reduced. This should make a great impact on maintaining our  
230           911 service as transfers are expected to increase from this facility due to increased patient  
231           loads.  
232  
233           • **Prevention Division: B/C John Dicochea – two out Covid, two out vacation**





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- 234 ○ Re-scheduled inspections 12/26-12/30
- 235 ○ Processed Grants NFD
- 236 ○ Processed Grants MWPA
- 237 ○ Submitted final project report CA Dept of Fish and Wildlife for Valley Memorial Park
- 238 Euc Project
- 239 ○ Provided data for Marin Biomass Project (B. Goines project)
- 240 ○ Scheduled CCNB crews through February
- 241
- 242 ● **Facilities: Kyle Dague:**
- 243 ○ The permit from the County has now been issued for the construction of the security gate
- 244 at Station 62 after many challenges and obstacles. Fabrication of the gate has resumed.
- 245
- 246 ○ The district has received shipment of 3 of the 5 new gen sets. The remaining 2 are still
- 247 awaiting completion at the factory. Cal OES grant funds (276K) have been utilized and
- 248 accounted for according to the requirements of the grant per Finance Director Joe
- 249 Valenti.
- 250
- 251 ○ Renewing the contract with Cagwin and Dorwood with an 8% increase due to inflation
- 252 and an increase in the Consumer Price Index which has risen by more than 7.7% over the
- 253 last 12 months.
- 254
- 255 ○ B64 met with Landscape designer along with Captain Blue and Mike Swezy for the
- 256 demonstration garden project and incorporating noncombustible wall surrounding the
- 257 new generator located discreetly along the rear of the garden outside the workout room.
- 258 Neighbors contacted and are aware. The new gen set will be much quieter due to the
- 259 Level 3 sound attenuated enclosure.
- 260
- 261 ● **Fleet: Chief Whittet:**
- 262 ○ U3 OOS Possible Motor waiting on quote from Valley Power System
- 263 ○ U5 T64 Repairs made, in service.
- 264 ○ U7 Repairs made, in service
- 265 ○ U40 OOS at Hitech pump repairs
- 266 ○ U11 Reserve Type 1 at 62 for Academy or out of service needs

267  
268 **CONSENT CALENDAR**

- 269 1. Minutes of Regular Board of Directors Meeting 12/8/22.
- 270 2. Travel Authorization and Advance approval for all Directors to attend the Fire Districts
- 271 Association of California annual conference in Napa, March 14-17, 2023.
- 272

273 There was no public comment.



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274 M/s Hadfield/Goines to approve Consent Calendar items 1-2.

275

276 **Roll Call Vote**

277 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

278 Noes: None.

279 Abstain: None.

280 Motion carried 5-0-0.

281

282 **NEW BUSINESS**

283 1. Independent Auditor's Report on Audited Financial Statements- Fiscal Year Ended June  
284 30, 2022.

285 Board to consider the Finance Committee's recommendation to accept the Independent  
286 Auditor's Report and Audited Financial Statements for the fiscal year ended June 30,  
287 2022, as presented by the District's independent auditor Maze & Associates.

288 Chief Tyler thanked FD Joe Valenti and his team for all the work that went into this audit.

289

290 FD Joe Valenti introduced audit partner David Alvey of Maze and Associates. He has been  
291 performing the District's audits for the last three fiscal years.

292

293 David Alvey reported that the District received an Unmodified (clean) Opinion, which is the  
294 highest level of assurance that a firm can give an entity.

295

296 Financial Highlights Entity Wide:

297 **Net Position June 30, 2022**

- 298 • \$36.6m
- 299 • \$12.9m increase from prior year (swing in Net Pension Liability \$28m in 2021 and \$11m  
300 asset in 2022) He noted this will swing back to a liability next year.

301

302 **Composition**

- 303 • \$17m - Net investment in capital assets (capital assets-associated debt)
- 304 • (\$112k) – Marin Wildfire Prevention Authority
- 305 • \$19m – Unrestricted- largely due to Pension and OPEB related items

306

307 **Fund Financial Highlights**

- 308 • Average FY 21/22bmonthly expenditures \$2.5m
- 309 • Unrestricted Fund Balance \$19m
- 310 • Months of expenditures that can be covered by unrestricted fund balance is 9 months.

311

312 President Silverman recalled in the past, the District had enough funds to cover about 4 months,  
313 and noted the positive change to now have 9 months. FD Joe Valenti commented that over the  
314 past few years we have been above 6 months, but during the last recession we had fallen below  
315 that.





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316 Director Goines commented that the number reported for Pension Liabilities cannot be relied  
317 upon. In 2022 there was a windfall amount on pension investment returns and every year we  
318 push the reset button on what is currently invested in the pension fund. He asked when we will  
319 receive notice on that change for the coming year. FD Valenti replied that we will receive a fully  
320 updated actuarial valuation report from MCERA in early February, and at that time we will know  
321 if there has been an adjustment to the discount rate and what the investment returns were for  
322 year-end 2022. For MCERA to do a full measurement, they must have a full year completed.

323  
324 There was no public comment.

325  
326 M/s Davis/Goines to approve the Independent Auditor's Report and Audited Financial  
327 Statements for the fiscal year ended June 30, 2022, as presented by the District's independent  
328 auditor Maze & Associates.

329 **Roll Call Vote**

330 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

331 Noes: None.

332 Abstain: None.

333 Motion carried 5-0-0.

334

335 2. Memorandum of Internal Controls (MOIC), and Required Communication for the Fiscal  
336 Year Ended June 30, 2022

337 Board to consider the Finance Committee's recommendation to accept the Memorandum  
338 on Internal Control and Required Communications Statements for the fiscal year ended  
339 June 30, 2022, as presented by the District's independent auditor Maze & Associates.

340 David Alvey continued reporting on the Memorandum of Internal Controls and Required  
341 Communication. He reported as follows:

- 342
- 343 • Material Weaknesses- None
  - 344 • Significant Deficiency- None
  - 345 • Other Matters- Upcoming GASB Pronouncements
  - 346 • Required Communication:
    - 347 ○ No disagreements with management
    - 348 ○ No issues with account estimate assumptions
    - 349 ○ No reason to believe the cope was limited
    - 350 ○ No second opinion

350 There was no public comment.

351 M/s Goines/Hadfield to accept the Memorandum on Internal Control and Required  
352 Communications Statements for the fiscal year ended June 30, 2022, as presented by the  
353 District's independent auditor Maze & Associates.



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354 **Roll Call Vote**

355 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

356 Noes: None.

357 Abstain: None.

358 Motion carried 5-0-0.

359

360 3. Independent Accountant's Report on Applying Agreed-Upon Procedures – Ambulance  
361 Billing.

362 Board to consider the Finance Committee's recommendation to accept the report in regards  
363 to the District's Ambulance Billings and Related Revenue Collection Cycle, Including  
364 Billings Handled by the District on Behalf of its Clients during the calendar year 2021.

365 David Alvey continued to report on Applying Agreed-Upon Procedures for ambulance billing.  
366 3.0% of the total transactions were tested (111 transactions) and no exceptions were noted.

367 M/s Hadfield/Silverman to accept the report in regards to the District's Ambulance Billings and  
368 Related Revenue Collection Cycle, Including Billings Handled by the District on Behalf of its  
369 Clients during the calendar year 2021.

370 **Roll Call Vote**

371 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

372 Noes: None.

373 Abstain: None.

374 Motion carried 5-0-0.

375

376 4. Independent accountant's report on applying agreed upon procedures for the Novato Fire  
377 Protection District in regards to certain disbursements made by the District during the  
378 calendar year ended December 31, 2021.

379 Board to consider the Finance Committee's recommendation to accept the report in  
380 regards to the certain disbursements made by the District during the calendar year ended  
381 December 31, 2021.

382

383 David Alvey continued to report on certain disbursements made by the District during the  
384 calendar year ended December 31, 2021. 3.0% of transactions were tested (35 credit card and 70  
385 checks). There were two exceptions noted for recurring fees and partial backup, both pertaining  
386 to credit card purchases. He noted that if there are recurring fees on credit cards, staff must code  
387 and approve those transactions. Additionally, all credit card transactions must have full backup  
388 attached or the proper form noting backup has been misplaced.

389

390 Chief Tyler commented that the goal with audits is to have zero occurrences. He has worked  
391 with FD Joe Valenti to identify what those were and put additional steps in place to make sure  
392 that all credit card transactions are properly signed off, ensuring a clean report next year. FD Joe  
393 Valenti added that they have bolstered their policies and training around credit card transactions  
394 to prevent occurrences. He noted that we currently have 29 cardholders.



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395 M/s Davis/Goines to accept the report in regards to the certain disbursements made by the  
396 District during the calendar year ended December 31, 2021.

397  
398 **Roll Call Vote**

399 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

400 Noes: None.

401 Abstain: None.

402 Motion carried 5-0-0.

403

404 5. Landscape Maintenance Cost Increase

405 Staff recommends Board approval of an eight percent (8%) increase in cost for the

406 District's regular landscape maintenance services for all six (6) District locations.

407 Chief Tyler reported that Cagwin and Dorwood has seen an increase in CPI and wage rates, so  
408 in order to stay competitive within their field, they are increasing the cost for services. This  
409 increase amounts to \$200,000 over a three-year term.

410 M/s Hadfield/Goines to approve an eight percent (8%) increase in cost for the District's regular  
411 landscape maintenance services for all six (6) District locations.

412 There was no public comment.

413 **Roll Call Vote**

414 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

415 Noes: None.

416 Abstain: None.

417 Motion carried 5-0-0.

418

419 6. Safe Deposit Box, remove Villa add Crayne.

420 Staff requests Board approval to update the safe deposit box access list by removing

421 retiring ASM Jeanne Villa and adding new ASM Jennifer Crayne.

422 M/s Goines/Francisco to approve an update to the safe deposit box access list by removing  
423 retiring ASM Jeanne Villa and adding new ASM Jennifer Crayne.

424 **Roll Call Vote**

425 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

426 Noes: None.

427 Abstain: None.

428 Motion carried 5-0-0.

429

430 7. Resolution 2023-02, a Resolution of the Novato Fire Protection District Ratifying the  
431 Employment Agreement Between the Novato Fire District and Information Technology  
432 Manager Azar Mashintchian.



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433 Board approval is requested to adopt resolution 2023-02 approving the Employment  
434 Agreement of Information Technology Manager Azar Mashintchian.

435 Chief Tyler reported Jeanne Villa, formerly head of the IT Division, has retired. Part of the plan  
436 was hiring Azar Mashintchian to take over all IT functions. Since Jeanne Villa stepped down  
437 from her IT roles effective November 1<sup>st</sup>, the scope of Azar's duties has changed, and her  
438 employment contract needs to be updated to include a title change and salary increase with some  
439 incentive changes.

440 There was no public comment.

441 M/s Goines/Hadfield to adopt resolution 2023-02 approving the Employment Agreement of  
442 Information Technology Manager Azar Mashintchian.

443 **Roll Call Vote**

444 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

445 Noes: None.

446 Abstain: None.

447 Motion carried 5-0-0.

448

449 8. Resolution 2023-03, Amendment to the Employment Agreement of Fire Chief Bill Tyler  
450 Board approval is requested to adopt Resolution 2023-03 amending the Employment  
451 Agreement of Fire Chief Bill Tyler.

452 FD Joe Valenti reported the 7% increase for Fire Chief Bill Tyler is commensurate with what  
453 other personnel have received going back to the implementation of the other MOUs and  
454 contracts. The last time the Fire Chief's contract was ratified was July 2020. He reported the  
455 fully burdened cost of the annual increase is \$26,600 and a one-time bonus of \$5,000 and Board  
456 approved one-time bonus of \$15,000. The Fire Chief will also receive an addition ten days of  
457 vacation that needs to be used this year and cannot be cashed in.

458 B/C Kyle Dague, President of the Novato Fire Chief Officers Association, had a series of  
459 questions in regards to the Employment Agreement for Fire Chief Tyler. He asked if the current  
460 District's negotiating team was utilized in deliberations and making recommendations to the  
461 Board.

462 District Counsel Riley Hurd provided a reminder of the proper protocol for the Public Comment  
463 section of the agenda. He noted that it is not a question-and-answer session. It is time for  
464 members of the public to make comments or share opinions on a particular item, but it is not a  
465 back-and-forth exchange between Board members and the member of the public.

466 B/C Dague thanked Riley Hurd for the reminder and continued to ask questions. B/C Dague  
467 closed by saying the Chief Officers Association will expand upon this in greater detail in a letter  
468 they will prepare and send to the Board at a proper time. He thanked the Board for the  
469 opportunity to speak.



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470 M/s Silverman/Goines to adopt Resolution 2023-03 amending the Employment Agreement of  
471 Fire Chief Bill Tyler.

472 **Roll Call Vote**

473 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

474 Noes: None.

475 Abstain: None.

476 Motion carried 5-0-0.

477

478 **COMMITTEE REPORTS**

479

- 480 1. MERA (Director Silverman and Director Hadfield)- President Silverman reported they  
481 met early last month. The short meeting provided an update on contracts that had gone  
482 out to bid. There is a report included in the packet.
- 483 2. Finance Committee (Directors Davis and Goines)- Director Davis noted that the approval  
484 of the audit at today's meeting encapsulates the work that has been going on with the  
485 committee. He is happy with the results of the audit.
- 486 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported  
487 that MWPA is beginning to move back to meetings in person by March. There have been  
488 five new finance policies added. They are coming into the third year. They had four  
489 members of the citizens oversight committee terms expire, so they are appointing  
490 individuals to represent environmental, tax payers, civic groups and Novato. MWPA is  
491 renewing the contract with legal counsel, which has turned out to be critical. Director  
492 Goines discussed a case between the Claremont Canyon Conservancy vs. the UC Regents  
493 and the implications the lower court ruling may have on the vegetation management work  
494 of the MWPA.

495

496 There was no public comment.

497

498 **FINANCIAL REPORTS**

- 499 1. Financial Reports, November 2022:
  - 500 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 501 b. Revenues and Expenditures Detail Financial Report
  - 502 c. Vendor Summary Financial Report
  - 503 d. MWPA Revenues and Expenditures
- 504
- 505 2. District Monthly Contracts Information

506

507 **INFORMATION**

- 508 1. Customer Surveys November 2022
- 509 2. MERA Update: December 2022
- 510 3. 2023 Regular Board Meeting Schedule- the schedule was included in the packet and have  
511 been added to the District website.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 4, 2023

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- 512 4. 2023 Finance Committee Meeting Schedule- the schedule was included in the packet and  
513 have been added to the District website.  
514 5. Written Communications- 2 letters were read.  
515

516 **CLOSED SESSION**

517 The Board exited open session and entered closed session at 11:52 am.  
518

- 519 1. CONFERENCE WITH LEGAL COUNSEL - existing litigation  
520 Government code, section 54956.9(a), (d.1) (formally initiated)  
521 AMERICAN MEDICAL RESPONSE WEST V. CALIFORNIA DEPARTMENT OF  
522 HEALTH CARE SERVICES: Case No. 34-2021-80003757

523 The Board exited closed session and returned to open session at 12:27 pm.

524 There was no action was taken.

525 **ADJOURNMENT**

526 There being no further business to conduct, President Silverman adjourned the meeting at  
527 12:28 pm.

528 Submitted by,  
529

A handwritten signature in black ink that reads "Jennifer Crayne". The signature is written in a cursive, flowing style.

534 Jennifer Crayne, Clerk of the Board





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti, Clerk  
8 of the Board Jennifer Crayne, NPFA President Mark Larroque, Prevention Admin Assistant  
9 Denise Wade, Admin Assistant Lauren Galli, Battalion Chiefs Smith, Mesenberg, Dague and  
10 Freedman, EMS Billing Analyst Shannon Wager, IT Manager Azar Mashintchian, and  
11 Vegetation Program Manager Mike Swezy.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, Medical Director Toby Salz, Bruce Bartel

15 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361** Adoption of Resolution 2023-04 for  
16 a Continuation of Teleconferenced/Zoom Board of Director Meetings.

17 District Counsel Riley Hurd clarified that the end date for Resolution 2023-04 is not to exceed  
18 February 28, 2023.

19 Staff recommended that the Board adopt Resolution 2023-04 a Resolution of the Board of  
20 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
21 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
22 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
23 District for the period February 8, 2023 – February 28, 2023, pursuant to Brown Act provisions.

24 There was no public comment.

25

26 M/s Hadfield/Silverman to adopt Resolution 2023-04 to continue teleconferenced/Zoom Board  
27 of Director Meetings.

28

29 **Roll Call Vote**

30 Ayes: Goines, Davis, Hadfield, Francisco and Silverman

31 Noes: None

32 Absent: None

33 Motion carried 5-0-0

34

35 **OPEN TIME FOR PUBLIC EXPRESSION**

36 None.

37

38 **AGENDA ADJUSTMENTS**

39 None.

40

41



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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42 **PRESENTATION**

43 District Counsel Riley Hurd gave a presentation on the annual Brown Act Training which  
44 included new updates. At the end of the presentation, the Board should consider whether they  
45 would like to direct staff to bring back an agenda item about how they want to proceed holding  
46 public meetings into the future given the options.

47 Some of the highlights from the **Brown Act basics** include:

- 48 • Consistency with training to avoid Brown Act violations and making headlines
- 49 • Brown Act applies to Legislative Bodies
- 50 • Meetings must be open to the public
- 51 • Definition of a meeting- a majority of members, at the same time and place, to discuss  
52 and deliberate on any matter within the Board’s subject matter jurisdiction.
- 53 • A meeting is when a majority of the members are using direct communication,  
54 technology or intermediaries to develop a collective position. ex) phones, email, fax,  
55 texting, spouses.
- 56 • No Serial Meetings allowed- meetings with individual Board members to develop a  
57 consensus is not permitted. Avoid “daisy chain” or “hub and spoke” meetings.
- 58 • The majority is allowed to gather at conferences and social functions, but you may not  
59 discuss District business or form a consensus.
- 60 • Closed Sessions- may only be used for litigation (pending, threatened, initiation), real  
61 estate negotiations, certain employment issues, and labor negotiations with designated  
62 labor negotiator.
  - 63 ○ There is a DUTY of confidentiality
  - 64 ○ Beware of reporting and announcement requirements
- 65 • **COVID Era:**
  - 66 ○ 3/18/20, the Governor issued an Executive Order No. N-29-20 suspending the  
67 Brown Act requirements for in-person meetings and facilitating the use of  
68 teleconferencing for public meetings during the state of emergency.
  - 69 ○ 9/16/21, Governor Newsom signed into law AB 361 allowing for more liberal  
70 teleconferencing requirements to continue.
  - 71 ○ 2/28/23 the emergency Covid declaration expires. The rules of AB 361 will no  
72 longer be allowed.
- 73 • **Traditional Rules after 2/28/23:**
  - 74 ○ **Teleconferencing** is allowed by the Brown Act, but quorum must be within  
75 jurisdiction boundaries, must be identified in notice and agenda ahead of the  
76 meeting, agendas must be posted at teleconference locations, public must be  
77 allowed at teleconference locations, and all votes must be via roll call.
- 78 • **In addition to the above listed rules, AB 2449 took effect January 2023:**
  - 79 ○ **AB 2449** requires that a quorum of members be present in a single physical  
80 location accessible to the public.
  - 81 ○ Members may only attend remotely for “**just cause**” (childcare, contagious  
82 illness, physical/mental disability, business travel) or “emergency circumstances”.
  - 83 ○ AB 2449 limits the number of times a member may attend remotely to no more  
84 than **three consecutive months or 20%** of regular meetings per year.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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- 85 • Parliamentary Procedure
- 86     ○ Board President runs the meeting
- 87     ○ Makes parliamentary rulings- can request advice from District Counsel
- 88     ○ Important for Brown Act Compliance
- 89     ○ NO RUSH
- 90 • Rosenberg's Rules are now used much more frequently than Robert's Rules

91  
92 District Counsel Riley Hurd commented that while traditional rules and AB 2449 rules apply to  
93 Board members, they may want to place a discussion on the March meeting agenda to decide if  
94 they want to allow for a hybrid option for members of the public to attend future meetings  
95 electronically.

96  
97 There was no public comment.

98  
99 The Directors agreed to add an agenda item to the next regular Board meeting to discuss how  
100 best to proceed with future meeting options (hybrid vs in-person only), including a cost analysis.

101  
102 **ASSOCIATION PRESIDENTS' REPORT**

103 NPFA President Mark Larroque stated that due to the NPFAs hard work and collaboration with  
104 management and with Board approval, they were able to mitigate a major staffing issue that culminated  
105 over Christmas break due to a spike in Covid, workers comp, and being down four firefighter/paramedics.  
106 A staffing model was instituted that allowed for greater flexibility while not compromising service  
107 delivery. He noted that there is currently a hiring crisis that has been recently recognized nationally by  
108 FEMA and is occurring throughout the Bay Area and California. One of the changes instituted 6 months  
109 ago was standing up a trial run of the Engineer Paramedic rank. This position allows promoted Engineers  
110 to maintain their paramedic license and to continue to ply that trade on duty. The six individuals, by  
111 stepping up to this dual responsibility, took on an increased workload, busier shifts, and, double the  
112 responsibility. NPFA President Larroque noted that combined over a period of six months, they have  
113 worked 2500 hours as primary paramedic.

114 He stated that the ability to keep as many members as possible, able to work in the entry level position  
115 when needed, is critical in light of the dearth of qualified new medics. Even with the hard work, ingenuity  
116 and initiative of Chief Tyler, Battalion Chiefs Mesenburg and Smith, and Training Captain Black, they  
117 came up short one individual in the current academy, and 3 short with the coming academy.

118 Due to the increased quality of service delivery they bring to the table, as well as the increased workload  
119 they have born in order to help their fellow firefighters, and in light of the hiring crisis they are fighting to  
120 overcome, NPFA President Mark Larroque asked the Board to consider industry standard compensation  
121 for these Engineer Medics. He noted, this model, standard for the majority of departments in Marin, and  
122 many beyond, works, and they have proven it, over the last six months. He looks forward to speaking  
123 with management and also with the members of the Board individually about how they can go about  
124 appropriately compensating this critical position, in order to keep these individuals appreciated and  
125 motivated to continue to bring this critical extra level of service to our District.

126  
127 NFCOA President Kyle Dague provided an update on the negotiations. He reported that the  
128 negotiations team has now met over a dozen times with the Fire District and they are now on the  
129 fourth year out of contract, which is historic for the Fire District. They tried one last time on



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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130 January 11<sup>th</sup> to reach a conclusion collaboratively with no success. NFCOA has now formally  
131 declared impasse in writing. They will now be working with an objective, outside professional to  
132 help facilitate an agreement. He also expressed his concerns for the level of fatigue that the  
133 NPFA members are facing as they are required to work long hours of mandatory overtime.

134  
135 NSAS President Lauren Galli reported that they are still waiting for the new Administrative  
136 Assistant to complete background. She also reported that the Temporary Administrative  
137 Assistant will drop down to two days per week (Tuesday/Friday) starting February 1<sup>st</sup>.

138  
139 **DIRECTOR MATTERS**

140 Director Davis commented that the January meeting minutes were exceptional and easy to read  
141 and thanked ASM Jennifer Crayne for her work.

142  
143 **CHIEF'S REPORT**

144 **Administrative Items:**

- 145 • **D/C McCarthy's Retirement:** Gerald's last official day is Thursday, February 2<sup>nd</sup>.
- 146 • **Finance Division:** I am continuing to work with Joe to clear the backlog of accounts  
147 payable (AP) items. To expedite this, we have temporarily reassigned AP to Colleen and  
148 Jenn. In addition, I have asked Jenn to do a focused review of the reconciliation for  
149 voluntary employee benefits, where a monthly withholding is made from an employee's  
150 check against the corresponding monthly statement. An example of this would be a  
151 voluntary life insurance group policy, or an additional health care gap coverage program  
152 like AFLAC. The goal is to verify monthly reconciliations and make recommendations  
153 on any workflow and task assignment changes needed to verify accuracy, timeliness, and  
154 completeness.
- 155 • **New Medical Director:** Welcome, orientation, and ride-a-long completed with Dr. Toby  
156 Salz
- 157 • **New Hire Academy & transition to shift:** Captain Black has been doing a great job  
158 with the new recruits out at the tower. They are past the halfway mark with their fire-  
159 based academy training. Here is what's next:
  - 160 ○ Academy time (40-hour work week) ends Friday, February 10
  - 161 ○ 12 Month probation (56-hour work week) shift time begins on Tuesday, Feb14
  - 162 ○ 1<sup>st</sup> Shift as an FF/P filling a vacancy at Station 61 (NOT 3<sup>rd</sup> person) Sunday,  
163 February 26th through Thursday, March 2<sup>nd</sup>.
- 164 • **Facility Committee update:** A meeting was conducted on 1/26/23. They are getting a  
165 copy of ABM project list. Contacted Bill Johal, a representative from the commercial  
166 construction firm Kitchell, for information on potential project management options and  
167 discussion. Spoke to Chris Blunk from the City of Novato regarding who they use for  
168 construction project managements. We need to better define the scope of projects: Station



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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- 169 1 roof, solar, charging stations, etc. I contacted a local Engineering firm regarding  
170 extending sewer line down Vallejo St. to Station 62 and our vacant lot for a future  
171 connection and the associated study required to cost the project. I asked Azar about  
172 security vendors, monitoring, and costs. I reviewed the vulnerability assessment for our  
173 administration building provided to NFD by the Northern California Regional  
174 Intelligence Center (NCRIC) in 2011. We discussed a possible NFD liaison to the  
175 projects and we discussed some admin design needs for both interior and outside areas.
- 176 • I attended the CAL Fire; FIRE Hazard Severity Zones (FHSZ) Maps Public Hearing hosted  
177 by Marin County Fire in San Geronimo Thursday Night. Public attendance was light (less  
178 than a dozen people) with only one citizen from Novato’s Pacheco Valle neighborhood.  
179 There were also representatives from the Marin Association of Realtors present.
  - 180 • Workers Comp: Increased by one and now ten remain off on W/C. Of those ten, four are  
181 likely not to return. Three are back this week on light duty.
  - 182
  - 183 • **OPS: D/C McCarthy:** Chief McCarthy attended Battalion Chief shift change meetings,  
184 attending Monday morning briefings with division leadership including prevention,  
185 Training, IT, HR and administrative. Chief McCarthy moderated the monthly Operations  
186 Chiefs meeting and assisted HR with pre-employment screenings.
- 187 **Fires:** None
- 188 **Motor Vehicle Accidents:** Eight
- 189 **Atypical Calls:** One. A “Atypical Call” includes but is not limited to 1) Line of duty  
190 death. 2) Suicide of a family member or colleague. 3) Serious work-related injury. 4)  
191 Major disaster. 5) An incident with extreme danger or threat of danger. 6) Tragic,  
192 unexpected death of an innocent person. 7) Incidents with excessive (negative,  
193 scrutinizing) media coverage. 8) An incident charged with profound emotion with  
194 circumstances, sights, smells, or conditions members find distressing
- 195 • **Training: B/C Mesenburg**
    - 196 ○ Issued STEN/TFLD task books to Capt. Peters & Taul and coached them on the  
197 process
    - 198 ○ Mentored A/C trainee Hamilton on Division/Group Supervisor role
    - 199 ○ Researched faller training and qualifications for NOV sawyers
    - 200 ○ Hosted A/C task book issuance meeting for Engineer Schiavo
    - 201 ○ Began Block 2 training plan, MBO organization, training schedules
    - 202 ○ Helped the MCFCA Ops group with communication issues
    - 203 ○ Helped mentor a Leadership Novato team with community relationships
    - 204 ○ Working with rope rescue instructor to improve bailout prop and related training
    - 205 ○ Coordinated annual OSHA required SCBA mask fit testing
    - 206 ○ Working with C61, NPD, and USCG on cooperative URVI training in the fall





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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- 207
- 208 • **Training Captain: Adam Black**
  - 209 ○ Acquired more training cars for auto x probationary training and block training
  - 210 ○ Week 3 of academy 2022.2
  - 211 ○ RIC
  - 212 ○ Hose evolutions
  - 213 ○ Residential and commercial ventilation
  - 214 ○ Deluge operations
  - 215 ○ Mid-rise operations
  - 216 ○ Vehicle fires
  - 217 ○ Tower Update: None
- 218
- 219 • **EMS Divisions: B/C Barrett Smith**
  - 220 ○ EMS training with Katie Pannell (Burns)
  - 221 ○ EMS staff meeting with Salz, Grossman, Carol, Wager, and Hamilton.  
222 Reviewing current issues and goals for next 6 months
  - 223 ○ Scheduling “Sidewalk CPR” for Novato Little League. County EMS agreed to  
224 lead this effort.
  - 225 ○ Meeting with Kevin Powell on fitness budget and what to do with the remainder  
226 of this year’s monies. The new weight machines are a vast improvement. Station  
227 63/65 machines are getting built this week. Old machine from 65 coming to  
228 admin.
  - 229 ○ Scheduled CPR classes for all personnel. March 6<sup>th</sup> class will be led by Capt.  
230 Bargiacchi with two sessions. One at Admin 0830hrs and a second at 61 1000hrs.
- 231
- 232 • **Prevention Division: B/C John Dicochea – Lynne on vacation this past week**
  - 233 ○ Follow up on applications for veg manager assistant- scheduled interviews
  - 234 ○ Met with MWPA and Panorama regarding progress on Greater Novato Fuel  
235 Break
  - 236 ○ Field review of data gathering protocol for Fire Road Inventory project
  - 237 ○ Directed CCNB crew at Highlands and Forster and Kroeger crew at Novato open  
238 space near Rowe Ranch
- 239
- 240 • **Facilities: B/C Dague:**
  - 241 ○ No update has been provided since the last report.
- 242
- 243 • **Fleet: B/C Whittet:**
  - 244 ○ U3- OOS with engine replacement.
  - 245 ○ U40- OOS at Peterson trucks with engine oil and fuel leaks.
  - All other units are in service.





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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246 There was no public comment.

247 Director Goines expressed his gratitude to D/C McCarthy and commented that it has been a great  
248 pleasure interacting with him over the years. He thanked D/C McCarthy for his interest in the  
249 ecological interest of the surrounding area of Novato and for enriching his understanding of  
250 Novato's fire history. Director Goines stated that D/C McCarthy is an honor to his profession,  
251 and his service in the Novato community will be missed.

252 Director Hadfield commented that he has worked with D/C McCarthy many times over the years  
253 and he was always upbeat and positive and he learned from him. He wished D/C McCarthy well  
254 in his retirement.

255 Director Davis thanked D/C McCarthy for his service over the years. He commented that is  
256 remarkable where he started and where he ended up, and that he is an inspiration to other people  
257 and highly respected by others. He is sad to see D/C McCarthy leave, but wished him well in his  
258 retirement.

259 Director Francisco added congratulations to D/C McCarthy on his retirement. He commented  
260 that D/C McCarthy is extremely professional, well-spoken, knowledgeable, and conscientious.  
261 He thanked him for his service to the citizens of Novato.

262 President Silverman recalled when D/C McCarthy was just a boy coming through the doors of  
263 the ER with a gurney. He commented that his friendship over the years has meant a lot and he  
264 will miss seeing him around the office. He congratulated D/C McCarthy on a wonderful lifetime  
265 career.

266 **CONSENT CALENDAR**

267 1. Minutes of Regular Board Meeting 1/4/23

268

269 2. Bad Debt Write Off- Uncollectible Novato Ambulance Billing Accounts  
270 Board approval of staff's recommendation to write off the designated multi-year  
271 uncollectible ambulance billing accounts totaling \$70,888.63.

272 3. Ambulance Fee Debt Write Off Due to Hardship

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

275 There was no public comment.

276 M/s Goines/Davis to approve Consent Calendar items 1-3.

277 **Roll Call Vote**

278 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

279 Noes: None.



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Regular Board Meeting Minutes  
February 1, 2023

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280 Abstain: None.  
281 Motion carried 5-0-0.

282  
283 **NEW BUSINESS**

284 1. County of Marin 2022/2023 Annual Statement of Investment Policy  
285 Board approval is requested of the County of Marin 2022/2023 Annual Statement of  
286 Investment Policy.

287 FD Valenti stated that this report is approved annually by the Board as required by Government  
288 code. This policy governs the District's primary operating fund which has funds on deposit with  
289 the investment pool at the County of Marin Treasury. The pools funds are in very safe  
290 investments, such as treasury bills and money market funds with lower returns, but higher  
291 liquidity (readily convertible to cash). The policy also states who is able to make investment  
292 decisions for the pool.

293  
294 There was no public comment.

295  
296 M/s Hadfield/Goines to approve the County of Marin 2022/2023 Annual Statement of  
297 Investment Policy.

298 **Roll Call Vote**

299 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

300 Noes: None.

301 Abstain: None.

302 Motion carried 5-0-0.

303

304 2. Generator Installation

305 Board approval is requested to accept Staff's recommendation to approve an increase in  
306 the cost of the installations of the new generators by Fowler Electric Services, Inc.  
307 ("Fowler Electric"), permitting Fowler Electric to subcontract the concrete slab  
308 modifications to Van Midde and Son Concrete in order to accommodate the larger  
309 footprint of the new generators.

310 Chief Tyler gave a report on the progress of installing the generators. He noted that the size of  
311 the fuel tank for the Admin building was increased which increased the amount of concrete and  
312 conduit needed. Additionally, the generators were larger than originally specified, so the  
313 contractor needed to go back and determine what was needed to install the larger generator.  
314 Chief Tyler noted that the vast majority of the cost of the generators was off-set by a large grant.

315  
316 There was no public comment.

317

318 M/s Hadfield/Goines to approve an increase in the cost of the installations of the new generators  
319 by Fowler Electric Services, Inc.

320



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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321 **Roll Call Vote**

322 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

323 Noes: None.

324 Abstain: None.

325 Motion carried 5-0-0.

326

327 3. Temporary consulting support for Vegetation Management Program

328 Staff requests approval from the Board to contract with Sequoia Ecological Consulting

329 Inc.(Sequoia) to provide temporary full time technical staff for 6 months in support of

330 Marin Wildfire Prevention Authority (MWPA) funded District vegetation management

331 program activities.

332 Chief Tyler provided information regarding the need for temporary full-time staff to assist with

333 vegetation management projects. Vegetation Program Manager Mike Swezy reached out to

334 Sequoia to see if they had an employee that NFD could contract with on an interim basis.

335

336 There was no public comment.

337

338 M/s Davis/Goines to approve the contract with Sequoia Ecological Consulting Inc.(Sequoia) to

339 provide temporary full time technical staff for 6 months in support of Marin Wildfire Prevention

340 Authority (MWPA) funded District vegetation management program activities.

341

342 **Roll Call Vote**

343 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

344 Noes: None.

345 Abstain: None.

346 Motion carried 5-0-0.

347

348 **COMMITTEE REPORTS**

349

350 1. MERA (Director Silverman and Director Hadfield)- No report

351 2. Finance Committee (Directors Davis and Goines)- The Finance Committee had not met  
352 since meetings are quarterly.

353 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported

354 that MWPA is hiring staff to help with GIS analysis to help with environmental

355 compliance. He gave a brief update on the work plan for an evacuation route clearing

356 along Highway 1. He also reported that MWPA has completed just under 3,000 acres of

357 vegetation management work and 570 miles of road clearing and 12 miles of fire road.

358 4. Facilities Committee (Silverman and Francisco)- President Silverman reported that the

359 Facilities Committee had met last week and are beginning to look for contractors for

360 upcoming projects.

361

362 There was no public comment.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 1, 2023

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363 **FINANCIAL REPORTS**

- 364 1. Financial Reports, December 2022:
- 365 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 366 b. Revenues and Expenditures Detail Financial Report
  - 367 c. Vendor Summary Financial Report
  - 368 d. MWPA Revenues and Expenditures
- 369
- 370 2. District Monthly Contracts Information
- 371

372 **INFORMATION**

- 373 1. Customer Surveys December 2022
  - 374 2. MERA Update: January 2023
  - 375 3. Marin LAFCo Public Member Seat
  - 376 4. MWPA Work Impact Plan Quarter 2
  - 377 5. Upcoming meetings: Finance Committee 2/21/23 at 9:00 am
  - 378 6. Administrative Office Closed- Presidents Day Holiday 2/20/23
  - 379 7. Written Communications
- 380

381 **CLOSED SESSION**

382 The Board exited open session and entered closed session at 11:26 am.

383

- 384 1. CONFERENCE WITH LEGAL COUNSEL - existing litigation
- 385 Government code, section 54956.9(a), (d.1) (formally initiated)
- 386 AMERICAN MEDICAL RESPONSE WEST V. CALIFORNIA DEPARTMENT OF
- 387 HEALTH CARE SERVICES: Case No. 34-2021-80003757
  
- 388 2. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section
- 389 54956.9(a), (d.1) (formally initiated)
- 390 City of Sanger v. Novato Fire District Case # 20CECG02710

391 The Board exited closed session and returned to open session at 12:16 pm.

392 There was no action was taken.

393 **ADJOURNMENT**

394 There being no further business to conduct, President Silverman adjourned the meeting at  
395 12:16 pm.

396  
397 Submitted by,

A handwritten signature in cursive script that reads "Jennifer Crayne".

402 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 23, 2023

---

1 The meeting was called to order by President Silverman at 11:00 a.m. via Zoom.

2

3 **ROLL CALL**

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

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Human Resources Manager Gretchen Felciano, and Clerk of the Board

9 Jennifer Crayne.

10

11 **OTHERS PRESENT**

12 James Galli, Nate Kowalski

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None.

16

17 **CLOSED SESSION**

18 The Board of Directors entered Closed Session at 11:01 am.

19 The Board of Directors re-entered Open Session at 12:16 pm.

20 There was no reportable action.

21

22 **ADJOURNMENT**

23 There being no further business to conduct, President Silverman adjourned the meeting at

24 12:16 pm.

25

26

27 Respectfully Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne". The signature is written in a cursive style with a small flourish above the name.

31 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 1, 2023

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Clerk of the Board Jennifer Crayne, Prevention Admin Assistant Denise  
8 Wade, Admin Assistant Lauren Galli, Battalion Chiefs Smith, Dicochea and Freedman, and  
9 Whittet, EMS Billing Analyst Shannon Wager, HR Manager Gretchen Felciano, Senior  
10 Accountant Brooke Kerrigan, and Payroll/AP Technician Grace Buell, and Station Crews.

11

12 **OTHERS PRESENT**

13 District Counsel Peter Sporel, Medical Director Toby Salz, Bruce Bartel, and Jeanne Villa.

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None.

16

17 **AGENDA ADJUSTMENTS**

18 Chief Tyler noted two adjustments to the agenda.

- 19 1) Addition to the Presentation section of a brief introduction of Medical Director, Dr. Toby  
20 Salz.  
21 2) Removal New Business items 4 and 5 due to a family emergency with FD Joe Valenti.

22

23 **PRESENTATION**

24 B/C Smith introduced Medical Director, Dr. Toby Salz to the Board of Directors. He noted that  
25 Dr. Salz is a native of Marin County and attended Tamalpias High School. He received his  
26 Bachelors Degree from UC San Diego and completed his MD in 2004 with the Chicago Medical  
27 School. Dr. Salz completed his residency at the Alameda County Medical center in 2008 and  
28 then began working in the ER at Novato Community Hospital. Since 2014, Dr. Salz had been  
29 with the Emergency Department at Kaiser Hospital San Rafael, until he accepted a position with  
30 Novato Fire beginning January 2023. He lives in Mill Valley with his wife and three-year old  
31 son.

32 Dr. Salz thanked Chief Smith for the introduction and noted he is excited to get to know  
33 everyone. He is grateful for the opportunity to work at Novato Fire.

34 Chief Tyler recognized retired Administrative Services Manager/IT Analyst, Jeanne Villa, for  
35 her years of service and contributions to the Novato Fire Protection District, spanning from  
36 1999-2022. She was presented with a shadow box which included an engraved plaque reading,  
37 *“Congratulations on your retirement! With respect and admiration from a grateful Novato Fire*  
38 *District Board of Directors, Fire Chief, Administrative Staff, Crews, and Citizens of Novato.*  
39 *Retirement only means it’s time for a new adventure. Thank you for bringing out the best in us!”*

40 **ASSOCIATION PRESIDENTS’ REPORT** None.





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 1, 2023

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41 **DIRECTOR MATTERS**

42 None.

43

44 **CHIEF'S REPORT**

45 Calendar Items:

- 46 • March 2<sup>nd</sup> Read Across America- Eng. 61 & Eng. 62 and B/C Dicochea to Rancho & Olive
- 47 Elementary Schools to read
- 48 • March 3<sup>rd</sup> Rule of Five for a Captains position
- 49 • March 6<sup>th</sup> Administrative Assistant Kelley Penney Starts
- 50 • March 8<sup>th</sup> MWPA OPS Meeting
- 51 • March 12<sup>th</sup> daylight savings time
- 52 • March 13<sup>th</sup> EBA/FASIS Joint Board of Directors Meeting
- 53 • March 13<sup>th</sup> through March 17<sup>th</sup> FDAC Conference in Napa
- 54 • March 16<sup>th</sup> New Fire Academy 3 new FF/PM to start
- 55 • March 30<sup>th</sup> Eli Peck Retirement date

56 **Administrative Items:**

- 57 • NCOA Contract Negotiations: Signed Tentative Agreements (TAs) were reached with the
- 58 B/Cs during a mediation session on Monday Feb 13<sup>th</sup>. The TAs are within the scope
- 59 authorized by the BOD. The new MOU is included in the March 1<sup>st</sup> monthly BOD
- 60 meeting under new business in open session.

61

- 62 • Finance Division: ACFR-We are pleased to notify the board that our annual
- 63 comprehensive financial report for the fiscal year ended June 30, 2021, qualifies for
- 64 GFOA's Certificate of Achievement for Excellence in Financial Reporting. The
- 65 Certificate of Achievement is the highest form of recognition in governmental accounting
- 66 and financial reporting, and its attainment represents a significant accomplishment by a
- 67 government and its management.

68

69 I have continued to lead our weekly Finance Division meetings and am working with  
70 Staff on various action items to make improvements to workload balance, processes, and  
71 reliability. The backlog of accounts payable (AP) items has been brought current, with  
72 the exception of a few outliers where we are still sorting out invoices vs applied credits.  
73 Colleen and Jenn have really stepped up to help complete this task. All proper  
74 withholdings from payroll have been identified and are currently reflected in employees'  
75 pay checks. We are now focused on auditing any reconciliations needed for any monthly  
76 withholding made from an employee's check going back three years. We will then focus  
77 on auditing leave balances and MOU required educational incentives. We are also  
78 focusing on processes and tracking/reporting to maintain accurate payroll and to build in  
79 electronic capture of all changes going forward, with a rapid look up capability. Once we  
80 are confident all information is correct and updated, we will be transitioning to a new



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81 electronic payroll software system that will be more reliable, efficient, save us time, and  
82 build resiliency.

83 • Updating Reserves: We have completed the information needed to update  
84 recommendations to the Reserve Balances, including the Rainy-day Fund. Due to a  
85 family emergency affecting our Finance Director, we had to postpone the Finance  
86 Committee meeting that was scheduled for Thursday Feb 23<sup>rd</sup>, and pull those items from  
87 today's board meeting. We will reschedule the finance meeting for later this month and  
88 will likely look at a special board meeting also in March to complete these actions prior  
89 to initiating the budget preparations for the next fiscal year.

90  
91 • Received Dispatch/CAD/RMS 23/24 Costs Update for this coming year- Increase is only  
92 \$1,300 up from last year's cost. MCSO is willing to continue to provide coverage until  
93 the transition to the fire-based dispatch is complete, including prorating as necessary. All  
94 fire agencies have provided a letter of interest. The design of the dispatch center  
95 renovations is evolving and still being drafted. We are setting up a subcommittee meeting  
96 to discuss the cost share structure in the next 30 days.

97  
98 • Completed a PPGEMT-IGT Workshop with Staff and Reps from Marin County: No  
99 change to program participation.

100  
101 • Joint Labor/MGT Behavioral Health Meeting: I represented the MCFCA with Chiefs  
102 White and Pomi. Team goals and participation costs discussed.

103  
104 • Workers Comp: Nine (9) remain off on W/C. Of those 9, 1 has notified us of a retirement  
105 date, 3 others are likely not to return, 1 has COVID, 2 need additional diagnostics, and 2  
106 are on light duty.

107  
108 • Attended City of Novato Birthday Party: *Paint the Town Red Dinner*- Marin County Club

109  
110 • OPS: Coordinated the monthly OPS meeting last week.

111  
112 **Training: B/C Erich Mesenburg**

113  
114 Performed Vector Solutions study based on C60/IAFF request

115 Coordinated regional truck training

116 Coordinated probationary training plans to include 6- and 12-month test preparation

117 Coordinated two-day personnel issue class with outside instructor

118 Continued to plan for Block 2 beginning next week

119 **Training Captain work:**

120 Working with Fire Facilities and Colleen on replacing FE door in tower

121 Assisted with Reserved FF training night



Novato Fire District Board of Directors  
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122 Planning Nozzle Forward class for later in the year.  
123 Assisted probationary training with C Shift.

124 **Tower Update:** None

125 **EMS Divisions: B/C Barrett Smith**

126 Meeting with Phillips on product delay and necessary changes on implementation,  
127 Developing plan with Hamilton to utilize Zoll monitors if Phillips is unable to deliver.  
128 Responded to a vehicle accident as I was returning home for the day at DeLong on ramp to SB  
129 Hwy 101.  
130 Met County EMS Administrator at NFD Sta. 61 for introductions and ride-along with M61.  
131 Chris LeBaudour is riding along with all providers in the county to better familiarize himself  
132 with the system.  
133 Toby Salz, Medical Director: Developing training for academy and needle thoracentesis kits.  
134 Shannon Wager (EMS Billing): Continued follow through with PPGEMT issues/impacts.  
135 Caught up on EMS billing.

136

137 **Prevention Division: B/C John Dicochea**

138 Met with LRAD rep- working on a contract for the sound study.  
139 Attended the monthly FPO meeting.  
140 31-PV/ESS inspections.  
141 15-New plan reviews processed for the week.  
142 Arranged burn pile construction training by Tam crew staff for CCNB corps members.  
143 Developed priority list for GNSFB implementation.  
144 Attended erosion and slope stability technical session hosted by MWPA.  
145 Reviewed draft Project Specific Analysis for GNSFB.  
146 Coordinated with MWPA staff on CalFire grant proposal.  
147 Conducted 3 pre-activity nesting bird surveys, 2 for the Novato Evacuation Routes project  
148 (NOV-22-01-C-ER) and 1 for the Marin Highland Fuel Break project (NOV-21-05-C-FB).  
149 No active nests were observed, reports submitted to MWPA through Panorama.  
150 Checked on F&K and CCNB crews throughout the week.  
151 Communicated upcoming work areas to F&K.  
152 Attended initial meetings with Mike and Ruben Vargas (The Professional Tree Care Co.) to  
153 determine the dead and down trees that need to be removed around the city.  
154 Drafted a Property Owner Letter and Agreement to begin the process of notification.  
155 Identified Firewise communities that need to be notified about the upcoming GNSFB project.  
156 Attended soils stability and erosion technical session hosted by MWPA.  
157 18-Home assessments completed.  
158 24-Roadside assessments completed.  
159 3-Vegetation management matching grant processed.  
160 1-Home hardening matching grant processed.

161

162



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163 **IT Projects: Azar Mashintchian, IT Manager**

164 Review UKG Ready questions and answers.  
165 Setup Network Folders and Security for Finance/HR.  
166 Resolve Exchange issues.  
167 Inventory all printer toner.  
168 Work with Contracts to add language in Marin IT Amendment to add Email backup.  
169 Weekly data analysis report for Calls for Service.

170  
171 **Facilities: B/C Kyle Dague:**

172 Replacement windows for Station 63 dorm rooms-Installation scheduled for 2/28/23.  
173 Station 62 generator installed and commissioned by Leete with County and BAAQM permits in  
174 place, old BAAQM permits being cancelled as new permits are executed, site prep continues  
175 with tree removal completed on 2/22 at Station 61 to accommodate concrete work for larger 61  
176 gen set, Station 65 install is next using Precision Crane.  
177 Old generators being staged in the field adjacent to Station 62 for MacAllister Machinery pick  
178 up, contract executed for \$13,000.

179 Getting estimates on the following upgrades for the Admin Building:

- 180       ▪ Add a fan to the shower room
- 181       ▪ Add of fan in the front hallway bathroom
- 182       ▪ Enclose the out cove across from the men's bathroom
- 183       ▪ Removal of shelves in the old plans review area and cut back the countertop

184 The Station 62 power security gate has arrived, and construction of the security gate install with  
185 keypad is scheduled on 2/28/23- may experience rain delays.

186 Moving forward with developing plan for improving the patio area at the Admin building to  
187 include demo of old concrete pathways, etc. along with budgeting for 2023-2024.

188 Collaborative effort with Admin staff developing scope and design to accommodate needs.

189

190 **Fleet: B/C Jeff Whittet:**

191 U3- Type 1 engine--OOS with engine replacement.

192 All other units are in service.

193 **CONSENT CALENDAR**

- 194       1. Minutes of Regular Board Meeting 2.1.23
- 195       2. Minutes of Special Board Meeting 2.23.23

196

197 There was no public comment.

198 M/s Goines/Hadfield to approve Consent Calendar items 1-2.

199 Motion carried 5-0-0.

200 **NEW BUSINESS**

- 201       1. Rescinding the Declaration of District Emergency- Coronavirus (COVID-19) letter dated  
202       March 16, 2020.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 1, 2023

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203 Board approval is requested to rescind the Declaration of District Emergency- Coronavirus  
204 (COVID-19) letter dated March 16, 2020.

205 Chief Tyler explained that this action will rescind the Declaration of District Emergency  
206 centered around COVID-19 that was signed by the Board in March 2020, due to the State's  
207 declaration expiring February 28, 2023.

208 There was no public comment.

209 M/s Hadfield/Davis to approve rescinding the Declaration of District Emergency- Coronavirus  
210 (COVID-19) letter dated March 16, 2020.

211 Motion carried: 5-0-0.

212 2. Resolution 2023-06, a Resolution of the Board of Directors of the Novato Fire Protection  
213 District ratifying the Memorandum of Understanding between the Novato Fire Protection  
214 District and the Novato Chief Officers Association Local 1775 for the period of January 1,  
215 2020, through June 30, 2025.

216 Board approval is requested to adopt Resolution 2023-06 ratifying the Memorandum of  
217 Understanding between the Novato Fire Protection District and the Novato Chief Officers  
218 Association Local 1775 for the period of January 1, 2020, through June 30, 2025.

219 Chief Tyler introduced Resolution 2023-06 and thanked the Battalion Chiefs for their  
220 participation and cooperation during mediation to reach an agreement. He also thanked the  
221 Board's negotiations team for their hard work. He noted that due to the family emergency  
222 affecting FD Joe Valenti, the financial pieces for the MOU were not included in the original  
223 materials, but the reports have since been completed and made available for review and  
224 discussion with this item as hard copies. These reports will be attached to the meeting minutes  
225 under New Business Item 2 and added to the meeting packet.

226 President Silverman thanked the District negotiating team for all of their hard work.

227 There was no public comment.

228 M/s Davis/Francisco to adopt Resolution 2023-06 ratifying the Memorandum of Understanding  
229 between the Novato Fire Protection District and the Novato Chief Officers Association Local  
230 1775 for the period of January 1, 2020, through June 30, 2025.

231 **Roll Call Vote:**

232 Ayes: Goines, Davis, Hadfield, Francisco and Silverman

233 Noes: None

234 Absent: None

235 Motion carried 5-0-0

236

237 3. Resolution 2023-5, a Resolution of the Board of the Novato Fire Protection District  
238 ratifying the employment agreement between the Novato Fire Protection District and  
239 Wildfire Mitigation Specialist James MacDougall.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
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240 Board approval is requested to adopt Resolution 2023-05 approving the Employment  
241 Agreement of Wildland Mitigation Specialist James MacDougall.

242 There was no public comment.

243 M/s Goines/Hadfield to adopt Resolution 2023-05 approving the Employment Agreement of  
244 Wildland Mitigation Specialist James MacDougall.

245  
246 **Roll Call Vote:**

247 Ayes: Goines, Davis, Hadfield, Francisco and Silverman

248 Noes: None

249 Absent: None

250 Motion carried 5-0-0

251

252 4. Re-allocation of assigned and unassigned fund balances.

253 Board approval is requested to approve the Finance Committee's recommendation to re-  
254 allocate assigned and unassigned fund balances.

255 *This item was removed from the agenda. See agenda adjustments.*

256

257 5. Rainy Day Fund- Committed Fund Balance 6/30/22

258 Board approval is requested to approve the Finance Committee's recommendation to  
259 increase the Rainy-Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552.

260 *This item was removed from the agenda. See agenda adjustments.*

261

262 6. Discussion regarding future meeting format and cost of hybrid meeting options vs in-person  
263 only meetings.

264 Board to discuss options and costs associated with hybrid meetings vs in-person only  
265 meetings.

266 Chief Tyler explained the need to discuss how the Board would like to move forward with future  
267 meetings now that the State of Emergency has ended. Staff was directed to research options for  
268 holding meetings, either strictly in person, or with a hybrid component.

269

270 IT Manager Azar Mashintchian presented options to the Board along with associated costs and  
271 pros and cons.

272 Option 1) Hybrid meetings in the Heritage Room at Admin:

273 Pro- No Cost

274 Con- In Person Capacity Limit

275 Option 2) Hybrid Meetings in the Berthanier Room at Station 61:

276 Pro- Better video and sound quality, more capacity for in person attendance

277 Con- Cost approximately \$45K, installation time

278 Option 3) In-person meeting in the Berthanier Room at Station 61:





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Regular Board Meeting Minutes  
March 1, 2023

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- 279 Pro- No Cost, capacity for public attendance
- 280 Con- Does not allow for public to attend remotely, limits attendance

281  
282 The Board discussed the pros and cons of the meeting options. Director Hadfield commented  
283 that the public now expects hybrid meetings, so it behooves us to investigate a hybrid option as it  
284 has become a standard of care allowing for public input from remote locations. Director Goines  
285 agreed that the public expects the hybrid option, however, he is concerned about the technology  
286 not being 100% stable. Director Davis agreed with the hybrid meeting option, noting that these  
287 meetings are not about the Board, but rather about providing the public the ability to participate  
288 in meetings and provide input. He commented that the Board could continue to meet in the  
289 Heritage Room with hybrid access until more research can be done and improvements, such as  
290 more microphones, can be made to refine hybrid meeting experience.

291  
292 Direction was given to staff to purchase remote microphones for the Heritage Room and bring  
293 back additional bids for converting the Berthanier Room at Station 61 for better quality hybrid  
294 meeting functionality.

295  
296 There was no public comment.

297  
298 **COMMITTEE REPORTS**

- 299
- 300 1. MERA (Director Silverman and Director Hadfield)- President Silverman reported that
- 301 MERA met last week. An overview of projects was included in the packet. They will
- 302 soon begin to turn the system on for testing. The target date is 2025 to have the system up
- 303 and running.
- 304 2. Finance Committee (Directors Davis and Goines)- Director Davis reported that they had
- 305 not met due to the meeting cancellation last month.
- 306 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported
- 307 a lot of activity happening at MWPA. They are renting office space at the Marin
- 308 Commons. To date there are 54 employees that have been hired with MWPA. Things are
- 309 moving along well.
- 310 4. Facilities Committee (Silverman and Francisco)- Director Francisco reported the
- 311 committee met and discussed how they will facilitate infrastructure projects- roofs, solar,
- 312 charging stations- in a way that does not disrupt staff and operations. Another meeting
- 313 will be scheduled soon.

314  
315 There was no public comment.

316  
317 **FINANCIAL REPORTS**

- 318 1. Financial Reports, January 2023:
  - 319 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 320 b. Revenues and Expenditures Detail Financial Report
  - 321 c. Vendor Summary Financial Report



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 1, 2023

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322 d. MWPA Revenues and Expenditures

323

324 2. District Monthly Contracts Information

325

326 There was no public comment.

327

328 **INFORMATION**

329 1. Customer Surveys February 2022

330 2. MERA Update: February 2023

331 3. FDAC Conference Napa, March 15-17

332 4. CSDA Call for Board Nominations Seat C

333 5. Upcoming meetings: Finance Committee 4/18/23 at 9:00 am

334 6. Form 700s due to ASM by 3/15/23

335 7. Written Communications

336

337 There was no public comment.

338

339 **CLOSED SESSION**

340 None.

341

342 **ADJOURNMENT**

343 There being no further business to conduct, President Silverman adjourned the meeting at  
344 11:40 pm.

345

346 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne". The signature is written in a cursive, flowing style.

351 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
March 20, 2023 at 10:00 am

1 The meeting was called to order by Director Davis at 10:00 a.m.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM Jennifer Crayne, and Engineer Ryan  
8 Hamilton

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 No public comments were made.

12

13 **CONSENT CALENDAR**

- 14 1. Minutes of Finance Committee Meeting 12/15/22  
15 2. Review of Fire Chief's credit card expenses: December 2022 - January 2023  
16 3. Review of Deputy Fire Chief credit card expenses: December 2022 - January 2023

17

18 No public comment.

19 M/s Davis/Goines to accept consent calendar items 1-3.

20 Motion carried: 2-0-0

21

22 **NEW BUSINESS**

- 23 1. Re-allocation of assigned and unassigned fund balances  
24 Finance Committee reviewed and discussed the re-allocation of assigned and unassigned  
25 fund balances and made a recommendation to the full board.

26

27 Finance Director Joe Valenti commented that the financials have been audited, which allows the  
28 District to know the amount of unassigned funds. Finance Director Valenti reviewed the current fund  
29 balances and the proposed changes, based on information regarding capital expenditures for the next  
30 five years and identification of strategic priorities. Some of the large purchases identified in the five-  
31 year funding plan include heart monitors, SCBA equipment, and new ambulances. Engineer Ryan  
32 Hamilton provided important information on the purchase/maintenance/replacement of heart monitors  
33 and turnout gear. He also noted there may be a grant available through Firehouse Subs to purchase a  
34 new thermal imaging camera. FD Valenti presented the planning for apparatus replacement as well as  
35 facility improvement projects and future IT security enhancements. FD Valenti noted that after all the  
36 reallocations of assigned and unassigned fund balances, the District still maintains 11.95 months of  
37 coverage.

38

39 No public comment.

40

41 M/s Goines/Davis to recommend to the full Board to accept the proposed re-allocation of  
42 assigned and unassigned fund balances.

43 Motion carried: 2-0-0



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
March 20, 2023 at 10:00 am

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86

2. Rainy Day Fund – Committed Fund Balance 6/30/2022

Finance Committee to consider whether to increase the Rainy Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552. The calculation of the Rainy Day Fund Balance is based upon the draft audited financial statements prepared by Maze for fiscal year ending June 30, 2022. If approved, \$485,682 would be transferred from Unassigned Fund Balance to the Rainy Day Fund.

Chief Tyler explained that practice and policy requires staff to calculate at least two months of operating expenditures, which amounts to an increase to the Rainy Day Fund Balance of \$485,682 for a total amount of \$5,071,552. FD Joe Valenti noted that this balance is calculated each year based upon audited financial statements. Staff looks at two months of actual expenses for salaries and benefits, services and supplies, and debt service for the previous fiscal year.

No public comment.

M/s Davis/Goines to recommend to the full Board to increase the Rainy Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552.

Motion carried: 2-0-0

3. EMS Aging Report

EMS Billing Analyst Shannon Wager was out on vacation. Chief Tyler explained that there are changes coming to the Federal Collections Law determining when we can bring a bill to collections. Starting after 3/31/23, we will need to hold the bill until there has been zero activity for 180 days. Additionally, if the invoice is less than \$500, it will appear on the person’s credit report, but it will drop off after 5 years. This will cause an increase in outstanding invoices on the aging report, and we will need to write off more uncollectable bad debt.

There was no public comment.

**MWPA REPORTS**

1. MWPA Revenue and Expenditure Report

FD Joe Valenti stated that these MWPA reports are fiscal year to date through January. They do not yet reflect the latest round of core fund reimbursements. He noted that we are still trending in the positive.

Director Goines stated that he is interested in unit costs, what it costs per acre based on vegetation type. He noted that as a public agency, we should be providing that information to the public. Chief Tyler will work with Vegetation Program Manager Mike Swezy to put together a report on those numbers.

There was no public comment.

**INFORMATIONAL ITEMS**



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
March 20, 2023 at 10:00 am

87 The Finance Committee Meeting on April 18, 2023, needs to be rescheduled due to Director  
88 Davis being out of town. ASM Crayne will work on scheduling a Special Finance Committee  
89 Meeting between 5/4-5/12 to review the draft budget. The final preliminary draft budget will be  
90 presented at the Regular Board Meeting on 6/7.

91

92 **TENATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

93 Committee members may discuss or request future agenda items for Committee consideration.  
94 The Finance Committee will review and discuss a new policy for ACH/EFT payments for  
95 payroll liability items at the next meeting. Chief Tyler noted that we can begin reviewing other  
96 policies at future meetings.

97

98 **ADJOURNMENT**

99 There being no further business to conduct, Director Davis adjourned the meeting at  
100 12:05 pm.

101

102 Respectfully Submitted,

A handwritten signature in cursive script that reads "Jennifer Crayne".

103

106 Jennifer Crayne  
107 Clerk of the Board



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 22, 2023

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, Clerk of the Board Jennifer Crayne, HR  
8 Manager Gretchen Felciano, Prevention Admin Assistant Denise Wade, Admin Assistant Lauren  
9 Galli, Admin Assistant Kelley Penney, AP/Payroll Specialist Grace Buell, Battalion Chiefs  
10 Dicochea, Mesenberg, Dague, Whittet and Freedman, and Station Crews.

11

12 **OTHERS PRESENT**

13 District Counsel Peter Sporel, Bruce Bartel

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None.

16

17 **AGENDA ADJUSTMENTS**

18 None.

19

20 **NEW BUSINESS**

21 1. Re-allocation of assigned and unassigned fund balances

22 Board approval is requested to approve the Finance Committee's recommendation to re-  
23 allocate assigned and unassigned fund balances.

24 Chief Tyler stated this is an important part of our organization that begins the budgeting process.  
25 The audited financials from the prior fiscal year are reviewed to determine the carryover of  
26 unspent funds that go into unallocated reserves. Input is gathered from Division Heads to  
27 determine needs projected for the next 5 years.

28 FD Joe Valenti presented the Board with a high-level overview of the recommendations that  
29 came out of the Finance Committee Meeting. He discussed the various components of each fund  
30 and provided the proposed adjustments. The Finance Committee met on March 20, 2023 and  
31 recommended the redistribution of \$7,227,171 from the Unassigned Fund Balance to the  
32 respective Assigned Fund Balances to adjust each of those funds to the proposed amounts. There  
33 are no financial impacts other than to re-allocate funds between existing fund balances. There is  
34 no change to the total fund balances.

35 FD Valenti commented that with these reassignments, the total fund balance of \$32.1M allows  
36 for 11.95 months, which is still a good position for reserve levels.

37 There was a discussion about what the minimum amount should be for reserves. Chief Tyler  
38 commented that 6 months is as low as they should be due to the way in which the District  
39 receives revenue. Director Hadfield requested a future meeting agenda item to establish a policy  
40 determining the minimum amount to be set aside in reserves.





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 22, 2023

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41 Director Hadfield and Director Goines both commented that while attending the FDAC  
42 Conference and participating in Financial Planning workshops, they were pleased that the  
43 District has done so well setting reserves aside and being a healthy, fiscally sound agency.  
44 There was no public comment.

45 M/s Hadfield/Francisco to approve the Finance Committee's recommendation to re-allocate  
46 assigned and unassigned fund balances.  
47 Motion carried 5-0-0.  
48

49 2. Rainy Day Fund- Committed Fund Balance 6/30/22

50 Board approval is requested to approve the Finance Committee's recommendation to  
51 increase the Rainy-Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552.

52 Chief Tyler commented that each year the Finance Director is required to calculate the  
53 recommended balance in the Rainy Day Fund. The calculation is based on two months of actual  
54 salaries, benefits, services, supplies and debt service for the previous fiscal year.

55 FD Valenti reviewed the recommendation from the Finance Committee Meeting. The calculation  
56 for the appropriate balance of the Rainy Day Fund is \$5,071,552, which is an increase of  
57 \$485,682 over the prior fiscal year. FD Valenti reminded the Board that this is a Committed  
58 Fund which requires formal action by the Board of Directors to be modified and should only be  
59 used for contingency funding in the following situations: a) when actual District revenue is 15%  
60 or more below anticipated revenue, or b) when a state of emergency is declared. Additionally,  
61 any transfer from the Rainy Day Fund required 4 affirmative votes.

62 FD Valenti reviewed a table of the calculations for the Rainy Day Fund balances from 6/30/18-  
63 6/30/22 and discussed trends that drove that number up from \$4,199,942 to \$4,585,872. He noted  
64 that as operating costs increase, the cost of covering two months increases and calls for  
65 reevaluating the Rainy Day Fund balance.

66 Director Francisco suggested a policy that specifies increasing the Rainy Day Fund in an effort  
67 to combat the instability of the world economy.

68 Chief Tyler commented that we can do more research on the best practice/policy for the Rainy  
69 Day Fund and it can be a focused discussion at a retreat.

70 There was no public comment.

71 M/s Davis/Hadfield to approve the Finance Committee's recommendation to increase the Rainy-  
72 Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552.

73 Motion carried: 5-0-0  
74

75 *The Board took a 10-minute break from 11:05 am – 11:15 am.*



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76

77 3. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2022/23

78 Board approval is requested to accept staff's recommendation to fund the OPEB  
79 contribution for 2022/23 in the amount of \$795,676 and establish the OPEB Funding  
80 Policy to be 100% of the Actuarially Determined Contribution.

81 FD Valenti discussed setting the funding policy for the District's OPEB liability based on the  
82 actuarial valuation report that was completed 6/30/22 for the fiscal year ending 2023 (always a  
83 one-year lag). This year we are looking to pre-fund the program in a lump sum of \$795,676 or  
84 100% of the Actuarially Determined Contribution (ADC). The pre-funding contribution would be  
85 made payable to CalPERS. FD Valenti noted that if we pay 100% of the ADC, the District can  
86 utilize the discount rate of 7.0% (assumed rate of return).

87

88 There was no public comment.

89

90 M/s Hadfield/Francisco to accept staff's recommendation to fund the OPEB contribution for  
91 2022/23 in the amount of \$795,676 and establish the OPEB Funding Policy to be 100% of the  
92 Actuarially Determined Contribution.

93 Motion carried: 5-0-0

94

95 4. Marin County Employees' Retirement Association Actuarial Valuation Report as of June  
96 30, 2022

97 Board to accept the Marin County Employees' Retirement Association Actuarial  
98 Valuation Report as of June 30, 2022. The Actuarial Valuation Report was adopted by  
99 the MCERA Board at their February 8, 2023 meeting. The purpose of this report is to  
100 present the results of the annual actuarial valuation of MCERA, including information on  
101 the Plan's assets and liabilities and the development of employer and employee  
102 contribution rates for the fiscal year beginning July 1, 2023.

103 FD Valenti gave an overview of the highlights of the MCERA Actuarial Valuation Report and  
104 discussed the fiscal impacts to the District.

105 The valuation identifies the following:

- 106 • The funded status of the Plan
- 107 • Past and expected trends in the funding progress of the Plan
- 108 • Employer and employee contribution rates for 2023-2024
- 109 • Assessment and disclosure of key risks

110 FD Valenti reported that the employer contribution rate will increase from 43.01% to 44.27%  
111 effective 7/1/23, primarily due to a loss in asset value resulting from a -9.6% return compared to  
112 last year's 6.75% return assumption. The investment loss resulted in a reduction in Novato Fire's  
113 funded ratio from 105.2% to 90.4%. Novato Fire is second only to the County of Marin in terms  
114 of the funded ratio. FD Valenti noted the increase to the budget will be \$182,000 for FY 23/24.

115



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116 Director Francisco asked FD Valenti if there were any actions the Board should take to set aside  
117 funds for pension obligations. FD Valenti replied that if we continue to see volatility and losses  
118 in the market, the District may want to consider setting money aside to pay down the liability  
119 sooner or invest outside the County for a higher return. Chief Tyler commented that we are  
120 scheduling a meeting to decide if we want to take some of those funds and invest them in a Trust.  
121 There are a couple of vendors who offer various plans that have reached out. The Finance  
122 Committee will meet with these vendors and consider funding options.

123  
124 Public Comment: Bruce Bartel thanked FD Valenti for the incredible detail that went into his  
125 presentation.

126  
127 M/s Davis/Goines to accept the Marin County Employees' Retirement Association Actuarial  
128 Valuation Report as of June 30, 2022.

129 Motion carried: 5-0-0

130

131 5. FY 2022/23 Budget Adjustments – NFCOA MOU Salary & Benefit Increases  
132 The Board of Directors ratified the MOU with the Novato Fire Chief Officers'  
133 Association (NFCOA) at its regular meeting on March 1, 2023. The net cost of these  
134 salary and benefits adjustments for the remaining 4 months in FY 2022/23 is \$76,009.  
135 Board approval is requested to accept Staff's recommendation to make adjustments to the  
136 FY 2022/23 budget (summarized in the table on the staff report).

137 Chief Tyler reported that the NFCOA MOU was ratified at the last Board meeting, however they  
138 are working diligently with the NFCOA and the attorneys on one outstanding issue. The goal is  
139 to be able to bring the signed final agreement with any amendments back to the full Board at the  
140 next regular meeting. They are moving forward with these budget adjustments to capture the  
141 associated costs of salaries and benefits.

142

143 FD Valenti outlined the adjustments that need to be made to the FY 22/23 budget to capture the  
144 net costs that came out of the Novato Fire Chief Officers' Association MOU ratification. These  
145 adjustments cover the last four months of the budget through June 30, 2023, totaling \$76,009.

146

147 There was no public comment.

148

149 M/s Hadfield/Davis to accept Staff's recommendation to make adjustments to the FY 2022/23  
150 budget for the remaining 4 months totaling \$76,009.

151 Motion carried: 5-0-0.

152

153 6. Resolution 2023-8 a Resolution of the Novato Fire Protection District Ratifying the  
154 Employment Agreement Between the Novato Fire District and Interim Deputy Fire Chief  
155 Gerald McCarthy  
156 Board approval is requested to adopt resolution 2023-8 approving the Employment  
157 Agreement of Interim Deputy Fire Chief Gerald McCarthy.



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158 Chief Tyler provided background information pertaining to the open Deputy Fire Chief position.  
159 The position was announced several months ago, three applications were received and then there  
160 was a call to question on the Career Development and the consistency with the announcement for  
161 the job qualifications, which led to impact bargaining with the Novato Chief Officers  
162 Association and discussions with the Novato Professional Firefighters Association. Chief Tyler  
163 noted that they have received the position back from the NFCOA and a verbal position from the  
164 NPFA on how they would like to proceed with the Career Development Guide changes, however  
165 the issue is currently unresolved. The goal was to have an assessment done prior to Deputy Chief  
166 McCarthy retiring to ensure a good handoff to the new Deputy Chief, however that did not  
167 happen. Chief Tyler feels the District needs to have a seasoned Deputy Chief during the interim  
168 to handle and stabilize the day-to-day functions of operations and administration.

169 Public comment: Bruce Bartel provided his support for Deputy Chief McCarthy's continued  
170 involvement in the District.

171 NFCOA President Kyle Dague addressed the Board, noting that there are currently two Battalion  
172 Chiefs that applied for the Deputy Chief position, who have been patiently waiting since filing  
173 their letters of interest on December 14, 2022. He continued that the NFCOA filed a cease -and-  
174 desist letter with the District because the position was opened up to Captains who are not eligible  
175 to take the exam according to the 2019 Career Development Guide. President Dague noted that  
176 the cease-and-desist letter did not become a grievance because the District honored the request  
177 and the Captain who had applied withdrew his letter of interest to take the exam. President  
178 Dague expressed NFCOA's concern and confusion as to why no further information has been  
179 given to the two remaining candidates for an exam date and why the District proposes bringing  
180 back retired Deputy Fire Chief McCarthy. On behalf of the NFCOA, President Dague made the  
181 following requests: 1) defer making a decision until there can be input from the NFCOA on the  
182 topic of career development 2) a meeting with President Silverman to further discuss this matter  
183 3) announce exams for the current Deputy Chief opening so the two qualified candidates can  
184 move forward with the promotional process.

185 Director Goines asked for clarification as to the timeline from testing to hire.

186 Directors Davis, Francisco and Hadfield shared their reasons for supporting the return of Deputy  
187 Chief McCarthy to fill in for the interim until the opening is filled.

188 President Silverman addressed NFCOA President Dague saying he would be happy to meet with  
189 him any time.

190 No additional public comment.

191

192 M/s Goines/Francisco to adopt resolution 2023-8 approving the Employment Agreement of  
193 Interim Deputy Fire Chief Gerald McCarthy.

194



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195 **Roll Call Vote:**

196 Ayes: Goines, Davis, Hadfield, Francisco and Silverman

197 Noes: None

198 Absent: None

199 Motion carried 5-0-0

200

201 **CLOSED SESSION**

202 None.

203

204 **ADJOURNMENT**

205 There being no further business to conduct, President Silverman adjourned the meeting at  
206 12:17 pm.

207

208 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne". The signature is written in a cursive, flowing style.

213 Jennifer Crayne, Clerk of the Board



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

2

3 **ROLL CALL**

4 President Silverman, Directors Shane Francisco, Bruce Goines, and Mike Hadfield- present

5 Director Bill Davis- absent

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Clerk of the Board Jennifer Crayne, Finance Director Joe Valenti,

9 Prevention Admin Assistant Denise Wade, Admin Assistant Kelley Penney, Battalion Chiefs

10 Smith, and Dicochea, EMS Billing Analyst Shannon Wager, Procurement/Contract

11 Administrator Colleen Walraven, IT Manager Azar Mashintchian, Senior Accountant Brooke

12 Kerrigan, and Fire Inspector Justin Conner, and Station Crews.

13

14 **OTHERS PRESENT**

15 District Counsel Peter Sporel, Bruce Bartel, Mark Brown, Charlotte Jourdain, and Tami Lavezzo

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **AGENDA ADJUSTMENTS**

20 None.

21

22 **PRESENTATION**

23 Charlotte Jourdain and Mark Brown introduced Tami Lavezzo of Sonoma Technology. Tami

24 presented a high-level overview of the Novato Preliminary Modeling Results for the Marin

25 Wildfire Prevention Authority Evacuation Ingress/Egress Planning Tool Project. The overall

26 objective of this project is to identify evacuation route vulnerability, understand factors

27 contributing to risk, and use information for mitigation project planning. Tami noted this is not a

28 study for real-time evacuation management, but to help plan for a more successful evacuation.

29

30 A Technical Advisory Team (TAT) made up of members from several agencies participated in

31 the study and have provided valuable input. The TAT is made up of the following agencies:

32 Novato Fire, Marin County Fire, Central Marin Fire, City of San Rafael, Southern Marin Fire,

33 Transportation Authority of Marin, Marin County Public Works, Marin County Sherriff- Office

34 of Emergency Services, Marin County Community Development Agency, City of San Rafael

35 Department of Public Works, and San Rafael Fire.

36

37 Tami presented key findings from literature and data review. She noted that most injuries and  
38 fatalities occur when people:

39 • Do not receive notification to evacuate until it is too late or do not understand or trust the  
40 message.

41 • Are not able to mobilize due to health issues or lack of access to a vehicle or help

42 • Do not perceive an immediate threat until it is too late.

43





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44 Tami discussed three dynamic modeling systems used. These included:  
45 **PyreCast Fire Model**- identifies the ignition location, growth over time and burn frequency.  
46 **Communication Model**- identifies time to receive the alert, time to receive an evacuation order,  
47 and when it is time to mobilize.  
48 **Traffic Model**- identifies the time it takes to reach a safe space, the speed along roadways, and  
49 the traffic volume along the roadways.  
50 Tami discussed a variety of scenarios that could occur during different times of day (school rush,  
51 work rush) with different weather patterns and the impact these factors had on evacuation risk.  
52 The results naturally fell into three different buckets:  
53     • Fuel Reduction- Fire Mitigation Projects  
54     • Infrastructure Management- Pre-planning for resources  
55     • Communication- Education- Outreach

56  
57 Tami discussed State Senate Bill 99 which requires counties to identify all parcel occupied  
58 roadways with single egress and State Assembly Bill 747 which requires counties to identify and  
59 define all major evacuation routes.

60  
61 Next steps for the project include:  
62     • Complete interpretation of model results at the county-wide scale  
63     • Incorporate input from the TAT into final results  
64     • Develop report/presentation of the current conditions risk assessment  
65     • Generate mitigation toolkit, maps, and documentation for active use

66  
67 Mark Brown, MWPA Executive Officer, noted the sensitivity of the data and if it is not provided  
68 in the proper context, people can form inaccurate assumptions, therefore they want to be very  
69 thoughtful about how information is shared.

70  
71 There was no public comment.

72  
73 **ASSOCIATION PRESIDENTS' REPORT**

74 None.

75  
76 **DIRECTOR MATTERS**

77 None.

78  
79 **CHIEF'S REPORT**

80  
81 **Calendar Item:**

82     1. Saturday April 8<sup>th</sup> Coffee with the COPS and NFD at 127 San Marin Drive, 0830 to  
83         10:30

84  
85



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86

87 **Administrative Items:**

88       • Redwood Blvd Slide: The 8" bypass is fully operational and is temporarily meeting the  
89       energy needs of the county. Current operating pressures range from 370 to 430 PSI. If  
90       you are not familiar with the bypass, the temporary pipe was trenched across Redwood  
91       Blvd JSO of the Olompoli State Park entrance to the center median of Hwy 101. The pipe  
92       runs above ground, south down the median to a location JNO the Birkenstock  
93       building. At this location the pipe goes back underground in a trench across SB 101 and  
94       Redwood to reconnect to the 21G line for distribution.

95       • NFD Capt. Eli Peck and Eng. Joe Doherty retired 3/30/2023

96

97       • Eng. Billy Brody was promoted to Captain and starts his first shift today at station 62 and  
98       moves to station 61 next set.

99

100       • Letter of Resignation FF/PM Ryan Bunch: Today I received notification that FF/PM  
101       Ryan Bunch will be resigning from NFD with a last day of April 12<sup>th</sup>. Ryan has taken a  
102       job with Petaluma Fire. We wish him well in his career move.

103

104       • D/C position assessment: Has been scheduled for Monday, April 24<sup>th</sup>

105

106       • Monday held new FF/PM interviews and EMS skill assessment - 11 invited, 9 RSVP'd, 4  
107       candidates made the interview. All four are moving on to the ride-a-long portion of the  
108       hiring process.

109

110       • Today we are holding Reserve FF Program interviews.

111

112       • NFCOA MOU: We have received a draft version from labor. We are in the process of  
113       reviewing it and will need some additional time to respond. A meeting is scheduled for  
114       this Friday to discuss with our labor legal and negotiations team. We will likely hold a  
115       special meeting later in April to bring back to the BOD.

116

117       • Workers Comp: Six (6) remain off on W/C. We also have two employees out that are  
118       covid positive from rapid tests.

119

120       • **SAVE the DATE--Marin County Survivors Celebration Dinner:** May 25<sup>th</sup>, 2023,  
121       5:00 pm to 9:00 pm, Marin Osher JCC in San Rafael. RSVP by May 19<sup>th</sup>. NFD has two  
122       “saves” or cases that will be highlighted. NFD members that will be acknowledged are



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123 Jason Zaroni, Forest Blue, Devin Solar, Andrew Saldana, Kim Lesik, Luke Perry, Kevin  
124 Larson, & Mario Bernardini

- 125  
126 • **OPS:** Interim D/C Gerald McCarthy  
127  
128 • **Fires:** Two alarm residential structure fire 800 Block of Sweetser Ave., Crews made a  
129 great stop on the second-floor apartment complex. Six families have been displaced. B/C  
130 Dicochea went above and beyond to help support the families—connecting them to  
131 community resources to help them beyond the red cross support. The fire appears to have  
132 originated in the bedroom; cause appeared accidental. We are working with the insurance  
133 investigators for a final determination.

134 **CONSENT CALENDAR**

- 135 1. Minutes of Regular Board Meeting 3.1.23  
136  
137 2. Minutes of Special Board Meeting 3.23.23  
138  
139 3. Ambulance Fee Debt Write Off due to Hardship  
140 Board approval is requested to approve a write-off of the designated ambulance billing  
141 accounts.

142 There was no public comment.

143 M/s Goines/Hadfield to approve Consent Calendar items 1-3.  
144 Motion carried 4-1-0.

145 **NEW BUSINESS**

- 146 1. Resolution 2023-09 authorizing participation in and approving the amended and restated  
147 joint exercise of powers agreement of the Fire Risk Management Services JPA.  
148 Staff recommends that the Board approves the attached amended and restated JPA of Fire  
149 Risk Management Services and adopt Resolution 2023-09.

150 Chief Tyler explained that this is the merging of two JPAs that provide different types of risk  
151 pool sharing. The merger involves the FDAC EBA which focuses on medical, dental, vision, and  
152 life insurance policies and FASIS which provides workers compensation. The intention is to  
153 provide additional access to services and be more cost efficient by combining the overhead of the  
154 two JPAs. Chief Tyler noted the merger would take effect on July 1<sup>st</sup>. Chief Tyler will remain on  
155 the FASIS Board of Directors.

156 There was no public comment.

157 M/s Francisco/Hadfield to adopt Resolution 2023-09 authorizing the participation in and  
158 approving the amended and restated joint exercise of powers agreement of the Fire Risk  
159 Management Services JPA.



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160 **Roll Call Vote:**

161 Ayes: Goines, Hadfield, Francisco, and Silverman

162 Noes: None

163 Absent: Davis

164 Motion carried 4-1-0

165

166 2. AB 1705 Public Provider-Ground Emergency Medical Transport Inter Governmental  
167 Transfer (PP-GEMT-IGT) Program Update and Potential Participation Discussion

168 Discuss the current status of the PP-GEMTIGT Program and direct staff to either commit  
169 or not commit to the voluntary program prior to the April 14, 2023, deadline.

170

171 Chief Tyler introduced the PP-GEMT-IGT item and noted this is an opportunity for a discussion  
172 about participation in the voluntary program. The program started January 1, 2023, and was  
173 designed to increase the reimbursements of fees for service for Medi-Cal transports by taking the  
174 existing reimbursement of \$118.20 and allow us to be reimbursed \$1,065.12 on each transport  
175 instead. Chief Tyler commented that this program cannot be funded by the State of California  
176 and must be funded by all participants within California fire service. When we were first notified  
177 of the program, we received a letter describing the amount of the non-Federal match be required  
178 contribute to sustain the system. Staff worked with DHCS to review the contribution amount and  
179 projected call volume. They also worked with Chiefs from San Diego using a tool they  
180 developed to run detailed reports using the numbers. At this time, Chief Tyler and staff believe  
181 participation in the program would be a benefit. Currently through GEMT and GEMT Quality  
182 Assurance Fee, we bring in just over \$65,000 annually. Conservatively, we could anticipate  
183 \$125,000 to as high as \$400,000. Chief Tyler noted they are taking a cautious approach because  
184 they do not want taxpayers to subsidize the system. The deadline to submit a letter of intent to  
185 participate is 4/14/23. The payment is not due in a lump sum; therefore, the recommendation  
186 would be to bring the first invoice (received in May, due in June) to the Board for review. Chief  
187 Tyler added that we prepared for this by placing \$600,000 into reserves.

188

189 District Counsel Peter Sporel noted this program is a very complicated statutory scheme and  
190 from a policy perspective it is puzzling how it was set up with voluntary participation and not  
191 incentivizing local agencies to pay their fair share. He commented that after reviewing the  
192 amendments to the Welfare and Institutions Code it is very clear that this is a voluntary program  
193 and that is why most of the commitment instruments were framed as letters of intent. There is no  
194 commitment beyond paying for the upcoming three months. He noted that once you have  
195 tendered a payment, you cannot withdraw that payment, but you are not committed beyond those  
196 3 months. Chief Tyler commented that if the program is not working out as it was designed, we  
197 would have the opportunity stop making payments.

198

199 EMS Billing Analyst Shannon Wager added that the program will continue through 2023. If it  
200 fails, we will roll back to GEMT reports and the original GEMT Quality Assurance Fee and we  
201 will go back to receiving \$118.20 for each Medi-Cal call plus an additional \$220 or a total of  
202 \$338.20 per call. Shannon provided a detailed presentation using the tool for calculating the  
203 numbers provided by DHCS.



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204 A discussion ensued about the pros and cons of participating in the program. Director Hadfield  
205 commented that he has a lot of concerns with the unknowns of the program and does not want  
206 Novato Fire to be left with a financial burden. Chief Tyler noted this type of program is very  
207 common in public healthcare, but it is new to the fire service.

208 President Silverman recommended having a special meeting in May to review the invoice  
209 against current numbers and determine if we move forward with payment.

210 No public comment.

211 M/s Silverman/Goines directing staff to submit a letter of intent to participate in AB 1705  
212 Public-Ground Emergency Medical Inter Governmental Transfer (PP-GEMT-IGT) voluntary  
213 program and hold a Special Meeting in May prior to making the first payment.

214  
215 Motion Carried: 4-1-0

216 3. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements -  
217 Calendar Year 2022  
218 Board approval is requested to accept staff's recommendation to perform the audit with a  
219 3% sample size.

220 Chief Tyler noted that the 3% sample size is the same as it has been for the last few years. FD  
221 Joe Valenti commented that the AUP is an important test of policies and procedures as we head  
222 into the regular audit. The audit tests a sample size of 117 transactions out of 3,901 total  
223 transactions for the calendar year. The cost is \$4,541.

224 There was no public comment.

225 M/s Hadfield/Francisco to accept staff's recommendation to perform the audit with a 3% sample  
226 size for credit card and other disbursements.

227  
228 Motion carried: 4-1-0  
229

230 4. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2022.  
231 Board approval is requested to accept staff's recommendation to perform the audit with a  
232 3% sample size.

233 Chief Tyler explained that this is another component of the AUP that measures the policies and  
234 procedures of the ambulance billing transactions for the calendar year of 2022. FD Joe Valenti  
235 commented that the sample size was 132 calls, which were pulled from a total of 4,415 calls for  
236 2022. The fee for this audit totals \$7,823.

237 There was no public comment.

238 M/s Goines/Francisco to accept staff's recommendation to perform the audit with a 3% sample  
239 size for ambulance billings for calendar year 2022.



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240  
241 Motion carried: 4-1-0

242  
243 5. Conservation Corps Contract Increase for Vegetation Management  
244 Staff recommends that the Board approve to increase the amount of the Conservation  
245 Corps North Bay (“CCNB”) contract in an amount of \$60,000 due to an increase in  
246 scope.

247 Chief Tyler explained the need to increase contract amounts due to the increased scope of work  
248 for groups doing vegetation reduction projects for the District. He noted that the increase is  
249 largely due to the success of efforts by Vegetation Program Manager Mike Swezy doing so much  
250 great work. The increase to the CCNB contract is \$60,000 bringing the total contract amount to  
251 \$250,000. President Silverman asked if the contract falls under the MWPA. Chief Tyler  
252 confirmed, yes, MWPA reimburses the District for all costs associated with vegetation  
253 management.

254 There was no public comment.

255 M/s Hadfield/Goines to increase the amount of the Conservation Corps North Bay (“CCNB”)  
256 contract in an amount of \$60,000 due to an increase in scope.

257 Motion carried: 4-1-0

258 6. Forster & Kroeger Contract Increase for Vegetation Management  
259 Staff recommends that the Board approve an increase to the Forster & Kroeger Schedule  
260 No. 7 for vegetation management services under the MWPA program in an amount of  
261 \$143,000 due to an increase in scope.

262 Chief Tyler noted the recommendation is to increase the contract with Forster & Kroeger by  
263 \$143,000 which brings the total contract to \$573,000. The contract ends on 6/30/23.

264 There was no public comment.

265 M/s Hadfield/Francisco to the Forster & Kroeger Schedule No. 7 for vegetation management  
266 services under the MWPA program in an amount of \$143,000 due to an increase in scope.

267 Motion carried: 4-1-0

268 7. Sonoma-Marín Arborists Contract Increase for Vegetation Management Services/Novato  
269 Chipper Days.  
270 Staff recommends that the Board approve to increase the amount of Schedule No. 2 under  
271 the MSA with Sonoma-Marín Arborists for vegetation management services related to  
272 Novato Chipper Days under the MWPA program in the amount of \$100,000 due to an  
273 increase in scope.





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274 Chief Tyler provided information on increasing the Sonoma-Marine Arborists contract for  
275 vegetation management services related to Novato Chipper Days in the amount of \$100,000 due  
276 to an increase in the scope. President Silverman asked if we rent the chippers. Chief Tyler  
277 explained that we hire a company that provides the service.

278 There was no public comment.

279 M/s Hadfield/Goines to increase the amount of Schedule No. 2 under the MSA with Sonoma-  
280 Marin Arborists for vegetation management services related to Novato Chipper Days under the  
281 MWPA program in the amount of \$100,000 due to an increase in scope.

282 Motion carried: 4-1-0

283 8. District's Demonstration Garden

284 Staff recommends that the Board approve the demolition of the current fire-resistant  
285 landscape demonstration garden at Station 63, and the installation of a newly designed  
286 demonstration garden.

287 Chief Tyler commented that the demonstration garden is funded through the MWPA with the  
288 focus on native plants. The current fire-resistant landscape at Station 63 would need to be  
289 removed and a newly designed demonstration garden would be installed. A competitive bid was  
290 conducted, and two qualified licensed landscape contractors provided bids- Cagwin and  
291 Dorwood \$68,871 and Gardener's Guild \$81,481. The cost of the project was not to exceed  
292 \$72,000.

293 Director Goines recommended publicizing the project, perhaps in the Marin IJ to provide  
294 important public information. Chief Tyler will work with Mike Swezy on how best to launch this  
295 project and reach the public and determine if there is a need for community volunteers.

296  
297 There was no public comment.

298  
299 M/s Hadfield/Silverman to approve the demolition of the current fire-resistant landscape  
300 demonstration garden at Station 63, and the installation of a newly designed demonstration  
301 garden.

302 Motion carried: 4-1-0

303 **COMMITTEE REPORTS**

304 Directors may report on committee activities and meetings.

305 1. **MERA** (Directors Silverman and Hadfield)- President Silverman reported that he and  
306 Director Hadfield attended the MERA update meeting. He noted that things are moving  
307 along rapidly. Nine sites are complete, nine remaining sites are in the construction phase,  
308 seven sites are complete by Motorola, the radios are being coded, and fire station alerting  
309 system equipment is being assembled.

310



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- 311 2. **Finance Committee** (Directors Davis and Goines)- the next Finance Committee will be  
312 on May 9<sup>th</sup> where they will review the draft budget.  
313
- 314 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines  
315 reported that Novato submitted CEQUA related documents for evacuation in Black Point  
316 and Green Point. Last year's work approved 11 miles, while this year's plan adds another  
317 36 miles of roadways for Green Point and Black Point evacuation clearing. The Greater  
318 Novato shaded fuel break now includes 60 miles which will be tens of millions of dollars  
319 to accomplish. A grant application has been submitted to CalFire for 5M with letters of  
320 support from allied agencies. The 2023/24 work plan drafts have been submitted to  
321 MWPA. Director Goines noted this will begin the fourth year of MWPA funded projects.  
322 Chief Tyler commented that the work plan will be shared with the Board.  
323
- 324 4. **Facilities Committee** (Silverman and Francisco)- Director Francisco reported that the  
325 committee is considering hiring a project manager to oversee the facilities projects. Chief  
326 Tyler added that the intent is to have a fire district liaison who is here on a regular basis.  
327 The recommendation from the Facilities Committee will come back to the full Board for  
328 consideration. President Silverman commented that the Facilities Committee needs to  
329 schedule a meeting.  
330

331 There was no public comment.  
332

### 333 FINANCIAL REPORTS

- 334 1. Financial Reports, February 2023:  
335 a. Revenues, Expenditures and Changes in Fund Balance Financial Report  
336 b. Revenues and Expenditures Detail Financial Report  
337 c. Vendor Summary Financial Report  
338 d. MWPA Revenues and Expenditures  
339
- 340 2. District Monthly Contracts Information  
341

342 There was no public comment.  
343

### 344 INFORMATION

- 345 1. Customer Surveys February 2022  
346 2. MERA Update: March 2023  
347 3. Upcoming meetings: Finance Committee 5/9/23 at 9:00 am  
348 4. Written Communications- Clerk of the Board Jennifer Crayne read letters of gratitude  
349 from the public thanking the Wildfire Mitigation Specialists (Russo, Nicholes, and  
350 MacDougall) for all their hard work out in the community on the home hardening and  
351 defensible space projects.  
352

353 There was no public comment.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
April 5, 2023

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354

355 **CLOSED SESSION**

356 None.

357

358 **ADJOURNMENT**

359 There being no further business to conduct, President Silverman adjourned the meeting at  
360 12:11 pm

361

362 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne". The signature is written in a cursive style.

367 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 3, 2023

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

2

3 **ROLL CALL**

4 Directors Shane Francisco, Bruce Goines, Mike Hadfield, and Bill Davis

5 President Silverman- due to a contagious illness, President Silverman joined via telephone under  
6 the just cause provision of AB2449.

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Fire Chief McCarthy, Clerk of the Board Jennifer Crayne, Finance  
10 Director Joe Valenti, Admin Assistant Kelley Penney, Battalion Chief John Dicochea, EMS  
11 Billing Analyst Shannon Wager, Procurement/Contract Administrator Colleen Walraven, IT  
12 Manager Azar Mashintchian, Vegetation Management Coordinator Sarah Labberton, Deputy  
13 Fire Marshal Lynne Osgood, Vegetation Program Manager Mike Swezy, and Station Crews.

14

15 **OTHERS PRESENT**

16 District Counsel Riley Hurd, Bruce Bartel, John Hansen, Penny Teicher of the Firewise Board

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 Penny Teicher from Black Point and Green Point Firewise thanked Novato Fire and the  
19 Vegetation Management Team for the recent chipper program. She noted that in Black Point,  
20 after two days, there were 25 pickups for a total of 55 cubic yards, and in Green Point, after one  
21 day, there were 18 pickups for a total of 26 cubic yards removed. Penny Teicher added a special  
22 thank you to WMS Dan Russo for his involvement and efforts with the project.

23

24 **AGENDA ADJUSTMENTS**

25 None.

26

27 **PRESENTATION**

28 Vegetation Program Manager Mike Swezy presented the 2023-2024 MWPA work plan outlining  
29 the various projects that are scheduled for the next fiscal year. He listed the projects that are core  
30 funded (60%) and D-space (20%). He noted that there will be a community meeting on May 24<sup>th</sup>  
31 3-5:00 pm at the Hamilton Community Center to discuss the Greater Novato Fuel Break project.  
32 He noted that most of the funds will be designated to that project. He reported that almost 200  
33 miles of unpaved roads (fire roads) have been inventoried and mapped. Some funds may be used  
34 to keep those roads maintained and accessible. He noted that all detailed project descriptions can  
35 be found on the MWPA website.

36 There was no public comment.

37

38 **ASSOCIATION PRESIDENTS' REPORT**

39 NPFA President Marc Larroque addressed the Board concerning the difficulty finding qualified  
40 firefighter/paramedic applicants. He noted that the engineer/paramedic classification along with  
41 changes to hiring, recruiting and retention policies has the potential to eventually increase  
42 paramedic staffing by 20%. This will help alleviate the need for mandatory overtime and result



Novato Fire District Board of Directors  
 Regular Board Meeting Minutes  
 May 3, 2023

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43 in a more well-rested workforce. He noted that a well-rested workforce will begin to seek  
 44 opportunities to expand their skill set which would lead to increased wildland deployments,  
 45 increased USAR participation, increased fire investigation team participation, increased  
 46 enrollment in professional development courses, more acting captains, more acting engineers,  
 47 more participation with outside agencies, and ultimately a more energetic and enthusiastic  
 48 workforce. He discussed the need to formally deploy the engineer/paramedic classification,  
 49 which, if executed properly, would be the shock absorber that enables the department to  
 50 overcome the inevitable bumps in the road ahead. He asked the Board to take these comments  
 51 into consideration during the closed session discussion.

52  
 53 There was no public comment.

54  
 55 **DIRECTOR MATTERS**

56 Director Goines reported he had gone on a field tour of Marin City along with about 45 other  
 57 people in attendance. He noted the 10-acre fuel reduction project was done almost all by hand  
 58 and cost \$400,000 or \$40K per acre.

59  
 60 **CHIEF'S REPORT**

61 Administrative Items:

- 62 • D/C Interview and assessment completed B/C Dicochea offered position and accepted.
- 63 • Prevention Specialist interview completed: Lauren Galli offered and accepted.
- 64 • Mid-June Academy: We currently have four new hire FF/PM job offers extended and  
 65 accepted; all four are in backgrounds. A fifth new hire candidate has had a pre-  
 66 employment shoulder injury that will require repair and recovery prior to starting our  
 67 academy and will likely be out until the next academy can begin.
- 68 • PP GEMT IGT Update: We have received our anticipated costs from DHCS which will  
 69 be due by the end of June. We are tracking the add on payments received to date. As of  
 70 this morning we have only received \$15,436.63 in add on payments for the PP-GEMT-  
 71 IGT program. The breakdown is below:

72		
73	Regular Medi-cal Payments	\$51,687.22
74	Medi-cal add on primary payor	\$13,256.88
75	Medi-cal add on secondary payor	<u>\$ 2,179.75</u>
76	Total Medical Payment	\$67,123.85

77  
 78 When the prior outstanding accounts are trued up back to 1/1/2023 through 4/30/2023,  
 79 we should receive additional add on payments totaling \$235,890.72 for a grand total of  
 80 additional add on benefit of \$251,327.35.

81		
82	Amount we pay from 1 <sup>st</sup> invoice	\$157,311.66
83	Amount we should receive	\$251,327.35

84



Novato Fire District Board of Directors  
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85 Total from 1/1/23 to 4/30/23 \$ 94,015.69

86

87 • Novato PG&E Pipeline: According to Ron Karlen, Senior Safety Specialist, it was stated  
88 that the first bore is complete, and the new gas line was connected over this last  
89 weekend. The bypass line running through the center divider has been removed. The  
90 second bore line project will begin shortly to complete the project. Sounds like they still  
91 have 1-2 months left to complete the project.

92 • The draft MWPA 23/24 workplan completed: Novato items have been updated and ready  
93 to take to next steps.

94 • Workers Comp: Seven (7) remain off on W/C. Of those 7, Two (2) have completed  
95 surgery and will likely return in July after their recovery. Three (3) continue to be  
96 evaluated. The two (2) remaining are likely not to return.

97

98 • SAVE THE DATE: 2023 Survivors' Celebration on May 25th, 2023, from 5-9 pm at the  
99 Marin Osher JCC, coinciding with National EMS Week

100 • SAVE THE DATE: MAY 20<sup>TH</sup> EMBER STOMP Join us for Marin's second annual  
101 wildfire prevention festival, Ember Stomp at the Marin Civic Center Fairgrounds  
102 from 11AM-5PM. We are all in this together! Ember Stomp invites residents to learn  
103 their role in being part of a fire-adapted community and how we can all prepare for  
104 wildfire. This year offers a bigger space with new music, entertainment, exhibits,  
105 vendors, and a live burn demonstration. This FREE event is fun for the whole family.  
106 Join the fun and be part of the solution – lowering Marin's risk of wildfire together!

107 • SAVE THE DATE: STEVEN RUCKER MEMORIAL GOLF TOURNAMENT  
108 Date: Monday May 22<sup>nd</sup> Location: Stonetree Golf Course. Event details: 10:00AM  
109 shotgun start, 9:00AM arrival time. Lunch: included Appetizers: will be offered  
110 following golf with social time to interact and mingle. Beer will be provided on the golf  
111 course.

112 OPS: Interim D/C Gerald McCarthy

113 • Fire Season: This past winter's atmospheric rivers resulted in ample rain and one of the  
114 deepest snowpacks in state history, which will delay the onset of wildfire season, but  
115 these factors will not prevent fires from starting. I anticipate the bountiful precipitation  
116 will lead to an above average fuel growth during the spring and first part of the summer,  
117 resulting in more fuel for fires that ignite later in the summer and into autumn. The  
118 winter storms also blew down an abundance of branches, limbs, and entire trees. As an  
119 example, Marin County Public Works announced more trees fell across the county this  
120 past winter than over the previous twenty years combined. The added fuel load will  
121 increase the amount of fuel per acre across the district enhancing the transition from a  
122 ground to canopy fire.

123 I expect the wildfire threat to the district will remain relatively low in May and June.  
124 However, the fire threat will gradually rise as the summer progresses as fuels dry out  
125 amid prolonged stretches of warm and dry conditions. August to the first rains of winter





Novato Fire District Board of Directors  
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126 frame the ingredients for the most destructive wildfire. Lightning from the North  
127 American monsoon season can be a natural ignition source for fires beginning in mid-  
128 August, while winds, such as katabatic, which were largely absent for most of the 2022  
129 season, can fan the flames of ongoing blazes and cause them to evolve rapidly into  
130 massive wildfires. The Novato Fire District will officially begin fire season on May 1,  
131 2023.

132 Penny Teicher commented that she will be participating in the evacuation drill. There was no  
133 other public comment.

134 **CONSENT CALENDAR**

- 135 1. Minutes of Regular Board Meeting 4/5/23  
136 2. Ambulance Fee Debt Write Off due to Hardship  
137 Board approval is requested to approve a write-off of the designated ambulance billing  
138 accounts.  
139 3. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
140 Board approval of staff’s recommendation to write off the designated multi-year  
141 uncollectible ambulance billing accounts totaling \$39,723.55.

142 There was no public comment.

143 District Counsel Riley Hurd advised the Board that along with the roll call vote, the new law that  
144 allows President Silverman to participate remotely in the meeting requires him to state if there  
145 any other adults over the age of 18 present with him and if so, what is the relationship. This  
146 statement can be made once prior to any formal action.

147  
148 *President Silverman reported there was one person present with him over the age of 18 and*  
149 *noted his relationship is a friend.*

150  
151 M/s Goines/Francisco to approve Consent Calendar items 1-3.

152 Roll Call Vote:

153 Aye: Davis, Francisco, Goines, Hadfield, Silverman

154 Noes: None

155 Absent: None

156 Motion carried 5-0-0

157 **NEW BUSINESS**

- 158 1. Adoption of Resolution 2023-10, A Resolution of the Board of Directors of the Novato  
159 Fire District Establishing the Special Tax Rate for 2023/2024  
160 Board approval is requested to accept Staff’s recommendation to:  
161 a) Apply the Consumer Price Index annual adjustment for 2022 of 5.6% (Exhibit D).  
162 b) Adopt Resolution 2023-10 establishing the Special Assessment Tax Rate for  
163 Residential at 10.89 cents per square foot and Commercial / Industrial at 16.33  
164 cents per square foot for the 2023/2024 fiscal year (Exhibit A).



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 3, 2023

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165 Finance Director Joe Valenti presented Staff's recommendation to apply the CPI annual  
166 adjustment of 5.6% and provided the special assessment tax scenarios for fiscal year 2023/24.  
167 The new limits would be set at 10.89 cents/square foot on residential structures and 16.33  
168 cents/square foot on commercial/industrial structures. FD Valenti noted that there are currently  
169 just over 20,000 taxable parcels, representing 58.2 million square feet broken up into various use  
170 codes. FD Valenti reported that for the average 2,000 square foot residence, the annual increase  
171 to the property tax bill will be \$11.60, and for a 1,000 square foot apartment, the increase would  
172 be \$5.80, and for every 1,000 square feet of commercial space, \$8.70. The net effect of applying  
173 the 5.6% CPI is an increase in Special Tax revenue from 6.5M to 6.9M or \$367,000.  
174 FD Valenti discussed the increase in operating costs and the increased costs of salaries and  
175 benefits.

176

177 There was no public comment.

178 M/s Davis/Francisco to approve Resolution 2023-10 establishing the Special Tax Rate for  
179 2023/2024.

180 Roll Call Vote:

181 Aye: Davis, Francisco, Goines, Hadfield, Silverman

182 Noes: None

183 Absent: None

184 Motion carried 5-0-0

185 2. Resolution 2023-11 Arson Awareness Week May 7-13, 2023

186 Staff recommends adoption of Resolution 2023-11: a resolution of The Board of  
187 Directors of The Novato Fire Protection District declaring May 7-13, 2023, to be Arson  
188 Awareness Week.

189 Chief Tyler detailed Arson Awareness week and noted that the focus is centered around fire  
190 setting. Arson Awareness Week will be May 7 through May 13<sup>th</sup>.

191 The Resolution was mistakenly omitted from the Board packet but will be captured as an  
192 attachment to the meeting minutes. District Counsel Riley Hurd stated that there is no legal  
193 obligation to produce a written packet, although it is not best practice. He confirmed that the  
194 Board can legally move forward with approving the resolution.

195 There was no public comment.

196 M/s Goines/Davis to approve Resolution 2023-11 declaring May 7-13, 2023, to be Arson  
197 Awareness Week.

198 Roll Call Vote:

199 Aye: Davis, Francisco, Goines, Hadfield, Silverman

200 Noes: None

201 Absent: None

202 Motion carried 5-0-0



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
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203 3. Adoption of Resolution 2023-12 Proclaiming May 1 – 7, 2023 as Wildfire Preparedness  
204 Week.

205 Board approval is requested to adopt Resolution 2023-12 proclaiming May 1-7, 2023, as  
206 Wildfire Preparedness Week encouraging residents to take steps to reduce the threat of  
207 wildfire to their homes and communities.

208 Chief Tyler stated that Wildfire Preparedness Week is an opportunity for California's  
209 communities and fire service agencies to reduce the risk of wildfire and public safety through  
210 awareness and education.

211 There was no public comment.

212 The Resolution was mistakenly omitted from the Board packet; however, the Board agreed to  
213 approve the Resolution and provide it in the meeting minutes as an attachment.

214 M/s Francisco/Hadfield to approve Resolution 2023-12 proclaiming May 1-7, 2023, as Wildfire  
215 Preparedness Week.

216 There was no public comment.

217 Roll Call Vote:

218 Aye: Davis, Francisco, Goines, Hadfield, Silverman

219 Noes: None

220 Absent: None

221 Motion carried: 5-0-0

222

223 4. Renewal of contract with Katie Grossman, RN for EMS Educator

224 Staff recommends that the Board approve the renewal of the EMS Educator contract  
225 with Katie Grossman, RN

226 Chief Tyler discussed the contract with EMS Educator Katie Grossman, noting that there is an  
227 increase of 3.0% which is in alignment with other increases. There are no other changes to the  
228 contract.

229 There was no public comment.

230

231 M/s Davis/Goines to approve the renewal of the EMS Educator contract with Katie Grossman,  
232 RN.

233 Roll Call Vote:

234 Aye: Davis, Francisco, Goines, Hadfield, Silverman

235 Noes: None

236 Absent: None

237 Motion carried: 5-0-0

238

239 5. Increase to the contract with Cagwin & Dorward for the Novato Fire Smart  
240 Demonstration Garden at Station 63 due to an increase in the scope of work.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 3, 2023

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241 Staff recommends that the Board approve to increase the amount of Schedule No. 10  
242 under the MSA with Cagwin & Dorward for the Novato Fire Smart Demonstration  
243 Garden at Station 63 in the amount of \$4,355.74 due to an increase in the scope of work  
244 to include resetting fence posts and irrigation repairs.

245 Chief Tyler detailed the need for the increase to the existing contract. The scope of work  
246 increased on the Novato Fire Smart Demonstration Garden due to unforeseen issues.

247  
248 There was no public comment.

249  
250 M/s Goines/Francisco to approve the increase to the contract with Cagwin & Dorward for the  
251 Novato Fire Smart Demonstration Garden at Station 63 due to an increase in the scope of work.

252 Roll Call Vote:

253 Aye: Davis, Francisco, Goines, Hadfield, Silverman

254 Noes: None

255 Absent: None

256 Motion carried: 5-0-0

257

258 6. Increase to the contract with Simpson Sheet Metal HVAC

259 Staff recommends increasing the 2019 contract with Simpson Sheet Metal (“Simpson”) from  
260 \$95,000 to \$220,000 for preventative maintenance, repairs, and installations.

261 Chief Tyler discussed the need to increase the contract with Simpson Sheet Metal for  
262 preventative maintenance, repairs, and installation of the HVAC system.

263 There was no public comment.

264

265 M/s Francisco/Hadfield to approve the increase to the contract with Simpson Sheet Metal  
266 HVAC.

267 Roll Call Vote:

268 Aye: Davis, Francisco, Goines, Hadfield, Silverman

269 Noes: None

270 Absent: None

271 Motion carried: 5-0-0

272

273 **COMMITTEE REPORTS**

274 Directors may report on committee activities and meetings.

275 1. MERA (Directors Silverman and Hadfield)- President Silverman noted that the last  
276 MERA meeting was cancelled, the next meeting will be in late May discussing the  
277 budget.

278 2. Finance Committee (Directors Davis and Goines)- Director Davis reported that the  
279 Finance Committee had not met. The next meeting will be later in May.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 3, 2023

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- 280 3. Marin Wildfire Prevention Authority Board (Director Goines) – Director Goines  
281 discussed the recent accomplishments of the MWPA. He noted that last month, the  
282 environmental compliance was approved for both the San Rafael fire road vegetation  
283 removal project and the Greater Novato Shaded Fuel Break project. He also noted that  
284 there were no issues raised by the environmental community regarding those projects.  
285 4. Facilities Committee (Silverman and Francisco)- Director Francisco reported that the  
286 Facilities Committee had not met.

287  
288 There was no public comment.

289  
290 **FINANCIAL REPORTS**

- 291 1. Financial Reports, March 2023:  
292 a. Revenues, Expenditures and Changes in Fund Balance Financial Report  
293 b. Revenues and Expenditures Detail Financial Report  
294 c. Vendor Summary Financial Report  
295 d. MWPA Revenues and Expenditures  
296  
297 2. District Monthly Contracts Information  
298

299 There was no public comment.

300  
301 **INFORMATION**

- 302 1. Customer Surveys March 2023  
303 2. MERA Update: April 2023  
304 3. MWPA Quarterly Report Q3  
305 4. Upcoming meetings: Finance Committee TBD  
306 5. Written Communications  
307

308 There was no public comment.

309  
310 The Board entered closed session at 11:35 am.

311  
312 **CLOSED SESSION**

- 313 1. CONFERENCE WITH LABOR NEGOTIATORS  
314 Government Code Section 54957.6  
315 Agency Designated Representative: John Dietrich, Mike Hadfield, and James Galli  
316 Represented Employee group: Novato Chief Officers Association

- 317  
318 2. CONFERENCE WITH LABOR NEGOTIATORS  
319 Government Code Section 54957.6  
320 Agency Designated Representative: Fire Chief  
321 Represented Employee group: Novato Professional Firefighters Association



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 3, 2023

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322 The Board returned to open session at 1:00 pm. There was no reportable action taken.

323

324 **ADJOURNMENT**

325 There being no further business to conduct, President Silverman adjourned the meeting at  
326 1:00 pm

327

328 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne". The signature is written in a cursive, flowing style.

333 Jennifer Crayne, Clerk of the Board

334

335

336 **Attachments: Resolution 2023-11 Arson Awareness Week**  
337 **Resolution 2023-12 Wildfire Preparedness Week**





Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
May 23, 2023 at 9:00 am

1 The meeting was called to order by Director Davis at 9:00 a.m.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM Jennifer Crayne, EMS Billing Analyst  
8 Shannon Wager, B/C Dicochea, and B/C Smith.

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 No public comments were made.

12

13 **AGENDA ADJUSTMENTS**

14 None.

15

16 **CONSENT CALENDAR**

- 17 1. Minutes of Finance Committee Meeting 3/20/23  
18 2. Review of Fire Chief's credit card expenses: February 2023-April 2023  
19 3. Review of Deputy Fire Chief credit card expenses: February 2023-April 2023

20

21 No public comment.

22 M/s Goines/Davis to accept consent calendar items 1-3.

23 Motion carried: 2-0-0

24

25 **NEW BUSINESS**

- 26 1. Review of Draft Preliminary Budget for FY 2023-2024

27 The Finance Committee will review the Draft Preliminary Annual Budget 2023-2024 and  
28 make a recommendation to the full Board of Directors.

29 Finance Director Joe Valenti provided the Finance Committee with a very thorough review of  
30 the Draft Preliminary Annual Budget for FY 2023-2024.

31 Highlights were:

- 32 • Revenues are anticipated to be \$38.3 million  
33 • Expenditures total \$40.3 million  
34 • Increase to Unassigned Fund Balance (\$2,789,294)  
35 • Special Tax rate set at \$10.89 cents per square foot for residential properties and \$16.33  
36 cents per square foot for commercial properties  
37 • FD Valenti noted that the Admin Building will be paid off leaving a balance owed on  
38 only Station 64  
39 • The budget supports the addition of two new positions- an Accounting Specialist and a  
40 Fire Prevention Specialist.  
41 • Anticipating a 4.2% increase in property taxes, however, final estimates will not be  
42 available until early June, so it is possible the 4.2% will change.



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
May 23, 2023 at 9:00 am

- 43 • MOU increases are scheduled for 3% increase on 7/1/23
- 44 • FD Valenti reported a 10-year historic average of both revenues and expenses trending at
- 45 4.9%. FD Valenti noted that because these track so closely, expenses should be
- 46 monitored carefully, especially if revenue growth slows.
- 47 • Salaries will increase by 7% over the previous fiscal year. This is due to 3% MOU
- 48 increase, the addition of two new positions, increase in premium pay of 5%, and an
- 49 increase in MCERA rates
- 50 • Debt service will decrease by 40% or \$225,000 due to paying off the Admin Building
- 51

52 Director Davis asked about the status of Hamilton RDA. FD Valenti will discuss this with the  
53 City of Novato and report any findings.

54  
55 Director Goines asked if the MWPA budget is separate from NFD budget. FD Valenti explained  
56 that financials are separate and project code driven and broken out by fund. He noted that profit  
57 and loss reports are included in monthly Board packets. Director Goines noted that it might be  
58 helpful to report to the full Board on what is going on with the MWPA, including financial  
59 reporting and projects. Chief Tyler commented that he will ask the full Board about this topic as  
60 a discussion item at a year end retreat.

61  
62 No public comment.

63  
64 M/s Goines/Davis to recommend to the full Board to accept the Draft Preliminary Annual  
65 Budget for FY 2023-2024.

66  
67 Motion carried: 2-0-0

- 68
- 69 2. District Check Writing and Electronic Fund Transfers Policy 214 and Revision of
- 70 Payment Method to FDAC EBA, HealthEquity, New York Life, AFLAC, Empower
- 71 Retirement, Fidelity Investments, VOYA, and TIAA.
- 72 Finance Committee to review and discuss the revision of the payment method to
- 73 FDAC EBA, HealthEquity, New York Life, AFLAC, Empower Retirement, Fidelity
- 74 investments, VOYA, and TIAA and make a recommendation to the full board.

75 Chief Tyler explained that in order to streamline the payment process to the vendors listed above and  
76 shorten the time to post contributions to employee 457 plan and Health Savings deferred  
77 compensation accounts, the Finance and Human Resources departments would like to establish  
78 payments by electronic fund transfer (EFT). This will replace payment by paper check in the mail and  
79 avoid issues with lost checks and the need to void and reissue a check. A Board member will sign one  
80 form listing EFTs that are processed for payment. FD Valenti noted that a policy allowing for EFT  
81 payments already exists, however, this updates policy language to include the listed vendors.

82  
83 No public comment.

84



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
May 23, 2023 at 9:00 am

85 M/s Goines/Davis to recommend to the full Board to increase revise the payment method to  
86 FDAC EBA, HealthEquity, New York Life, AFLAC, Empower Retirement, Fidelity  
87 investments, VOYA, and TIAA

88  
89 Motion carried: 2-0-0

90  
91 **MWPA REPORTS**

92 None.

93  
94 **INFORMATIONAL ITEMS**

- 95
- 96 • The next Finance Committee meeting will be held on July 18<sup>th</sup>.
  - 97 • The preliminary budget is scheduled to be approved at the June 7<sup>th</sup> BOD meeting.
  - 98 • The final budget is scheduled to be approved August BOD meeting.

99 **TENATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

100 Committee members may discuss or request future agenda items for Committee consideration.

101  
102 **ADJOURNMENT**

103 There being no further business to conduct, Director Davis adjourned the meeting at  
104 10:40 am.

105  
106 Respectfully Submitted,

A handwritten signature in cursive script that reads "Jennifer Crayne".

110 Jennifer Crayne  
111 Clerk of the Board



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 7, 2023

---

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

2  
3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5  
6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, ASM Jennifer Crayne, Finance Director Joe Valenti, NPFA President Marc  
8 Larroque, EMS Billing Analyst Shannon Wager, Admin Assistant Lauren Galli, Chief Dicochea,  
9 HR Manager Gretchen Felciano, Prevention Admin Assistant Denise Wade, Deputy Fire  
10 Marshall Lynne Osgood, Senior Vegetation Management Specialist Sarah Labberton, and IT  
11 Manager Azar Mashintchian.

12  
13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, Bruce Bartel, and Rebecca Suggs.

15  
16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18  
19 **AGENDA ADJUSTMENTS**

20 None.

21  
22 **ASSOCIATION PRESIDENTS' REPORT**

23 NPFA President Marc Larroque addressed the Board thanking them for their collaborative efforts  
24 to establish the Engineer/Paramedic classification. He noted this will result in a higher level of  
25 service delivery to the citizens of Novato, as well as a decrease in the amount of mandatory  
26 overtime for staff. He recognized the good will and self-sacrifice of Matt Allman, Ricky Godoy,  
27 Tristan Keady, Chris Goodspeed, Jeff Keena, and Ryan Hamilton which helped make this  
28 happen.

29 NSAS President Lauren Galli reported that there is currently an Administrative Assistant  
30 position open, and the Fire Prevention Specialist will be moving into the NSAS group.

31  
32 **DIRECTOR MATTERS**

33 Director Davis noted that he had attended Joe Doherty's retirement recognition and he was  
34 touched by the support of the rank and file.

35 President Silverman reported that he had attended the Survivor's Dinner with Chief Tyler. He  
36 noted that 3 of the 5 cases were through the efforts of Novato Fire. He added that he had also  
37 attended the Ember Stomp event where there were an estimated 5,000 attendees.

38  
39 **CHIEF'S REPORT**

40 **Calendar Items:**

- 41
- 42 • June 10<sup>th</sup> and 11<sup>th</sup> Weekend Art and Wine June 10 & 11– NFD Booth
  - 43 • June 12 Firefighter Paramedic Interviews
  - June 13<sup>th</sup> Wildfire Risk Reduction and Asset Protection Project Working Group Meeting



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- 44 • Save the Date: Police/Fire Employee of the Year Dinner: June 14<sup>th</sup> Novato Druids and  
45 Footprint Chapter 15 will host a banquet honoring the Novato Fire Protection District  
46 Employee of the year AND the Novato Police Department Officer of the year and the  
47 Employee of the year. Members of the agencies and their families are hosted at NO  
48 COST FOR DINNER. Tuesday, June 14, 2023 - Doors open at 5:00PM Novato Druid  
49 Hall - 801 Grant Ave., Novato, CA RSVP with Jenn Crayne.
- 50 • June 15<sup>th</sup> First PP-GEMT-IGT Payment Due
- 51 • June 19<sup>th</sup> -- 23<sup>rd</sup>: Chief McCarthy Fire Chief Coverage
- 52 • June 21<sup>st</sup> FASIS/EBA Joint Board of Directors Meeting
- 53 • June 23<sup>rd</sup> Shelter Training from County of Marin Exercise at New Hamilton Gym
- 54 • Salary Survey for OES OOC Reimbursement due end of June
- 55 • Fiscal year ends June 30

56 **Administrative Items:**

57 **Message from Kyle Dague:** Novato Fire Family, on behalf of my family and Grace and  
58 Garrett's family, I want to thank each one of you for the outpouring of support and generous  
59 donations to help with all the needs. In our grief and sadness, I've read and been encouraged by  
60 every sympathy card we've received and appreciate everyone's generous donations to Garrett  
61 that helped with the many needs both now and into the near future. We are taking one day at a  
62 time helping with our grandchildren, Everly, Georgie and Remington and doing our very best to  
63 be there for Garrett. We are thankful Grace and Garrett purchased a home only 5 minutes away  
64 from us. From the bottom of my heart, thank you!

- 65 • **ISO Public Protection Classification Report May 2023:** Yesterday we received  
66 notification that ISO had completed their analysis of the structural fire suppression  
67 delivery system and have given us a Public Protection Classification of 02/2X. This is a  
68 retrogression from our previously stated class 1 designation. ISO's Public Protection  
69 Classification Program (PPC) plays an important role in the underwriting process at  
70 insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC  
71 information as part of their decision- making when deciding what business to write,  
72 coverages to offer or prices to charge for personal or commercial property insurance. PPC  
73 is important to communities and fire departments as well. Communities whose PPC  
74 improves may get lower insurance prices. We will review their report and determine if  
75 there is an opportunity to have them consider any additional data to keep us at a PPC 1.  
76 More to follow.
- 77 • **20203/24 Budget Update:** The final draft budget is complete and was shared with and  
78 reviewed by the finance committee on May 23<sup>rd</sup>. The budget has the committee's support  
79 and will come to the full board for final review and approval on June 7<sup>th</sup>.



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- 80
- 81 • **Engineer/Paramedic Draft Side letter:** I have met multiple times now with Mark  
82 Larroque and discussed additional revisions to the final side letter to add the new position  
83 classification at 6.5% above the existing FF/PM and Engineer salary rate. This amount is  
84 within the authorized amount directed by the board. The draft of the side letter was voted  
85 on by the NPFA full membership and received broad support. It is included in the board  
86 packet.
  - 87 • **Employment Agreements completed for D/C, Senior Vegetation Management  
88 Specialist and Vegetation Management Specialist:** All three agreements have been  
89 completed and are ready for the Board approval. The vegetation positions are being  
90 funded out of the MWPA allocations and are two-year limited term positions.
  - 91 • **NFD Academy completed:** Academy 2023.1 graduated on Friday, May 26th. The  
92 recruits, Conner Callahan (B) and Will Murphy (C), are now on shift.
  - 93 • **Our Next NFD Academy 2023.2 postponed:** Due to a shortage in acceptable FF/PM  
94 candidates we must postpone the planned mid-June academy until we can recruit  
95 additional candidates. We anticipate this may push us out to a September start date.
  - 96 • **Engineer Promotions:** FF/PM Mike McGuinness and FF/PM Jason Zanoni have been  
97 selected for promotion to Engineer. Their promotional start date is TBD and will need to  
98 be coordinated with our next new hire academy completion.
  - 99 • **Capt. Marc Tedeschi** completed the intensive 7 hour Acting Battalion Chief exam today  
100 and passed with flying colors. Marc commanded resources in two real time multi-  
101 company exercises, showed competency setting managerial priorities in an inbox exam,  
102 extinguished three scenario-based personnel fires, and battled a number of all-risk  
103 simulations while fielding policy and procedure questions from the command  
104 staff. Please join me in congratulating Marc on this accomplishment.
  - 105 • **Staffing Update:** We are currently down 4 positions by vacancies. (*This equals one out  
106 of county fire engine*) As we enter fire season it will negatively impact our ability to send  
107 crews out of county as our priority will be keeping our fire stations staffed. When  
108 combined with those eight (8) currently out on W/C, it is like having three (3) out of  
109 county engines committed, therefore you can see the pressure to fill open shifts will lead  
110 to more mandatory overtime to backfill all openings. Of the eight (8) currently out on  
111 W/C, we anticipate three (3) will return in June, and two (2) more will come back in July.  
112 Two (2) others may not return.
  - 113 • **NFD Reserves Update:** Our reserve program has expanded to twelve (12). Six (6) NFD  
114 Reserves have completed their initial multiweek training and onboarding and have moved  
115 to the ride-a-long phase. They have received their badges and can soon begin supporting  
shift work per our program guidelines. One (1) of those initial 6 is almost ready to hire.





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- 116 • **Greater Novato Shaded Fuel Break Public Meeting:** We held our second public  
117 meeting to introduce the GNSFB. The meeting was well attended with over 50 members  
118 of the public both in person and online. Mike Swezy gave a great overview of the Greater  
119 Novato Shaded Fuel Break. MWPA ED Mark Brown and I, along with the environmental  
120 consultant team, answered lots of questions from the public. All comments were  
121 supportive. A timeline and locations for implementation will follow.
- 122 • **EMBER STOMP WAS A HUGE SUCCESS!!** Thanks to John Dicochea, Lynne  
123 Osgood, and our team of WMS, plus our explorers really stepped up. There was a large  
124 number of Novato residents in attendance thanks to our voluntary evacuation drill that  
125 was designed to have residents check in at the ember stomp event.
- 126 • **STEVEN RUCKER MEMORIAL GOLF TOURNAMENT** was a big success, too.  
127 Cathy Rucker and her kids were in attendance as was Steve’s mother. The honor guard  
128 began the day with our ladder truck flying the colors. It was a beautiful day and lots of  
129 fun. One group had a little too much fun and overturned a golfcart that resulted in a NFD  
130 medic with a broken arm. That medic is on sick leave until his injury heals.
- 131 • **2023 Marin Survivors' Celebration Dinner** was a great night—NFD have three (3) of  
132 the six (6) “saves” for the year and were highlighted in the program. Special thanks to LJ  
133 for attending with me.
- 134 • Eli Peck & Joe Doherty retirement lunch was at Station 61 on June 5<sup>th</sup>

135 **Ops:**

- 136 • Interim D/C Gerald McCarthy—Out of the Office for two weeks on preplanned vacation  
137 • During this time period B/C John Dicochea has really stepped up to cover and has taken  
138 on added responsibilities enthusiastically while Gerald is out. We have a good outline of  
139 transition for John and Gerald that will go to June 30<sup>th</sup>.
- 140 • **PG&E Helicopter assists on wildfires: Information via Marin County Fire Dept-**If it  
141 moves forward, it would be staffed July-Oct it’s a Sikorsky UH-60A Utility Hawk  
142 (Blackhawk) Type 1 helicopter with a mounted 1000-gal tank. Tentatively located at  
143 Sonoma Air Attack second choice Gness Field (this is due to regional availability and  
144 management of the resource). We have not reached agreement on indemnification terms  
145 yet. Cost would be covered by PGE and MCFD if it flies in Marin County SRA and the  
146 first 40hrs of flight time in LRA fires. (\$10K per hour if used on local responsibility  
147 areas) We will definitely push something out if we come to agreeable terms.

148 **This Fire Season:** Three (3) vegetation fires.

- 149 • **Fires:** Last 30 days: One (1) structure and three (3) vehicle (*including a motorhome*).  
150 Four (4) rubbish fires.



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- 151       • **Motor Vehicle Accidents:** Eighteen (18).  
152       • **Atypical Calls:** None reported.

153       **Training: B/C Mesenburg**

- 154       • Follow up on MCFCA TO work  
155             ▪ Electric vehicle extrication and fire class coming in June  
156             ▪ Planning countywide RT-130 skills refreshers  
157       • Started groundwork for Recruitment & Retention Committee  
158       • Helping to staff countywide MCFIT FI-210 class  
159       • Participated in Officer Development Program at Station 9 - FBOR  
160       • Worked on capital asset inventory items  
161       • Worked shift OT Friday

162       **Training Captain: Adam Black**

- 163       • Completed Academy 2023.1 on Friday  
164       • **Tower Facility:** Second Classroom to be delivered mid-June

165       **EMS Divisions: B/C Barrett Smith**

- 166       • Novato High School was given 12 boxes of leave behind Narcan last week. They  
167             currently have no direct supply and are having difficulty acquiring. Waiting to have a  
168             meeting with San Marin High to ensure they have Narcan on hand.  
169       • Staff meeting on current FF/PM hiring and plan for future academy.  
170       • Suicide Awareness class with FF/PM Scott for May FF Stand down  
171       • Confirmed attendance of NASCAR event at Sonoma Raceway. Attending with  
172             Chris Le Baudour from County EMS. Preplanning and coordinating response for future  
173             events and meeting with associated officials.  
174       • One new case of COVID was reported on 5/30. Already returned to work.  
175       • Breezy Blue disinfection fogging machines--Awaiting budget approval and planning on  
176             purchasing in July.

177       **Prevention Division: B/C John Dicochea**

- 178       • Meeting with MWPA- finance and contracts for contractors  
179       • Met with Yvette regarding MWPA grant funding  
180       • Meeting with B66 to discuss the NFD Fee schedule with Clear Source Consulting  
181       • Marked trees for removal and developed specifications for contractor work at station  
182             62  
183       • Met with MWPA staff regarding resource contracting for GNSFB implementation  
184       • Field review of GNSFB project sites



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- 198
- Communicated June 9 as last day of Sequoia Ecological Consulting agreement
  - Finished Round 2 of botanical surveys for GNSFB
  - Conducted one Nesting Bird Survey ahead vegetation treatments in Bahia Fuel Break Maintenance area for NOV-22-03-C-FB, survey report sent to Panorama and MWPA
  - Coordinated three Nesting Bird Surveys with Sequoia Ecological Consulting ahead of vegetation treatments in Ignacio Valley Fuel Break area for NOV-21-08-C-FB, Bahia Fuel Break area for NOV-22-03-C-FB, and Marin Highland Fuel Break area for NOV-21-05-C-FB.
  - Conducted one Nesting Bird Survey for local vegetation treatment projects with Elizabeth Neill, survey report sent to Mike Swezy
  - Communicated with crews throughout the week
  - Field Review of GNSFB project sites
  - Welcomed the new Veg Management Specialist, Lizzy, to the team and assisted Mike with her orientation.

199 **IT: Azar**

- 200
- 201
- 202
- 203
- 204
- 205
- KnowBe4 Training continues with good compliance
  - Website Kick Off meeting updating our site with credits from server host.
  - Reached out to UKG to get a date set for new Telestaff upgrade
  - Tested Multi Factor authentication with 3 users, will push this out to Admin
  - Weekly data analysis report for Calls for Service

206 **Facilities: Chief Dicochea for Kyle Dague:**

- 207
- 208
- 209
- 210
- 211
- Followed up on report of mold at station 61 dorm room; Isolate deny entry
  - Third party tested and received results—recommendation for remediation received and approving contractor to mitigate
  - Water leak behind sink cabinets and range—Assess and repair completed
  - Mice entry in wall and behind stove—all assessed and corrected

212 **Fleet: Chief Whittet:**

- 213
- 214
- 215
- 216
- U3- OOS Valley Power New Engine arrived 5/30/2023 and started to swap parts.
  - U6- OOS at Diego Truck Repair working on x member re-enforcement.
  - All other units in service.

217 **CONSENT CALENDAR ITEMS**

- 218
- 219
- 220
1. Minutes of Special Finance Committee Meeting 3.20.23
  2. Minutes of Regular Board Meeting 5.3.23

221 There was no public comment.

222



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223 M/s Hadfield/Goines to approve Consent Calendar items 1-2.  
224 Motion carried 5-0-0.

225  
226 *Director Francisco left the meeting for a short time at 10:58 am.*

227  
228 **NEW BUSINESS**

- 229 1. Adoption of the Preliminary Budget for FY 2023/2024  
230 Board approval is requested to accept the Finance Committee's recommendation to:  
231 a. Adopt the Preliminary Budget for Fiscal Year 2023/2024  
232 b. Establish the date for adopting the Final Budget for Fiscal Year 2023/2024 on the  
233 August 2, 2023, Regular Board Meeting.

234 Finance Director Joe Valenti presented the timeline for the adoption of the Preliminary and Final  
235 Budget for FY 2023/24. He provided a detailed review of the anticipated revenues and  
236 expenditures. The date to approve the final budget will be on August 2, 2023, at the Regular  
237 Board Meeting.

238  
239 **Public comment:** Bruce Bartel commented that he has been monitoring these meetings for the  
240 last 5 years, and each year he has a clearer understanding of the District financials. He  
241 commended FD Joe Valenti for the incredible job he does presenting difficult information and  
242 noted the District is lucky to have him.

243  
244 Director Goines suggested adding to a future agenda or workshop a presentation on the work  
245 done through the MWPA and how the budget process works.

246  
247 M/s Hadfield/Silverman accept the Finance Committee's recommendation to adopt the  
248 Preliminary Budget for FY 2023/2024 and establish the date for adopting the final budget for FY  
249 2023/24 on the August 2, 2023, Regular Board Meeting.

250  
251 Motion carried 4-0-1 (Director Francisco temporarily left the meeting at 10:58 am)

252  
253 *The Board took a short recess 11:33 am-11:42 am*

- 254  
255 2. Authorization of IGT Funds Transfer 1 of 3 to the Department of Health Care Services  
256 (DHCS) for Participation in the Public Provider (PP) Ground Emergency Medical  
257 Transportation (GEMT) Program for CY 2023 (aka PP-GEMT-IGT Program)

258 District staff recommends sending the first of 3 payments for CY 2023 (invoice amount  
259 \$143,010.60) to DHCS so that the program achieves full participation from funding entities  
260 required to obtain the maximum Federal funds match to realize maximum reimbursements for  
261 Managed Care (MC) and Fee-For-Service (FFS) transports.

262 Chief Tyler provided a review of the PP-GEMT-IGT program, which is voluntary. He reported  
263 that the District had received the first invoice for \$143,010.60 which is due on June 15th. He



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264 noted that we do not expect to start receiving retro payments for add-on revenues until August  
265 1st.

266 There was no public comment.

267 M/s Davis/Goines to authorize IGT funds transfer 1 of 3 to the Department of Health Care  
268 Services (DHCS) for participation in the Public Provider Ground Emergency Medical  
269 Transportation Program for CY 2023.

270 Motion carried: 4-0-1

271 3. Side Letter Agreement establishing the classification of Engineer/Paramedic  
272 Staff recommends that the Board of Directors ratify the side letter agreement establishing the  
273 new classification of Engineer/Paramedic.

274 Chief Tyler provided background on the new Engineer/Paramedic classification. He noted that  
275 this is broadly supported by the rank and file. Chief Tyler reported that with approval, this  
276 classification will take place starting July 1st and we currently have 6 participating in the  
277 program.

278 Director Davis commented that this classification is a win-win because employees will keep their  
279 skill levels up.

280 There was no public comment.

281 M/s Davis/Hadfield to ratify the side letter agreement establishing the new classification of  
282 Engineer/Paramedic.

283 Motion carried: 4-0-1

284 4. Resolution 2023-13 a Resolution of the Novato Fire Protection District Ratifying the  
285 Employment Agreement Between the Novato Fire District and Deputy Chief John Dicochea.  
286 Board approval is requested to adopt Resolution 2023-13 approving the Employment  
287 Agreement of Deputy Chief John Dicochea.

288 Chief Tyler reported that Chief Dicochea successfully passed all testing for Deputy Fire Chief  
289 and was offered the position. He noted that Chief Dicochea has already stepped up to assist while  
290 DC McCarthy has been on vacation. He looks forward to working with Chief Dicochea.

291 There was no public comment.

292 M/s Goines/Hadfield to adopt Resolution 2023-13 approving the Employment Agreement of  
293 Deputy Chief John Dicochea.

294 **Roll Call Vote:** (Director Francisco returned at 11:52 am)  
295 Ayes: Davis, Francisco, Goines, Hadfield, Silverman



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296 Noes: None  
297 Absent: None  
298 Abstain: None  
299 Motion Carried: 5-0-0

300  
301 5. Resolution 2023-14 a Resolution of the Novato Fire Protection District Ratifying the  
302 Employment Agreement Between the Novato Fire District and Vegetation Management  
303 Specialist Elizabeth Neill.

304 Board approval is requested to adopt Resolution 2023-14 approving the Employment  
305 Agreement of Vegetation Management Specialist Elizabeth Neill.

306  
307 Chief Tyler discussed the need for the Vegetation Management Specialist position and the  
308 importance of their role working with MWPA and the Greater Novato Shaded Fuel Break. He  
309 noted that Elizabeth will bring her expertise to the team.

310  
311 There was no public comment.

312 M/s Davis/Goines to approve Resolution 2023-14 ratifying the employment agreement of  
313 Vegetation Management Specialist Elizabeth Neill.

314 **Roll Call Vote:**

315 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

316 Noes: None

317 Absent: None

318 Abstain: None

319 Motion carried: 5-0-0

320

321 6. Resolution 2023-15 a Resolution of the Novato Fire Protection District Ratifying the  
322 Employment Agreement Between the Novato Fire District and Senior Vegetation  
323 Management Specialist Sarah Labberton.

324 Board approval is requested to adopt Resolution 2023-15 approving the Employment  
325 Agreement of Senior Vegetation Management Specialist Sarah Labberton.

326 Chief Tyler discussed the distinction between the Senior Vegetation Management Specialist and  
327 the Vegetation Management Specialist. He noted that Sarah has had a tremendous impact on the  
328 team and continues to build her expertise. She will be part of the succession planning process in  
329 anticipation Vegetation Program Manager Mike Swezy's planned retirement.

330 There was no public comment.

331 M/s Goines/Davis to approve Resolution 2023-14 ratifying the employment agreement of Senior  
332 Vegetation Management Specialist Sarah Labberton.

333 **Roll Call Vote:**





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334 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

335 Noes: None

336 Absent: None

337 Abstain: None

338 Motion carried: 5-0-0

339

340 7. District Check Writing and Electronic Fund Transfers Policy 214 and Revision of Payment  
341 Method to FDAC EBA, HealthEquity, New York Life, AFLAC, Empower Retirement,  
342 Fidelity Investments, VOYA, and TIAA.

343 Board approval is requested to approve the Finance Committee's recommendation to revise  
344 the payment to FDAC EBA, HealthEquity, New York Life, AFLAC, Empower Retirement,  
345 Fidelity Investments, VOYA, and TIAA.

346

347 FD Valenti discussed the importance of streamlining the payment process for payroll liabilities.  
348 Replacing paper checks with EFT payments will ensure payments are received by vendors in a  
349 timely manner and lessen the possibility of lost or misdirected checks. Board signature will still  
350 be required for payments.

351 There was no public comment.

352 M/s Hadfield/Davis to approve the Finance Committee's recommendation to revise the payment  
353 to FDAC EBA, HealthEquity, New York Life, AFLAC, Empower Retirement, Fidelity  
354 Investments, VOYA, and TIAA.

355 Motion Carried: 5-0-0

356 8. Marin Emergency Radio Authority (MERA) JPA Renewal

357 Board approval is requested to accept Staff's recommendation to renew the MERA JPA.

358 FD Valenti discussed the renewal of the MERA JPA and associated costs. He noted the invoice  
359 is payable after July 1<sup>st</sup>.

360

361 There was no public comment.

362

363 M/s Hadfield/Goines to renew the Marin Emergency Radio Authority (MERA) JPA.

364 Motion Carried: 4-0-1 (Director Francisco left the meeting 12:07)

365

366 9. Renewal of IT Support Services Contract with Marin IT

367 Board approval is requested to accept Staff's recommendation to renew the IT Support

368 Services contract for another twelve (12) months for a total cost of \$155,000.

369 Chief Tyler commented that this service agreement with Marin IT is not to exceed \$155,000. The  
370 services are listed on the contract. IT Manager Mashintcian will ensure we remain within the  
371 scope of service.



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372 There was no public comment.

373 M/s Davis/Hadfield to renew the IT Support Services contract for another 12 months for a total  
374 cost of \$155,000.

375 Motion Carried: 4-0-1

376 10. Advertising Campaign Contract Renewal for MWPA

377 Board approval is requested to accept Staff's recommendation to renew the master services  
378 agreement dated November 29, 2021, with Kiosk Creative, LLC ("Kiosk") at a cost of  
379 \$110,000 for the 2023-2024 fiscal year.

380 Chief Tyler commented that this contract with Kiosk Creative is \$110,000 and supported through  
381 the MWPA budget. Kiosk works to expand wildfire mitigation messaging to all members of the  
382 Novato Community.

383 There was no public comment.

384 M/s Goines/Silverman to renew the master services agreement dated November 29, 2021 with  
385 Kiosk Creative, LLC at a cost of \$110,000 for the 2023-2024 fiscal year.

386 Motion Carried: 4-0-1

387 11. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS  
388 Membership

389 Board approval is requested to accept Staff's recommendation to renew the Local Agency  
390 Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the  
391 Worker's Compensation insurance policy as a covered member of Fire Agencies Self  
392 Insurance System ("FASIS"). The coverage period ends on July 1, 2023.

393

394 Chief Tyler discussed the LAWCX's JPA renewal for Worker's Compensation Insurance  
395 renewal through FASIS membership. He noted there is a significant increase of 34% due to a  
396 27% increase in safety payroll.

397

398 There was no public comment.

399 M/s Hadfield/Davis to renew the Local Agency Worker's Compensation Excess Joint Powers  
400 Authority for the Worker's Compensation insurance policy as a covered member of FASIS.

401 Motion Carried: 4-0-1

402 12. Sonoma- Marin Arborists Contract Increase for Roadside Evacuation Routes Projects

403 Staff recommends that the Board approve a \$100,000 increase in the amount of Schedule No.  
404 1 under the MSA with Sonoma-Marin Arborists for roadside evacuation route vegetation



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405 management services under the MWPA program due to an increase in scope and additional  
406 vegetation management services for fuel reduction projects.  
407 Chief Tyler discussed the recommendation to increase the contract with Sonoma-Marine Arborists  
408 by \$100,000. Director Hadfield asked if this is for the contract that ends in June. Chief Tyler said  
409 he will provide him with the information after the meeting.

410 There was no public comment.

411 M/s Goines/Hadfield to approve a \$100,000 increase in the amount of Schedule No. 1 under the  
412 MSA with Sonoma-Marine Arborists for roadside evacuation route vegetation management  
413 services under the MWPA program.

414 Motion Carried: 4-0-1

415 **COMMITTEE REPORTS**

416 Directors may report on committee activities and meetings.

- 417 1. MERA (Director Silverman and Director Hadfield)- President Silverman reported the last  
418 meeting was working on the budget. The next meeting is scheduled for two weeks.
- 419 2. Finance Committee (Directors Davis and Goines)- The Finance Committee has been  
420 working in the FY 23/24 budget. Next meeting is July 18<sup>th</sup>.
- 421 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines discussed  
422 MWPA 5 established goals. They have hired a GIS contractor to handle mapping and  
423 metrics, reducing the heat map. Recently updated an agreement with Firesafe Marin. He  
424 noted that they have a 20M budget, 119 projects, and 17 participating agencies. MWPA  
425 is hiring two positions. The new year will bring a new president and vice president.
- 426 4. Facilities Committee (Silverman and Francisco)- no report

427  
428 **FINANCIAL REPORTS**

429 Informational items for review. No action needed.

- 430 1. Financial Reports, April 2023:
  - 431 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 432 b. Revenues and Expenditures Detail Financial Report
  - 433 c. Vendor Summary Financial Report
  - 434 d. MWPA Revenues and Expenditures
- 435
- 436 2. District Monthly Contracts Information

437  
438 **INFORMATION**

- 439 1. Customer Satisfaction Survey Report, April 2023
- 440 2. MERA Update, May 2023
- 441 3. MWPA Update
- 442 4. Upcoming meetings/events:
  - 443 • Novato Public Safety Employees of the Year Dinner 6/14/23
  - 444 • Regular Board Meeting 7/5/23 at 10:00 am



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- 445                   • Finance Committee Meeting 7/18/23  
446           5. Written Communications- ASM Crayne read a thank you letter from Representative Jared  
447               Huffman for participation at the stakeholder roundtable with Novato community leaders.  
448

449 The Board entered closed session at 12:23 pm.

450

451 **CLOSED SESSION**

- 452           1. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section  
453               54956.9(a), (d.1) (formally initiated)  
454               City of Sanger v. Novato Fire District Case # 20CECG02710

455 The Board returned to open session at 1:10 pm

456 **ADJOURNMENT**

457 There being no further business to conduct, President Silverman adjourned the meeting at 1:10  
458 pm.

459

460 Submitted by,

 '61  
62  
.63

464 Jennifer Crayne, Clerk of the Board



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1 President Silverman called the meeting to order at 10:00 am.

2 **ROLL CALL**

3 Present: President Silverman, Directors Bill Davis, and Shane Francisco

4 Absent: Directors Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Board Clerk Jennifer Crayne, Purchasing Administrator Colleen Walraven

8

9 **OTHERS PRESENT**

10 None.

11 **OPEN TIME FOR PUBLIC EXPRESSION**

12 None.

13 **NEW BUSINESS**

14

15 **1. Vegetation Management Contract Extensions and Increases.**

16 Staff recommends that the Board approve to extend the contract term and increase the contract  
17 amounts for three (3) vegetation management agreements under the MWPA program.

- 18 • Forster Kroeger Landscape Maintenance Inc.
- 19 • Conservation Corps North Bay
- 20 • The Professional Tree Care Company

21 Chief Tyler provided an overview of the need to approve the following MWPA contracts prior to  
22 7/1/23 to avoid delay. He noted that the MWPA was expecting to take over the contracting for  
23 Core Projects by July 1, 2023, however, MWPA requires more time to put their own contracting  
24 procedures in place.

25 There was no public comment.

26 M/s Davis/Francisco to extend the contract term and increase the contract amounts for three (3)  
27 vegetation management agreements under the MWPA program.

28 Motion carried: 3-0-2

29 **2. Sonoma-Marin Arborists, Inc. Contract Term Extension and Increase in Contract**  
30 **Amount in Support of Chipper Days.**

31 Staff recommends that the Board approve a \$100,000 increase in the amount of Schedule No. 2  
32 under the MSA with Sonoma-Marin Arborists, Inc. for chipping services in support of Novato  
33 Chipper Days. Staff also recommends extending the term for another year through June 30,  
34 2024.



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35 Chief Tyler explained the need to increase the contract by \$100,000 to \$220,000 with Sonoma-  
36 Marin Arborists and extend the contract through June 30, 2024. He noted that MWPA  
37 reimburses the District for all costs associated with vegetation management.

38 There was no public comment.

39 M/s Francisco/Silverman to approve a \$100,000 increase in the amount of Schedule No. 2 under  
40 the MSA with Sonoma-Marin Arborists, Inc. for chipping services in support of Novato Chipper  
41 Days and extending the term for another year through June 30, 2024.

42 Motion carried: 3-0-2

43 **3. Hi-Tech Emergency, Vehicle Service, Inc. (“Hi-Tech, EVS”) Contract Renewal for**  
44 **Vehicle Repair, Warranty and Build Services.**

45 Staff recommends that the Board approve to continue to contract with Hi-Tech, EVS as the  
46 single source for engine repair, warranty, and new engine build services for a three-year term at  
47 \$70,000 per year.

48 Chief Tyler noted that Hi-Tech is an authorized repair and warranty facility for Spartan chassis.  
49 The District currently has seven fire engines with Spartan chassis. There is justification for using  
50 Hi-Tech, EVS as the single source for maintenance and repair for the Spartan Chassis and the  
51 body of the fleet. The contract is not to exceed \$70,000 per year.

52 There was no public comment.

53 M/s Davis/Francisco to continue to contract with Hi-Tech, EVS as the single source for engine  
54 repair, warranty, and new engine build services for a three-year term at \$70,000 per year.

55 Motion carried: 3-0-2

56 **4. Valley Power Systems, Inc. Contract for Vehicle Repair and Warranty Services.**

57 Staff recommends that the Board approve to continue to contract with Valley Power Systems as  
58 the single source provider for engine repair and warranty work for a three-year term at \$70,000  
59 per year.

60 Chief Tyler explained that the District’s fire apparatus are equipped with engines, transmissions,  
61 suspensions, running gear, and fire pumps that may require maintenance and repair from a higher  
62 level outside the shop. Valley Power Systems is factory-trained and authorized to repair in our  
63 local area. The contract is not to exceed \$70,000 per year.

64 There was no public comment.

65 M/s Francisco/Davis to continue to contract with Valley Power Systems as the single source  
66 provider for engine repair and warranty work for a three-year term at \$70,000 per year.

67 Motion carried: 3-0-2





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68 **5. Purchase Zoll X-Series Advanced ECG Monitor/Defibrillators**

69 Board approval is requested to purchase fifteen new Zoll X-Series Advanced monitors for our  
70 EMS Division.

71 Chief Tyler provided background on the decision that went into purchasing fifteen ECG  
72 Monitor/Defibrillator from Zoll. He noted that Zoll met all the guidelines and provided a  
73 competitive price. Additionally, the decision needed to be made today to avoid a 40% price  
74 increase. The new monitors are a planned purchase through the Capital Improvement budget.  
75 The per unit cost, with all accessories, the annual service, and the cloud data plan, amounts to  
76 \$38,423.71 each for a total of \$576,355.70. Colleen noted that Zoll is honoring a quote from over  
77 one year ago.

78 There was no public comment.

79 M/s Davis/Francisco to purchase fifteen new Zoll X-Series Advanced monitors for our EMS  
80 Division.

81 Motion carried: 3-0-2

82 **CLOSED SESSION**

83 None.

84

85 **ADJOURNMENT**

86 There being no further business to conduct, President Silverman adjourned the meeting at  
87 10:13 a.m.

88

89 Respectfully Submitted,

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

92 Jennifer Crayne

93 Clerk of the Board



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1 The meeting was called to order by President Silverman at 10:07 a.m. Traffic caused the delayed  
2 arrival of Director Hadfield.

3  
4 **ROLL CALL**

5 Present: President Silverman, Directors Bill Davis, and Mike Hadfield  
6 Absent: Directors Shane Francisco and Bruce Goines

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Board Clerk Jennifer Crayne, Finance Director Joe Valenti, Admin  
10 Assistant Kelley Penney, Senior Accountant Brooke Kerrigan, Deputy Chief Dicochea, Acting  
11 Fire Marshall Lynne Osgood, Captain Dan Peters, B/C Mesenburg, B/C Freedman, and IT  
12 Manager Azar Mashintchian.

13  
14 **OTHERS PRESENT**

15 District Counsel Riley Hurd, Bruce Bartel, and Rebecca Suggs

16  
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19  
20 **AGENDA ADJUSTMENTS**

21 None.

22  
23 **PRESENTATION**

24 *BURNED: Protecting the Protectors- PFAS in Firefighter Turnout Gear.* Captain Dan Peters to  
25 present information.

26 A Joint Statement Regarding PFAS in Fire Fighter Turnout Gear from International Association  
27 of Fire Fighters (IAFF) and Metropolitan Fire Chiefs Association (Metro Chiefs) was presented  
28 at the meeting and will be attached to the meeting minutes.

29 Chief Tyler explained to the Board that recently there was a presentation made by Local 1775 to  
30 all the fire chiefs in Marin County. The discussion centered around cancer, cancer prevention,  
31 and the concern about forever chemicals (PFAS) found in high quantities in turnout protective  
32 gear. He noted that this is one of the key objectives for agencies to provide awareness, training,  
33 develop policies, and funding to limit exposure to these cancer-causing chemicals.

34 Captain Dan Peters sits on the NFD Safety Committee and is the representative from Local 1775  
35 for cancer information. He noted the intention is for all firefighters to see this information and  
36 increase their awareness of these cancer-causing chemicals. He reviewed handouts discussing the  
37 effects of chemicals on health and noted important statistics. Captain Peters presented a  
38 documentary titled *BURNED: Protecting the Protectors- PFAS in Firefighter Turnout Gear.* A  
39 lengthy discussion ensued as to how Novato Fire plans to move forward with policies and  
40 practices to limit/reduce exposure to PFAS and increased cancer screenings.



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41 There was no public comment.

42

43 **ASSOCIATION PRESIDENTS' REPORT**

44 None.

45

46 **DIRECTOR MATTERS**

47 President Silverman noted that he enjoyed the Fourth of July parade and seeing Novato Fire  
48 Explorers participating and passing out hats and badges to children.

49

50 **CHIEF'S REPORT**

51

52 **July 2023 Calendar Items:**

- 53 • July 4th Holiday Parade and Office Closed
- 54 • July 5th Monthly BOD Meeting
- 55 • July 5th Fire Chief Admin Assistant Interviews
- 56 • July 11th Six (6) additional Reserves start process (Including Kyle Nichols)
- 57 • July 11th Finance/HR/ASM Meeting
- 58 • July 18th Finance Committee Meeting (2:00 pm?)
- 59 • July 24th – 25th FDAC Leadership Training—Mill Valley
- 60 • July 25th – 29th Fire Squirts Camp with Sat 29th Muster/Awards/Lunch

61

62 **Administrative Items:**

- 63 • Gerald McCarthy's contract is complete. His last day was Thursday June 29<sup>th</sup>.
- 64 • John Dicochea started his new position as Deputy Chief on July 1st.
- 65 • Lauren Galli started her new position as Prevention Specialist on July 1st. She is  
66 currently on vacation, returning to the office Monday July 10th.
- 67 • Lynne Osgood has been appointed to the Acting Fire Marshal role on July 1st. It is  
68 anticipated that she will remain in that capacity for a few months while we complete the  
69 B/C interviews and establish a list. We will then announce a Fire Marshal/Prevention  
70 Chief assessment process, which could take another 60 days or more to complete.
- 71 • **B/C of Organizational Resources:** Chief Dicochea is preparing an updated draft B/C of  
72 Organizational Resources position description to share with the Chief Officers group for  
73 comment and to initiate pay and benefits negotiations as identified in the current MOU.  
74 This will be accomplished as a side letter and is anticipated to be done similarly to the  
75 training captain position, for a predetermined amount of time, then made permanent if  
76 funding permits and organizational need persists.
- 77 • **New Budget Items:** I have directed Joe to add a Recruitment and Retention (R&R) and a  
78 Cancer Prevention & Mitigation (CPM) line items to the final budgets before the BOD  
79 reviews and approves in August. The anticipated amounts may be approximately \$100K



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80 to the R&R, and \$250K to the CPM coming from unassigned funds. We are in the  
81 process of determining potential costs for these items.

- 82 • **Building Facility Committee Meeting:** Jenn is gathering availability from committee  
83 members for our next Facilities Meeting. It is anticipated that it will be held the week of  
84 July 17th to the 21st or on July 26th, 27th, or 28th. We will discuss update on Station 61  
85 remediation work, Training Facility Classrooms, Generators, Admin remodel, Contract  
86 Scope of study to extend the sewer line to Station 62 and the vacant lot, and the proposed  
87 B/C of Organizational Resources position.
- 88 • **New Hire Candidates Firefighter Paramedics:** We currently have two vacancies and  
89 two FF/PM on light duty who are likely not going to return (side letter allows for those  
90 positions to be filled) for a total of four (4) positions to immediately fill. We currently  
91 have four FF/PM in the background process. We have an additional candidate that is on  
92 hold for medical clearance (shoulder surgery), for a total of 5 in the process. In addition,  
93 we have one reserve who we anticipate will be ready to be in a future academy soon.

94 **OPS: Interim D/C Gerald McCarthy**

- 95 • The Vegetation Drought Response Index (VegDRI) remains unusually moist to normal.
- 96 • Fire Indices: Energy Release Component, 10-hour Fuel Model (Y) and 1000 Hour Fuel  
97 Moisture (Y) are at “normal” levels for this time of the year.
- 98 • Local Fires: Vegetation fire to the rear of 85 Birchwood, .82 acres.
- 99 • Total incident this past seven days: 155
- 100 • Fires: Rubbish fire on Hill Road
- 101 • EMS Calls for service: 91
- 102 • Vehicle Accidents: 11
- 103 • Incidents with known Covid positive: None reported. Of note, skilled nursing facilities  
104 within the fire district report Covid-19 outbreaks within their facilities.
- 105 • Incidents involving the unhoused: Four.
- 106 • Miscellaneous Calls for service: 46 (unfounded Fire / CO2 alarms, public assistance,  
107 invalid assistance etc.
- 108 • Atypical Calls: None reported.
- 109 • Current Rainfall: The district received 24.00 inches of rain so far this year. By way of  
110 comparison, the district received 9.63 inches in all of 2022.

111 National Weather Service: Weather outlook from July to September calls heating towards the  
112 end of this week and hotter temperatures anomalies as the summer progresses. There is a ninety  
113 percent likelihood of an El Nino developing by July. This means tropical disturbances typically  
114 associated with an El Nino pattern could lead to increased lightning and thunderstorm activity.  
115 Watch for cloud-to-ground lightning to develop in August. This could be a dangerous time.  
116 Across the fire district dense grass crops have developed. This fuel model started drying and will  
117 continue to dry out which may lead to an increased occurrence of initial attack fires. Due to the



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118 late rainy season, larger vegetation located in our hills continue to experience above normal  
119 growth into the early summer months.

120 **Training: B/C Mesenburg**

- 121 • Helping reserve FF cadre produce Bio's and RAL guidelines to help crews
- 122 • Interviewed retired MRN BC Tim Thompson regarding the 70 Fire entrapment
- 123 • Completed Block 4 Training Plan, all MBO entries, all scheduling
- 124 • Met with Hamilton and C60 regarding Reserve sponsorships, working on draft language

125 **Training Captain: Adam Black**

- 126 • Installed electric lock on new classroom
- 127 • Ordered supplies and furnishings for new classroom

128 **EMS Divisions: B/C Barrett Smith** – Out of the office through 7/24

- 129 • Completed 2 Day NIMS Liaison Officer Class – El Dorado Hills Fire
- 130 • Stretch Lab, 25 min session. FF/PM Scott also attended. Positive experience for both
- 131 Nicole and I are working to develop a draft plan to make sessions available to our
- 132 members, if approved.
- 133 • Collaborating with vendors to develop plan for new equipment, budget 23/24

134 **Prevention Division: B/C John Dicochea**

- 135 • Deputy Chief and separation training with Chief McCarthy, including a tour of the North
- 136 end of the district (Cooley Ranch)
- 137 • Meeting with Acting Fire Marshal Lynne Osgood and discussed a transition plan.
- 138 • Meeting with the City of Novato regarding caretaker agreement for employee housing
- 139 • Completed 32 plan reviews.
- 140 • Coordinated nesting bird surveys ahead of vegetation work with Sequoia biologist.
- 141 • Reviewed priority areas for broom mapping with Sequoia biologist
- 142 • Met with the vegetation managers from other fire agencies in Marin County
- 143 • Presented summary of projects in FY22-23 during webinar for Firesafe Marin
- 144 • Completed Encroachment Permit application for work in Pacheco Creek
- 145 • Began MCOSED RTE document for GNSFB implementation.
- 146 • Field Review of GNSFB project sites
- 147 • Managed F&K crews at Novato RV Park, 87 Santa Maria Drive, Willow to Lea Courts,
- 148 and Cheda Knolls
- 149 • Managed Pro Tree Care at the Hamilton Woods apartment complex
- 150 • Checked on Star Creek Farm goats at Marin Valley
- 151 • Met with the Vegetation Managers from other Marin County fire agencies.
- 152 • Compiled list of homeowners we need to contact for ROE's in Wild Horse Valley,
- 153 Verissimo Hills, and Marin Highlands



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- 154       • Contacted HOA's and Fire Wise communities in WHV, VH, and MH with a GNSFB 8/1  
155       start announcement.  
156       • Conducted field review of the NW Country Club neighborhood (St. Andrews Dr. to  
157       Fairway)

158       **Facilities: John Dicochea for Kyle Dague:**

- 159       • Meeting with insurance adjuster for mold mitigation at station 61

160       **Fleet: Chief Whittet:**

- 161       • U3- OOS Valley Power Engine is installed and being evaluated for any leaks; they are  
162       going to schedule pump test possibly next week.  
163       • All other units in service.

164

165       **CONSENT CALENDAR ITEMS**

- 166       1. Minutes of Special Finance Committee Meeting 5/23/23  
167       2. Minutes of Regular Board Meeting 6/7/23  
168       3. 2020-2025 MOU Between Novato Fire Protection District and Novato Fire Chief  
169       Officers Association.  
170       4. Ambulance Fee Debt Write Off Due to Hardship  
171       Board approval is requested to approve a write-off of the designated ambulance billing  
172       accounts.  
173           ➤ F23006927     \$1,040.20  
174           ➤ F23013409     \$1,029.51  
175

176       There was no public comment.

177       M/s Hadfield/Davis to approve Consent Calendar items 1-4.

178       Motion carried 3-0-2.

179

180       **NEW BUSINESS**

181       1. Bank Signature Card Updates

182       Board approval is requested to accept Staff's recommendation to make the following revisions to  
183       the bank signature cards and direct the Finance Director to revise the necessary documents.

184

185       Chief Tyler discussed the need to update the bank signature cards for Bank of Marin Merchant  
186       account and Bank of Marin Workers Comp account and asked the Board to direct the Finance  
187       Director to make those revisions.

188

189       There was no public comment.

190       M/s Davis/Hadfield to approve revisions to the bank signature cards and direct the Finance

191       Director to revise the necessary documents.

192       Motion carried 3-0-2.

193





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194 2. Resolution 2023-16 a Resolution of the Novato Fire Protection District Ratifying the  
195 Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist  
196 Phoebe Marshall.

197 Board approval is requested to adopt Resolution 2023-16 approving the Employment Agreement  
198 of Wildfire Mitigation Specialist Phoebe Marshall.

199  
200 Chief Tyler noted that Phoebe Marshall started out as an Explorer with Novato Fire. She is well  
201 qualified for the Wildfire Mitigation Specialist position. With approval, she would join the WMS  
202 team effective 7/16/23.

203  
204 There was no public comment.

205 M/s Hadfield/Silverman to adopt Resolution 2023-16 approving the Employment Agreement of  
206 Wildfire Mitigation Specialist Phoebe Marshall.

207 **Roll Call Vote:**

208 Ayes: Davis, Hadfield, Silverman

209 Noes: None

210 Absent: Goines, Francisco

211 Abstain: None

212 Motion carried: 3-0-2

213

214 3. Purchase of New High Band Portable Radios

215 Board approval is requested for the purchase of upgraded high band portable radios in order to  
216 ensure that our communications equipment is employing the latest technology and that there is  
217 support for these radios on a daily basis and while on large scale incidents.

218  
219 Chief Tyler explained that the new high band portable radios will ensure that our  
220 communications equipment has the latest technology and has sufficient support on a day-to-day  
221 basis while on large scale incidents. He noted the Bendix King radios are being phased out and  
222 will no longer be supported. B/C Freedman provided additional information supporting the need  
223 to purchase new radios.

224

225 There was no public comment.

226 M/s Davis/Hadfield to new high band portable radios.

227 Motion carried 3-0-2.

228

229 **COMMITTEE REPORTS**

230 Directors may report on committee activities and meetings.



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- 231 1. MERA (Director Silverman and Director Hadfield)- President Silverman reported that  
232 things are moving rapidly with nine sites completed. Fire station alerting is being tested.  
233 The new dispatch center is beginning to take shape with MERA looking at different  
234 consoles.  
235 2. Finance Committee (Directors Davis and Goines)- Director Davis reported that there is a  
236 meeting later this month in preparation for the final budget.  
237 3. Marin Wildfire Prevention Authority Board (Director Goines)- Chief Tyler noted that  
238 MWPA passed their budget  
239 4. Facilities Committee (Silverman and Francisco)- President Silverman noted that they are  
240 scheduling a meeting for the end of this month.  
241

242 **FINANCIAL REPORTS**

243 Informational items for review. No action required.

- 244 1. Financial Reports, May 2023:  
245 a. Revenues, Expenditures and Changes in Fund Balance Financial Report  
246 b. Revenues and Expenditures Detail Financial Report  
247 c. Vendor Summary Financial Report  
248 d. MWPA Revenues and Expenditures  
249  
250 2. District Monthly Contracts Information  
251

252 **INFORMATION**

- 253 1. Customer Satisfaction Survey Report, May 2023  
254 2. MERA Update, May 2023  
255 3. MWPA Update  
256 4. Upcoming meetings/events:  
257 • Finance Committee Meeting 7/18/23  
258 • Next Regular Board Meeting 8/2/23 at 10:00 am  
259 5. Written Communications  
260

261 The Board entered closed session at 11:41 am.  
262

263 **CLOSED SESSION**

- 264 1. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section  
265 54956.9(a), (d.1) (formally initiated)  
266 City of Sanger v. Novato Fire District Case # 20CECG02710

267 The Board returned to open session at 12:34 pm. There was no reportable action taken.

268 **ADJOURNMENT**

269 There being no further business to conduct, President Silverman adjourned the meeting at 12:34  
270 pm.  
271

272 Submitted by,



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*Jennifer Crayne* 273  
274  
275

276 Jennifer Crayne, Clerk of the Board

277

278

279 Attachment- A Joint Statement Regarding PFAS in Fire Fighter Turnout Gear and additional  
280 informational handouts



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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, Shane Francisco, and Bruce  
5 Goines

6 Absent: None

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Board Clerk Jennifer Crayne, Finance Director Joe Valenti, Admin  
10 Assistant Kelley Penney, Senior Accountant Brooke Kerrigan, Acting Fire Marshall Lynne  
11 Osgood, B/C Mesenburg, B/C Freedman, Contracts/Purchasing Administrator Colleen Walraven,  
12 and EMS Billing Analyst Shannon Wager.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 None.

25

26 **DIRECTOR MATTERS**

27 Director Davis reported he attended Fire Squirts Camp Graduation on Saturday. He feels it is an  
28 amazing and wonderful experience for the kids and he recognized all the hard work that others  
29 put into the camp to make it successful.

30 Director Francisco also noted the success of Fire Squirts Camp. His daughters attended the camp  
31 and loved it and learned a lot.

32 Director Hadfield commented that he appreciated the visit to the tower and being part of the job  
33 offer. He noted this was very moving and brought back a lot of good memories. He also  
34 commented that he appreciated the walk around of the helicopter.

35 President Silverman concurred with all other Director comments and added that he enjoyed the  
36 FDAC training hosted at Southern Marin Fire.

37 Director Goines commented that he has returned from his travels. He learned a lot of useful  
38 information from the FDAC conference.

39

40 **CHIEF'S REPORT**

41 **Calendar Items:**

- 42     ▪ August 1<sup>st</sup> National Night Out - See Marin IJ article
- 43     ▪ Aug 2<sup>nd</sup> Mike Howard Last Day Rowland Blvd Overpass Salute at 1:00 pm



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- 44     ▪ August 2<sup>nd</sup> Cancer Prevention and Mitigation Committee Meeting 1:30 pm
- 45     ▪ August 3<sup>rd</sup> Fire Dispatch Meeting - All Fire Chiefs across Marin to meet Thursday 10am
- 46     at OEM
- 47     ▪ Aug 7<sup>th</sup> Valley Memorial Vegetation managers discussion at 4:00 pm
- 48     ▪ Aug 8<sup>th</sup> Finance/ASM/HR/IT Joint Staff Meeting 2:00 pm
- 49     ▪ Aug 19<sup>th</sup> Sidewalk CPR - Vintage shopping Center in front of the Target Store 10am to 2
- 50     pm
- 51     ▪ Aug 24<sup>th</sup> Novato Unified School District - Back to School Night
- 52     ▪ End of Aug - HR Open Enrollment Materials distributed for September Open period
- 53
- 54     • Fire Season Outlook and Wildfire Prevention and Mitigation overview to Novato City
- 55     Council: July to October 2023 North OPS Highlights: Northern Operations Predictive
- 56     Services
- 57     ▪ July should serve as the transition month, where the cooler/semi-moist weather
- 58     observed during June trends towards the expected warmer pattern during August
- 59     through October.
- 60     ▪ Lightning & outflow winds are expected to be a more dominant critical fire growth
- 61     pattern compared to widespread gusty dry wind events (offshore or onshore) through
- 62     September.
- 63     ▪ Flammable alignments between live & dead fuels should start to come into play
- 64     during August & September with a return to drought possible across the far north.
- 65     ▪ 2023 is another abundant grass year with cured fuels driving large fire activity during
- 66     July across the lowlands.
- 67     ▪ Significant Fire Potential is Near to Below Normal July then Normal August through
- 68     October
- 69
- 70     • Helicopter Orientation: Additional Friendly Reminder!! Monday Night following our
- 71     FDAC Class, an exclusive use helicopter (Blackhawk UH60) at Gness Field (Novato).
- 72     The helicopter has an interior tank with an 850gal capacity. It will be at Gness Field
- 73     available for an initial attack for Marin and the greater region. This aircraft will be
- 74     dispatched to all medium and higher dispatch levels in the SRA and FRA. We will have a
- 75     Helicopter Manager assigned to the aircraft daily ensuring safety and communications are
- 76     prioritized. The biggest difference between this and other aircraft is how quickly this
- 77     helicopter may be at scene and ensuring our IC is monitoring CDF A/G. The helicopter
- 78     does not have MERA capabilities. They will be dispatched/respond on Marin Local. The
- 79     helicopter will likely be the first on-scene aircraft and will go direct to the IC. The call
- 80     sign is 6pg or verbalized "Six-Papa-Golf". The helicopter will be available daily from
- 81     1000hrs to tanker cut off which is about 15min prior to sunset today until October 31st.
- 82



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- 122
- Updated Covid Prevention Plan and request to rescind two NPFA side letters. Since the Marin County Public Health Officer chose to rescind the orders regarding vaccination testing and booster mandates. Given that the county mandate underlying this agreement is no longer in effect, we believe the side letter agreements are now effectively moot and no longer required. A draft of the OSHA complaint updated Covid-19 Prevention Plan has been shared with the NPFA for comment and action.
  - Cancer Prevention Program: Screening, reducing exposures, education - policy changes, new equipment tool extractors, clean cab, clean stations.
  - Facilities Committee Meeting summary: 1. NFD Generator Installs 2. Station 61 Mold Remediation Update 3. Station 62 Sewer Line Extension Scope 4. B/C Organizational Resources 5. City Owned Properties- Caretaker Agreements 6. Standing Committee vs Ad Hoc Committee and Member Review
  - New Position: B/C Organizational Resources - Draft position process, then to be filled for a 4-year trial, similar to the Training Captain position. The focus will be on supervising facilities Capital Improvements, purchasing, communications - Radios & TC, Fleet (Mechanics)
  - We have completed our draft recommended responses to the recent Grand Jury Report regarding ADUs. We will prepare the formal response and share then with the board at the September Monthly BOD meeting.
  - Completed two-day FDAC Leadership training and received a Certificate of Achievement (COA) along with D/C Dicochea, ASM Jenn Crayne 4 of 5 NFD directors.
  - Fire squirts 2023 Awesome job!!! Three directors attended LJ Silverman, Bill Davis, and Shane Francisco.
  - Ranger Program - On boarding with NFD and vehicle set up; Met with BC Freedman and toured NFD stations and administration building. Met with BC Mesenburg and reviewed training plan and needs. Meeting with Acting Fire Marshal Osgood and Vegetation Manager Mike Swezy to discuss the goals and objectives of the program, fire investigations, project work, location of known homeless encampments, etc.
    - Multiple Foot Patrols were conducted in the open space adjacent to the bike path between S Novato Blvd and 500 Redwood Blvd. Multiple abandoned encampments located and one possibly occupied encampment.
    - Foot patrol was conducted in the open space between Vintage Way and Hanna Ranch Rd. One abandoned encampment was located.
    - Foot patrol was conducted on the SMART Trail between Hanna Ranch Rd and Hamilton Drive. One abandoned encampment was located.
    - Foot patrol was conducted in the open space adjacent to the Novato Creek east of Rowland Way (38.09595, -122.55884).
    - Foot patrol was conducted in the open space adjacent to the bike path between S Novato Blvd and 500 Redwood Blvd. A large encampment was located.





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- 123                    Approximately five makeshift structures made of miscellaneous pieces of wood,  
124                    cardboard, tarps, and other similar materials. One occupant was contacted and  
125                    identified.
- 126                    ■ Foot patrol was conducted in the open space adjacent to the bike path between S  
127                    Novato Blvd and 500 Redwood Blvd. A second occupant was contacted and  
128                    identified.
  - 129                    ■ Foot patrol was conducted in the open space between 500 Redwood Blvd and Entrada  
130                    Drive. Multiple abandoned encampments located, and two active encampments  
131                    located. No occupants were contacted.
  - 132                    ■ Foot patrol was conducted in the open space located behind the Hamilton Skate Park  
133                    (1200 Hamilton Pkwy, Novato, CA 94949). Twelve occupied encampments and  
134                    approximately ten people contacted.
  - 135                    ■ Meeting with Encampment Coordination
- 136
- 137                    ● New hire Academy is set to begin Aug 16<sup>th</sup> with 4 new FF/PM starting the program.
  - 138                    ● Reserve Program Policy Updates: Worked with Erich Mesenburg and Ryan Hamilton on  
139                    program enhancements to help expedite and better support our NFD Reserves to get them  
140                    ready for hire at NFD. This includes, but is not limited to, full backgrounds when  
141                    entering the program and providing scholarships to help complete paramedic programs  
142                    and complete fire academy completions.
  - 143                    ● Greater Novato Shaded Fuel Break implementation has begun. 8/1 was the kickoff  
144                    meeting and in person training with crews - starting in Pacheco Valley, Verissimo,  
145                    Wildhorse Valley.
  - 146                    ● *Golden State Women in the Fire Service: HERo Girls Fire Camp.* Golden State WFS  
147                    HERo Girls Fire Camp empowers young women through hands-on firefighting skills in  
148                    the form of a two-day camp taught by professional women firefighters. Women  
149                    Representatives from Marin Fire Agencies, in partnership with Golden State Women in  
150                    the Fire Service, are proposing to bring the first annual female fire camp to Marin County  
151                    this Fall. This two-day camp called “HERo Girls Fire Camp,” will serve as a hands-on  
152                    introductory experience into the world of the fire service for girls ages 14-18. The camp,  
153                    instructed by Golden State Women in the Fire Service, volunteers, and other female fire  
154                    service professionals throughout our County, encourages and empowers girls to learn  
155                    skills associated with the fire service, such as emergency medical services, extrication,  
156                    ventilation, ladders, hose streams, and other essential skills. Held at Novato Fire’s  
157                    training tower on October 7<sup>th</sup> and 8<sup>th</sup> at Station 62, these young women will get to learn  
158                    from other females in the fire service and have the chance to prove to themselves that  
159                    they, too, can become a firefighter.
- 160                    Our goal is to raise \$30,000 to provide this camp to 50 girls throughout Marin County  
161                    and neighboring counties at no cost. The cost for each camper to attend is approximately



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162 \$600. This camp seeks to open doors for these girls that they may not have found  
163 otherwise; and would not be possible without your generosity and support.  
164 *About Us: Golden State WFS is a group of professional women firefighters dedicated to*  
165 *providing support, education, and mentorship while inspiring growth, instilling*  
166 *confidence, and fostering leadership qualities in fellow women. Their mission is to*  
167 *support and encourage women in the fire service and introduce young women to non-*  
168 *traditional career opportunities*  
169 • CFO Designation Renewal: Career Development—I was approved for the Center for  
170 Public Safety Excellence for my Chief Fire Officer (CFO) designation renewal.

171 There was no public comment.

172 **CONSENT CALENDAR ITEMS**

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

- 175 1. Minutes of Special Board Meeting 6/30/23
- 176 2. Minutes of Regular Board Meeting 7/5/23
- 177 3. Bad Debt Write Off- Uncollectible Novato Ambulance Billing Accounts  
178 Board approval of staff's recommendation to write off the designated multi-year  
179 uncollectible ambulance billing accounts totaling \$60,784.85.
- 180 4. Director Travel to Fire Shows West Conference September 18-20, 2023, in Reno,  
181 Nevada.  
182 The Board is requested to review and approve travel to the Fire Shows West Conference  
183 for President Silverman.

184  
185 Director Hadfield requested to have Consent Calendar item 2 pulled for a minor correction to the  
186 July 5<sup>th</sup> meeting minutes. ASM Crayne noted the necessary correction on line 98, changing the  
187 word read to rear.

188  
189 There was no public comment.

190  
191 M/s Hadfield/Goines to approve Consent Calendar items 1-4 incorporating the correction to the  
192 7/5/23 meeting minutes.  
193 Motion carried 5-0-0

194  
195 **NEW BUSINESS**

196 **1. Adoption of the Annual Budget for Fiscal Year 2023/2024**

197 Board approval is requested to accept the Finance Committee's recommendation to adopt the  
198 Annual Budget for Fiscal Year 2023/2024.



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199 Finance Director Joe Valenti presented the final budget for FY 23/24 highlighting any updates or  
200 revisions to revenues or expenses for budget items that were not available during the preliminary  
201 budget adoption period. The financial impacts were as follows.

- 202 • Total revenue increased by \$1,677,910 after county growth estimates came in at 5.65%  
203 (original estimate 4.27%)
- 204 • Health insurance premiums increase of 10.5% or \$135,500
- 205 • Employee Service and Recognition increased by \$350,000 to provide for expenses related  
206 to recruitment and retention and cancer prevention and mitigation.
- 207 • Capital expenditures decreased by \$30,000 due to the removal of VOIP routers included  
208 in the Marin IT contract

209  
210 There was no public comment.

211  
212 M/s Hadfield/Francisco to accept the Finance Committee's recommendation to adopt the Annual  
213 Budget for Fiscal Year 2023/2024.

214 Motion carried 5-0-0

215

216 **2. Independent Accountant's Report on Applying Agreed Upon Procedures to Certain**  
217 **Disbursements Made During Calendar Year Ended December 31, 2022**

218 Board to consider Staff's recommendation to accept the Independent Accountant's Report of  
219 Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year  
220 Ended December 31, 2022.

221 Finance Director Joe Valenti explained that this audit is conducted annually to test whether  
222 purchases and credit card transactions were compliant with District policies and procedures  
223 during the calendar year 2022. He noted there were three exceptions on credit card transactions-  
224 two for not providing backup (receipts) for purchases and one for the purchaser not providing a  
225 description of what the purchase was for. The testing was based on a 3% sample of 1,237 credit  
226 card transactions or 37 samples.

227 Chief Tyler commented that they do not believe there is anything nefarious happening with  
228 credit card purchases and incidents are isolated. He added that changes have been made,  
229 including improved communication and enforcement from Admin Assistant Kelley Penney.

230 Director Hadfield expressed concern that 8% of the 3% test showed findings but feels confident  
231 knowing changes have been made and transactions are being closely monitored.

232 There was no public comment.

233

234 M/s Francisco/Davis to accept the Independent Accountant's Report of Applying Agreed Upon  
235 Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2022.

236 Motion carried 5-0-0



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237 **3. Independent Accountant’s Report on Applying Agreed Upon Procedures to Ambulance**  
238 **Billings During the Calendar Year 2022**

239 Board to consider Staff’s recommendation to accept the Independent Accountant’s Report of  
240 Applying Agreed Upon Procedures to Ambulance Billings and Related Revenue Collection  
241 Cycle During Calendar Year 2022.

242 FD Valenti explained this annual audit tests the internal control environment over the District’s  
243 ambulance billing and revenue collection. He noted that of 4,415 claims, 132 were tested and  
244 there were no findings to report. FD Valenti commended EMS Billing Analyst Shannon Wager  
245 for her diligence keeping the District in compliance.

246  
247 There was no public comment.

248  
249 M/s Davis/Goines to accept the Independent Accountant’s Report of Applying Agreed Upon  
250 Procedures to Ambulance Billings and Related Revenue Collection Cycle During Calendar Year  
251 2022.

252 Motion carried 4-0-1 *Director Francisco left the meeting for a brief moment*

253  
254 **4. Package Insurance Policy Renewal**

255 Board approval is requested to accept Staff’s recommendation to purchase a package insurance  
256 policy (“Package Policy”) from VFIS through the District’s insurance broker Arthur J. Gallagher  
257 Risk Management Services, LLC (“Gallagher”) for the period beginning September 1, 2023,  
258 through August 31, 2024.

259 Chief Tyler reviewed the insurance policy package from VFIS through the District’s insurance  
260 broker Arthur J. Gallagher Risk Management Services. He noted that rates have increased by  
261 8.6% over last year and 16.6% for Pollution Liability. The total cost for the package is \$181,988  
262 for 2023/24.

263  
264 There was no public comment.

265  
266 M/s Hadfield/Francisco to accept Staff’s recommendation to purchase a package insurance  
267 policy (“Package Policy”) from VFIS through the District’s insurance broker Arthur J. Gallagher  
268 Risk Management Services, LLC (“Gallagher”) for the period beginning September 1, 2023,  
269 through August 31, 2024.

270 Motion carried 5-0-0

271  
272 **COMMITTEE REPORTS**

273 Directors may report on committee activities and meetings

274 **1. MERA** (Director Silverman and Director Hadfield)- President Silverman reported that  
275 MERA will have a special meeting in the next couple weeks to approve their liability  
276 insurance. He noted that things are progressing rapidly. The MERA report is included in  
277 the Board packet.



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- 2. Finance Committee (Directors Davis and Goines)- Director Davis noted all the hard work that staff put into preparing and presenting the annual budget. Now that the budget has been approved, the Finance Committee will quiet down a bit. The next meeting will be in October.
3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported that MWPA took a break in July. The Executive Committee will meet this Thursday.
4. Facilities Committee (Silverman and Francisco)- No report

FINANCIAL REPORTS

Informational items for review. No action required.

- 1. Financial Reports, June 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

- 1. Customer Satisfaction Survey Report, June 2023
2. MERA Update, July 2023
3. MWPA Q4 Work Plan Impact Report
4. Upcoming meetings/events:
• Next Regular Board Meeting 9/6/23 at 10:00 am
5. Written Communications

The Board entered Closed Session at 11:16 am.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)

Ken Forkes v. Novato Fire District State Case #WC-CM-948405

The Board returned to open session at 11:49 am. There was no reportable action taken.

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 11:49 am.

Respectfully Submitted,

Jennifer Crayne signature and dates 16, 17, 18

Jennifer Crayne, Clerk of the Board



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320  
321





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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, Finance

9 Director Joe Valenti, Admin Assistant Kelley Penney, Senior Accountant Brooke Kerrigan, IT

10 Manager Azar Mashintchian, Fire Prevention Specialist Lauren Galli, and EMS Billing Analyst  
11 Shannon Wager.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, Bruce Bartel

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **AGENDA ADJUSTMENTS**

20 Chief Tyler requested to pull item 6 from the agenda.

21

22 **ASSOCIATION PRESIDENTS' REPORT**

23 NSAS President, Lauren Galli addressed the Board reporting that Grace Walraven has been hired

24 fulltime as the Administrative Assistant. She also noted that NSAS is looking forward to

25 working with Chief Tyler and HR to develop the hybrid work from home policy for Admin staff

26 as this will be an added benefit that helps create work and home life balance.

27

28 **DIRECTOR MATTERS**

29 Director Davis reported that on August 25<sup>th</sup> he had attended a presentation in Petaluma where

30 former Novato Fire Chief Mark Heine discussed what is happening with the Sonoma County Fire

31 District and all that has happened subsequently after the Tubbs Fire. He discussed the

32 consolidation of fire districts, the loss of revenues and how that was managed, and work that has

33 been done on evacuation routes. Director Davis also reported that on August 27<sup>th</sup>, he listened to a

34 webcast through the MWPA titled, "*Maui, a Warning for Marin*". He recommended that

35 everyone try to listen to that presentation as it is quite powerful. Director Davis also noted that

36 on August 29<sup>th</sup>, he listened to the Marin Economic Briefing by Robert Eyler discussing the

37 economic forecast for Marin- slow growth, lingering inflation, and shortage of labor.

38

39 Director Hadfield wished to express his gratitude to the crews on duty who responded to a

40 medical aid for a family member. He thanked them for their professionalism and quick response

41 and said they are truly the best. He also noted that he is proud to be associated with this District.

42



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43 Director Goines discussed a field tour he had attended to review proposed work on Eucalyptus  
44 tree removal on acreage between San Rafael and San Anselmo cemetery. Approximately 50  
45 people attended the field tour.

46  
47 **CHIEF'S REPORT**

48 **Calendar Items:**

- 49 • Sept 5<sup>th</sup> Chamber of Commerce Government Affairs Committee Meeting
- 50 • Sept 6<sup>th</sup> NFD Hosted Chamber of Commerce Leadership Program
- 51 • Sept 6<sup>th</sup> Sept Monthly BOD Meeting
- 52 • Sept 7<sup>th</sup> County wide Behavioral Health Management/Labor Meeting
- 53 • Sept 8<sup>th</sup> B/C Interviews: Completed
- 54 • Sept 8<sup>th</sup> United Policy Holders UP to Good 2023 Event, Buena Vista Winery
- 55 • Sept. 11<sup>th</sup> 0655 hrs. 9/11 Remembrance ring down—All Fire Stations
- 56 • Sept 12<sup>th</sup> NFD Cancer Prevention Committee, 3 pm
- 57 • Oct 7/8<sup>th</sup> Girls Fire Camp, NFD host at station 62
- 58 • Oct 15<sup>th</sup> Open House – All Stations
- 59 • Oct 15<sup>th</sup> Pancake Breakfast at Station 62
- 60 • Oct 17-19<sup>th</sup> Cal Chiefs Conference in Ontario, Ca.
- 61 • Oct 24<sup>th</sup> Finance Committee
- 62 • Oct 29<sup>th</sup> Steven Rucker Remembrance

63 • **Administrative Items:**

64 **Strategic Plan Update:** I was in discussion this week with a facilitator to help us update  
65 our next Strategic Plan. I anticipate completing the scope of the process and getting into  
66 contract this month. We can then work on the date and logistics for completing a draft  
67 plan that will be circulated and brought back to the BOD for acceptance. My plan is to  
68 include employees from all ranks and functional areas of the district and will include at  
69 least two board directors.

70 **Marin Fire Chief's Huddle:** I am working on establishing a fire chiefs' huddle session  
71 before the end of the year on important long-range lines of effort to further unify the  
72 Marin Fire Service.

73 **Fire Dispatch Funding Update:** NFD legal counsel Peter Spoerl has conducted a  
74 preliminary overview of Prop 172 funding and reviewed the Proposition, the statutes, the  
75 legislative history, and Marin County's budget documents. He concludes that while there  
76 is nothing that would prohibit the County from distributing non-dedicated Prop 172  
77 funding to the District, *the District does not enjoy any "legal right" to a portion of the*  
78 *proceeds, and there is nothing under the allocation formula that mandates or requires the*  
79 *County to distribute any particular percentage of the excess funds to fire districts*  
80 *generally or NFPD specifically.* The specific language in the code refers only to  
81 "counties" and "cities," with no reference to fire protection districts or special districts.



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82 Subsection 30055(f) provides that all monies not allocated to Cities according to the net  
83 ERAF losses "shall be distributed to the County."

84 Further, his review suggests that the majority of counties do not allocate Prop 172 funds  
85 for fire protection districts unless the ERAF shift resulted in a demonstrable loss of direct  
86 state funding to a fire protection district within jurisdictional county boundaries at the  
87 time Prop 172 was implemented (*We can demonstrate this loss*). He reviewed several  
88 position papers and online arguments reasoning that since fire protection districts were  
89 almost entirely insulated from the ERAF shift, they should not receive Prop 172 funds.  
90 This position is shifting, however. According to a 2022 report of the Yolo County  
91 LAFCO, 43 of 58 California Counties now provide at least some measure of Prop 172  
92 funding to fire protection districts. Peter thinks we have a good argument to make to ask  
93 the Marin County Supervisors to fund the one-time costs of the fire dispatch project from  
94 prop 172 monies. I have directed Peter to draft a letter and to provide it to me next week.

95 **MWPA Evacuation/Ingress/Egress Data Review:** MWPA and Sonoma Technology  
96 have produced Evacuation Difficulty maps for Marin County. These maps provide an  
97 overview of the Evacuation Risk based on current conditions and data. This is the start of  
98 the planning process to reduce evacuation risk. The maps include Fire, Traffic and  
99 Communications risks, and for each, fixed risks (that cannot be mitigated directly), and  
100 variable risks (that can be altered through the mitigation work). These maps are currently  
101 being evaluated before they are circulated for use.

102  
103 **New NPD Police Chief:** I participated on an interview panel at the City of Novato for  
104 their next Police Chief.

105 **National Recovery & Suicide Prevention Month:** This September, Marin fire Agencies  
106 will recognize **National Recovery Month & National Suicide Prevention Month** by  
107 featuring a variety of National IAFF behavioral health resources and training.

108  
109 There was no public comment.

110 **CONSENT CALENDAR ITEMS**

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

113 1. Minutes of Regular Board Meeting 8/2/23

114 2. Ambulance Fee Debt Write Off Due to Hardship

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

117 The following account has submitted a written request for write-off consideration from  
118 the Board of Directors. The request is claiming financial hardship.

119 ▶ F22036451 \$487.50

120 ▶ F23020176 \$487.50

121 There was no public comment.

122



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123 M/s Davis/Hadfield to approve Consent Calendar items 1-2.  
124 Motion carried 4-0-1 absent

125  
126 **NEW BUSINESS**

127 **1. Converting the ADHOC Facility Committee to a standing committee and creating an**  
128 **opportunity to reassign directors as needed.**

129 Board to consider converting the ADHOC Facility Committee to a standing committee and  
130 reassigning directors as needed.

131 Chief Tyler noted that at the 7/31 Facilities Committee meeting, the group discussed the number  
132 of upcoming capital facility improvement projects and how it may be more suitable to convert  
133 the Ad-Hoc Facility Committee to a Standing Committee.

134 President Silverman commented that he had discussed the re-organization of committee  
135 members with Director Hadfield and Francisco. Director Francisco agreed to move from the  
136 Facilities Committee to the Cancer Prevention Committee and Director Hadfield agreed to move  
137 onto the Facilities Committee.

138 Riley Hurd commented that it takes a very high level of administrative sophistication to identify  
139 when a committee is transitioning from Ad-Hoc to Standing under the legal definition. He  
140 congratulated the Chief and his team for identifying that. He reminded the Board that a Standing  
141 Committee falls under the Brown Act rules, so there must be a posted agenda, minutes, and the  
142 right for the public to attend, and proper noticing.

143 There was no public comment.

144 M/s Goines/Hadfield to convert the ADHOC Facility Committee to a standing committee and  
145 reassign directors as needed.

146 Motion carried: 4-0-1 absent

147 **2. Responses to the June 15, 2023, Marin Civil Grand Jury Report titled, *Build More***  
148 ***ADUs- An Rx to Increase Marin's Housing Supply***

149 Board to consider draft responses to the June 15, 2023, Marin Civil Grand Jury Report titled,  
150 *Build More ADUs - An Rx to Increase Marin's Housing Supply*

151 Chief Tyler noted that responses were prepared in conjunction with both staff and legal counsel.  
152 Responses were included in the Board packet.

153 There was no public comment.

154 M/s Hadfield/Davis to approve the responses to the June 15, 2023, Marin Civil Grand Jury  
155 Report titled, *Build More ADUs - An Rx to Increase Marin's Housing Supply*.

156 Motion carried: 4-0-1 absent



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157 **3. Resolution 2023-17 Determining 2023/24 Appropriations Limit**

158 Board approval is requested to adopt Resolution 2023-17

- 159 1. The Appropriations Limit for 2023/24 has been calculated to be \$76,842,954 (Exhibit A).  
160 2. Adopt Resolution 2023-17 establishing the Appropriations Limit for 2023/24 (Exhibit B).

161  
162 Finance Director Joe Valenti provided background information on Proposition 4 which puts  
163 spending limits on local government and Special Districts. The District must calculate the  
164 Appropriations Limit each year and adopt with a resolution.

165 There was no public comment.

166 M/s Hadfield/Goines to approve the Appropriations Limit for 2023/24.

167 Roll Call Vote:

168 Ayes: Davis, Goines, Hadfield, Silverman

169 Noes: None

170 Absent: Francisco

171 Motion carried: 4-0-1 absent

172

173 There was no public comment.

174 M/s Goines/Hadfield to adopt Resolution 2023-17 establishing the Appropriations Limit for  
175 2023/24.

176 Roll Call Vote:

177 Ayes: Davis, Goines, Hadfield, Silverman

178 Noes: None

179 Absent: Francisco

180 Motion carried: 4-0-1 absent

181

182 **4. Budget Adjustment- Zoll Heart Monitors**

183 Board approval is requested to accept Staff's recommendation to transfer of \$625,000 from  
184 Unassigned Fund Balance to the FY 2023/2024 Budget - EMS Equipment Capital Purchase  
185 Account.

186 There was no public comment.

187 M/s Davis/Hadfield to approve the transfer of \$625,000 from Unassigned Fund Balance to the  
188 FY 2023/2024 Budget - EMS Equipment Capital Purchase Account.

189 Motion carried: 4-0-1 absent

190 **5. Authorization of IGT Funds Transfer 2 of 3 to Department of Health Care Services**  
191 **(DHCS) for participation in the Public Provider (PP) Ground Emergency Medical**  
192 **Transportation (GEMT) Program for CY 2023 (aka PP-GEMT IGT Program)**



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193 District staff recommends sending the second of 3 payments for CY 2023 (invoice amount  
194 \$144,366.53) to DHCS so that the program achieves full participation from funding entities  
195 required to obtain the maximum Federal funds match to realize maximum reimbursements for  
196 Managed Care (MC) and Fee-For-Service (FFS) transports.

197 Chief Tyler provided background information on the PP-GEMT-IGT Program and noted that he  
198 is unsure how many other fire agencies are still withholding participation in the program, but he  
199 anticipates having a more definitive number by the CalChiefs Conference in October. He also  
200 noted that FD Valenti and EMS Billing Analyst Wager continue to closely monitor the amounts  
201 coming in.

202 There was no public comment.

203 M/s Goines/Davis to approve the second of 3 payments for CY 2023 (invoice amount  
204 \$144,366.53) to DHCS so that the program achieves full participation from funding entities  
205 required to obtain the maximum Federal funds match to realize maximum reimbursements for  
206 Managed Care (MC) and Fee-For-Service (FFS) transports.

207 Motion carried: 4-0-1 absent

208 **6. Side Letter Dated August 31, 2023, Between the Novato Fire Protection District and the**  
209 **Novato Fire Chief Officers Association, Local 1775 amending the Memorandum of**  
210 **Understanding of January 1, 2020 – June 30, 2025**

211 Board approval is requested to approve the side letter between Novato Fire Protection District  
212 (NFPD) and the Novato Fire Chief Officers Association (NFCOA), Local 1775.

213 *This item was pulled from the agenda.*

214 **7. Establish a Not-to-Exceed for the Bound Tree Medical Contract through June 2024**

215 Staff requests approval from the Board to increase the dollar amount of the contract with  
216 Bound Tree Medical, Inc. for the Procurement of Advanced Life Support (ALS) and Basic Life  
217 Support (BLS) medical supplies for the District.

218 There was no public comment.

219 M/s Hadfield/Davis to approve an increase of the dollar amount of the contract with Bound Tree  
220 Medical, Inc. for the Procurement of Advanced Life Support (ALS) and Basic Life Support  
221 (BLS) medical supplies for the District.

222 Motion carried: 4-0-1 absent

223 **8. Life-Assist Contract Renewal and Increase in Cost**

224 Staff requests approval from the Board to continue contracting with Life-Assist, Inc. (“Life  
225 Assist”) for the procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”)   
226 pharmaceuticals and medical supplies for the District.

227 There was no public comment.





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228 M/s Hadfield/Silverman to continue contracting with Life-Assist, Inc. (“Life Assist”) for the  
229 procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”)  
230 pharmaceuticals and medical supplies for the District.  
231 Motion carried: 4-0-1 absent

232 **9. Vegetation Management Contract Extensions and Increases**

233 Staff recommends that the Board approve to extend the contract term and increase the contract  
234 amounts for three (3) vegetation management agreements under the MWPA program.

- 235 1. Forster Kroeger Landscape Maintenance Inc.
- 236 2. Conservation Corps North Bay
- 237 3. Sonoma-Marin Arborists

238  
239 There was no public comment.

240  
241 M/s Davis/Goines to approve to extend the contract term and increase the contract amounts for  
242 three (3) vegetation management agreements under the MWPA program for Forester Kroeger  
243 Landscape Maintenance Inc, Conservation Corps North Bay, and Sonoma-Marin Arborists.  
244 Motion carried: 4-0-1 absent

245  
246 **COMMITTEE REPORTS**

247 Directors may report on committee activities and meetings

248 **1. MERA** (Director Silverman and Director Hadfield)- President Silverman noted that  
249 MERA took a break for the month of August, however, there was an operations meeting  
250 this morning at 9:00 am.

251 **2. Finance Committee** (Directors Davis and Goines)- Director Davis noted that the  
252 Finance Committee is scheduled to meet next month on October 24th

253 **3. Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines  
254 reported on recent key accomplishments:

- 255 \*Board approved RFQ for vegetation management services
- 256 \*Board approved a grant application to support the Greater Novato Shaded Fuel  
257 Break
- 258 \*Standard/policy approved for use of MWPA logo
- 259 \*Third year work plan update
- 260 \*Julie McMillan President, Rachael Kertz Vice President

261 **4. Facilities Committee** (Silverman and Francisco)- President Silverman reported that  
262 the committee had met last month and will schedule a meeting with the new committee  
263 soon.

264  
265 **FINANCIAL REPORTS**

266 Informational items for review. No action required.

- 267 1. Financial Reports, July 2023:
  - 268 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 269 b. Revenues and Expenditures Detail Financial Report



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- 270 c. Vendor Summary Financial Report  
271 d. MWPA Revenues and Expenditures

- 272  
273 2. District Monthly Contracts Information

274  
275 **INFORMATION**

- 276 1. Customer Satisfaction Survey Report, July 2023

- 277 2. MERA Update, August 2023

- 278 3. Upcoming meetings/events:

- 279 • Next Regular Board Meeting 10/4/23 @ 10:00 am

- 280 • HERo Girls Camp 10/7-10/8/23 Station 62

- 281 • Open House and Pancake Breakfast- 10/15/23

- 282 • CalChiefs Annual Conference 10/17-10/19 Ontario, CA

- 283 • Special Finance Committee Meeting 10/24/23 @ 9:00 am

- 284 4. Written Communications- ASM Crayne read three written communication items.

- 285 • Record of Exception Performance for Engineer Kirk Lear

- 286 • Call for Nominations for the Novato Citizen of the Year 2023

- 287 • Thank you card to WMS Dan Russo from a resident

288  
289 **ADJOURNMENT**

290 There being no further business to conduct, President Silverman adjourned the meeting at 11:05  
291 am.

292  
293 Respectfully Submitted,

A handwritten signature in cursive script that reads "Jennifer Crayne".

297 Jennifer Crayne, Clerk of the Board

298

299



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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, Shane Francisco, and Bruce  
5 Goines.

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, HR Manager  
9 Gretchen Felciano, Acting Fire Marshal Lynne Osgood, Administrative Assistant Kelley Penney,  
10 and Contracts/Purchasing Administrator Colleen Walraven.

11

12 **OTHERS PRESENT**

13 District Counsel Riley Hurd, Bruce Bartel, and Emergency Management Consultant Dave  
14 Jeffries.

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **AGENDA ADJUSTMENTS**

20 Chief Tyler requested to move New Business item 4 up to New Business item 1.

21

22 **ASSOCIATION PRESIDENTS' REPORT**

23 None.

24

25 **DIRECTOR MATTERS**

26 Director Goines noted that he had the pleasure of attending the prescribed burn training at H  
27 Ranch which consisted of series six different stands totaling 1,000 acres. He feels this type of  
28 training is very contemporary and forward thinking. Director Goines recognized B/C Mesenburg  
29 and others for their tremendous efforts coordinating this training exercise.

30

31 Director Francisco commented that the owners of the H Ranch property are gracious to allow  
32 this type of training on their land. Director Francisco also noted that about a month and a half  
33 ago, NFD responded to a structure fire on Boulevard Street, which happens to be a friend's  
34 home. His friend noted how professional, thorough, and courteous the crew was that responded.  
35 D/C Dicochea said he would pass that message along to the crew.

36

37 **CHIEF'S REPORT**

38 **Calendar Items:**

- 39
- 40 • Oct 3, 4, & 5 Control Burns - H Ranch Road on Big Rock Ridge
  - 41 • Oct 4<sup>th</sup> EAS Test National Alert, 11:20 am Pacific time FEMA will conduct a test of the  
42 Emergency Alert System (EAS) to TV and radio broadcasters and a test of the Wireless  
Emergency Alert system (WEA) to cell phones Wednesday, October 4th at 2:20 pm ET /



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- 43            *11:20 am PT. This test will interrupt TV and radio broadcasts and alert enabled*  
44            *smartphones.*
- 45            • Oct 6<sup>th</sup> Ron Coleman Memorial Services, San Clemente, Ca.
  - 46            • Oct 7<sup>th</sup> Nostalgia Days Car Show on Grant Ave., Novato
  - 47            • Oct 7<sup>th</sup> & 8<sup>th</sup> Girls Fire Camp, Novato Station 62
  - 48            • Oct 9<sup>th</sup> Listening Sessions with crews begin and will run through end of the month
  - 49            • Oct 9<sup>th</sup> Pointe Marin Meeting - Fire Hazard and Proximate Unhoused Encampments  
50            Concerns, 5:30 pm
  - 51            • Oct 15<sup>th</sup> Novato Fire Foundation Pancake Breakfast at Station 62
  - 52            • Oct 15<sup>th</sup> Open House - All Fire Stations - Cooking Fire Prevention Starts with You.
  - 53            • Oct 17<sup>th</sup>-19<sup>th</sup> Cal Chiefs Annual Conference in Ontario, Ca.
  - 54            • Oct 19<sup>th</sup> The Great Shake Out Drill
  - 55            • Oct 24<sup>th</sup> New Hire FF/PM interviews
  - 56            • Oct 25<sup>th</sup> OPS Meeting
  - 57            • Oct 29<sup>th</sup> Steve Rucker Remembrance at Admin 10:00 am
  - 58            • Nov 1<sup>st</sup> Regular Board Meeting
  - 59            • Nov 2<sup>nd</sup> - 10<sup>th</sup> D/C Dicochea is Acting Fire Chief
  - 60            • Nov 15<sup>th</sup> NFD Badge Pinning, Center for the Arts at Novato High School at 6:00 pm

61  
62    **Administrative Items:**

- 63            • **Fire Chiefs Huddle:** I organized a Marin County Fire Chiefs Huddle last week with  
64            nearly all Marin County Fire Chiefs attending. We discussed the status of Fire Services  
65            Dispatch, Labor Management Relations, and Regionalization. The 4-hour meeting was  
66            followed up with a social dinner. We intend to meet this way again and to work on  
67            several lines of effort in our agencies common best interest.
- 68            • **Fire Dispatch Funding Update:** The proposed contracts have been received from the  
69            County of Marin and are being reviewed by our general counsel. Final contracts will  
70            come to the BOD at the Nov 1<sup>st</sup> monthly BOD meeting. Joe has done some analysis of  
71            the payment options, and it looks like we will be recommending a one lump sum  
72            payment.
- 73            • **New Cancer Screenings:** We will be adding a new cancer screening blood test to our  
74            annual physicals. This is the same test that was completed in San Francisco for their  
75            firefighters. The recommendation comes after a review and recommendation of our  
76            medical director, Doctor Toby Salz. The tests will also be made available to our admin  
77            staff. Retirees and spouses will also have access to the test, but they will need to pay for  
78            the cost of the test. We anticipate this being completed in the November/December  
79            timeframe.
- 80            • **Finance Division Job Announcements:** We released a new payroll position and a new  
81            accountant position. Both positions are funded in this year's budget as authorized by the  
82            Board.
- 83            • **Background Process Polygraph Challenge and Review:** A growing number of the  
84            rank and file are sharing their concerns over the use of the polygraph examination and



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85 its use as a tool to help the District identify quality and recommend candidates for hire.  
86 The recent upset arose out of several of our reserve candidates having difficulty  
87 navigating their polygraph sessions, and then sharing their “bad experience” with the  
88 Reserve Leadership Cadre. As a result, several members are advocating ending the  
89 practice. We brought in our background coordinator, Gary Barner, to go over the process  
90 and to provide examples of information that surfaces only using the polygraph. The  
91 issues were discussed at length during a recent OPS session with B/Cs, acting B/Cs, and  
92 recruitment and retention committee members. I am getting a small group together to  
93 further explore this concern and hope to have it resolved in the next 30 days.

- 94 • **Two New NFD Newsletters coming:** We are implementing two new newsletters: One  
95 internal and one external. The external newsletter will be done twice a year to highlight  
96 projects and programs as well as high level agency information and will be targeted at  
97 the general community. The internal newsletter will highlight general happenings and  
98 the more social aspects of our organization. The internal newsletter will also go out to  
99 our retirees to help keep them connected to NFD.

100  
101 Director Hadfield inquired about whether the cancer screening would be available to Directors at  
102 their own expense. HR Manager Gretchen Felciano said she would do more research and find  
103 out.

104 Director Goines asked if a team had already been established for reviewing the polygraph  
105 process. Chief Tyler responded that D/C Dicochea had recently returned from vacation, and they  
106 had not yet organized a group.

107  
108 There was no public comment.

109 **CONSENT CALENDAR ITEMS**

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

112 1. Minutes of Regular Board Meeting 9/6/23

113 There was no public comment.  
114 M/s Hadfield/Goines to approve the consent calendar.  
115 Motion carried: 5-0-0

116  
117 **NEW BUSINESS**

118 **4. Emergency Operations Plan- City of Novato and Novato Fire District**

119 Board to consider approving the revised Joint City of Novato and Novato Fire District  
120 Emergency Operations Plan.

121 Chief Tyler introduced EOC Coordinator, Dave Jeffries, and noted this is a shared position with  
122 the City of Novato. He also congratulated Mr. Jeffries on the announcement of his upcoming  
123 retirement. Dave Jeffries presented the updated Emergency Operations Plan to the Board and



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124 noted that it had already been approved by the City of Novato. The plan lays out how the  
125 jurisdiction is designed to work during an emergency.

- 126 • Identifies the departments and agencies designated to perform response and recovery  
127 activities
- 128 • Outlines integration of assistance that is available to local jurisdictions when needs are  
129 beyond what the local jurisdiction can satisfy
- 130 • Specifies the direction, control, and communication procedures to alert, notify, recall,  
131 and dispatch emergency response personnel, warn the public, protect residents and  
132 property, and request aid/support.
- 133 • Provides coordinating instructions for implementing Mutual Aid Agreements
- 134 • Describes logistical support for planned operations.

135 Dave Jeffries noted the following **related plans**:

- 136 • Multi-Jurisdictional Hazard Mitigation Plan- Draft under final review
- 137 • EOC Operations Guide- Currently under review
- 138 • Earthquake Assessment Protocol- Exercised annually at Great Shakeout

139

140 There was no public comment.

141

142 M/s Goines/Francisco to adopt the EOC Plan as presented and updated.

143 Motion carried: 5-0-0

144

145 **1. Resolution 2023-18 Great California Shakeout**

146 Board approval is requested to adopt Resolution 2023-18, acknowledging the District's desire to  
147 participate in the Great California Shake Out, and continue our work toward making our  
148 community safer.

149 Chief Tyler provided background on the participation in the Great California Shake Out. The drill  
150 will take place on 10/19 at 10:19 am.

151 There was no public comment.

152

153 M/s Hadfield/Davis to adopt Resolution 2023-18, acknowledging the District's desire to participate  
154 in the Great California Shake Out, and continue our work toward making our community safer.

155 Roll Call Vote:

156 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

157 Noes: None

158 Absent: None

159 Motion carried: 5-0-0

160





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161 **2. Resolution 2023-19 Fire Prevention Week October 8-14, 2023**

162 Board approval is requested to adopt Resolution 2023-19 proclaiming October 8-14, 2023, as  
163 Fire Prevention Week.

164 Chief Tyler commented that this years theme for Fire Prevention Week is “Cooking Safety Starts  
165 with You!”. All stations will be open to the public from 10:00 am -2:00 pm. There will also be a  
166 pancake breakfast at station 62.

167 There was no public comment.

168 M/s Davis/Silverman to adopt Resolution 2023-19 proclaiming October 8-14, 2023, as Fire  
169 Prevention Week.

170 Roll Call Vote:

171 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

172 Noes: None

173 Absent: None

174 Motion carried: 5-0-0

175

176 **3. Resolution 2023-20 Breast Cancer Awareness Month**

177 Board approval is requested to adopt Resolution 2023-20 designating October 2023 as National  
178 Breast Cancer Awareness Month.

179 Chief Tyler noted that this is the 13<sup>th</sup> year that the District has participated in Breast Cancer  
180 Awareness Month. All on duty support and suppression personnel may wear pink gear for the  
181 month to show support.

182 There was no public comment.

183 M/s Silverman/Hadfield to adopt Resolution 2023-20 designating October 2023 as National  
184 Breast Cancer Awareness Month.

185

186 Roll Call Vote:

187 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

188 Noes: None

189 Absent: None

190 Motion carried: 5-0-0

191

192 **5. Resolution 2023-21 Employment Agreement Joe Doherty**

193 Board approval is requested to adopt Resolution 2023-21 approving the Employment Agreement  
194 of Part Time Fire Inspector Joseph Doherty.

195 Chief Tyler discussed the need to bring in support for the Prevention Division with completion  
196 of inspections. Retiree Joe Doherty is available to work on a part time basis.



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197 There was no public comment.

198 M/s Hadfield/Davis to adopt Resolution 2023-21 approving the Employment Agreement of Part  
199 Time Fire Inspector Joseph Doherty.

200 Roll Call Vote:

201 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

202 Noes: None

203 Absent: None

204 Motion carried: 5-0-0

205

206 **6. Side Letter Dated August 31, 2023, Between the Novato Fire Protection District and the**  
207 **Novato Fire Chief Officers Association, Local 1775 amending the Memorandum of**  
208 **Understanding of January 1, 2020 – June 30, 2025**

209 Board approval is requested to approve the side letter between Novato Fire Protection District  
210 (NFPD) and the Novato Fire Chief Officers Association (NFCOA), Local 1775.

211 Chief Tyler provided background information on the B/C of Organizational Resources position  
212 that has been part of the NFCOA MOU but has remained unfilled. The updated position  
213 description includes overseeing the mechanics division, communications, facilities, purchasing,  
214 and inventory. Chief Tyler also noted that this is a limited-term position funded for four years  
215 beginning FY 23/24.

216 There was no public comment.

217 M/s Goines/Hadfield to approve the side letter between Novato Fire Protection District (NFPD)  
218 and the Novato Fire Chief Officers Association (NFCOA), Local 1775.

219 Motion carried: 5-0-0

220 **7. Window Replacements Station 61**

221 Staff recommends approving the attached bid from R&M Quality Windows and Doors (“R&M”)  
222 for the replacement of 13 dorm windows including one bathroom window.

223 Chief Tyler commented that replacing the 13 original (1985) dual-paned dorm windows at  
224 Station 61 is part of the recommendation that came out of recommendations from the mold  
225 remediation project.

226 There was no public comment.

227 M/s Hadfield/Silverman to approve the bid from R&M Quality Windows and Doors (“R&M”)  
228 for the replacement of 13 dorm windows including one bathroom window.

229 Motion carried: 5-0-0



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230 **8. Purchase of 1 new Chevy Colorado pickup for the Wildland Mitigation Specialists**

231 Board approval is requested to accept the staff's recommendation to purchase 1 additional Chevy  
232 Colorado pickup from Novato Chevrolet, in an amount not to exceed \$45,000. Board approval is  
233 requested to approve the capital expenditure from account: 9902-4815, money reimbursed by the  
234 MWPA.

235 There was no public comment.

236 M/s Hadfield/Goines to accept the staff's recommendation to purchase 1 additional Chevy  
237 Colorado pickup from Novato Chevrolet, in an amount not to exceed \$45,000 and accept the  
238 request to approve the capital expenditure from account: 9902-4815, money reimbursed by the  
239 MWPA.

240 Motion carried: 5-0-0

241 **9. HVAC Procurement and Installation at Station 62**

242 Staff recommends that the Board approve the procurement and installation of a new HVAC  
243 system at Station 62.

244 Chief Tyler noted that the HVAC system at Station 62 is 33 years old and in need of  
245 replacement.

246 There was no public comment.

247 M/s Davis/Hadfield to approve the procurement and installation of a new HVAC system at  
248 Station 62.

249 Motion carried: 5-0-0

250 **COMMITTEE REPORTS**

251 Directors may report on committee activities and meetings

252 **1. MERA** (Director Silverman and Director Hadfield)- Director Hadfield reported that  
253 MERA is making steady progress, construction is nearly complete on all sites, equipment  
254 is installed and being tested, on track for October 2024.

255 **2. Finance Committee** (Directors Davis and Goines)- Director Davis reported that they  
256 will meet next month.

257 **3. Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines  
258 reported on projects approved at a meeting held 9/21. He noted that there is a progress  
259 report and after the Executive Committee meets, there will be a report on the ingress and  
260 egress study.

261 **4. Facilities Committee** (Silverman and Francisco)- The Facilities Committee will wait  
262 to meet after the B/C – Director of Organizational Resources position is filled.

263

264 **FINANCIAL REPORTS**

265 Informational items for review. No action required.

266 1. Financial Reports, August 2023:

267 a. Revenues, Expenditures and Changes in Fund Balance Financial Report



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- 268                   b. Revenues and Expenditures Detail Financial Report  
269                   c. Vendor Summary Financial Report  
270                   d. MWPA Revenues and Expenditures  
271  
272           2. District Monthly Contracts Information  
273

274 **INFORMATION**

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

- 276           1. Customer Surveys August 2023  
277           2. MERA Update: Sept 2023  
278           3. Upcoming meetings/events:  
279               • Next Regular Board Meeting 11/1/23 @ 10:00 am  
280               • Special Finance Committee Meeting- TBD  
281               • Open House and Pancake Breakfast- October 15  
282               • Badge Pinning Ceremony 11/15/23 @ 6:00 pm  
283           5. Written Communications- ASM Crayne read comments from a Customer Survey thanking  
284           crews for saving her husband from a cardiac arrest and two thank you letters expressing  
285           gratitude for assistance of WMS Dan Russo and WMS Phoebe Marshal on home hardening  
286           projects.

287 *The Board entered Closed Session at 11:24 am.*  
288

289 **CLOSED SESSION**

- 290           1. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section  
291           54956.9(a), (d.1) (formally initiated)  
292           City of Sanger v. Novato Fire District Case # 20CECG02710

293 *The Board returned to Open Session at 11:41 am. There was no reportable action taken.*  
294

295 **ADJOURNMENT**

296 There being no further business to conduct, President Silverman adjourned the meeting at 11:41  
297 am.

298  
299 Respectfully Submitted,

300 A handwritten signature in black ink that reads "Jennifer Crayne".  
301

302  
303 Jennifer Crayne, Clerk of the Board  
304  
305



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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, Shane Francisco, and Bruce  
5 Goines.

6 Absent: None

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire  
10 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, EMS Billing Analyst Shannon  
11 Wager, FF/P Tyler Swanson, B/C Jeff Whittet, NPFA President Mark Larroque, Fire Prevention  
12 Specialist Lauren Galli, Finance Director Joe Valenti, WMS Dan Russo, IT Manager Azar  
13 Mashintchian, and WMS Kyle Nicholes.

14

15 **OTHERS PRESENT**

16 District Counsel Riley Hurd, Rebecca Suggs, Charlotte Jourdain, and Bruce Bartel.

17

18 **OPEN TIME FOR PUBLIC EXPRESSION**

19 Bruce Bartel commented that back in May when the City of Novato and Novato Fire District  
20 agreed to fund a Ranger position using MWPA funds, he had expressed concerns that this was  
21 stretching the terms of the MWPA mandate. He noted that last week he went on a ride along with  
22 Fire Mitigation Ranger Lyons. Officer Lyons was generous with his time, both in the field and in  
23 his office. They visited several homeless encampments which he would never have seen without  
24 a guide. Officer Lyons showed him a map on his computer with all the encampment locations.  
25 Mr. Bartel noted that Officer Lyons has developed relationships in the encampments where he is  
26 not feared as a police officer. He is known for being “about fires” and not about their drug use.  
27 He serves as a link for getting people connected to resources. Mr. Bartel commented that he feels  
28 the time he spent with Officer Lyons was educational and he feels less concerned about the use  
29 of MWPA funds for this project. It seems that with some exceptions, this position meets the  
30 spirit of Measure C. Mr. Bartel hopes there will be a periodic report documenting the excellent  
31 work of Officer Lyons.

32

33 **AGENDA ADJUSTMENTS**

34 None.

35

36 **ASSOCIATION PRESIDENTS’ REPORT**

37 None.

38

39 **DIRECTOR MATTERS**

40 Director Davis commented that he and Director Francisco attended the Steve Rucker  
41 Remembrance Ceremony. He found the ceremony to be truly moving and was pleased with the  
42 number of people who attended.

43

44



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45 **CHIEF'S REPORT**

46 **Calendar Items:**

- 47 • Nov 1<sup>st</sup> Regular BOD Meeting
- 48 • Nov 6<sup>th</sup> Fire Marshal Interview Panel
- 49 • Nov 8<sup>th</sup> FM Rule of 5
- 50 • Nov 9<sup>th</sup> Fire Marshal - Chiefs Interview
- 51 • Nov 10<sup>th</sup> Veterans Day - Office Closed
- 52 • Nov 14<sup>th</sup> Cancer Prevention Committee Meeting
- 53 • Nov 14<sup>th</sup> Novato Chief of Police swearing in at City Hall
- 54 • Nov 15<sup>th</sup> NFD Badge Pinning, Center for the Arts at Novato High School
- 55 • Nov 16<sup>th</sup> First day for new B/C Org Resource Jeff Whittet, B/C EMS Dan Peters, B/C
- 56 Training Barrett Smith
- 57 • Nov 17<sup>th</sup> B Shift B/C Mesenburg first day
- 58 • Nov 19<sup>th</sup> Sunday, 2-5pm Jeff Davis celebration of life Windsor Golf Course
- 59 • Nov 22<sup>nd</sup> OPS meeting
- 60 • Nov 23<sup>rd</sup> & 24<sup>th</sup> Thanksgiving Holiday - Office Closed
- 61 • Dec 6<sup>th</sup> Regular BOD Meeting

62

63 **Administrative Items:**

- 64 • **ACFR:** I am pleased to announce that Novato Fire received its 15<sup>th</sup> annual consecutive  
65 award for our 2022 Annual Comprehensive Financial Report, which is a certificate of  
66 achievement for excellence in financial reporting. The GFOA established the Certificate  
67 of Achievement for Excellence in Financial Reporting Program (Certificate Program) in  
68 1945 to encourage and assist state and local governments to go beyond the minimum  
69 requirements of generally accepted accounting principles to prepare annual  
70 comprehensive financial reports that evidence the spirit of transparency and full  
71 disclosure and then to recognize individual governments that succeed in achieving that  
72 goal. The Certificate of Achievement is the highest form of recognition in governmental  
73 accounting and financial reporting. Congratulations, again, for having satisfied the high  
74 standards of the program.
- 75 • **Wildland Fire Season Extended:** In coordination with CAL FIRE & MCFD, NFD will  
76 extend the wildland fire season until further notice.
- 77 • **Novato Fire Foundation Pancake Breakfast at Station 62:** I just want to recognize and  
78 thank FF/PM Devon Solar and Jeff Keena and all the volunteers who made the pancake  
79 breakfast such a tremendous success. Lots of great feedback from the community, young  
80 and old participated. Great food and fun.
- 81 • **Open House** -All Fire Stations "Cooking Fire Prevention starts with You." There was a  
82 low turnout at stations, likely due to huge turnout at Station 62 for the pancake breakfast.  
83 Next year we will consolidate all activities around the pancake breakfast.





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- 84 • **Cal Chiefs Annual Conference in Ontario, Ca:** Attended by me, Chief Whittet, and  
85 acting B/Cs Taul and Peters. Great speakers and networking. Chief Jason Weber was  
86 named California Fire Chief of the Year.
- 87 • **The Great Shake Out Drill:** Each station and admin participated, Community  
88 windshield survey and unified command drill with NPD completed.
- 89 • Friday Oct 27<sup>th</sup> FF/PM completed their academy and are headed to shift already.
- 90 • New Hire FF/PM interviews were completed last week and 4 are moving forward to the  
91 ride a long phase this week.
- 92 • Tristan Keady is promoted to Captain and Bailey Pontius is promoted to engineer
- 93 • Steve Rucker Remembrance ceremony was held at Admin on Sunday Oct 29<sup>th</sup> to coincide  
94 with the 20<sup>th</sup> anniversary of Steve's death. Very nice event. All family members were in  
95 attendance and spoke. Directors Francisco and Davis attended on behalf of the BOD.
- 96 • **OCFA Governance Structure Reviewed:** All Marin Fire Chiefs Conference Call. The  
97 Fire Chiefs will soon be meeting with Stu Gary, Citygate to look at other alternative  
98 resource sharing models.
- 99 • **Finance Division Vacation Reconciliation Audit:** The audit is progressing, and we are  
100 working on a final methodology to share with employees who are requesting a review.
- 101 • **New Finance Division Positions:** We are in the process of reviewing the limited  
102 applications we have received so far for the payroll replacement and accountant  
103 positions.
- 104 • **New Finance Payroll Software:** We are in the process of evaluating several new payroll  
105 software systems and will decide soon on a new vendor. This will allow us to further  
106 automate electronically and provide better support and efficiency to our finance division.  
107 It will likely take close to a year to implement once established.
- 108 • Listening Sessions with fire crews are completed at all stations. We are in progress with  
109 the chief officer sessions and will conclude with admin group this month.

110  
111 **Facilities:**

- 112 • **Station 62 Update:** The mold mitigation work is now complete at 62. The next step is to  
113 get an additional inspection by a third party which is in process this week. We are also  
114 currently waiting on a bid to restore the demo work to its original condition. Once we  
115 have an all clear we will move forward with the re-construction and re-occupying the  
116 dorms.
- 117 • B64 met with Marin H2O plumbers to repair/replace plumbing on the two new bathrooms  
118 adjacent to the new classrooms. Current plumbing and toilets designed for RV's and already has a  
119 perforated pipe. Both toilets need to be replaced with regular toilets at the same time the  
120 plumbing is upgraded, bid forthcoming.



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- 121 • Board approved staff's recommendation to install new windows in all dorms and bathrooms at  
122 Station 61 and windows are ordered and install scheduled for November.
- 123 • New Extractor in service
- 124 • B64 working with B61 and Engineer Hamilton developing a plan to install 2 new SCBA/tool  
125 decontamination washing machines at 62 and 65. New Plumbing and electrical needed and demo  
126 of station 62 utility sink area and relocation of the eye wash station to create space for the new  
127 machine.
- 128 • Admin Backyard site visit for hardscape and landscape designers re-scheduled for November 3rd
- 129 • Contract signed for installation of all new shower doors for Station 61 doors on order and  
130 expecting installation to begin October 19th.
- 131 • New HVAC unit and ducting reconfiguration for Station 62 was approved by the Board and  
132 installation will begin in November.
- 133 • Fire Alarm Panel at Admin has been replaced after it failed earlier this month due to lack of  
134 communication with central station, completed by Bay Alarm in cooperation with Fire Lite. NFD  
135 Acting Fire Marshal Osgood was notified.
- 136 • Construction work continues at Admin dividing office spaces, etc.

137 **Fleet:**

- 138 • All units in service

139  
140 There was no public comment.

141  
142 **CONSENT CALENDAR ITEMS**

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

145 1. Minutes of Regular Board Meeting 10/4/23

146 2. Ambulance Fee Debt Write Off Due to Hardship

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

149 The following account has submitted a written request for write-off consideration from  
150 the Board of Directors. The request is claiming financial hardship.

151 ► F22029524 \$3,036.20

152 ► F23009186 \$ 487.50

153 3. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts

154 Board approval of staff's recommendation to write off the designated multi-year  
155 uncollectible ambulance billing accounts totaling \$73,345.75.

156 There was no public comment.

157 M/s Goines/Francisco to approve the Consent Calendar.

158 Motion carried: 5-0-0



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 1, 2023

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159 **NEW BUSINESS**

160 1. Marin Fire & EMS Dispatch Services Contract

161 Board approval is requested to approve Marin Fire & EMS Dispatch Services Contract.

162 Chief Tyler provided background and timeline information on the Marin Fire and EMS Dispatch  
163 Services Contract that has been brought to the Board for approval. He noted that this final  
164 contract is version four and has been fully vetted legal counsel.

165 Chief Tyler commented that he is excited about working with the County on this project because  
166 it will provide an opportunity for NFD to participate at the executive level, will provide more  
167 autonomy and better access to our data, and will provide more opportunities to work with  
168 neighboring agencies across Marin. The annual fees for dispatch services will increase from  
169 approximately \$550K to \$1M plus one-time funds. The County has made financing options  
170 available for the one-time funds.

171 Chief Tyler introduced Charlotte Jourdain who was available to provide additional information  
172 on the project or provide any necessary clarification.

173 Director Hadfield asked about DOJ security issues that arise when sharing the CAD system with  
174 the Sherriff. For example, fire agencies are not able to get data from major incidents due to DOJ  
175 security. If we are sharing a CAD system, will we have access to our data? Ms. Jourdain noted  
176 that we are continuing to share a CAD subscription with Hexagon through the County Sherriff's  
177 Office, but we have started a massive reconfiguration process that allows us to reconfigure the  
178 software to have more separation between the Sherriff's Office and the Fire ECC. The  
179 configuration is aiming to have as much independence as possible. She also noted that we have a  
180 dedicated technical manager for the Fire ECC.

181 Director Francisco asked about the timeline to start services and whether staffing for positions is  
182 underway. Chief Tyler replied that the go-live date is July 1, 2024. Ms. Jourdain noted that  
183 Assistant Director/Technical Manager position has been filled, 12 dispatchers will be added by  
184 the end of November, and 3 Captains by the end of spring.

185 There was no public comment.

186 M/s Hadfield/Francisco to approve Marin Fire & EMS Dispatch Services Contract.

187 Motion carried: 5-0-0

188

189 2. Resolution 2023-22 a Resolution of the Novato Fire Protection District Ratifying the  
190 Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist  
191 Kyle Nicholes.

192 Board approval is requested to adopt resolution 2023-22 approving the Employment Agreement  
193 of Wildfire Mitigation Specialist Kyle Nicholes.

194 Chief Tyler presented a resolution and employment agreement for WMS Kyle Nicholes.

195 There was no public comment.

196 M/s Davis/Goines to adopt resolution 2023-22 approving the Employment Agreement of  
197 Wildfire Mitigation Specialist Kyle Nicholes.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 1, 2023

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198 Roll Call Vote:  
199 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
200 Noes: None  
201 Absent: None  
202 Motion carried: 5-0-0

203  
204 3. Purchase of 1 additional Chevy Colorado pickup for the Wildland Mitigation Specialists  
205 Board approval is requested to accept staff's recommendation to purchase 1 additional Chevy  
206 Colorado pickup from Mazzei Chevrolet, in an amount not to exceed \$45,000.

207 Board approval is requested to approve the capital expenditure from account: 9902-4815, money  
208 reimbursed by the MWPA.

209 Chief Tyler noted that the vehicle will be used by the Wildland Mitigation Specialists to perform  
210 their daily duties of home assessments/evaluations.

211 There was no public comment.

212 M/s Hadfield/Goines to accept staff's recommendation to purchase 1 additional Chevy Colorado  
213 pickup from Mazzei Chevrolet, in an amount not to exceed \$45,000 and to approve the capital  
214 expenditure from account: 9902-4815, money reimbursed by the MWPA.

215

## 216 COMMITTEE REPORTS

217 Directors may report on committee activities and meetings

218 **1. MERA** (Director Silverman and Director Hadfield)- President Silverman noted that  
219 things are moving along at a rapid pace, there is construction happening at all nine  
220 remaining sites, Motorola and Nokia visited the sites last week, Nokia will begin  
221 installing microwave equipment and antennas

222 **2. Finance Committee** (Directors Davis and Goines)- Director Davis commented that the  
223 committee has a floating date that hinges on the final numbers from the comprehensive  
224 annual audit. Once the Finance Director has reviewed the audit numbers, we will  
225 schedule a meeting.

226 **3. Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines  
227 reported that the ingress/egress evacuation project was approved. He thanked Charlotte  
228 Jourdain for her work as the project Manager. He also reported that the MWPA signed a  
229 resolution accepting a grant from CalFire for \$2.6M for the Greater Novato Shaded Fuel  
230 Break that will be allocated to Novato. The MWPA established rules of decorum to assist  
231 with handling disruptive members of the public. MWPA received a clean audit for FY  
232 21/22.

233 **4. Facilities Committee** (Silverman and Hadfield)- The Facilities Committee will  
234 schedule a meeting soon after Chief Whittet begins his position as the Director of  
235 Organizational Resources.

236

## 237 FINANCIAL REPORTS

238 Informational items for review. No action required.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 1, 2023

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- 239 1. Financial Reports, September 2023:  
240 a. Revenues, Expenditures and Changes in Fund Balance Financial Report  
241 b. Revenues and Expenditures Detail Financial Report  
242 c. Vendor Summary Financial Report  
243 d. MWPA Revenues and Expenditures  
244
- 245 2. District Monthly Contracts Information  
246

247 **INFORMATION**

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

- 249 1. Customer Surveys September 2023  
250 2. MERA Update: October 2023  
251 3. Upcoming meetings/events:  
252 • Badge Pinning Ceremony 11/15/23 @ 6:00 pm Novato High School Performing Arts  
253 Center  
254 • Finance Committee Meeting- November TBD  
255 • Next Regular Board Meeting 12/6/23 @ 10:00 am  
256 4. Written Communications- ASM Crayne read written communication

257 *The Board entered Closed Session at 11:05 am*  
258

259 **CLOSED SESSION**

260 **1) CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

261 *Significant exposure to litigation pursuant to subdivision (b) of section 54956.9 (one potential*  
262 *case)*

263 *The Board returned to Open Session at 12:10 pm. There was no reportable action taken.*  
264

265 **ADJOURNMENT**

266 There being no further business to conduct, President Silverman adjourned the meeting at 12:10  
267 pm.

268  
269 Respectfully Submitted,

270 A handwritten signature in cursive script that reads "Jennifer Crayne".  
271

272  
273 Jennifer Crayne, Clerk of the Board  
274  
275



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
November 15, 2023

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1 The meeting was called to order by President Silverman at 6:00 pm in the Novato High School  
2 Performing Arts Center, 625 Novato, CA. 94945

3  
4 **ROLL CALL**

5 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike Hadfield

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief John Dicochea, ASM/Board Clerk Jennifer Crayne, HR  
9 Manager Gretchen Felciano, Senior Accountant Brooke Kerrigan, Administrative Assistant  
10 Grace Walraven, Administrative Assistant Kelley Penney, IT Manager Azar Mashintchian, Fire  
11 Prevention Specialist Lauren Galli, Acting Fire Marshal Lynne Osgood, WMS Russo,  
12 MacDougall, Marshall, Vegetation Management Specialist Neil, Senior Vegetation Management  
13 Specialist Labberton, WMS Supervisor Blount, Contracts/Purchasing Administrator Walraven,  
14 and on duty crews.

15  
16 **OTHERS PRESENT**

17 Off duty crews, family, and friends

18  
19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 None.

21  
22 **NEW BUSINESS/PRESENTATION**

23 1. Badge Pinning

24 Due to the constraints of COVID, all badge pinning ceremonies were cancelled for  
25 consecutive years 2020-2022. Tonight's badge pinning ceremony recognized new hires and  
26 promoted employees during the years of 2020, 2021, 2022, and 2023.

27  
28 **ADJOURNMENT**

29 There being no further business to conduct, President Silverman adjourned the meeting at  
30 6:54 pm. Refreshments were served.

31  
32 Respectfully submitted by,

A handwritten signature in cursive script that reads "Jennifer Crayne".

36 Clerk of the Board





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
November 17, 2023

---

1 The meeting was called to order by President Silverman at 4:00 pm.

2

3 **ROLL CALL**

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

5 Absent: Director Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

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

9 Marshal Lynne Osgood, and Vegetation Management Program Manager Sarah Labberton.

10

11 **OTHERS PRESENT**

12 District Counsel Riley Hurd.

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None.

16

17 *The Board entered closed session at 4:03 pm.*

18

19 **CLOSED SESSION**

20 **1) CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

21 *Significant exposure to litigation pursuant to subdivision (b) of section 54956.9 (one potential*  
22 *cases).*

23 *The Board returned to open session at 5:10 pm. There was no reportable action.*

24

25 **ADJOURNMENT**

26 There being no further business to conduct, President Silverman adjourned the meeting at  
27 5:10 pm.

28

29 Respectfully submitted by,

A handwritten signature in cursive script that reads "Jennifer Crayne".

33 Clerk of the Board



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 6, 2023

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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, Shane Francisco, and Bruce  
5 Goines (arrived at 10:45 am).

6 Absent: None

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire  
10 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, B/C Jeff Whittet, NPFA  
11 President Mark Larroque, Fire Prevention Specialist Lauren Galli, Finance Director Joe Valenti,  
12 WMS Dan Russo, IT Manager Azar Mashintchian, Contract/Purchasing Administrator Colleen  
13 Walraven, B/C Dan Peters, WMS Dan Russo, and WMS Kyle Nicholes.

14

15 **OTHERS PRESENT**

16 District Counsel Peter Sporel, Penny Teicher, Jeanne Villa, and Bruce Bartel.

17

18 **OPEN TIME FOR PUBLIC EXPRESSION**

19 Jeanne Villa, NFD retiree, commented that she had recently been elected to the Marin County  
20 Association of Retired Employees (MCARE) Board of Directors. She has been tasked with  
21 bringing awareness to member agencies about the program and the benefits of membership. She  
22 will leave a flier with HR describing benefits such as available scholarships, travel insurance, a  
23 newsletter, legislative news, and representation at the State level. She noted that membership  
24 dues (post-retirement) are just \$2.50 per month and can be deducted from their retirement check.

25

26 Penny Teicher of Black Point and Green Point Firewise commented that they have been  
27 receiving positive reports and feedback from residents on the efforts and professionalism of  
28 WMS Dan Russo and WMS Kyle Nicholes. Their assistance and cheerful outlook are  
29 appreciated.

30

31 **AGENDA ADJUSTMENTS**

32 None.

33

34 **ELECTION OF BOARD OFFICERS**

35 Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite  
36 nominations. Seek public comment, followed by a Board motion. Board may  
37 deliberate/comment, then vote.

38 1. Election of President

39 2. Election of Vice President

40 3. Election of Secretary

41 Director Davis noted that traditionally officer positions rotate, however, he feels that Lj should  
42 remain as President for 2024 to continue the strong leadership that has helped guide the Board



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 6, 2023

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43 through three difficult years. Director Francisco and Director Hadfield both agreed with Director  
44 Davis.

45 There was no public comment.

46  
47 M/s Davis/Francisco to keep the slate of officers for 2024 the same as the 2023 slate, with Lj  
48 Silverman as President, Michael Hadfield as Vice President, and Bruce Goines as Secretary.  
49 Motion carried: 4-0-1 (Goines arrived late)

50  
51 **ASSOCIATION PRESIDENTS' REPORT**

52 Mark Larroque addressed the Board for the last meeting as NPFA President after completing his  
53 two-year term. He reported that things are moving along smoothly now as we are only under by  
54 one in terms of staffing. He commented that altogether over the last two years, we have worked  
55 together with the intent to meet shared goals for the District, even during unprecedented times.  
56 He shared his appreciation for the Board's efforts to help cross several hurdles that were  
57 affecting the personal lives of staff.

58  
59 NSAS President Lauren Galli commented that the group is excited to be working towards filling  
60 two new Accountant positions soon. They are also looking forward to reviewing the new Work  
61 From Home Policy once it is complete.

62  
63 **DIRECTOR MATTERS**

64 Director Hadfield commented that he very much enjoyed the Badge Pinning Ceremony and  
65 noted it was nice to see some normalcy return after Covid.

66  
67 President Silverman also commented that the Badge Pinning was a great evening and recognized  
68 the efforts of ASM Crayne and the rest of the committee that put the event together.

69  
70 **CHIEF'S REPORT**

71 **Calendar:**

- 72
- 73 • Wednesday Dec 6<sup>th</sup> Monthly BOD meeting
  - 74 • Wednesday, Dec 6<sup>th</sup> Employee of the Year (EOY) to select one admin and one shift EOY.
  - 75 • Saturday, Dec 9<sup>th</sup> Heros and Helpers Toy Event at Target—NMCS, NPD, NFD
  - 76 • Sunday, Dec 10<sup>th</sup> Fire Truck to Marin Country Club for annual fundraiser lunch benefitting  
77 the NFD Foundation Toy Drive
  - 78 • Sunday, Dec 10<sup>th</sup> Chocolate Coin Drop from the NFD Ladder Truck to celebrate Hanukkah,  
79 5 pm City Hall
  - 80 • Wednesday, Dec 13<sup>th</sup> Facilities Committee Meeting
  - 81 • Thursday, Dec 14<sup>th</sup> MWPA OPS meeting
  - Thursday, Dec 14<sup>th</sup> NFD Staff Holiday Party



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- 82       • Saturday, Dec 16<sup>th</sup> Salvation Army Bell Ringing Fundraiser competition between NPD and  
83       NFD in front of the entrance to Nugget Market
- 84       • Monday, Dec 25<sup>th</sup> & Tuesday, Dec 26<sup>th</sup> Christmas Eve and Christmas Observed-Admin  
85       Office is Closed
- 86       • Wednesday, Dec 27<sup>th</sup> OPS Meeting
- 87       • Sunday, December 31<sup>st</sup> Bouncy Ball Drop from NFD Ladder Truck corner of Machin and  
88       Vallejo in front of Trek Winery
- 89       • Monday, Jan 1<sup>st</sup> New Year's Day Observed - Office Closed
- 90

91       **Administrative Items:**

- 92       • Wildland Fire Season Ended: Due to recent and predicted rainfall, D/C Dicochea has  
93       recommended ending fire season operations for NFD.
- 94       • All Marin Fire Agency Salary & Benefits Survey: NFD has taken the lead on  
95       coordinating an *all-Marin Fire Agency Salary and Benefits Survey* to be completed by  
96       *Koff & Associates* and paid for equally by the Marin County Fire Chiefs Association. This  
97       survey will be comprehensive and cover total compensation. The survey can be used by  
98       all fire agencies and will be updated annually.
- 99       • Admin Office Clean-Up: We supported the completion of two half-days of admin office  
100      clean-up in conjunction with the completion of the office splits and two new position  
101      arrivals. We were able to remove all the hallway filing cabinets which supported a paper  
102      purge and a movement to all electronic filing.
- 103      • Mike Swezy Retirement: Mike has retired, and Sarah Labberton has been promoted to fill  
104      this vacancy.
- 105      • B/C Assignments and new position: We have filled the new B/C of Organizational  
106      Resources with Jeff Whittet. Dan Peters has been promoted to B/C EMS, Lynne Osgood  
107      has been promoted to B/C of Prevention, Erich Mesenburg has been assigned to B Shift  
108      OPS B/C, and Barrett Smith has been assigned to B/C of Training.
- 109      • Badge Pinning Ceremony: Our big badge pinning ceremony which covered all  
110      promotions and new hires since 2020 was completed and was an enormous success.  
111      Special thanks to Jenn Crayne and staff for coordinating.
- 112      • New Hire FF/PM: Two of a pool of four potential new candidates for FF/PM were  
113      offered and accepted conditional job offers. They have begun the background process.  
114      New interviews will be scheduled for the upcoming weeks as we have received 7 new  
115      applications under our continuous hiring model.
- 116      • Deputy Fire Marshal: We have announced the opening of our Deputy Fire Marshal  
117      position to be filled after the 60-day announcement period and testing process.
- 118



Novato Fire District Board of Directors  
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- 145
- New Blended Finance Division Positions: We have combined the payroll and accounting positions into one blended job description and have made one job offer that was accepted for this position. We will keep the second position open until filed, so in the end will have two new people who can fill both payroll and accountant positions going forward.
  - New Finance Payroll Software: We are in the process of evaluating several new payroll software systems and will decide soon on a new vendor. This will allow us to further automate electronically and provide better support and efficiency to our finance division. It will likely take close to a year to implement once established.
  - Listening Sessions with both NSAS and fire crews are completed. We are in progress with the chief officer sessions which will be completed following the next OPS meeting.
  - Polygraph Examinations Review:
    - Members of the Reserve Training Cadre recently brought to the District's attention concerns about the District's use of polygraph examinations as part of the District's pre-employment background check process, including our Reserves.
    - For our District, we have found the use of the polygraph to be an incredibly helpful and valuable tool in vetting potential candidates to join our ranks. (If needed...*Research continues to validate the utility and accuracy of polygraph examinations.*)
    - In consideration of this feedback, the District conducted a thoughtful analysis and evaluation of its use of the polygraph examination in its background check program, and has decided to make certain changes, including to look for an alternative examiner(s). The District will work to identify a candidate recommended by other safety organizations and who is certified by the California Association of Polygraphers and/or the National Polygraph Association.
    - We thank the training Cadre and Reserves for raising their concerns with us. The District is available to meet and discuss any concerns that remain about polygraphs, as a tool in the backgrounding process, going forward.

146 **OPS Items:**

- 147
- 148
- 149
- 150
- 151
- 152
- 153
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- 155
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- 157
- 158
- 159
- Fatal Fire on Laurie Ct. The origin was the bedroom, cause is undetermined, but appeared accidental. Working with fire insurance investigators on the follow-up.
  - Recent Fire Sprinkler Save during a garage fire in Hamilton on Alconbury Way.
  - Received a phone call Tuesday evening from Gold Ridge Fire regarding the implementation of Control 9 in Southern Sonoma County. Called BC Dague, sent texts, and emails to BC's and all active members.
  - Working on a timeline for the next hiring academy
  - The Cancer Screening was successful. Results are starting to come in. Makeup appointments will be scheduled for January 9<sup>th</sup>.
  - The Fire Mitigation Ranger, the Vegetation Management Program, and the WMS continue to complete a high volume of work in conjunction with MWPA.
  - Shannon has been updating the crews on the HIPAA training
  - Fleet: one unit is out of service with a cracked oil pan, all other units are in service



Novato Fire District Board of Directors  
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- 160       • The vacation bidding process was completed. Special thanks to Azar for taking the lead on  
161       that project.

162  
163 **CONSENT CALENDAR ITEMS**

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

- 166       1. Minutes of Regular Board Meeting 11/01/23  
167       2. Minutes of Special Board Meeting 11/15/23  
168       3. Minutes of Special Board Meeting 11/17/23  
169       4. 2024 Regular Board Meeting Dates  
170       5. Ambulance Fee Debt Write Off Due to Hardship

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

- 173           ➤ F22005062     \$2,763.44  
174           ➤ F23012338     \$ 200.00

175  
176 There was no public comment.

177 M/s Hadfield/Francisco to approve the Consent Calendar.  
178 Motion carried: 4-0-1 (Goines late arrival)

179 **NEW BUSINESS**

- 180 1. Resolution 2023-24 a Resolution of the Novato Fire Protection District Approving an  
181 Administrative Policy Establishing Rules of Decorum and Civility for Public Meetings of the  
182 Board of Directors

183 Board approval is requested to adopt a Resolution Approving an Administrative Policy  
184 Establishing Rules of Decorum and Civility for Public Meetings of the Board of Directors

185 Chief Tyler provided background information on the need to establish rules of decorum and  
186 civility for public meetings. In recent months, several public agencies in Marin County have  
187 reported incidents of “Zoombombing” whereby speakers make intimidating, demeaning, or  
188 slanderous remarks.

189 Peter Sporel prepared a resolution and a policy establishing rules of decorum and civility for  
190 public meetings while protecting First Amendment rights. He noted that the Brown Act was also  
191 amended in 2022 to clarify procedures by which local legislative bodies may remove disruptive  
192 members of the public, both in-person and remotely. There was a discussion as to what the  
193 process would be for removal. The Board President or Vice President would need to provide a  
194 warning to the disruptive member, and if the disruption continues, they may be removed from  
195 the meeting.

196  
197 There was no public comment.

198





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 6, 2023

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199 M/s Davis/Hadfield to adopt Resolution 2023-24 approving an administrative policy establishing  
200 Rules of Decorum and Civility for Public Meetings of the Board of Directors.

201

202 **Roll Call Vote:**

203 Ayes: Davis, Francisco, Hadfield, Silverman

204 Noes: None

205 Absent: Goines

206 Motion carried: 4-0-1 (Goines late arrival)

207

208 2. Authorization of IGT Funds Transfer 3 of 3 to Department of Health Care Services (DHCS)  
209 for participation in the Public Provider (PP) Ground Emergency Medical Transportation  
210 (GEMT) Program for CY 2023 (aka PP-GEMT IGT Program)

211 District staff recommends sending the third of 3 payments for CY 2023 (invoice amount  
212 \$137,176) to DHCS so that the program achieves full participation from funding entities required  
213 to obtain the maximum Federal funds match to realize maximum reimbursements for Managed  
214 Care (MC) and Fee-For-Service (FFS) transports.

215 Finance Director Joe Valenti provided an update on the PP-GEMT-IGT program. He noted that  
216 the total net revenue is \$242,000.

217 There was no public comment.

218 M/s Francisco/Davis to send the third of 3 payments for CY 2023 (invoice amount \$137,176) to  
219 DHCS so that the program achieves full participation from funding entities required to obtain the  
220 maximum Federal funds match to realize maximum reimbursements for Managed Care (MC)  
221 and Fee-For-Service (FFS) transports.

222 Motion carried: 4-0-1 (Goines late arrival)

223 3. Resolution 2023-23 a Resolution of the Novato Fire Protection District Ratifying the  
224 Employment Agreement Between the Novato Fire District and Vegetation Management Program  
225 Manager Sarah Labberton.

226 Board approval is requested to adopt Resolution 2023-23 approving the Employment  
227 Agreement of Vegetation Management Program Manager Sarah Labberton.

228 Chief Tyler presented the Board with a resolution and employment agreement for Vegetation  
229 Management Program Manager, Sarah Labberton. He noted that she is replacing Mike Swezy  
230 who retired in November. He commented that she is highly qualified and ready to step into that  
231 role. Total costs of this position are covered by MWPA.

232

233 There was no public comment.

234

235 M/s Davis/Francisco to adopt Resolution 2023-23 approving the Employment Agreement of  
236 Vegetation Management Program Manager Sarah Labberton.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 6, 2023

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237 **Roll Call Vote:**

238 Ayes: Davis, Francisco, Hadfield, Silverman

239 Noes: None

240 Absent: Goines

241 Motion carried: 4-0-1 (Goines late arrival)

242

243 4. Resolution 2023-25 a Resolution of the Novato Fire Protection District Ratifying the  
244 Employment Agreement Between the Novato Fire District and Information Technology (IT)  
245 Intern Katherine Weinzierl.

246 Board approval is requested to adopt resolution 2023-25 approving the Employment Agreement  
247 of IT Intern Katherine Weinzierl.

248 Chief Tyler commented that this position will provide support to IT Manager, Azar  
249 Mashintchian. Azar will work closely with the IT Intern and provide guidance, mentorship, and  
250 training.

251

252 There was no public comment.

253

254 M/s Hadfield/Davis to adopt Resolution 2023-25 approving the Employment Agreement of IT  
255 Intern Katherine Weinzierl.

256 **Roll Call Vote:**

257 Ayes: Davis, Francisco, Hadfield, Silverman

258 Noes: None

259 Absent: Goines

260 Motion carried: 4-0-1 (Goines late arrival)

261

262 *Director Goines arrived at 10:45 am.*

263

264 5. District's Admin Demonstration Garden – Front Garden

265 Staff recommends that the Board approve the demolition of the current commercial garden at the  
266 administration building, and the installation of a newly designed demonstration garden.

267 Chief Tyler discussed the need to remove the overgrown and dying vegetation at the Admin  
268 building. The new design supports fire-wise and drought-resistant plants while incorporating  
269 native, biodiverse plants. President Silverman asked if there would be before and after  
270 photographs taken. Chief Tyler replied that before and after photos will be captured as the  
271 project progresses.

272 There was no public comment.

273 M/s Hadfield/Goines to approve the demolition of the current commercial garden at the  
274 administration building, and the installment of a newly designed demonstration garden.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 6, 2023

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275  
276 Motion carried: 5-0-0

277 6. Professional Tree Care Co. work projects for the Greater Novato Shaded Fuel Break Bike Path  
278 Project Area and the Valley Memorial Park Eucalyptus Removal Project

279 Staff recommends that the Board approve the removal of eucalyptus and thinning of large scrub  
280 populations with large equipment off the bike path between South Novato Boulevard and Pell  
281 Plaza as part of the Greater Novato Shaded Fuel Break project.

282 Staff wishes to inform the Board of the planned removal of the last five eucalyptus trees at the  
283 Valley Memorial Park Eucalyptus Removal project site. Due to the public safety hazard, the Fire  
284 Chief and Marin Wildfire Prevention Authority have approved the removal.

285 Chief Tyler discussed the project requiring the removal of eucalyptus trees along the bike path  
286 area and Valley Memorial Park.

287 There was no public comment.

288 M/s Davis/Francisco to approve the removal of eucalyptus and thinning of large scrub  
289 populations with large equipment off the bike path between South Novato Boulevard and Pell  
290 Plaza as part of the Greater Novato Shaded Fuel Break project.

291 Motion carried: 5-0-0

292 7. Vegetation Management Contract Extensions and Increases

293 Staff recommends that the Board approve to extend the contract term and increase the contract  
294 amounts for one (1) vegetation management agreement under the MWPA program.

295 1. Forster Kroeger Landscape Maintenance Inc.

296 Chief Tyler discussed the need to extend and increase a vegetation management contract with  
297 Forster Kroeger. This contract is funded through the MWPA.

298 There was no public comment.

299 M/s Hadfield/Goines to approve the extension of the contract term and increase the contract  
300 amounts for one (1) vegetation management agreement with Forster Kroeger Landscape  
301 Maintenance, Inc. under the MWPA program.

302 Motion carried: 5-0-0

303 **COMMITTEE REPORTS**

304 Directors may report on committee activities and meetings

305 **1. MERA** (Director Silverman and Director Hadfield)- President Silverman noted there  
306 was no meeting in November but there is an update provided in the packet. He  
307 commented that they are making rapid progress. Equipment is being installed in Point  
308 Reyes. All the towers are up.



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309 **2. Finance Committee** (Directors Davis and Goines)- Director Davis reported that they  
310 have not scheduled a meeting yet as they are waiting for reports from the auditor.

311 **3. Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines  
312 reported there was a project request that included removal of a large eucalyptus grove  
313 between San Anselmo and San Rafael. The proposal included the use of the herbicide,  
314 Garlon, and integrated pest management. MWPA received a letter from the Sierra Club  
315 claiming excessive use of the herbicide. They received two letters of support for the  
316 project, one from the California Native Plant Society and one from an organization called  
317 Fire Environment Resilience Network. After deliberating for an hour, the MWPA Board  
318 voted 15-0 in support of the project.

319 **4. Facilities Committee** (Silverman and Hadfield)- President Silverman reported that the  
320 committee has a meeting scheduled on December 13<sup>th</sup>.

321

### 322 FINANCIAL REPORTS

323 Informational items for review. No action required.

324 1. Financial Reports, October 2023:

- 325 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
- 326 b. Revenues and Expenditures Detail Financial Report
- 327 c. Vendor Summary Financial Report
- 328 d. MWPA Revenues and Expenditures

329

330 2. District Monthly Contracts Information

331

### 332 INFORMATION

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

334 1. Customer Surveys October 2023

335 2. MERA Update: November 2023

336 3. Upcoming meetings/events:

- 337 • Regular Board Meeting 1/3/24
- 338 • NFD Strategic Planning Meeting 1/9-1/10/24

339 4. Written Communications- ASM Crayne read correspondence thanking crews for responding  
340 on a serious medical call, a thank you letter recognizing WMS Phoebe Marshal for her work with  
341 HERo Girls Camp, and a thank you email to WMS Kyle Nicholes for his assistance with a home  
342 hardening grant.

343

344 *The Board entered Closed Session at 11:03 am*

345

### 346 CLOSED SESSION

347 **1) CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

348 *Significant exposure to litigation pursuant to subdivision (b) of section 54956.9 (one potential*  
349 *case)*

350 *The Board returned to Open Session at 11:38 am. There was no reportable action taken.*



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351 **ADJOURNMENT**

352 There being no further business to conduct, President Silverman adjourned the meeting at 11:38  
353 am.

354  
355 Respectfully Submitted,

356   
357

358  
359 Jennifer Crayne, Clerk of the Board

360

361