



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
JANUARY 4, 2023**

Time: 10:00 a.m.

Location: Virtual via Zoom

Administrative Office: 95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

The Board meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a scheduled board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably at least two days prior to the meeting.

ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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During Open Time for public expression item
Public comment period on agenda items.
You may use the “raise hand” zoom feature or press *9 if connecting only by phone.

Director Bruce Goines
Director Michael Hadfield

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

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

Staff recommends that the Board adopt Resolution 2023-01 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period January 8, 2023 – February 7, 2023 pursuant to Brown Act provisions.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a



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lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

PRESENTATION

Marin County Fire and EMS Dispatch update: Project Manager Charlotte Jourdain, PhD.

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

COMMITTEE SELECTION

The Directors will select committee members for 2023.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

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

NEW BUSINESS

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



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

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

Board to consider the Finance Committee's recommendation to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2022, as presented by the District's independent auditor Maze & Associates. There were no issues requiring Management's Response.

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

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

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

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

5. Landscape Maintenance Cost Increase

Staff recommends Board approval of an eight percent (8%) increase in cost for the District's regular landscape maintenance services for all six (6) District locations.

6. Safe Deposit Box, remove Villa add Crayne.

Staff requests Board approval to update the safe deposit box access list by removing retiring ASM Jeanne Villa and adding new ASM Jennifer Crayne.

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

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



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

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

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

INFORMATION

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

1. Customer Surveys November 2022
2. MERA Update: December 2022
3. 2023 Regular Board Meeting Schedule
4. 2023 Finance Committee Meeting Schedule
5. Written Communications

CLOSED SESSION

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
FEBRUARY 1, 2023**

Time: 10:00 a.m.

Location: Virtual via Zoom

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

Adoption of Resolution 2023-04 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2023-01 a Resolution of the Board of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period February 8, 2023 - March 6, 2023, pursuant to Brown Act provisions.

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS

PRESENTATION

District Counsel Riley Hurd will provide a review on the Brown Act for the Board of Directors.

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 1/4/23
2. Bad Debt Write Off- Uncollectible Novato Ambulance Billing Accounts
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$70,888.63.
3. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.

NEW BUSINESS

1. County of Marin 2022/2023 Annual Statement of Investment Policy
Board approval is requested of the County of Marin 2022/2023 Annual Statement of Investment Policy.
2. Generator Installation
Board approval is requested to accept Staff's recommendation to approve an increase in the cost of the installations of the new generators by Fowler Electric Services, Inc. ("Fowler Electric"), permitting Fowler Electric to subcontract the



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concrete slab modifications to Van Midde and Son Concrete in order to accommodate the larger footprint of the new generators.

3. Temporary consulting support for Vegetation Management Program

Staff requests approval from the Board to contract with Sequoia Ecological Consulting Inc.(Sequoia) to provide temporary full time technical staff for 6 months in support of Marin Wildfire Prevention Authority (MWPA) funded District vegetation management program activities.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, December 2022:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

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

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



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CLOSED SESSION

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

ADJOURNMENT



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda
February 23, 2023 at 9:00 AM

Location: Administration Building – Via Zoom
95 Rowland Way, Novato, CA 94945
Website: www.novatofire.org

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org

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ROLL CALL

Director William Davis, Director Bruce Goines

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

CONSENT CALENDAR ITEMS

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

NEW BUSINESS

1. Re-allocation of assigned and unassigned fund balances
Finance Committee to review and discuss the re-allocation of assigned and unassigned fund balances and make a recommendation to the full board.

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Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda
February 23, 2023 at 9:00 AM

Location: Administration Building – Via Zoom
95 Rowland Way, Novato, CA 94945
Website: www.novatofire.org

2. Rainy Day Fund- Committed Fund Balance 6/30/22
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.
3. EMS Aging Report – review

MWPA REPORTS

1. MWPA Revenue and Expenditure Report

INFORMATIONAL ITEMS

1. Next Finance Committee Meeting is April 18, 2023.

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 1, 2023**

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS

PRESENTATION

Retired Administrative Services Manager/IT Analyst, Jeanne Villa, will be recognized for her years of service and contributions to the Novato Fire Protection District.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 1, 2023**

Time: 10:00 a.m.

Location: Administrative Office
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Website: www.novatofire.org

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 2.1.23
2. Minutes of Special Board Meeting 2.23.23

NEW BUSINESS

1. Rescinding the Declaration of District Emergency- Coronavirus (COVID-19) letter dated March 16, 2020.
Board approval is requested to rescind the Declaration of District Emergency- Coronavirus (COVID-19) letter dated March 16, 2020.
2. Resolution 2023-06, a Resolution of the Board of Directors of the Novato Fire Protection District ratifying the Memorandum of Understanding between the Novato Fire Protection District and the Novato Chief Officers Association Local 1775 for the period of January 1, 2020, through June 30, 2025.
Board approval is requested to adopt Resolution 2023-06 ratifying the Memorandum of Understanding between the Novato Fire Protection District and the Novato Chief Officers Association Local 1775 for the period of January 1, 2020, through June 30, 2025.
3. Resolution 2023-5, a Resolution of the Board of the Novato Fire Protection District ratifying the employment agreement between the Novato Fire Protection District and Wildfire Mitigation Specialist James MacDougall.
Board approval is requested to adopt Resolution 2023-05 approving the Employment Agreement of Wildland Mitigation Specialist James MacDougall.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 1, 2023**

Time: 10:00 a.m.

Location: Administrative Office
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Website: www.novatofire.org

4. Re-allocation of assigned and unassigned fund balances
Board approval is requested to approve the Finance Committee's recommendation to re-allocate assigned and unassigned fund balances.
5. Rainy Day Fund- Committed Fund Balance 6/30/22
Board approval is requested to approve the Finance Committee's recommendation to increase the Rainy-Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552.
6. Discussion regarding future meeting format and cost of hybrid meeting options vs in-person only meetings.
Board to discuss options and costs associated with hybrid meetings vs in-person only meetings.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, January 2023:
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 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys February 2022
2. MERA Update: February 2023
3. FDAC Conference Napa, March 15-17
4. CSDA Call for Board Nominations Seat C
5. Upcoming meetings: Finance Committee 4/18/23 at 9:00 am
6. Form 700s due to ASM by 3/15/23



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 1, 2023**

Time: 10:00 a.m.

Location: Administrative Office
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Website: www.novatofire.org

7. Written Communications

CLOSED SESSION

None.

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
MARCH 22, 2023**

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS

NEW BUSINESS

1. Re-allocation of assigned and unassigned fund balances
Board approval is requested to approve the Finance Committee's recommendation to re-allocate assigned and unassigned fund balances.

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SPECIAL BOARD MEETING AGENDA
MARCH 22, 2023**

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

2. Rainy Day Fund- Committed Fund Balance 6/30/22
Board approval is requested to approve the Finance Committee's recommendation to increase the Rainy-Day Fund Balance by \$485,682 from \$4,585,870 to \$5,071,552.
3. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2022/23
Board approval is requested to accept staff's recommendation to fund the OPEB contribution for 2022/23 in the amount of \$795,676 and establish the OPEB Funding Policy to be 100% of the Actuarially Determined Contribution.
4. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2022
Board to accept the Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2022. The Actuarial Valuation Report was adopted by the MCERA Board at their February 8, 2023 meeting. The purpose of this report is to present the results of the annual actuarial valuation of MCERA, including information on the Plan's assets and liabilities and the development of employer and employee contribution rates for the fiscal year beginning July 1, 2023.
5. FY 2022/23 Budget Adjustments – NCOA MOU Salary & Benefit Increases
The Board of Directors ratified the MOU with the Novato Fire Chief Officers' Association (NFCOA) at its regular meeting on March 1, 2023. The net cost of these salary and benefits adjustments for the remaining 4 months in FY 2022/23 is \$76,009. Board approval is requested to accept Staff's recommendation to make adjustments to the FY 2022/23 budget (summarized in the table on the staff report).
6. Resolution 2023-8 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Interim Deputy Fire Chief Gerald McCarthy
Board approval is requested to adopt resolution 2023-8 approving the Employment Agreement of Interim Deputy Fire Chief Gerald McCarthy.

CLOSED SESSION

None.

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

APRIL 5, 2023

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

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Director William Davis
Director Michael Hadfield

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Director Shane Francisco

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AGENDA ADJUSTMENTS

PRESENTATION

Evacuation Risk Assessment- Charlotte Jourdain, PhD, and Tami Lavezzo and Samantha Kramer of Sonoma Technology.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
APRIL 5, 2023**

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 3.1.23
2. Minutes of Special Board Meeting 3.22.23
3. Ambulance Fee Debt Write Off due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.

NEW BUSINESS

1. Resolution 2023-09 authorizing participation in and approving the amended and restated joint exercise of powers agreement of the Fire Risk Management Services JPA.
Staff recommends that the Board approves the attached amended and restated JPA of Fire Risk Management Services and adopt Resolution 2023-09.
2. AB 1705 Public Provider-Ground Emergency Medical Transport Inter Governmental Transfer (PP-GEMT-IGT) Program Update and Potential Participation Discussion
Discuss the current status of the PP-GEMTIGT Program and direct staff to either commit or not commit to the voluntary program prior to the April 14, 2023, deadline.
3. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2022
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
APRIL 5, 2023**

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945
Website: www.novatofire.org

4. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2022.
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
5. Conservation Corps Contract Increase for Vegetation Management
Staff recommends that the Board approve to increase the amount of the Conservation Corps North Bay ("CCNB") contract in an amount of \$60,000 due to an increase in scope.
6. Forster & Kroeger Contract Increase for Vegetation Management
Staff recommends that the Board approve an increase to the Forster & Kroeger Schedule No. 7 for vegetation management services under the MWPA program in an amount of \$143,000 due to an increase in scope.
7. Sonoma-Marin Arborists Contract Increase for Vegetation Management Services/Novato Chipper Days.
Staff recommends that the Board approve to increase the amount of Schedule No. 2 under the MSA with Sonoma-Marin Arborists for vegetation management services related to Novato Chipper Days under the MWPA program in the amount of \$100,000 due to an increase in scope.
8. District's Demonstration Garden
Staff recommends that the Board approve the demolition of the current fire-resistant landscape demonstration garden at Station 63, and the installation of a newly designed demonstration garden.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, February 2023:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
APRIL 5, 2023**

Time: 10:00 a.m.

Location: Administrative Office
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

- c. Vendor Summary Financial Report
- d. MWPA Revenues and Expenditures

2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys February 2022
2. MERA Update: March 2023
3. Upcoming meetings: Finance Committee 5/9/23 at 9:00 am
4. Written Communications

CLOSED SESSION

None.

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 3, 2023

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856

Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
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For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

PRESENTATION

MWPA Work Plan- Chief Dicochea, Vegetation Program Manager Mike Swezy,
Vegetation Management Coordinator Sarah Labberton



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
MAY 3, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

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

NEW BUSINESS

1. Adoption of Resolution 2023-10, A Resolution of the Board of Directors of the Novato Fire District Establishing the Special Tax Rate for 2023/2024
Board approval is requested to accept Staff's recommendation to:
 - a) Apply the Consumer Price Index annual adjustment for 2022 of 5.6% (Exhibit D).
 - b) Adopt Resolution 2023-10 establishing the Special Assessment Tax Rate for Residential at 10.89 cents per square foot and Commercial / Industrial at 16.33 cents per square foot for the 2023/2024 fiscal year (Exhibit A).
2. Resolution 2023-11 Arson Awareness Week May 7-13, 2023
Staff recommends adoption of Resolution 2023-11: a resolution of The Board of Directors of The Novato Fire Protection District declaring May 7-13, 2023, to be Arson Awareness Week.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 3, 2023

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

3. Adoption of Resolution 2023-12 Proclaiming May 1 – 7, 2023 as Wildfire Preparedness Week.
Board approval is requested to adopt Resolution 2023-12 proclaiming May 1-7, 2023 as Wildfire Preparedness Week encouraging residents to take steps to reduce the threat of wildfire to their homes and communities.
4. Renewal of contract with Katie Grossman, RN for EMS Educator
Staff recommends that the Board approve the renewal of the EMS Educator contract with Katie Grossman, RN
5. Increase to the contract with Cagwin & Dorward for the Novato Fire Smart Demonstration Garden at Station 63 due to an increase in the scope of work.
Staff recommends that the Board approve to increase the amount of Schedule No. 10 under the MSA with Cagwin & Dorward for the Novato Fire Smart Demonstration Garden at Station 63 in the amount of \$4,355.74 due to an increase in the scope of work to include resetting fence posts and irrigation repairs.
6. Increase to the contract with Simpson Sheet Metal HVAC
Staff recommends increasing the 2019 contract with Simpson Sheet Metal (“Simpson”) from \$95,000 to \$220,000 for preventative maintenance, repairs, and installations.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, March 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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
MAY 3, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

INFORMATION

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

1. Customer Surveys March 2023
2. MERA Update: April 2023
3. MWPA Quarterly Report Q3
4. Upcoming meetings: Finance Committee TBD
5. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli

Represented Employee group: Novato Chief Officers Association

2. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Professional Firefighters Association

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 7, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

Director Bruce Goines

Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

Zoom Conference Information
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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 7, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Special Finance Committee Meeting 3/20/23
2. Minutes of Regular Board Meeting 5/3/23

NEW BUSINESS

1. Adoption of the Preliminary Budget for FY 2023/2024

Board approval is requested to accept the Finance Committee's recommendation to:

- a. Adopt the Preliminary Budget for Fiscal Year 2023/2024
- b. Establish the date for adopting the Final Budget for Fiscal Year 2022/2023 on the August 2, 2023, regular Board meeting.

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

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

3. Side Letter Agreement establishing the classification of Engineer/Paramedic

Staff recommends that the Board of Directors ratify the side letter agreement establishing the new classification of Engineer/Paramedic.

4. Resolution 2023-13 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Deputy Chief John Dicochea

Board approval is requested to adopt Resolution 2023-13 approving the Employment Agreement of Deputy Chief John Dicochea.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 7, 2023**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945
Website: www.novatofire.org

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

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

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

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

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

Board approval is requested to approve the Finance Committees recommendation to revise the payment method to FDAC EBA, HealthEquity, New York Life, AFLAC, Empower Retirement, Fidelity investments, VOYA, and TIAA.

8. Marin Emergency Radio Authority (MERA) JPA Renewal

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

9. Renewal of IT Support Services Contract with Marin IT

Board approval is requested to accept Staff's recommendation to renew the IT Support Services contract for another twelve (12) months with Marin IT for a total cost of \$155,000.

10. Advertising Campaign Contract Renewal for MWPA

Staff recommends renewing the master services agreement dated November 29, 2021, with Kiosk Creative, LLC ("Kiosk") at a cost of \$110,000 for the 2023-2024 fiscal year.

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

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 7, 2023**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

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

Staff recommends that the Board approve a \$100,000 increase in the amount of Schedule No. 1 under the MSA with Sonoma-Marín Arborists for roadside evacuation route vegetation management services under the MWPA program due to an increase in scope and additional vegetation management services for fuel reduction projects.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

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

INFORMATION

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

1. Customer Surveys April 2023
2. MERA Update: May 2023
3. MWPA Update
4. Upcoming meetings/events:
 - Novato Public Safety Employees of the Year Dinner 6/14/23
 - Regular Board Meeting 7/5/23 @ 10:00 am
 - Finance Committee Meeting 7/18/23
5. Written Communications



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JUNE 7, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

CLOSED SESSION

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

City of Sanger v. Novato Fire District Case # *20CECG02710*

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 30, 2023**

Time: 10:00 a.m.

In-Person Location: Administrative Office
95 Rowland Way, Novato CA 94945
And virtual via Zoom

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023. Any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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NEW BUSINESS

1. Vegetation Management Contract Extensions and Increases.

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

- Forster Kroeger Landscape Maintenance Inc.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

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During Open Time for public expression item

Public comment period on agenda items.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 30, 2023**

Time: 10:00 a.m.

In-Person Location: Administrative Office
95 Rowland Way, Novato CA 94945
And virtual via Zoom

Website: www.novatofire.org

- Conservation Corps North Bay
- The Professional Tree Care Company

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

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

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

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

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

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

CLOSED SESSION

None.

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JULY 5, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

PRESENTATION

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

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Public comment period on agenda items.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JULY 5, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

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

NEW BUSINESS

1. Bank Signature Card Updates

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

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

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

3. Purchase of New High Band Portable Radios

Board approval is requested for the purchase of upgraded high band portable radios in order to ensure that our communications equipment is employing the latest technology



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
JULY 5, 2023**

Time: 10:00 a.m.

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95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

and that there is support for these radios on a daily basis and while on large scale incidents.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

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

INFORMATION

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

1. Customer Surveys May 2023
2. MERA Update: May 2023
3. MWPA Update
4. Upcoming meetings/events:
 - Next Regular Board Meeting 8/2/23 @ 10:00 am
 - Finance Committee Meeting 7/18/23
5. Written Communications

CLOSED SESSION

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

ADJOURNMENT



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

July 18, 2023 at 2:00 pm

Location: Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however, any interested member of the public may participate virtually and/or telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org

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ROLL CALL

Director William Davis, Director Bruce Goines

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

CONSENT CALENDAR ITEMS

1. Review of Fire Chief's credit card expenses: May 2023 & June 2023
2. Review of Deputy Fire Chief's credit card expenses: May 2023 & June 2023

NEW BUSINESS

1. Review Final Draft of the Annual Budget for FY 2023-2024

The Finance Committee will review the final draft of the Annual Budget for FY 2023/2024 and make a recommendation to the full Board of Directors.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

July 18, 2023 at 2:00 pm

Location: Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

INFORMATIONAL ITEMS

1. Next Finance Committee Meeting is October 17, 2023

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 2, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

The Board meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a scheduled board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodation is needed, please contact the District Administrative Services Manager as soon as possible, preferably at least two days prior to the meeting.

ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 2, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

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

NEW BUSINESS

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

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

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

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 2, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

3. Independent Accountant's Report on Applying Agreed Upon Procedures to Ambulance Billings During the Calendar Year 2022

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

4. Package Insurance Policy Renewal

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

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

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

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

1. Customer Surveys 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 @ 10:00 am
5. Written Communications



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
AUGUST 2, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 6, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

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Password: 959595

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 6, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 8/2/23
2. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
The following account has submitted a written request for write-off consideration from the Board of Directors. The request is claiming financial hardship.
▶ F22036451 \$487.50
▶ F23020176 \$487.50

NEW BUSINESS

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

Board to consider converting the ADHOC Facility Committee to a standing committee and reassign directors as needed

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

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

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

Board approval is requested to adopt Resolution 2023-17

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

4. Budget Adjustment- Zoll Heart Monitors

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 6, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

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

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

6. Side Letter Dated August 31, 2023, Between the Novato Fire Protection District and the Novato Fire Chief Officers Association, Local 1775 amending the Memorandum of Understanding of January 1, 2020 – June 30, 2025

Board approval is requested to approve the side letter between Novato Fire Protection District (NFPD) and the Novato Fire Chief Officers Association (NFCOA), Local 1775.

7. Establish a Not-to-Exceed for the Bound Tree Medical Contract through June 2024

Staff requests approval from the Board to increase the dollar amount of the contract with Bound Tree Medical, Inc. for the Procurement of Advanced Life Support (ALS) and Basic Life Support (BLS) medical supplies for the District.

8. Life-Assist Contract Renewal and Increase in Cost

Staff requests approval from the Board to continue contracting with Life-Assist, Inc. (“Life Assist”) for the procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”) pharmaceuticals and medical supplies for the District.

9. Vegetation Management Contract Extensions and Increases

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

1. Forster Kroeger Landscape Maintenance Inc.
2. Conservation Corps North Bay
3. Sonoma-Marín Arborists

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 6, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, July 2023:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures

2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys July 2023
2. MERA Update: August 2023
3. Upcoming meetings/events:
 - Next Regular Board Meeting 10/4/23 @ 10:00 am
 - HERo Girls Camp 10/7-10/8/23 Station 62
 - Open House and Pancake Breakfast- 10/15/23
 - CalChiefs Annual Conference 10/17-10/19 Ontario, CA
 - Special Finance Committee Meeting 10/24/23 @ 9:00 am
4. Written Communications

CLOSED SESSION

None.

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 4, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 4, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 9/6/23

NEW BUSINESS

1. Resolution 2023-18 Great California Shakeout

Board approval is requested to adopt Resolution 2023-18, acknowledging the District's desire to participate in the Great California Shake Out, and continue our work toward making our community safer.

2. Resolution 2023-19 Fire Prevention Week October 8-14, 2023

Board approval is requested to adopt Resolution 2023-19 proclaiming October 8-14, 2023, as Fire Prevention Week.

3. Resolution 2023-20 Breast Cancer Awareness Month

Board approval is requested to adopt Resolution 2023-20 designating October 2023 as National Breast Cancer Awareness Month.

4. Emergency Operations Plan- City of Novato and Novato Fire District

Board to consider approving the revised Joint City of Novato and Novato Fire District Emergency Operations Plan.

5. Resolution 2023-21 Employment Agreement Joe Doherty

Board approval is requested to adopt Resolution 2023-21 approving the Employment Agreement of Part Time Fire Inspector Joseph Doherty.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 4, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

6. Side Letter Dated August 31, 2023, Between the Novato Fire Protection District and the Novato Fire Chief Officers Association, Local 1775 amending the Memorandum of Understanding of January 1, 2020 – June 30, 2025

Board approval is requested to approve the side letter between Novato Fire Protection District (NFPD) and the Novato Fire Chief Officers Association (NFCOA), Local 1775.

7. Window Replacements Station 61

Staff recommends approving the attached bid from R&M Quality Windows and Doors (“R&M”) for the replacement of 13 dorm windows including one bathroom window.

8. Purchase of 1 new Chevy Colorado pickup for the Wildland Mitigation Specialists

Board approval is requested to accept the staff’s recommendation to purchase 1 additional Chevy Colorado pickup from Novato Chevrolet, in an amount not to exceed \$45,000.

Board approval is requested to approve the capital expenditure from account: 9902-4815, money reimbursed by the MWPA.

9. HVAC Procurement and Installation at Station 62

Staff recommends that the Board approve the procurement and installation of a new HVAC system at Station 62.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, August 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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
OCTOBER 4, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

INFORMATION

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

1. Customer Surveys August 2023
2. MERA Update: Sept 2023
3. Upcoming meetings/events:
 - Next Regular Board Meeting 11/1/23 @ 10:00 am
 - Special Finance Committee Meeting- TBD
 - Open House and Pancake Breakfast- October 15
 - Badge Pinning Ceremony 11/15/23 @ 6:00 pm

5. Written Communications

CLOSED SESSION

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
NOVEMBER 15, 2023**

Time: 6:00 pm

Location: Novato High School Performing Arts Center
625 Arthur Ave
Novato, CA 94945

Website: www.novatofire.org

The Special Board Meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a scheduled board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably at least two days prior to the meeting. Please note, this meeting is in-person only. There will not be an option for virtual attendance.

ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

PRESENTATION

1. Badge Pinning Ceremony

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 6, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ELECTION OF BOARD OFFICERS

Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite nominations. Seek public comment, followed by a Board motion. Board may deliberate/comment, then vote.

1. Election of President

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 6, 2023**

Time: 10:00 a.m.

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

Website: www.novatofire.org

2. Election of Vice President
3. Election of Secretary

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 11/01/23
2. Minutes of Special Board Meeting 11/15/23
3. Minutes of Special Board Meeting 11/17/23
4. 2024 Regular Board Meeting Dates
5. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.

➤ F22005062	\$2,763.44
➤ F23012338	\$ 200.00

NEW BUSINESS

1. Resolution 2023-24 a Resolution of the Novato Fire Protection District Approving an Administrative Policy Establishing Rules of Decorum and Civility for Public Meetings of the Board of Directors

Board approval is requested to adopt a Resolution Approving an Administrative Policy Establishing Rules of Decorum and Civility for Public Meetings of the Board of Directors

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

District staff recommends sending the third of 3 payments for CY 2023 (invoice amount \$144,366.53) to DHCS so that the program achieves full participation from funding entities



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 6, 2023**

Time: 10:00 a.m.

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Website: www.novatofire.org

required to obtain the maximum Federal funds match to realize maximum reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports

3. Resolution 2023-23 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Vegetation Management Program Manager Sarah Labberton.

Board approval is requested to adopt Resolution 2023-23 approving the Employment Agreement of Vegetation Management Program Manager Sarah Labberton.

4. Resolution 2023-25 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Information Technology (IT) Intern Katherine Weinzierl.

Board approval is requested to adopt resolution 2023-25 approving the Employment Agreement of IT Intern Katherine Weinzierl.

5. District's Admin Demonstration Garden – Front Garden

Staff recommends that the Board approve the demolition of the current commercial garden at the administration building, and the installment of a newly designed demonstration garden.

6. Professional Tree Care Co. work projects for the Greater Novato Shaded Fuel Break Bike Path Project Area and the Valley Memorial Park Eucalyptus Removal Project

Staff recommends that the Board approve the removal of eucalyptus and thinning of large scrub populations with large equipment off the bike path between South Novato Boulevard and Pell Plaza as part of the Greater Novato Shaded Fuel Break project.

Staff wishes to inform the Board of the planned removal of the last five eucalyptus trees at the Valley Memorial Park Eucalyptus Removal project site. Due to the public safety hazard, the Fire Chief and Marin Wildfire Prevention Authority have approved the removal.

7. Vegetation Management Contract Extensions and Increases

Staff recommends that the Board approve to extend the contract term and increase the contract amounts for one (1) vegetation management agreement under the MWPA program.

1. Forster Kroeger Landscape Maintenance Inc.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
DECEMBER 6, 2023**

Time: 10:00 a.m.

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Website: www.novatofire.org

3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action needed.

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

INFORMATION

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

1. Customer Surveys October 2023
2. MERA Update: November 2023
3. Upcoming meetings/events:
 - Regular Board Meeting 1/3/24
 - NFD Strategic Planning Meeting 1/9-1/10/24
4. Written Communications

CLOSED SESSION

1) CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of section 54956.9 (one potential cases).

ADJOURNMENT



Novato Fire District Board of Directors

Facilities Committee Meeting Agenda

December 13, 2023, at 11:00 AM

Location: NFD Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Facilities Committee due to the expiration of Executive Order N-29-20 on February 28, 2023, however, any interested member of the public may participate virtually and/or telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org

The Facilities Committee meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a scheduled board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

ROLL CALL

President Lj Silverman, Director Michael Hadfield

AGENDA ADJUSTMENTS

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

CONSENT CALENDAR ITEMS

None.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



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NEW BUSINESS

1. Welcome and introduction of B/C Jeff Whittet Director of Organizational Resources

2. Mold remediation at Station 62 and mitigation efforts

Staff will provide an update on the mold remediation project at Station 62 and mitigation efforts.

3. Update on general maintenance and repairs by station, including administration

Staff will provide an update on general maintenance and repairs by station, including the administration building.

4. Potential sewer line extension engineer study

Staff will provide an update on a potential sewer line study.

5. Possible future capital facilities improvements

The Facilities Committee will discuss possible future capital facilities improvements.

6. 2024 Facilities Committee Meeting Schedule

The Facilities Committee will discuss and establish a regular meeting schedule for 2024.

INFORMATIONAL ITEMS

None

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT