



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
MARCH 6, 2024**

Time: 10:00 a.m.

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

Website: www.novatofire.org

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

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

ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

<p>Zoom Conference Information Join at Zoom.com</p> <p>Meeting ID: 232 811 1856 Password: 959595</p> <p>Join the Zoom meeting and then dial in if you need audio by telephone +1 669 900 6833 US (San Jose)</p> <p>Join by telephone only: +1 669 900 6833 US (San Jose)</p> <p>For clarity of discussion, the Public is requested to MUTE except: During Open Time for public expression item Public comment period on agenda items. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.</p>
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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. Regular Meeting Minutes 2.7.24
2. Special Meeting Minutes 2.27.24
3. Travel Authorization and Advance approval for Directors to attend the Fire Districts Association of California annual conference in Monterey, April 23-26, 2024
4. Ambulance Fee Debt Write-Off Due to Hardship

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

▶ F23016503	\$1,250.80
▶ F23027216	\$1,174.04
▶ F23033488	\$3,388.46

NEW BUSINESS

1. Re-allocation of Assigned and Unassigned fund balances

Board approval is requested to approve the Finance Committee's recommendation to reallocate assigned and unassigned fund balances.

2. Rainy Day Fund- Committed Fund Balance

Board approval is requested to accept the Finance Committee's recommendation to leave the Rainy Day Fund Balance at its current level of \$5,071,552.

3. Resolution 2024-02 Designation of Applicant's Agent Resolution – Cal OES Form 130.

Board to consider adoption of Resolution 2024-02 designating the Fire Chief, Deputy Chief, and Finance Director as the District's designated agents.

4. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2023/24

- a. Board approval is requested to accept Staff's recommendation to fund the OPEB contribution for 2023/24 in the amount of \$1,186,754 and establish the OPEB Funding Policy to be 100% of the Actuarially Determined Contribution.



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- b. Increase the Health Insurance budget account 9308-1513 by \$186,754 by transferring this amount from Unassigned fund balance

5. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2023

Board approval is requested to accept Staff's recommendation to perform the audit with a 3% sample size.

6. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2023

Board approval is requested to accept Staff's recommendation to perform the audit with a 3% sample size.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, January 2024:
 - 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 January 2024
2. MERA Update: February 2024
3. Upcoming meetings/events:
 - Strategic Planning Meeting 3/12-3/13
 - Regular Board Meeting 4/3/24
 - Facilities Committee Special Meeting 4/4/24
 - Retirement Luncheon Captain Black and B/C Freedman 4/8/24
 - FDAC Annual Conference 4/23-26 Monterey, Ca.



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4. Written Communications

ADJOURNMENT