



Novato Fire District Board of Directors
Regular Board Meeting Minutes
February 7, 2024

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

2

3 **ROLL CALL**

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

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire
9 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, Administrative Assistant
10 Grace Walraven, B/C Jeff Whittet, Fire Prevention Specialist Lauren Galli, Finance Director Joe
11 Valenti, Contract/Purchasing Administrator Colleen Walraven, WMS Kyle Nicholes, EMS
12 Billing Analyst Shannon Wager, and B/C Dan Peters.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 New Business item 1 was moved after item 5.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 NSAS President Lauren Galli commented that the group is anticipating the review of the work-
25 from-home policy. They are still anticipating hiring two new accounting positions, with one
26 candidate progressing through their background. She thanked Chief Tyler and D/C Dicochea for
27 the changes to the background process. Lauren noted that NSAS is grateful for being invited to
28 participate in the Strategic Planning Meeting, as this was the first time doing so.

29 **DIRECTOR MATTERS**

30 Director Davis commented that he was impressed with the level of communication from the
31 Chief during the recent storm event.

32 Director Hadfield reported attending Paint the Town Red and was pleased to see Paul Price
33 receive Citizen of the Year. He was also happy to receive updates during the storm and
34 impressed by how the crews handled the situation.

35 Director Francisco echoed the sentiments of Director Davis and Hadfield and was pleased to see
36 how prepared we were for the storm event.

37 President Silverman noted that he appreciated the storm updates and excellent communication.

38

39 **CHIEF'S REPORT**

40 **Calendar Items:**

41 • Wednesday, February 7th Feb Monthly BOD Meeting

42 • Thursday, February 8th MWPA OPS Meeting



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- 43 • Monday, February 12 through 14th DEMOs and review of three county-wide RMS
- 44 Software Database Systems: First Due, Image Trend, ESO
- 45 • Monday, February 12th, 1:30 pm Wildfire Mitigation Alignment-Cal Fire Webinar
- 46 • Wednesday, February 14th C60 Knee Surgery
- 47 • Thursday, February 15th MWPA BOD Meeting
- 48 • Monday, February 19th Presidents Day-Office Closed
- 49 • Tuesday, February 20th Finance Committee Meeting
- 50 • Thursday, February 22nd MCFCA Meeting
- 51 • Wednesday, February 28th NFD OPS meeting
- 52 • Wednesday, March 6th March BOD Meeting

53 **Administrative Items:**

- 54 • **Strategic Planning Sessions** Jan 9th & 10th are complete. Thank you for your full
- 55 participation! I have received a draft of the plan from the consultants and D/C Dicochea
- 56 and I have reviewed it. I shared the draft with the Board and will send it out to all
- 57 personnel by Friday for comment.
- 58 • **B/C Listening Session #2:** D/C Dicochea and I participated in a second B/C Listening
- 59 Session. I am committed to continuing to build trust and coordination with the command
- 60 team. Many of the B/Cs spoke freely and candidly from their perspectives.
- 61 • **Beyond the Bell:** Our new internal newsletter has launched! I hope you had a chance to
- 62 see it. Lauren Galli is the newsletter coordinator- content photos and stories came in from
- 63 several employees. An external Newsletter is planned to be released in March.
- 64 • **MWPA Operations Chair and 23/24 Workplan:** I have been appointed the MWPA
- 65 OPS Chair for this year. Mill Valley City Manager Todd Cusimano is the co-chair.
- 66 • **Finance Division Update:** We have completed the selection process for a new payroll
- 67 system and a recommendation to proceed with implementation will be made at our next
- 68 BOD meeting in February. A significant amount of time and effort has gone into this
- 69 desperately needed program upgrade. We have a new accountant position in the
- 70 background process, we have reposted for the second position and are working to get new
- 71 candidates to interview. This is a priority. In addition, we have been investigating
- 72 discrepancies in vacation and other leave balances. We will share our findings with the
- 73 Finance Committee at their next meeting. I thank you for your patience in getting our
- 74 Finance Division the support they need to do their jobs with adequate staffing and
- 75 program support.
- 76 • **Paint the Town Red Employee of the Year recognition:** In attendance for NFD were
- 77 EOY Azar Mashintchian and her family, EOY Ryan Hamilton and his wife, Mike
- 78 Hadfield and his wife Allison, D/C John Dicochea, plus my wife Marie and I. We had a



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79 nice evening and meal as the City of Novato celebrated its 64th birthday. By comparison,
80 NFD is 98 years young.

81 • **Personnel Ordinance & MOU-related committees:** D/C Dicochea and I met with legal
82 counsel to create a proposal to send to both the NPFA & NFCOA related to contractual
83 obligations for workgroups to update the personnel ordinance. We also discussed the
84 creation of a Management/NFCOA workgroup on the existing practices section of the
85 MOU as it relates to policy and practices. It is anticipated that both labor and general
86 counsel will help take us through a workgroup process.

87 • **Grant writing for NFD:** We have signed a service agreement with Blackrock 3 and
88 retired FC Tom Welch to start looking at available grants for NFD. Tom met with NFD
89 Division heads this week to go over divisional and organizational needs and has created a
90 draft list for our review and prioritization.

91 • **Neogov Employee Evaluation Program Upgrade:** We reviewed a new employee
92 evaluation program and have asked them for additional information. We have been
93 looking at various options to upgrade our programs and the Neogov system looks
94 promising. Stay tuned.

95 • **Website** refresh project is well underway with training of staff. Anticipated launch is
96 mid-March.

97 • **New Background Contractors** stood up- Gary Barner's contract ended.

98 • B/C Scott Freedman and Training Capt. Adam Black have announced their retirement in
99 March.

100 • Training Captain and Deputy Fire Marshal Interviews are happening today

101 • David Schiavo successfully completed his Acting Captain test

102 **OPS: D/C Dicochea:**

103 • February Weekend Storm came in as advertised! NFD up staffed so we could be on forward foot.
104 Strike team type 3 pre-position and swift water team stood up, two pickup trucks with two-person
105 staff to help take storm surge calls out of the system. Flooding in the usual places-
106 Armstrong/Cherry St, Cul de sacs off S Novato Blvd across from Pini Hardware (Lauren, Garden
107 Joan,) approx. 70 calls after 3 pm and well into the early morning hours. Trees into powerlines,
108 structures, vehicles, sheds carport blown over, roofs off mobile homes. A large tree fell on a fire
109 engine. No injuries and limited damage. Creek to 1ft of action stage, just below the SMART
110 tracks overpass.

111 • Deputy Chief Dicochea is joining the Board of Directors at the North Marin Community
112 Services District this evening. They are very excited to have access to his time and talents
113 supporting their programs, which John is passionate about.

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

115 • Hosting S270 class at station 62 this week

116 • Company Officer 2E in Classroom #1 completed

117 • 12-Month Probationary Exam for Woodward-Sollesnes. Complete and successful.



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- 118 • B/C Smith will be supporting the Marin County Fire B/C exam schedule for February
119 14th-15th
120 • After Action Review (AAR) of the Laurie Ct fire with A-Shift completed last week
121 • Coordination with Osgood on upcoming classes for this spring
122 • Meeting with Jerry Corda to discuss the June firing class

123 **EMS: B/C Dan Peters**

- 124 • NFD has received a proposed contract between Cal-JAC and Novato Fire Protection
125 District on obtaining valuable internship experience for their Paramedic cadets. The Cal-
126 Jac Paramedic Program has concluded the didactic portion of our second pre-
127 apprenticeship Paramedic Academy, with the cadets scheduled to complete their clinical
128 internships and begin their field internships this month, February. Both of their pre-
129 apprenticeship programs, for Paramedic and EMT, have been extremely successful and
130 have been very well received by the cadets, our clinical and field partners, and the partner
131 departments.
- 132 • Currently, we are contacting departments that provide Advanced Life Support prehospital
133 care and the vital continuity of care transport, to maximize a Paramedic cadet's training
134 and success. They hope to continue the growth of our partnerships with fire departments
135 throughout the Bay Area, including the Novato Fire Protection District. They propose that
136 an internship contract between our two agencies would help fill the staffing void that is
137 hamstringing California's fire departments while providing the valuable and necessary
138 mentorship and skills practice that pre-apprenticeship provides cadets in training. A
139 collaboration going forward would be instrumental, from their point of view, in their
140 objective to recruit future classes of underrepresented candidates to help them get through
141 the rigorous and costly application process that all candidates must complete to prepare
142 them to join the fire service. They currently have cadets living in the Bay Area that need
143 field internships. If possible, they would like them to complete their field internships with
144 Novato Fire Protection District. We are reviewing the terms of the contract to see if this is
145 feasible.
- 146 • Hosted a series of EMS classes on BH uses of Ketamine therapy

147 **Fire Prevention: B/C of Prevention FM Lynne Osgood**

- 148 • Met with VMS Manager to review MWPA 24/25 Project Plan and Budget
149 • San Marin High School Career Fair
150 • Guide Dogs for the Blind station visit.
151 • Relay for Life/Heroes to Heroes medaling ceremony
152 • More work on planning the end of MWPA work plan for next year
153 • Reviewed sites where work is performed to assess current condition post-rainfall
154
155



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

- 157 • Assigned to Marin USAR/RTF Water Team 11 for Storms. XMR240016-01 CA-OES-
158 Pre-Position
- 159 • Completed many tasks on “Fresh Service” trouble ticket system for facility projects and
160 scheduling throughout the week.
- 161 • Roof Leak discovered in Station 62 Classroom. Romana Construction completed
162 necessary repairs to the classroom on 1/30/2024.
- 163 • Met with Lucas Bachman of Enterprise Fleet Division creating a 10-year replacement
164 plan for Novato Fire “Light Fleet”. Working on a proposal to be presented to the Board
165 soon.
- 166 • Gym Flooring for Admin delivered on 1/30. Contacted Integrity Construction regarding a
167 bid to remove old flooring and install new rubber flooring.
- 168 • UL Test for Aerial Ladder Truck completed 1/19. Ten-hour maintenance completed
169 1/25/2024 by C Shift.
- 170 • E61 light bar repair removed and ordered-less than \$1,000 in damages.
- 171 • All Other Units in Service.

172

173 **CONSENT CALENDAR ITEMS**

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

- 176 1. Minutes of Regular Board Meeting 1/3/24
- 177 2. Minutes of Special Board Meeting 1/9/24
- 178 3. Minutes of Special Board Meeting 1/10/24
- 179 4. 2024 Finance Committee Meeting Dates
- 180 5. Ambulance Fee Debt Write-Off Due to Hardship

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

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

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

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

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

191 There was no public comment.

192

193 M/s Hadfield/Goines to approve the Consent Calendar.

194 Motion carried: 5-0-0

195



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196 **NEW BUSINESS**

197 2. Payroll and HR Software Purchase

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

200 FD Joe Valenti provided background information on the need to upgrade the current payroll
201 software. After conducting an RFP for payroll and HR software, District staff selected UKG's
202 software product, UKG Ready, which is the parent company of Telestaff. He noted that the time
203 commitment for this project is 12 months after the contract review is complete.

204 There was no public comment.

205 M/s Hadfield/Francisco to approve the purchase of new payroll and HR software to replace the
206 current software.

207 Motion carried: 5-0-0

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

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

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

213 FD Valenti noted that the scale and complexity of the payroll upgrade project inspired District
214 staff to seek information from qualified software implementation consultants. After interviewing
215 the two most qualified consultants, the recommendation is to hire Soft Resources for contract
216 review and HCM Unlocked to manage the implementation of the software.

217
218 There was no public comment.

219 M/s Davis/Silverman to approve contracting with two (2) consultants to assist in the contract
220 review and project management of new payroll and HR software.

221 Motion carried: 5-0-0

222 4. Landscape Design Services for Administrative Building Backyard

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

225 Chief Tyler discussed the need to re-landscape and improve the backyard space behind the
226 Administration building. The cracked cement patio and lifted walkway have become a tripping
227 hazard. Additionally, the number of employees has increased, and the lunchroom does not
228 accommodate everyone, therefore the patio will provide additional space for breaks and lunches.

229 There was no public comment.

230 M/s Goines/Francisco to approve Carlile Macy's proposal for landscape design services for the
231 District's Administrative Building backyard.



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232 Motion carried: 5-0-0

233

234 5. Extend the Term and Increase the Cost of MSA with Simpson Sheet Metal, Inc.

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

238 Chief Tyler reported that in November 2023, the primary HVAC system at Station 62 failed and
239 had to be replaced. The \$81,000 cost brought the contract close to the do not exceed amount of
240 \$265,000. The increase will bring the contract up to \$300,000. Director Hadfield asked if this is a
241 multi-year contract. Chief Tyler confirmed this is a 3-year contract.

242 There was no public comment.

243 M/s Hadfield/Francisco to extend the term of the Simpson Sheet Metal (“Simpson”) MSA for
244 HVAC maintenance and repairs to June 30, 2024, and approve an increase to the contract
245 amount from \$265,000 to \$300,000.

246 Motion carried: 5-0-0

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

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

253 Chief Tyler introduced Resolution 2024-01 and provided background information on the item.
254 Each of the Board members were asked to provide a list with three names of people that would
255 stand in for them if there was to be a major emergency. The succession list should be on file with
256 the Clerk of the Board. These standby members would step in only if the board member of the
257 Fire Chief were “unavailable” for service as defined under California Government Code Section
258 8636. Each year in January a Resolution will be adopted to establish lines of succession for the
259 Board and the Fire Chief. District Counsel Riley Hurd confirmed that the succession list can be
260 updated as needed during the year.

- 261
- 262 • Standby members for President Silverman: Steve Metcho, Peter Bloom, and Ryan Hensler
 - 263 • Standby members for Director Hadfield: William Kleinecke, Malia Comstock, and Robert Marshall
 - 264
 - 265 • Standby members for Director Francisco: None provided
 - 266 • Standby members for Director Goines: Michael Landrum, Mike Ring, and David Gabriel
 - 267 • Standby members for Director Davis: John Hansen, John Feld, and Steve Plocher



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- 268 • Standby members for Chief Tyler: Deputy Fire Chief, B/C- Director of Organizational
269 Resources, and B/C of Training

270
271 There was no public comment.

272 M/s Davis/Hadfield to adopt Resolution 2024-01, a resolution of the Novato Fire Protection
273 District identifying representatives for Board members and the Fire Chief should such members
274 become unavailable.

275 Roll call vote:

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

277 Noes: None

278 Absent: None

279 Motion carried: 5-0-0

280

281 **COMMITTEE REPORTS**

282 Directors may report on committee activities and meetings.

- 283 1. MERA (Directors Silverman and Hadfield)- President Silverman reported that MERA is
284 making substantial progress, equipment, generators, and towers are being installed.
285 Motorola is installing at several locations. Nokia has installed several microwaves.
286 2. Finance Committee (Directors Davis and Goines)- The Finance Committee will meet on
287 February 20th.
288 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported
289 MWPA met on 1/18. The following items were discussed/approved:
290 • New appointees on the Citizens Advisory Tax Committee
291 • 9 different businesses eligible for quick contract work- preapproved contractors
292 • Executive Director has authority up to \$200K for contract approval
293 • Audit complete- no findings
294 • Chief Tyler attended the last MWPA meeting. Director Goines thanked him for
295 his presence at the meeting.
296 4. Facilities Committee (Silverman and Hadfield)- the March 12th meeting conflicts with the
297 Strategic Planning Meeting so it will be rescheduled.

298

299 **FINANCIAL REPORTS**

300 Informational items for review. No action needed.

- 301 1. Financial Reports, December 2023:
302 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
303 b. Revenues and Expenditures Detail Financial Report
304 c. Vendor Summary Financial Report
305 d. MWPA Revenues and Expenditures
306 2. District Monthly Contracts Information
307



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308 **INFORMATION**

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

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

318 ASM Crayne reminded the Board about the FDAC Annual Conference in Monterey on April 23-
319 26.

320 Director Hadfield called attention to a positive comment on the Customer Survey.

321 *The Board entered into Closed Session at 11:46 am.*

322 **CLOSED SESSION**

323 1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

324 Government Code Section 54956.9(d)(2)

325 Significant exposure to litigation: 1 case
326

327 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

328 Government Code section 54957(b)(1): Fire Chief
329

330 *The Board returned to Open Session at 4:20 pm and reported no action was taken.*

331

332 **ADJOURNMENT**

333 There being no further business to conduct, President Silverman adjourned the meeting at
334 4:20 pm.

335

336 Respectfully Submitted,

337

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

339

340 Jennifer Crayne, Clerk of the Board

341

342