



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
July 18, 2023, at 2:00 pm

1 The meeting was called to order by Director Davis at 2:00 p.m.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM Jennifer Crayne, IT Manager Azar
8 Mashintchian, and B/C Dicochea.

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 No public comments were made.

12

13 **AGENDA ADJUSTMENTS**

14 None.

15

16 **CONSENT CALENDAR**

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

19

20 No public comment.

21 M/s Goines/Davis to accept consent calendar items 1-2.

22 Motion carried: 2-0-0

23

24 **NEW BUSINESS**

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

26 The Finance Committee will review the final draft of the Annual Budget 2023-2024 and
27 make a recommendation to the full Board of Directors.

28 Finance Director Joe Valenti noted that the Draft Preliminary Annual Budget for FY 2023-2024
29 was adopted in June. The County of Marin provided final numbers which affected final revenue
30 projections. The final budget will be adopted in August.

31 The changes made since the approval of the preliminary budget include the following:

- 32 • Revenues are anticipated to be \$38.9 million
33 • County anticipates a 5.6% increase in property taxes, the original estimate was 4.2
34 • Salaries and benefits increase by 10.5% due to updated healthcare premiums
35 • Services and supplies increase by \$350K due to the addition of recruitment and retention
36 and a cancer prevention and mitigation program.
37 • \$30K decrease in Marin IT Contract

38

39 Director Goines asked for more information on the cancer prevention and mitigation program.
40 Chief Tyler referred to the recent information that has come out regarding PFAS in the turnout
41 gear. They are raising awareness about these chemicals and the importance of mitigating
42 exposure to reduce the prevalence of cancer in firefighters.



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43 FD Valenti commented on the \$100K added for recruitment and retention. These funds will
44 allow for an increased presence at job fairs, producing informational recruitment videos,
45 supporting the Reserve Program, and establishing a scholarship to help underserved
46 communities.

47
48 No public comment.

49 M/s Davis/Goines to recommend to the full Board to accept the Final Draft of the Annual Budget
50 for FY 2023-2024.

51 Motion carried: 2-0-0

52

53 **MWPA REPORTS**

54 None.

55

56 **INFORMATIONAL ITEMS**

- 57 • The next Finance Committee meeting will be held on October 17, 2023

58

59 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

61

62 **ADJOURNMENT**

63 There being no further business to conduct, Director Davis adjourned the meeting at
64 2:56 pm.

65

66 Respectfully Submitted,

67
A handwritten signature in cursive script that reads "Jennifer Crayne".

69

70 Jennifer Crayne

71 Clerk of the Board