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Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 2, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3

4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Directors Bill Davis and Bruce Goines.

6

7 Absent: Secretary Steve Metcho

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Battalion Chiefs Kyle Dague, Finance Directors Dan Hom and Joe Valenti,  
11 Jeanne Villa, Recording Secretary.

12

13 **ALSO PRESENT**

14 Riley Hurd, District Counsel.

15

16 **AGENDA ADJUSTMENTS**

17 Consent Calendar item #6 should read April 2-April 5.

18

19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 No public comments were made.

21

22 **PRESENTATION**

23 Riley Hurd, District Counsel presented his annual PowerPoint show reviewing the Brown Act,  
24 Rosenberg's Rules of Order, and parliamentary procedure.

25

26 **ELECTIONS OF OFFICERS AND COMMITTEE APPOINTMENTS**

27 Nominations for Committees were held.

28

29 Finance Committee: Directors Davis and Goines volunteered to serve.

30

31 There was no public comment.

32

33 M/s Silverman/Galli to appoint Directors Davis and Goines to the Finance Committee

34

35 Motion carried 4-0-1

36

37 MERA Committee: Directors Silverman and Metcho volunteered/were nominated.

38

39 There was no public comment.

40



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41 M/s Davis/Goines to appoint Directors Silverman and Metcho to the MERA Committee, with  
42 Director Metcho as Primary and Director Silverman as the alternate

43  
44 Motion carried 4-0-1

45  
46 **ASSOCIATION PRESIDENTS' REPORT**

47 No report.

48  
49 **DIRECTOR MATTERS**

50 Director Goines commented on his ride-along with Chief Tyler. They covered the City and the  
51 District boundaries, and reviewed ingress/egress issues. The tour was very helpful.

52  
53 **CHIEF'S REPORT**

54 Chief Tyler reported:

55 Upcoming Calendar Information:

- 56 January 9: Leadership Novato Economics Day, Buck Center 8:00 am  
57 January 14: Lexipol Webinar--The Data-Driven Fire Department: Using Analytics to Improve  
58 Operations and Reduce Firefighter Risks 1:00 pm  
59 January 16: Annual Fire and Law Dispatch Contracts Meeting, 10:00 am  
60 January 23: OPS meeting: Internal 2018 Wildland CQI meeting  
61 January 24: Wilder than Wild Film Documentary. 5:00 pm to 9:00 City Hall  
62 January 4: FEMA Disaster Mitigation Grants Meeting, 10:00 am  
63 January 25: Novato's Birthday Party—Paint the Town Red 6:00-10:00pm (Buck)  
64 January 30: Novato Fire Foundation Annual Meeting 8:30 to 10:00 am  
65 February 2: Community Birthday Party, 1:00-3:00 pm, City Hall  
66 February 6: BOD Retreat 8am to 2:30 pm  
67 February 6: BOD Meeting 6:00 pm

68  
69 Recent Highlights:

70  
71 Administrative Items: Our new hire background investigator has received personal history  
72 statements from all three Firefighter/Paramedic candidates, and we are moving ahead with this  
73 phase of the hiring as planned and on schedule.

74  
75 Long time Novato physician Jeffrey Stevenson passed away on December 24th. He was found  
76 deceased on the bike path between Novato and Marinwood. Many of our members see Dr.  
77 Stevenson as their pre-designated Workers Compensation physician. With his passing, many  
78 questions will be raised about what happens to care and treatment of patients currently seeing  
79 him. We are in discussion with both Athens Administrators – our Workers Comp administrator  
80 as well as IAFF 1775 to get clarification on next steps for members seeing Dr. Stevenson.

81  
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82 We are currently updating the 2018-2020 Strategic Plan items to report out at the BOD retreat.

83

84 Finance: Preparations are underway to post a job announcement for a new Finance  
85 Assistant/Specialist Position to support that division. The goal is to hire by the end of March.

86

87 OPS: Annual evaluations are underway for all personnel. Today is Shawn Kreps last day on  
88 shift—he is retiring as an engineer after 23 years with NFD.

89

90 Training: Firehouse Subs Grant Program—Explorer Turnout Update: We received all the  
91 explorer turnout gear last week and it has been inventoried and confirmed that we received all  
92 the correct gear. We confirmed that we received the grant money – \$22,190.38.

93

94 At the next Explorer meeting we will pass out the gear. Ryan Hamilton and Robert LaCroix will  
95 coordinate a date for the Board and Firehouse Subs to get together for a Public Relations event.

96

97 Chief LaCroix sent out Block 1 training to captains and finished the development of the 6 month  
98 probationary test, which received positive reviews from captains. Chief LaCroix finished the  
99 development of the engineer’s test, but still needs to validate the test.

100

101 Emergency Medical Services (EMS) division: B/C Dague is working on AHA CPR training  
102 program, upcoming URVI drill and the installation and distribution of the new iPads for PCR  
103 data entry. M62 now has their new iPad.

104

105 Prevention Division: Plan review catch up was performed the week before last. Chief Jessell  
106 participated in a MVMCC meeting on options for another evacuation route out of the park, and  
107 shelter-in-place options/area of refuge options.

108

109 Chief Jessell met with Sprinkler Fitters Union representative for Millworks/Whole Foods system  
110 review to look at a possible field location for a refresher class for crews.

111

112 Inspector Osgood completed a vegetation evaluation for 74 units at Ignacio Creek HOA.  
113 They are considering applying for Fire Wise after the evaluation assessment.

114

115 We have applied for a \$108,000 Cal-fire Grant for senior citizen defensible space projects,  
116 evacuation and emergency access routes, and vacant lot clearance in Black Point/Green Point  
117 Fire Wise neighborhoods.

118

119 We also processed five additional matching grant applications, and completed one more school  
120 inspection this week.

121



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122 Director Silverman asked about the construction seen near Costco. Chief Tyler explained that the  
123 City has plans for the development of that area for a possible Costco gas station, hotel and other  
124 structures.

125 Director Goines commented that if anyone plans to attend the Wilder than Wild film,  
126 reservations are recommended.

127

128 **CONSENT CALENDAR ITEMS**

129 1. Minutes of Regular Board of Directors Meeting December 5, 2018

130 2. Board of Director attendance at Fire District Association of California Annual  
131 Conference - Silverman

132 Board considered the approval for travel authorization and advancement for Director  
133 Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from  
134 April 3 through April 5, 2019.

135 3. Board of Director attendance at Fire District Association of California Annual  
136 Conference - Galli

137 Board considered the approval for travel authorization and advancement for Director  
138 Galli to attend the Fire District Association of California (FDAC) in Napa, CA from  
139 April 3 through April 5, 2019 FDAC Davis

140 4. Board of Director attendance at Fire District Association of California Annual  
141 Conference - Davis

142 Board considered the approval for travel authorization and advancement for Director  
143 Davis to attend the Fire District Association of California (FDAC) in Napa, CA from  
144 April 3 through April 5, 2019

145 5. Board of Director attendance at Fire District Association of California Annual  
146 Conference - Metcho

147 Board considered the approval for travel authorization and advancement for Director  
148 Metcho to attend the Fire District Association of California (FDAC) in Napa, CA from  
149 April 3 through April 5, 2019

150 6. Board of Director attendance at Fire District Association of California Annual  
151 Conference - Goines

152 Board considered the approval for travel authorization and advancement for Director  
153 Goines to attend the Fire District Association of California (FDAC) in Napa, CA from  
154 April 2 through April 5, 2019

155 There was no public comment.

156

157 M/s Silverman/Galli to approve the consent calendar items 1-6, striking #3, with each Board  
158 member recusing themselves from voting on the consent calendar item that applies to them,  
159 stating their recusal is due to the financial benefit to them.

160

161 Motion carried for item #1: 4-0-1



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162  
163 Motion carried for items 2, 4-6: 3-0-1-1

164  
165 **NEW BUSINESS**

166 1. Bank Signature Cards Changes

167 Board approval was requested to accept Staff's recommendation to add Bruce Goines, Kyle  
168 Dague, and Robert LaCroix; and remove Worth Fenner, Jr., to/from the following bank signature  
169 cards, and direct the Finance Director to revise the necessary documents.

170 There was no public comment.

171  
172 M/s Silverman/Davis to accept Staff's recommendation to add Bruce Goines, Kyle Dague, and  
173 Robert LaCroix; and remove Worth Fenner, Jr., to/from the following bank signature cards, and  
174 direct the Finance Director to revise the necessary documents.

175 Motion carried 4-0-1

176  
177 2. Designation of Applicant's Agent Resolution – Cal OES Form 130

178 Board considered adoption of Resolution 2019-1 designating the Fire Chief, Deputy Chief and  
179 Finance Director as the District designated agents.

180 There was no public comment.

181  
182 M/s Silverman/Davis to adopt Resolution 2019-1 designating the Fire Chief, Deputy Chief and  
183 Finance Director as the District designated agents.

184 Roll Call Vote:

185 Ayes: Galli, Silverman, Davis and Goines

186 Noes: None

187 Absent: Metcho

188 Motion carried 4-0-1

189

190 3. County of Marin 2018/2019 Annual Statement of Investment Policy.

191 Board approval was requested to approve the County of Marin 2018/2019 Annual Statement of  
192 Investment Policy.

193 Finance Director Valenti explained the details and the need for the Annual Statement of  
194 Investment Policy. The District Operating Funds are with the County of Marin.

195

196 There was no public comment.

197



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198 M/s Goines/Davis to approve the County of Marin 2018/2019 Annual Statement of Investment  
199 Policy.

200

201 Motion carried 4-0-1

202 4. Pinnacle Training Systems Fitness Testing & Health/Wellness Program

203 Board approval was requested for Staff's recommendation to enter into a one-year contract with  
204 Pinnacle Training Systems for onsite medical evaluations pursuant to NFPA 1582 and for a  
205 health promotion and wellness program.

206 Chief Tyler explained the desire to change to a new company to perform the annual physicals,  
207 which will give the added benefits of analysis and recommendations post physicals; and wellness  
208 topics/webinars and individual follow-ups with members. The contract runs to January 2020 and  
209 has a not to exceed amount of \$60,000.

210 Director Davis asked if the rank and file members receive these benefits. Chief Tyler clarified  
211 that the rank and file will receive the physicals, but all members will benefit from the wellness  
212 components.

213 There was no public comment.

214

215 M/s Davis/Silverman to enter into a one-year contract with Pinnacle Training Systems for onsite  
216 medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.

217

218 Motion carried 4-0-1

219 **COMMITTEE REPORTS**

220

221 **MERA** (Director Metcho and Director Silverman)

222

223 Director Silverman noted that the CEQA process continues with a meeting in Bolinas, where  
224 there are issues with the tower. Motorola is standing firm on their change order to charge for the  
225 radio chargers. The Board voted to approve 3 change orders, and tasked Dave Jeffries with  
226 convincing Motorola to negotiate on the charger issue. Jeffries was given a not to exceed amount  
227 to negotiate.

228

229 **Finance Committee** (Director Davis)

230 There was no meeting this month. The next meeting is February 12, 2019.

231

232 **FINANCIAL REPORTS**

233 There were no comments.



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- 234 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, November 2018
- 235 2. Revenues and Expenditures Detail Financial Report, November 2018
- 236 3. Vendor Summary Financial Report, November 2018
- 237 4. EFT Confirmation Documentation, November 2018
- 238 5. District Report on Contracts, November 2018
- 239

CONTRACTOR NAME	DCM	Cost	D	CODE
<b>PROFESSIONAL SERVICES -NON PUBLIC WORKS</b>				
Tritech Software	Wager	\$250	Custom report for customer	N
Crandall Roofing	Menzel	\$4,831.00	Roof repair at Station 62.	E
Helena Munoz	Hom	\$35,000.00	Payroll processing service.	R
The Blackrock Group	Felciano	\$10,000.00	Private Investigator Service.	N
Parodi Investigative Service	Felciano	\$10,000.00	Private Investigator Service.	N
Herzog Geotechnical	LaCroix	\$6,800.00	Geotechnical services for soil engineering at training	N
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Nothing to report				
<b>EMS BILLING</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				

240

**Public Works/Non-Public Works Project Codes**

E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal  
 N=New Contract

241

**INFORMATION**

- 242 1. Customer Satisfaction Survey Report, November 2018
- 243 2. Written Communications
- 244 Many letters from the residents of Novato thanking the District for their service.
- 245 3. Monthly MERA Update sheet
- 246
- 247

248 Director Galli noted he will not be present for the March 2019 meeting.

249



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250 **ADJOURNMENT**

251 There being no further business to conduct, President Davis adjourned the meeting at  
252 7:05 p.m.

253  
254 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa".

255  
256 Jeanne Villa, Recording Secretary





**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
January 14, 2019**

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The meeting was called to order by President Galli at 1:00 p.m. in the Board meeting room at the Administration Building, 95 Rowland Way, Novato CA, 94945.

**ROLL CALL**

President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho

**ABSENT**

Directors Bill Davis and Bruce Goines.

**STAFF MEMBERS PRESENT**

Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Battalion Chief Kyle Dague, Recording Secretary Jeanne Villa.

**PRESENTATION**

Lexipol Policy Webinar

The Data-Driven Fire Department: Using Analytics to Improve Operations and Reduce Firefighter Risks

**ADJOURNMENT**

The meeting was adjourned by President Galli at 2:40 p.m.



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Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
February 6, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3

4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Directors Dan Hom and Joe Valenti,  
10 Recording Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet, Kyle Dague and Station Crews.

11

12 **ALSO PRESENT**

13 Jason Smallridge, Anne Smallridge and family. CPR code save bystander Val.

14

15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 No public comments were made.

17

18 **AGENDA ADJUSTMENT**

19 Correcting the dates on Consent Calendar items 1 and 4 to reflect a 2019 date; and New Business  
20 item 3 will be tabled until a future meeting.

21

22 **SPECIAL ANNOUNCEMENTS/PRESENTATIONS**

23 BC Kyle Dague recounted the code save with bystander CPR of Jason Smallridge. The event  
24 occurred during a softball game, and the bystander CPR and a Novato Fire AED unit were  
25 utilized. Val, the pitcher/lifeguard who performed CPR was present at the meeting.

26

27 Care continued through the chain of survival involving NFD medics and crews Scott, Lemelin,  
28 Ride-a-long Solar, Taul, Peck, Pace, Peters, Doherty, and Pontius. Further care by Kaiser  
29 resulted in Mr. Smallridge being released with a very high quality of life.

30

31 He attended the meeting with friends, family members, his wife Anne and his CPR rescuer, Val.

32

33 Chief Tyler described the tradition in the fire service of the Challenge Coin, and presented one to  
34 Jason, Anne and Val.

35

36 **ASSOCIATION PRESIDENTS' REPORT**

37 No report.

38



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39 **DIRECTOR MATTERS**

40 Director Goines reported that he viewed the Green Film series on Wildfire and that it was an  
41 engaging event. He also sat on the Q & A panel with Chief Tyler. He also attended the Lexipol  
42 webinar.

43  
44 Director Metcho reported that he also attended the Wildfire film and the Tower Committee  
45 meeting.

46  
47 Director Silverman attended the Wildfire film, and noted that the panel did a good job. He  
48 attended the Lexipol Webinar, and a Foundation meeting where the budget was approved. Plans  
49 are moving forward to clean out the Admin Building garage space, get the Moreland up and  
50 running, and consider an refresh of the Admin Building lobby space.

51  
52 Director Galli attended the Wildfire film and noted that the museum space at station 61 looks  
53 great.

54  
55 **CHIEF'S REPORT**

56 Chief Tyler reported:  
57 Calendar:

- 58
- 59 1. Feb 11<sup>th</sup> MERA Administrative Support Services Agreement Discussion, Admin 1:00 pm
  - 60
  - 61 2. Feb 11<sup>th</sup> Explorers Intro Meeting, 6:00 pm
  - 62
  - 63 3. Feb 11<sup>th</sup> San Rafael Wildfire Action Plan Public Meeting: 7:00 pm
  - 64
  - 65 4. Feb 13<sup>th</sup> Bank of Marin Leadership Series--Economic Breakfast in San Rafael: Guest  
66 Speakers Dr. Micha Weinberg—President of the Bay Area Council Economic Institute
  - 67
  - 68 5. Feb 14<sup>th</sup> MCFCA Joint meeting with Marin Police Chiefs Association
  - 69
  - 70 6. Feb 19<sup>th</sup> Finance Committee meeting: 9:00 am Admin
  - 71
  - 72 7. Feb 19<sup>th</sup> City Manager; Special District Administrators Meeting
  - 73
  - 74 8. Feb 26<sup>th</sup> Firehouse Subs Event: Thank you for Explorer PPE donation; 1:30 pm
  - 75
  - 76 9. March 1<sup>st</sup> Novato Fire Foundation Work Party; 9:00 am Admin
  - 77
  - 78 10. March 6<sup>th</sup> Regularly Scheduled BOD meeting 6:00 pm
  - 79

80 **Recent Highlights:**



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81       • Director Silverman and the Fire Chief attended the **Annual Novato Fire Foundation**  
82       **meeting** at admin this week. They received updates on the NFF programs. Highlights  
83       included multiple saves this year from the use of donated NFF AEDs, restoration of the  
84       Moreland starting again with a new group of NFD firefighters, and the resurgence of the  
85       Novato Fire Chili Company. In addition the Foundation board adopted the 2019 NFF  
86       budget totaling \$69,000.

87       NFD hosted a **strategic partnership discussion between Firesafe Marin leadership**  
88       and partnership consultant Kevin Bartram. Bartram designs and facilitates synergistic  
89       marketing between corporations and other groups; collaborating to build significant  
90       results (*FSM looking for corporate revenue and help to raise FMS's profile*).

91       • **Finance: MERA office and staff services agreement:** Due to a NFD finance division  
92       capacity and work flow review, we are in discussions with Southern Marin Fire to have  
93       them take over the existing MERA administrative and financial support agreement on  
94       April 1st. There is an opportunity with Dan's retirement to reduce work impacts on NFD  
95       finance and admin staff in order to have our members better focus on NFD business. Dan  
96       would oversee this transition. We currently receive \$60,000 annually to provide these  
97       services. This action will reduce the annual revenue projections for 2019 by 2 months,  
98       but will greatly add capacity back into our staff's activities. Chief Tubbs of SMFD has  
99       shown interest in taking these services over.

100  
101       • The **job announcement for the new finance division position update:** After one week  
102       of posting, we have received one internal application and one direct inquiry. The job  
103       posting has received 57 views on governmentjobs.com & is posted at CSDA, FDAC, Cal  
104       Chiefs/AFSS, MMANC (Municipal Managers Association of Northern California),  
105       National Minority Update, & the Daily Dispatch – Western Region. The initial job  
106       description application review is February 21<sup>st</sup>. The position will remain open until filled.  
107

108       **NFD EMS billing revenue is up.** According to Shannon Wager, as of 1/29/19 we are  
109       currently at \$1,686,231. Last year at this time we had received only \$1,344,183.

110  
111       • **Operations:** We had a **structure fire at Pastel Ct.** this week. It was a room and contents  
112       fire, contained to the room of origin. The cause appears to be accidental and electrical in  
113       nature. Two tenants were at home at the time of the fire and were displaced. The City  
114       Building Dept is working with the residents to reoccupy.  
115

116       The **two new type 1 units are ready for pick up** at Hi-Tech and we will be picking them  
117       up on Thursday next week. The new type 3 is waiting on a seat belt sensor. There is no  
118       ETA since parts come from east coast (storm impact delays).  
119  
120



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- 121 • **Training:** NFD hosted one day **Firefighter Bill of Rights (FBOR) training** in Novato  
122 provided by Elite Command Training. It was taught by Mike Bryant, Retired Deputy  
123 Chief from the County of Los Angeles Fire Department, served 34 yrs., and Dave Lopez,  
124 Retired Fire Captain from the County of Las Angeles Fire Department; Vice President of  
125 Local 1014, 34 yrs. Experience. 18 of those years were as an experienced labor  
126 representative. This regional class was very well attended. **NFD had over 15 members**  
127 **(B/C's, Captains, Acting Captains and others) attend and all of our members**  
128 **participated at no cost.**

129  
130 **Tower Update:** Tower committee met and came to consensus on concept and location of  
131 the classroom(s).

132  
133 **CONSENT CALENDAR ITEMS**

134 The Consent Calendar items were corrected to note 2019 dates instead of 2018.

- 135  
136 1. Minutes of Regular Board of Directors Meeting January 2, 2019  
137 2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
138 Board to consider the approval of staff's recommendation to write off the designated  
139 multi-year uncollectible ambulance billing accounts.  
140 3. Ambulance Fee Debt Write Off Due to Hardship  
141 Board approval is requested to approve a write-off of the designated ambulance billing  
142 accounts.  
143 4. Minutes of Special Board Meeting January 14, 2019

144  
145 There was no public comment.

146 M/s Metcho/Silverman. to approve the consent calendar items 1-4.

147 Motion carried 5-0.

148  
149 **NEW BUSINESS**

- 150 1. Side Letter to the Memorandum of Understanding between the Novato Fire Protection  
151 District and the Novato Professional Firefighters Association dated January 24, 2019.  
152 Board approval was requested to approve the proposed side letter between the Novato  
153 Fire Protection District (NFPD) and the Novato Professional Firefighters Association  
154 (NPFA). This item provides for one extra member over constant staffing

155 Chief Veliquette explained that due to an upcoming captain retirement, the District would like to  
156 bring on one extra member to go through the currently scheduled academy, thereby saving the  
157 expense of a separate academy later in 2019 and eliminating a hiring gap. This plan will also  
158 avoid overtime. The net cost to the District is \$24,000 vs. \$67,000.

159 Director Galli asked if a budget adjustment is needed. FD Hom noted that 2 unexpected January  
160 2019 retirements will offset the expenses.



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161 There was no public comment.  
162 M/s Metcho/Silverman. to approve the proposed side letter between the Novato Fire Protection  
163 District (NFPD) and the Novato Professional Firefighters Association (NPFA).  
164 Motion carried 5-0.  
165

166 2. Authorization to Hire Senior Accountant  
167 Board approval is requested to authorize the hire of a Senior Accountant to address  
168 internal control deficiencies identified by our auditors Maze & Associates due to  
169 inadequate staffing to allow for segregation of duties and checks and balances.

170 Chief Tyler described the request to hire a Senior Accountant.

171 Director Galli asked if the current payroll person's contract would end. FD Hom noted it would.

172 There was no public comment.  
173 M/s Silverman/Davis. to approve the authorize the hire of a Senior Accountant to address  
174 internal control deficiencies identified by our auditors Maze & Associates due to inadequate  
175 staffing to allow for segregation of duties and checks and balances.  
176 Motion carried 5-0.  
177

178 3. Discussion with Legal Counsel: Legislature Authorizes Districts To Increase Board  
179 Member Compensation For Certain Districts.  
180 Board to discuss with legal counsel the updates regarding Board compensation. In August  
181 2018, the Governor signed AB 2329 (Oberholte), which amends the enabling legislation  
182 of several types of special districts to increase the maximum monthly compensation of  
183 board members for attending meetings, and annually increase the maximum monthly  
184 compensation thereafter.

185 This item was tabled for a future meeting due to the absence of legal counsel.  
186

### 187 **COMMITTEE REPORTS**

188 **NERA** (Director Metcho and Director Silverman)

189 Director Silverman and Director Metcho attended the NERA meeting and reported that the  
190 Motorola Charger issue continues to be worked. Metcho reported the CEQA process should be  
191 finished in April, and the meeting in Bolinas went well.  
192

193 **Finance Committee** (Director Davis and Director Goines)

194 Nothing to report  
195

### 196 **FINANCIAL REPORTS**

197 There were no comments.

- 198 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, December 2018
- 199 2. Revenues and Expenditures Detail Financial Report December 2018



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- 200 3. Vendor Summary Financial Report, December 2018
- 201 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
- 202 Bank Statement) December 2018
- 203 5. District Contracts Information December 2018
- 204

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date  
 for the 2/6/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES -NON PUBLIC WORKS</b>				
Cagwin & Dorward	Menzel	\$ 1,800.00	Annual irrigation system check (est of repairs)	SRM
Pinnacle Training Systems	Tyler	\$ 60,000.00	Annual physicals and health & wellness program	SRM
MSI Litho	Tyler	\$ 1,860.00	Career Guide printing & binding.	SRM
Arthur J. Gallagher Insurance Services	Tyler	\$ 2,217.00	Pollution policy for fuel tanks.	R
Southern Counties Lubricants	Veliquette	\$ 5,000.00	Delivery of lubricants to mechanics.	SRM
Freas Emergency Management Group	Dague	\$ 24,000.00	CQI Coordinator	R
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Staples Advantage	Villa	No limit	Office supplies & station supplies.	R
<b>RFP/IFB</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public Works**

**Project Codes**

E=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade, **R**=Contract Renewal

**N**=New Contract

205



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February 6, 2019

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206 **INFORMATION**

- 207 1. Customer Satisfaction Survey Report, December 2018  
208 2. Written Communications  
209 Two letters from the public were read.

210  
211 **CLOSED SESSION**

212 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
213 Government Code Section 54957 b  
214 Title: Fire Chief

215  
216 The Board entered closed session at 6:44 p.m. The Board re-entered open session at 8:30  
217 p.m. There was nothing to report.

218  
219 **ADJOURNMENT**

220 There being no further business to conduct, President Galli adjourned the meeting at  
221 8:30 p.m.

222  
223 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa".

227

228 Jeanne Villa, Recording Secretary





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Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 6, 2019

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1 The meeting was called to order by President Galli at 8:30 a.m. in the Heritage Conference  
2 Room at 95 Rowland Way, Novato CA, 94945.

3  
4 ROLL CALL

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7  
8 STAFF MEMBERS PRESENT

9 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Directors Dan Hom and Joe Valenti,  
10 Recording Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet, Dmitri Menzel, Kyle Dague and  
11 Robert LaCroix, Association President Dan Peters, Fire Inspector Lynne Osgood, station crews,  
12 RPM Assistant Denise Wade.

13  
14 PRESENTATION AND DISCUSSION

15  
16 **1. Report on Strategic Plan** – provide reporting action items completed in appendices and  
17 next 180 Day Plan Items

18 Chief Tyler began the presentation by reviewing the agenda topics.

19 Chief Tyler reviewed the updated Strategic Plan and its five goals, their statuses and those items  
20 completed.

- 21 1. Provide well maintained apparatus, facilities and equipment that enable personnel to  
22 perform their jobs safely and effectively
- 23
- 24 2. Identify, establish & support programs to enhance personal and professional development  
25 as well as health, safety and welfare of our people and our communities.
- 26
- 27 3. Novato Fire District will plan and act for a sustainable future
- 28
- 29 4. Define, maintain and update core District documents within established timeframes
- 30
- 31 5. Elevate effective internal and external communications and enhance our use of current  
32 and future technology.
- 33

34 With regard to Facilities, noted that for facility projects/items, the District continues to refer to  
35 the Facility Study acquired several years ago.

36  
37 BC Menzel commented on his continual maintenance plan, facilities reporting and tools used for  
38 budgeting purposes.

39



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Novato Fire District Board of Directors  
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40 Chief Veliquette commented that our SCBA equipment is state of the art and not near the end of  
41 its lifecycle.

42  
43 Director Galli commented that the Board will need to discuss the future of Station 63 in the  
44 future.

45  
46 Regarding new apparatus, it was noted that the District paid cash, generating a cost savings and  
47 delivery is expected this month.

48  
49 Director Galli asked if completing an update of the Standards of Cover is do-able with in house  
50 staff. Chief Tyler believes we can, but expects it to take about one year.

51  
52 Chief Tyler reviewed the status of his 180-day plan, with its items statuses, priorities and  
53 completions.

54  
55 Director Silverman asked about updating the Personnel Ordinance and does it need to go to the  
56 voters?

57 Chief Tyler thinks not based upon initial legal counsel review. Chief Veliquette noted the  
58 ordinance needs to be brought into compliance with the Firefighter Bill of Rights (FBOR), and  
59 has taken on the task of the needed revisions working with Management and Labor.

60  
61 **2. Finances: Unassigned and Assigned Fund Balances—Recommendations**  
62 Finance Director (FD) Valenti reviewed the various District unassigned and assigned fund  
63 balances.

64  
65 Director Silverman asked if the Rainy Day fund was capped? FD Valenti noted that the District  
66 proposes an increase to the current 4.7 million to stay at a two-month level of expenses coverage.

67  
68 FD Valenti reviewed the Workers Compensation unfunded liabilities, which is continually  
69 decreasing since it is from the self-funded period. The District is now in a pool with FASIS .

70  
71 Director Galli asked about long-term exposure under the FASIS program. Chief Tyler can  
72 request that data. Exposure would occur if District leaves FASIS. That new employees are not  
73 going to receive retiree health insurance, but instead have a retiree health savings mechanism to  
74 bridge the gap to Medicare was confirmed by the Finance Division.

75 Chief Veliquette noted that there is currently no apparatus debt.

76  
77 Chief Tyler noted that District debt on facilities will be paid off within 6 years.



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78  
79 FD Hom reviewed potential to invest retiree funds to earn interest and reduce liability, in a  
80 similar program to the retiree health care liability. Invested funds would no longer be available  
81 for use by the District.

82  
83 **3. New Tower/Classroom Station 62**  
84

85 Battalion Chief LaCroix presented a proposal on the New Tower/Classroom project.  
86 He reviewed the history of the training tower, today's standards, the condition of the current  
87 tower and the steps needed to move forward. He reviewed the details and specifications of a  
88 proposed tower.

89  
90 The cost to build the tower with an upgraded foundation is approximately \$685,000.

91  
92 BC LaCroix also reviewed the plans and costs to install 2 portable classrooms at station 62,  
93 which would make it easier to become State certified, easier to accommodate community groups,  
94 and could enhance revenue through use fees. The total cost is approximately \$164,000.

95  
96 Director Galli asked about parking. Chief Tyler noted that the use of the vacant lot is a future  
97 project, but could be used to accommodate parking needs for large groups.

98  
99 Chief Tyler noted that the District has planned to be able to fund the Tower Project without  
100 incurring debt, if the Board desires. The life expectancy of the new tower is approximately 30  
101 years.

102  
103 Director Davis asked if there would be a benefit to financing. FD Hom can research the options.

104  
105  
106 **4. Reserve Program Draft Proposal**

107 Deputy Chief Veliquette and Captain Dan Peters reviewed the history of the District former  
108 Reserve Program. There was a natural path for firefighter candidate from Fire Squirts to  
109 Explorers into Reserves.

110  
111 The Reserve program, if restored would be smaller than the previous program; reduced from 18  
112 to 6 members.

113  
114 The Reserve Program enables the District, which is now entering a decade of future hiring, to vet  
115 potential future employees in real life work conditions.



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116  
117 Chief Veliquette is working on a proposal to develop a new version of the program, and  
118 estimates an approximate \$50,000 start up cost and \$61,000 annually.  
119  
120 Director Metcho asked about the District costs to recruit new employees.  
121 Chief Veliquette estimated that a new hire cost \$9,000/mo., plus benefits. If the employee does  
122 not pass probation, the District has to re-initiate the hiring process including background  
123 investigations. Those costs have already been paid for on Reservists, and the District has found  
124 the reserve program to be an excellent source of recruits that will ultimately have a long career  
125 with Novato Fire.  
126  
127 Chief Veliquette will move forward developing the policies and the program details in  
128 coordination with the supportive labor group. He will bring the proposal back to the Board  
129 during the budget process.

130  
131 A break for lunch occurred at 12:02. The meeting resumed at 12:35.  
132

133 **5. Intro New Abnormal:** *From Wildland Fire Lessons Learned to Current Reality & The*  
134 *Pendulum Swing; and NFD Wildland Fire Prevention & Mitigation Next Steps*  
135

136 Chief Tyler discussed the possibility of wildfire devastation similar to the October 2017 fires and  
137 the recent Camp Fire occurring in Novato.

138 Chief Tyler noted that Novato Fire is a leader in Wildfire Protection and Prevention measures.  
139 He reviewed our history and future plans to address the public's concern.  
140

141 Chief Veliquette reviewed the infrastructure of NFD Fire Protection under normal and Red Flag  
142 conditions. He also reviewed Fire Weather Staffing, including the new County Wide strike team  
143 that can be assembled, with its costs covered by State funding.  
144

145 Chief Veliquette noted that NFD Suppression infrastructure includes mutual aid, auto aid, air  
146 attach, fire detection cameras and an excellent hydrant system. He also reviewed the types of  
147 wind conditions that can occur in Novato and how they affect fire threat.  
148

149 Chief Tyler reviewed the NFD history of Fire Prevention, which has been a part of the District  
150 since 1960. Prevention is not new to Novato Fire and in 2003 a comprehensive Wildland Urban  
151 Interface (WUI) study was performed. Recommendations from that report have been  
152 implemented.

- 153 1. NFD was the first in the County to adopt a WUI ordinance



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- 154           2. Completed I zone strategy, safety and behavior training  
155           3. NFD has a strong public education component  
156           4. NFD has demonstration home projects  
157

158 In 2005 NFD adopted its WUI ordinance, followed in 2007 by the City of Novato and Marin  
159 County. NFD has a 14 year head start on WUI protection.  
160

161 In 2016 the Community Wildfire Protection Plan with its planned County-Wide effect – NFD  
162 continues to support and make progress on the plan.  
163

164 NFD is working with the City of Novato on a Hazard Mitigation plan, which is needed to secure  
165 FEMA reimbursements.  
166

167 NFD strives to engage the community through social media, support of Firewise, postcard  
168 mailings, Alert Marin, evacuation drills, door hanger information distribution, etc.  
169

170 In 2018, Lessons Learned from recent fire devastation resulted in 25 items for public agencies to  
171 review and implement. NFD is doing so.  
172

173 The Fire Prevention Officers are working toward the 2020 Code Adoption updates.  
174

175 NFD is committed to multiple Vegetation Management efforts.  
176

177 Chief Tyler requested Board feedback on the current philosophy of working with the community  
178 to help them help themselves, with great support and funding tools from the District.  
179

180 Director Silverman asked if there was any risk to Novato due to San Rafael’s plan to craft an  
181 independent plan?

182 Chief Tyler noted that San Rafael is moving forward with its plan and proposed tax. They are not  
183 the only community to devise a plan outside of a regional county-wide plan. The balance of  
184 County agencies are working toward a regional plan, and are building consensus.  
185

186 Director Davis asked with the District focus on prevention and education, what are the metrics  
187 for measuring success?

188 The District sees success coming in the form of more Firewise communities being formed, and  
189 feedback on the postcard information mailing is also resulting in success.  
190



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191 Director Metcho noted that the District has to continually educate and counsel to maintain gains  
192 over time as residents/businesses move in and out of Novato.

193

194 Director Galli noted that too much enforcement is not desirable, and Novato has not suffered like  
195 its neighboring counties.

196

197 Director Metcho noted the concern over quick egress in some communities and that evacuation  
198 drills are important.

199

200 Director Goines noted that much can be done, even with scarce resources, and the District has  
201 the knowledge to educate and inform. There's no perfect plan that will guarantee zero loss, but  
202 with aggressive education, more community contact, and use of good risk data can mitigate  
203 severe risks. Staffing will need to be addressed.

204

205 Chief Tyler reviewed the scope of the structures and parcels that intersect with the WUI. NFD  
206 has potential options to enhance safety and promote wildfire education, such as Firewise, Ready  
207 Set Go, Defensible space inspections, use of grants, chipper days and implementation of fees  
208 and/or fines.

209

210 Another option, titled NFD ++ envision a Novato Fuels Crew and additional inspectors for more  
211 inspections, enforcement, and an expansion of matching funds/grants.

212

213 A third option: completing the work on the County Regional plan for education and prevention.  
214 Includes regional defensible space inspectors and fire/fuel crews. This will require staffing,  
215 funding, use of grants, additional cameras and creating more evacuation routes.

216

217 Chief Veliquette reviewed a proposal involving an 8 person fuels crew, and its associated costs:  
218 \$528,000 for 8 months, or \$344,000 for 5 months.

219

220 Chief Tyler commented that a fuels crew could be stood up by NFD using existing funds or  
221 covered by a parcel tax.

222

223 Director Metcho noted that an ongoing program is beneficial, and the District should remain  
224 proactive.

225

226 Director Galli asked if the engine companies could play a role?



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227 Chief Tyler noted that the engine companies currently do R1 and R2 inspections, but have a call  
228 volume in excess of 6,000 calls per year. They are used for the door hanger program, but their  
229 current workload is taxing.

230

231 M/s Metcho/Goines to establish a short term, ad hoc committee to study the NFD ++ concept,  
232 with the committee to meet soon to assess the scope and funding, and to make a recommendation  
233 to the full Board of Directors at the March 6, 2019 meeting.

234 There was no public comment

235

236 Mc 5-0

237

238 Directors Davis and Goines volunteered to serve on the committee.

239

240 **6. Prevention Division: Organization and Support**

241 Battalion Chief Lori Jessell presented the RPM Division future plans and proposals and reviewed  
242 current staffing, duties and roles..

243

244 BC Jessell brought forward ideas for creating revenue streams to support additional staffing in a  
245 cost recovery mode for additional inspectors and a Deputy Fire Marshal.

246

247 BC Jessell noted that there are more than 2300 licensed business in the City of Novato database,  
248 but the NFD database contains only 738. The Division is fully taxed with 3 staff to handle the  
249 current 738 inspections.

250

251 Currently Jessell and Fire Inspector Osgood are the only fire investigators. Chief Tyler noted  
252 there are funds available for contract investigations, if needed.

253

254 BC Jessell reviewed the challenges to her division due to the lower staffing numbers. BC Jessell  
255 reviewed her proposal for full staffing of the RPM division, and its potential succession plan.

256

257 To support a full staffing of RPM, BC Jessell reviewed the possible fee structure that would  
258 enable cost recovery and funding of restored and new staffing positions.

259

260 BC Jessell noted the last update of fees occurred in 2008.

261

262 Director Galli asked if fees should be reviewed annually?

263 Chief Tyler noted that an impact fee study was done a few years ago, but the Board's tolerance  
264 for a fee hike at that time was low.



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265  
266 BC Jessell noted many types of fees that other agencies charge, but that the Novato Fire District  
267 does not.

268  
269 BC Jessell noted that more staffing is needed to perform more functions, that can generate  
270 revenue if fees are charged.

271  
272 Chief Tyler advised that the RPM Division will propose an updated fee schedule and bring to the  
273 full Board for approval.

274  
275 Director Metcho commented that a new fee schedule could be eased in.

276  
277 Director Galli commented that the fee schedule should align with industry standards

278  
279  
280 ADJOURNMENT

281 There being no further business to conduct, President Galli adjourned the meeting at  
282 4:55 p.m.

283  
284 Submitted by,

285  


286  
287  
288  
289 Jeanne Villa, Recording Secretary





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Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 6, 2019

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1 The meeting was called to order by Vice President Silverman at 6:00 p.m. in the Board meeting  
2 room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Recording  
9 Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet, Kyle Dague and Robert LaCroix, Captain  
10 Mesenburg, Colleen Walraven, and Station Crews.

11  
12 **ALSO PRESENT**

13 District Counsel Riley Hurd, Former Director Jack Hickey, Tim Schmidt with family and  
14 friends, Katie Doolittle, Lillian McKernan, Matt Walraven.

15  
16 **ABSENT**

17 President James Galli

18  
19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 No public comments were made.

21  
22 **AGENDA ADJUSTMENT**

23 New Business item #7 is pulled. Chief Tyler would like all five Board members to be present.  
24 This item will be placed on a future agenda.

25 **SPECIAL ANNOUNCEMENTS/PRESENTATIONS**

26 Presentation 1:

27 Fire Chief Bill Tyler introduced the three new Firefighter/Paramedics Arthur Bowlds, Nathan  
28 Krepes and Kevin Larson to the audience and the Board of Directors. They are currently in the  
29 Academy led by Captain Mesenburg.

30  
31 Presentation 2:

32 BC Kyle Dague recounted the code save with bystander CPR at the Body Kinetics Gym. The  
33 patient suffered a cardiac event during a basketball game. Tim Schmidt, Katie Doolittle and other  
34 gym employees called 911 and performed CPR. They also used a Novato Fire Foundation  
35 supplied AED unit.

36  
37 BC Dague recognized the Novato Fire members who responded to the 911 call: Captain Peters,  
38 Engineer Larkin, and FF/PMs Saldana, Godoy and Keena.

39  
40 Chief Tyler described the tradition in the fire service of the Challenge Coin, and presented one to  
41 Tim, Katie and sent two extras for Ashley Simonds and Kat Blair, who assisted but could not  
42 attend the meeting.



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43 Presentation 3:

44 Chief Tyler introduced Colleen Walraven, the District Contracts and Purchasing Administrator,  
45 and presented her with the Employee of the Year Plaque for 2018. Colleen was nominated and  
46 selected by her peers for her professionalism. In particular, Colleen showed extraordinary efforts  
47 when she took over the Payroll and Accounts Payable job duties when the District had a vacant  
48 position. Colleen is well respected by all of her peers.

49

50 The meeting paused for photos and refreshments at 6:14 p.m.

51 The meeting resumed at 6:28 p.m.

52

53 **ASSOCIATION PRESIDENTS' REPORT**

54 No report.

55

56 **DIRECTOR MATTERS**

57 Director Davis attended a Chamber of Commerce meeting and the City Manager Candelario was  
58 the speaker. It was a good presentation and showed that the City of Novato is engaged in the  
59 process to reduce fire risk in our community.

60

61 Director Goines reported that he attended the Ad Hoc Wildland Fire Mitigation meetings and  
62 that it was a good experience working with the Fire Chief and Deputy Chief, along with Fire  
63 Marshal Jessell and Fire Inspector Osgood.

64

65 Director Metcho reported that he attended the Firehouse Subs Grant donation event, which was  
66 well attended. Firehouse Subs was very generous to our Explorer program, providing 12 new sets  
67 of turnouts.

68

69 Director Silverman reported that he also attended the Firehouse Subs Grant donation event.

70

71 **CHIEF'S REPORT**

72 Chief Tyler reported:

73 Calendar:

74

74 The Coffee with the Cops reschedule date is TBD

75

75 Monday, March 4th: Fire Chief has been selected for Jury Duty for approximately 2 weeks

76

76 March 8th, Friday, Firewise Event: Marin's 2nd Annual Firewise Workshop. This workshop is  
77 intended to introduce resident and neighborhood leaders to the Firewise USA program, and  
78 provide resources and networking opportunities for potential Firewise sites that intend to seek  
79 national recognition in 2019. It includes representatives from Marin's fire agencies, land  
80 management agencies, and other parties who routinely interact with residents and communities at  
81 risk of wildfire.

82



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- 83 March 12, Tuesday, Pacheco Valley Firewise meeting 4-5:30 p.m.
- 84 March 13th, 1:30 to 2:30 p.m.: PG&E Wildfire Safety Plan, City Admin with City Manager and  
85 the Public Works Director
- 86 March 15th: 7:00 am, Fire Chief will be the Guest Speaker at the Novato Breakfast Club, at  
87 Bacon Restaurant on Grant Ave.
- 88 March 19th: Tuesday, Marin's first FREE "Wildfire Safety and Vegetation Management  
89 Workshop For Contractors" to help Marin's many Green Industry professionals, including Tree  
90 Services, Arborists, And Landscapers better understand Marin's wildfire risk, defensible space  
91 laws, and best practices for creating a wildfire resistant landscape. The event is to be held at 100  
92 Marin Valley Dr., Marin Valley Mobile Country Club.
- 93 March 21st Regular meeting of the FASIS Board of Directors in Sacramento.
- 94 March 21st, Dan Hom's Farewell Lunch at Admin at 12:15 pm
- 95 March 22nd Dan Hom's last Day in the Office
- 96 March 26<sup>th</sup>: Presentation to update the Board of Supervisors on current accomplishments with  
97 the Lessons Learned recommendations, discuss open items and next steps. To be held at the  
98 Board of Supervisors Chambers.
- 99 April 3<sup>rd</sup>: 5th FDAC Annual Conference Napa. 4 Directors are attending.
- 100 April 8th through April 14<sup>th</sup>: Novato Fire is hosting the state Fire Explorer Academy at Station  
101 62
- 102 April 10<sup>th</sup>: Special Board meeting due to the lack of quorum on April 3.
- 103 April 16<sup>th</sup>: Next Finance Committee Meeting
- 104 April 20<sup>th</sup>: the Annual Employee of the Year Dinner hosted by the Novato Elks.
- 105 Recent Highlights:
- 106 Administrative Items: NFD Wildland Ad-Hoc committee has completed their goal of developing  
107 a draft enhanced wildfire mitigation plan. It is a two-year plan containing 11 action items that are  
108 recommended to be funded entirely from existing unassigned fund balance revenues. There are  
109 also two additional action items that are being contemplated and will be perused concurrently as  
110 resources allow.
- 111 We completed a great Fire House Subs PR event Tuesday Feb 26th to acknowledge the grant  
112 received for 12 pairs of firefighter turn-out and helmets for our fire explorers.
- 113



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114 Tuesday, March 5th: I attended the Marin County Board of Supervisors Lessons Learned Update  
115 meeting and reviewed all 60 plus action items contained in the report. The work of this group is  
116 now converting over to smaller working groups assigned to the various tasks of completing all  
117 action items.

118

119 I was approached by Marin County BOS Katie Rice and agreed to participate in a regional group  
120 to prepare for a May 4th Wildfire Community Forum.

121 Finance: The new finance division position: We have now received a total of 11 applications. We  
122 have reviewed all applications and are moving forward with 6 interviews on March 14th. There  
123 are several well qualified candidates in the group. A job offer would follow and backgrounds  
124 would commence. It is hoped to fill the position by May 1st. The position will remain open until  
125 filled.

126 Reminder--Mark your calendars, March 21st @ 12:15 for Dan Hom's last day send off! Food &  
127 beverage will be provided so an RSVP to Jeanne Villa would be greatly appreciated by March  
128 14th in order to get a proper headcount. We will be holding this event at NFD admin office.

129 OPS: Today was the first day on the job for three new NFD FF/PM: Arthur Bowlds, a native of  
130 Willits, CA, Arthur is a former Novato Fire Reserve; Nathan Kreps who was most recently an  
131 AMR paramedic in Redding who lives in Cottonwood; and Kevin Larson: A native of Marin  
132 County who most recently worked as a Firefighter/Paramedic with the Petaluma Fire  
133 Department.

134 Please join me in congratulating Erich Mesenburg and John Dicochea with their successful  
135 completion of the Acting Battalion Chiefs process. Thursday they both finalized the completion  
136 of their task books with several scenarios of emergency incidents demonstrating organized  
137 operational command and control skills. In total we have 4 Acting B/Cs. In addition, FF/PM  
138 Ricky Godoy passed his Truck Test as is qualified to now work on the Truck as needed.

139 The new type 3 wildland fire engine has arrived in District and will be readied for deployment  
140 into our existing fleet. Our Ladder Truck is out of service with a waterway repair taking place at  
141 High-Tech this week.

142 Training: Tower / Classroom project: We mailed invitations to the immediate 20 neighbors of  
143 station 62. The information meetings are set for Tuesday March 12 and Tuesday March 19 to  
144 share our plans and request feedback. A new RFP for tower demolition and ventilation prop  
145 demo, getting electrical bids for classroom, getting classroom quotes and a proposed site plan  
146 completed. BC LaCroix has completed the septic bid.

147



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148 April Explorer Academy: NFD is hosting the 2019 California Fire Explorer Academy on  
149 Monday April 8th through Sunday April 14th. The California Fire Explorer Academy today and  
150 throughout its history, has provided the most comprehensive, hands on, live fire training  
151 exercises for any Explorers in the World. These activities include: Auto Extrication, Wildland  
152 Fire Fighting, Flammable Liquids Fire Fighting, Structure Firefighting, and Technical Rescue.  
153 The Fire Explorer Organization and its programs are created by the Sponsoring Fire Agencies,  
154 Boy Scouts of America, Explorers, and the Academy Board of Directors. This program has been  
155 successful because of the countless hours, days, weeks, and months of dedication, sacrifice, and  
156 volunteerism contributed to the explorer academy and our young people. Novato Fire members  
157 Hamilton, Keady, Whittet and LaCroix have been instrumental in the organization of this event.

158 Emergency Medical Services (EMS) division: Dr. Gomez from Pinnacle Training Systems  
159 presented to Admin, "C" shift, and "A" shift and received positive feedback from the crews with  
160 25 people scheduled for personal consultations. Dr. Gomez is returning March 26th "B" shift.

161 EMS Division: B/C Dague, Dr. Konik and NFD CQI Coordinator Kristina Freas attended the  
162 County EMS CQI Meeting where a presentation by Dr. Tsai on ET intubation success rates and  
163 Full Arrest call review protocol per agency was given. County EMS Protocol books have been  
164 updated on all apparatus District-wide. B/C Dague is writing the scope of service for a consultant  
165 to manage iOS devices through the District. BC Dague is working on the Harvey Yorke Award  
166 nomination for 2019.

167 Prevention Division: Chief Jessell is off duty for 3 weeks on a Workers Compensation related  
168 medical procedure. Inspector Osgood is available for fire prevention assignments and follow up.  
169 In addition, MCFD B/C Scott Alber is available for Fire Marshal assignments as needed.  
170 Additional fire investigation responsibilities are being shared by the Marin County Fire  
171 Investigation Team.

172 **CONSENT CALENDAR ITEMS**

173

- 174 1. Minutes of Regular Board of Directors Regular Meeting February 6, 2019  
175 2. Minutes of Regular Board of Directors Special Meeting February 6, 2019  
176 3. EMS Billing Ambulance Fee Write off Due to Hardship  
177 Board approval was requested to approve a write-off of the designated ambulance billing  
178 account due to hardship in the amount of \$200.00.  
179 4. Westamerica Bank Safe Deposit Box Access Update  
180 Board approval was requested to approve the removal of Mark Heine, Adam Brolan, and  
181 Dan Hom from the Westamerica Bank Safe Deposit Box signature card; and to complete  
182 a new signature card giving access to current signatories Louis Silverman, Jeanne Villa,  
183 and to add as signatories Joseph Valenti, William Tyler and Colleen Walraven.

184 There was no public comment.



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185 M/s Davis/Metcho to approve the consent calendar items 1-4.  
186 Motion carried 4-0-1.

187

188 **NEW BUSINESS**

189 1. California Special District Association seeking Special District Directors to serve on  
190 Elections and Bylaws Committee for the 2020-2022 term.  
191 No action taken on this item.

192

193 2. Travel Request and Reimbursement Policy Update  
194 Board approval was requested to approve the Finance Committee's recommendation to  
195 update the Travel Request and Reimbursement policy, instituting a per diem rate for Food  
196 and Beverage Expenses.

197

198 Chief Tyler and Admin. Svcs. Manager (ASM) Villa explained the details of the  
199 recommendation to move to a per diem amount for food and beverage expense for  
200 members and Directors traveling for District business. The District recommended  
201 adopting the Federal Government process of a per diem amount for food/beverage.  
202 Expenses in excess of the per diem would require receipts.

203

204 There was no public comment.

205 M/s Metcho/Davis to approve the Finance Committee's recommendation to update the  
206 Travel Request and Reimbursement policy, instituting a per diem rate for Food and  
207 Beverage Expenses.

208

209 Motion carried 4-0-1.

210

211 3. Resolution 2019-3, Amendment to the Employment Agreement of Fire Chief Bill Tyler  
212 Board approval was requested to adopt resolution 2019-3 amending the Employment  
213 Agreement of Fire Chief Bill Tyler.

214

215 Counsel Hurd explained the reason for the resolution is to leave a clear paper trail of  
216 actions when an employment contract is amended. The 3% increase matches what other  
217 members of the District received, and the five vacation days must be taken as leave.

218

219 There was no public comment.

220 M/s Metcho/Goines to adopt resolution 2019-3 amending the Employment Agreement of  
221 Fire Chief Bill Tyler.

222 Motion carried 4-0-1.

223

224 4. Resolution 2019-2, Updating the District Records Retention Policy and Procedure  
225 Board approval was requested to adopt Resolution 2019-2 updating the District Records  
226 Management and Retention policy and records destruction procedures.



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Novato Fire District Board of Directors  
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227  
228 Chief Tyler and ASM Villa explained the background of the updated Records Retention  
229 policy, which now includes an expanded list of documents maintained by the District.  
230 The resolution 2019-2 also provides for the proper destruction of records that are past  
231 their retention period, and provides that a list of destroyed documents is permanently  
232 maintained.  
233  
234 Director Silverman asked if the District had a storage issue. Chief Tyler commented that  
235 we don't have a storage issue, with more documents now stored electronically. Records  
236 beyond their retention period can be shredded, and the District has entered into a contract  
237 with a shredding company for efficient disposal of records that are not longer needed.  
238  
239 There was no public comment.  
240 M/s Davis/Goines to adopt resolution 2019-2 updating the District Records Management  
241 and Retention policy and records destruction procedures.  
242 Motion carried 4-0-1.  
243  
244 5. Election for LAFCO Special District Member  
245 Board considered the ranking of the nominees and casting a ballot for the election of a  
246 LAFCO Special District Member.  
247  
248 Chief Tyler reviewed the LAFCO ballot request. He noted that Mr. Baker of the North  
249 Marin Water District coordinates well with the Fire District and is an advocate for fire  
250 service.  
251  
252 There was no public comment.  
253 M/s Davis/Goines to rank the ballot with Jack Baker as number 1, Lew Kious as number  
254 2, and Tod Moody as number 3.  
255 Motion carried 4-0-1.  
256  
257 6. Harvey Yorke Committee Nominations  
258 Board was requested to nominate two members to the Harvey Yorke award selection  
259 committee.  
260  
261 Directors Davis and Silverman volunteered to join the Harvey Yorke Selection  
262 Committee.  
263  
264 There was no public comment.  
265 M/s Metcho/Goines to confirm the appointment of Directors Davis and Silverman to the  
266 Harvey Yorke Committee.  
267 Motion carried 4-0-1.  
268



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269 BC Dague will send out a meeting request.

270

271

7. Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan

272

Board approval was requested to accept the Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan.

273

274

275

This item was pulled. It will be agendaized at a future meeting so that all five Directors may participate in the discussion.

276

277

278

8. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2018/19

279

Board approval was requested accept staff's recommendation to:

280

a) Fund the OPEB contribution for 2018/19 in the amount of \$1,547,797.

281

b) Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution (ADC).

282

283

284

Director Metcho recused himself from the meeting stating that he is a recipient of District retirement benefits. He left the room at 7:10 p.m.

285

286

Finance Director (FD) Valenti reviewed the essential points of the Nyhart actuarial study and the benefits of funding the OPEB at 100% of the ADC.

287

288

The District is at approximately 40% funded of the total liability, which is a good place to be.

289

290

There was no public comment.

291

M/s Davis/Goines to accept staff's recommendation to fund the OPEB contribution for 2018/19 in the amount of \$1,547,797; and to establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution (ADC).

292

293

294

Motion carried 3-0-1-1

295

296

297

Director Metcho returned to the meeting room at 7:15 p.m.

298

299

9. Rainy Day Fund – Committed Fund Balance

300

Board approval was requested to approve the Finance Committee's recommendation to leave the Rainy-Day Fund Balance at its existing level of \$4,199,942.

301

302

303

FD Valenti commented to the Board that the District is required to inform the Board of the level of the Rainy-Day Fund required to cover two months of District expenses. The Board may choose to move unassigned funds to raise the fund to that level, however staff recommends that the existing level is adequate to cover an emergency or disaster.

304

305

306





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307

308 There was no public comment.

309 M/s Metcho/Davis to approve the Finance Committee's recommendation to leave the  
310 Rainy-Day Fund Balance at its existing level of \$4,199,942.

311

312 Motion carried 4-0-1

313

314 10. Re-allocation of Assigned and Unassigned Fund Balances

315 Board approval was requested to approve the Finance Committee's recommendation to  
316 re-allocate assigned and unassigned fund balances as listed on the attached staff report.

317

318 Chief Tyler reviewed the recommendations from the Finance Committee, and then  
319 offered a modified scenario in order to fund the Wildland Fire Mitigation plan.

320

321 The Chief's modified recommendation involves creating a new reserve fund for Wildland  
322 Fire Mitigation and funding it with the \$502,000 from Unassigned that is not going to be  
323 placed into the Rainy-Day fund, plus \$138,000 from the Compensated Absences fund,  
324 plus the \$98,000 from the Apparatus Fund.

325

326 Director Silverman noted that if the funds are not spent, they can be reassigned back to  
327 their original reserve funds.

328

329 Director Goines commented that the apparatus are not experiencing heavy wear and tear,  
330 so it's unlikely the District will need the \$98,000 in the upcoming 2 years. Chief  
331 Veliquette noted that the \$98,000 has been set aside to fully pay off any debt on  
332 apparatus of the next 5 years. He is comfortable with the reassignment of those funds.

333

334 There was no public comment.

335 M/s Metcho/Silverman to approve the modified recommendation involving the creation  
336 of a new reserve fund for Wildland Fire Mitigation and funding it with the \$502,000 from  
337 Unassigned that is not going to be placed into the Rainy-Day fund, plus \$138,000 from  
338 the Compensated Absences fund, plus the \$98,000 from the Apparatus Fund.

339 Motion carried 4-0-1

340

341 11. FY 2018-19 Budget Adjustment for Tower Rebuild

342 Board approval was requested to accept Staff's recommendation to make the following  
343 FY 2018-19 budget adjustments:

344 a) Increase the Building Facilities Account # 9308-4048 in the Capital Outlay budget by  
345 \$1,200,000 to fund the Tower Rebuild project at Station 62

346 b) Decrease the Unassigned Fund balance by \$1,200,000



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347  
348 Chief Tyler explained the need for the budget adjustment into the existing operating  
349 funds, so as to be able to pay the necessary expenses as the Tower Project progresses.  
350

351 Chief Tyler noted that the Capital Expense fund still has \$500,000 in it, should the Tower  
352 Project exceed the proposed \$1,200,000.  
353

354 There was no public comment.

355 M/s Metcho/Silverman to accept Staff's recommendation to make the following FY  
356 2018-19 budget adjustments of increasing the Building Facilities Account # 9308-4048 in  
357 the Capital Outlay budget by \$1,200,000 to fund the Tower Rebuild project at Station 62,  
358 and to decrease the Unassigned Fund balance by \$1,200,000.  
359

360 Motion carried 4-0-1  
361

362 **COMMITTEE REPORTS**  
363

364 **MERA** (Director Metcho and Director Silverman)

365 Director Silverman and Director Metcho attended the MERA meeting and reported that the.  
366 Metcho reported the CEQA process should be ready for legal review in March, with the 45 day  
367 comment period coming in April/May.  
368

369 Counsel Hurd noted that the comment period for CEQA can be when the litigation begins, but a  
370 lawsuit would require an injunction to stop the MERA site building process; and the public  
371 safety aspect would make getting an injunction difficult. So the process might move forward  
372 even if lawsuits are filed.  
373

374 Chief Tyler added that Corte Madera has agreed to take on the MERA support services, with a  
375 transition to be determined, but that Novato Fire is willing to maintain the administrative support  
376 until the end of June, per the contract if necessary. The District conference rooms are also  
377 available for MERA's use.  
378

379 **Finance Committee** (Director Davis and Director Goines)

380 Nothing to report. Next meeting is April 16, 2019.  
381

382 **Ad Hoc Wildland Fire Mitigation Committee** (Director Davis and Director Goines)  
383

384 There will be a special meeting scheduled so that the full board can discuss the tabled New  
385 Business # 7 item.  
386



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387 Director Goines noted that he is looking forward to the full Board’s review and the public  
 388 involvement. The plan will require an augmentation of District resources to provide effective  
 389 information, education and compliance with risk reduction measures.

390

391 **FINANCIAL REPORTS**

392 There were no comments.

- 393 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, January 2019
- 394 2. Revenues and Expenditures Detail Financial Report January 2019
- 395 3. Vendor Summary Financial Report, January 2019
- 396 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica  
 397 Bank Statement) January 2019
- 398 5. District Contracts Information January 2019

399

400

<b>Fire Chief’s Report: Contract Administration</b>				
New and Renewed Contracts to Date				
for the 3/6/2019 Board of Director's Meeting				
<b>PROFESSIONAL SERVICES -NON PUBLIC WORKS</b>				
ArtTek3D	LaCroix	\$ 450.00	3D site plan for tower	SRM
MedWaste Management	Dague/Hakenen	\$5,000.00	Non-narcotic medical	SRM
Freas Emergency Management Group	Dague	\$24,000.00	CQI Coordinator renewal	R
Safety-Kleen	Whittet/Forkes	\$2,000.00	MSA for parts wash basin & regular disposal of wash	N
MHN	Felciano	Min \$850	Amendment to master agreement to add service	N
Taylor Houseman	Menzel	\$5,000.00	MSA for commercial	N
Novato Health	LaCroix/Mesenburg	\$4,800.00	MSA for Academy physical	N
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				



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401

402 **INFORMATION**

403 1. Customer Satisfaction Survey Report, January 2019

404 2. Written Communications

405 Three letters from the public were read.

406 3. MERA Update

407

408 **ADJOURNMENT**

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

410 7:36 p.m.

411

412 Submitted by,

A handwritten signature in cursive script, appearing to read "J Villa", is written in black ink.

416

417 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 29, 2019

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1 The meeting was called to order by President Galli at 10:30 a.m. in the Heritage meeting room at  
2 the Administrative Offices, 95 Rowland Way, Novato CA, 94945.

3

4 ROLL CALL

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7

8 STAFF MEMBERS PRESENT

9 Fire Chief Bill Tyler, Fire Marshal B/C Lori Jessell, Fire Inspector Lynne Osgood, Recording  
10 Secretary Jeanne Villa.

11

12 OPEN TIME FOR PUBLIC EXPRESSION

13 No public comments were made.

14

15 NEW BUSINESS

16 1. Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan

17 Board approval was requested to accept the Novato Fire District 2019-2020 Enhanced  
18 Wildfire Mitigation Plan.

19

20 Chief Tyler discussed the 2019-2020 Enhanced Wildfire Mitigation Plan (EWMP). The Board of  
21 Directors formed a committee to discuss the draft plan, with Directors Davis and Goines working  
22 with BC Jessell and Fire Inspector Osgood and Chief Tyler to make revisions.

23

24 The EWMP is a 2 year plan that can be funded with available District funds. There are 11 action  
25 items to be implemented this year, with 2 items (regional mitigation plan with county agencies  
26 and a fuels crew) left to be considered should other funds become available.

27

28 Directors Davis and Goines commented that the committee put in hours of hard work, and now  
29 the full Board needs to review the plan, but that this is a high priority item. The District can  
30 accomplish this plan with available funds.

31

32 Chief Tyler discussed the sources used to craft the EWMP: County of Marin plan, the existing  
33 District plan, Lessons Learned reports from recent fires, and other surveys and reports.

34

35 Novato Fire has applied for a \$4,000,000 FEMA grant.

36

37 The projected EWMP costs over the 2 years is approximately \$737,000. The District has  
38 \$738,000 in available funds, which have been moved into a Wildfire Mitigation fund.



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39 Director Metcho asked if this is a pilot program, and what happens at the end of 2 years?  
40 Chief Tyler noted that the District would need additional funds to continue the program after 2  
41 years. The District hopes to be able to do so.

42  
43 Chief Tyler explained the need for a fulltime employee versus hiring part time contractors. The  
44 District is looking for committed vested employees who will have Certified Wildland Fire  
45 Management certification, with previous Fire Inspector experience. They will go through a full  
46 background. The exact job description has not yet been vetted by our HR attorney firm, but will  
47 be soon.

48  
49 The Board reviewed the draft Mill Valley Temporary Refuge Area map. The Board would like to  
50 see a map created for Novato.

51  
52 Chief Tyler reviewed the “house out” concept and showed the videos of fire testing on  
53 combustibile vs non combustibile construction and landscaping materials. The “house out”  
54 concept focuses on hardening the house, and then working on the vegetation.

55  
56 Director Silverman asked about educating landscapers. Director Goines noted that about 100  
57 landscape professionals attended a workshop to learn how to mitigate fire spread.

58  
59 Chief Tyler noted that the FEMA grant funds can be used to help offset homeowner costs to  
60 replace shake roofs, harden vents, etc.

61  
62 Chief Tyler showed fire detection camera technology videos.

63  
64 Chief Tyler commented on the work that the County Fire Prevention Officers have been working  
65 on, using the Lessons Learned 2017 North Bay Fire Siege document as a source:

- 66 1. Define a vacant lot
- 67 2. Consideration of boundary drops
- 68 3. Ban fire prone plants
- 69 4. Require battery backup on electric garage doors
- 70 5. Defensible space requirement compliance

71  
72 The Board is in agreement to push forward with the EWMP with an accelerated timeline, getting  
73 the information out to homeowners quickly.

74  
75 The Board reviewed parcel tax options and considered whether to apply a parcel tax to all  
76 District parcels or just parcels in the wildland urban interface.



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77  
78 Chief Tyler reviewed the possibility of strategic partnerships with experts to explore and secure  
79 funding.

80  
81 Chief Tyler stressed the importance of building an atmosphere of compliance, by changing the  
82 hearts and minds of the public. Using education, cooperation, information vs a program of  
83 deterrence by citation. A last resort would be to take action to mitigate and place a lien on the  
84 property.

85  
86 Chief Tyler discussed the Marin County Fire Chiefs Association responses to the Lessons  
87 Learned report and a regional plan:

- 88  
89 1. Expand fuels and fire crews  
90 2. Evaluate existing defensible space and ignition resistant construction  
91 3. Revise fire and building codes  
92 4. Incentive using a grant program  
93 5. Expand alert and warning and evacuation notification systems  
94 6. Increase public education and outreach

95  
96 Chief Tyler reviewed the challenges of implementing regional plans and funding, particularly in  
97 cases where local agencies already have a plan in concept, in practice, and may have a tax as a  
98 funding source. Agencies may need to consider funding apportionment, which can complicate  
99 the progress of implementing a regional plan. Chief Tyler noted that he is seeing consensus on  
100 the concept of a regional plan.

101  
102 Chief Tyler discussed the possibility of a 6-8 person fuels crew under the direction of the  
103 District, but there is currently no available funding.

104  
105 Director Galli noted that it is important to consider, prior to voting, on a number of items  
106 affecting the District fiscally:

- 107 1. Tower project  
108 2. Station 63 upgrade  
109 3. The status of the state and national economy  
110 4. The unknown expenses for 2019-2020 as contracts renew  
111 5. The need for a Deputy Fire Marshal and an additional Fire Inspector

112  
113 It's possible to use funds in lieu of increasing the Rainy-Day fund for the next couple of years, or  
114 consider a tax, inspection fees, etc.



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115 Chief Tyler noted that he expects a fairly flat increase in revenue over the next few yers.

116

117 Director Metcho commented that hiring a Deputy Fire Marshal and Inspector are very important  
118 for the Prevention Division. Chief Tyler noted those items will come to the Board in the budget  
119 process.

120

121 Director Silverman asked why the EWMP inspectors couldn't be contractors, part-time, with no  
122 benefits?

123

124 Chief Tyler noted that with a full time benefitted employee, the District will find better engaged,  
125 vested, committed personnel, as opposed to part timer who may work for the District while  
126 looking for their next employment opportunity.

127

128 The Board was in full agreement that that the District needs to make changes that effectively  
129 protect the public, and that we further every effort that helps the public help themselves.

130

131 There was no public comment.

132 M/s Goines/Davis to accept the Novato Fire District 2019-2020 Enhanced Wildfire Mitigation  
133 Plan.

134 Motion carried 5-0.

135

136 Chief Tyler noted that he will develop speaking points. President Galli commented that he would  
137 like Director Goines to be the Board spokesperson on this topic, considering his many years of  
138 experience with wildland fire. Director Silverman asked for a press release to be distributed  
139 soon.

140

141 ADJOURNMENT

142 There being no further business to conduct, President Galli adjourned the meeting at  
143 2:00 p.m.

144

145 Submitted by,

146

A handwritten signature in black ink, appearing to read "J Villa", is written over the signature line.

147

148 Jeanne Villa, Recording Secretary





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Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 10, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

6  
7 **ABSENT**

8 Vice President Lj Silverman

9  
10 **STAFF MEMBERS PRESENT**

11 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Council,  
12 Recording Secretary Lauren Pallas, Battalion Chiefs Robert LaCroix and Dmitri Menzel, and  
13 Station Crews.

14  
15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 No public comments were made.

17  
18 **AGENDA ADJUSTMENT**

19 None

20 **ASSOCIATION PRESIDENTS' REPORT**

21 No report.

22  
23 **DIRECTOR MATTERS**

24 Director Davis observed the Explorer Academy on April 10<sup>th</sup> and was very impressed with how  
25 well it was orchestrated.

26  
27 Director Goines attended the FDIC conference in Napa. He discussed his concern regarding  
28 PG&E's plan to shut off power and their notification plans. He requested the District partner  
29 with appropriate agencies to plan ahead with PG&E.

30  
31 Director Metcho attended a meeting regarding the Station 62 Tower rebuild. He also attended  
32 Dan Hom's retirement lunch and the funeral service for retired Administrative Assistant, Betty  
33 Box.

34  
35 **CHIEF'S REPORT**

36 Chief Tyler reported:

37 Calendar:

- 38  
39 1. April 8<sup>th</sup> through April 14<sup>th</sup> Fire Explorer Academy at Station 62. Graduation ceremony is  
40 Sunday April 14<sup>th</sup> at 11-12:30 in the Novato High School Old Gym.



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- 42 2. April 16<sup>th</sup> Tuesday, next Finance Committee Meeting
- 43 3. April 20<sup>th</sup> Saturday – Employee of the Year dinner at the Elks Club
- 44 4. April 23<sup>rd</sup> Tuesday- Novato Sunrise Rotary Presentation
- 45 5. April 25<sup>th</sup> EOC Training—Directors and section Chiefs: Web EOC updates
- 46 6. May 8<sup>th</sup> Leadership Novato Class of 2019 Graduation, 5pm Ultragenyx; 60 Leveroni Ct.

47 **Recent Highlights:**

- 48 • Saturday April 6<sup>th</sup>, Celebration of Life in Petaluma for retired Administrative Assistant,  
49 Betty Box.
- 50 • Monday, April 8<sup>th</sup>, the rescheduled STI Hazard Mapping meeting takes place at Novato  
51 Admin 1:00 pm.
- 52 • Tuesday April 9<sup>th</sup> , Pacheco Valle Firewise, 4:00 pm  
53

54 **Administrative Items:** As MCFCA President I met with the President of the Marin  
55 Association of Realtors (MAR), Gene Laico, and MCFD Fire Chief Jason Weber to discuss  
56 general elements and support for regional wildfire mitigation efforts County wide; we also  
57 met with the Mayor of San Rafael and his staff last Monday to do the same.

58 Today completed the **MCFCA Leadership Retreat for Wednesday April 10<sup>th</sup>**. There  
59 was be over 35 chief officers and staff in attendance at Stonetree, in Novato. We reviewed  
60 last year’s goals and set new goals for the Chief Association and their sub-groups for the  
61 coming year. We focused on succession planning and also discuss labor/management  
62 issues with the president and staff from Marin Local 1775. We also initiated the incoming  
63 respective group presidents and board members, and gave out the Tom Forester Leadership  
64 Award.

65 I joined four of our BOD members at FDAC in Napa and attended one day of training on:  
66 Navigating the challenges of Pension Funding and OPEB Costs & Strategies for managing  
67 unfunded liabilities, looking at various Funding Mechanisms for NFD programs including  
68 a parcel tax or special assessments, and sat in on an employment law update class.

69 HR Manager Gretchen Felciano is on vacation from Thursday April 4<sup>th</sup> through Monday  
70 April 22<sup>nd</sup>.

71 Administrative Services Manager Jeanne Villa is off-duty due to a medical procedure, and  
72 then off through the end of next week.

- 73 • **Finance:** Senior accountant is still in the background process. We are looking for a May  
74 1st start date.

75



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- 113
- **OPS:** The District has the honor of hosting the 45<sup>th</sup> Annual California Fire Explorer Academy next week. There will be 155 Explorers from all over California coming to Novato for a week of hands on training at Station 62 and other locations around the County. The students are being housed overnight at Novato High School. The Chief can send info on the closing ceremony if you are interested in attending, please let me know.
  - **Training:** Erich Mesenburg and Robert LaCroix are in the final week of the new hire academy; Final written and manipulative tests prior to starting on shift. Arthur Bowlds and Kevin Larson both passed the written and manipulative tests.
  - **Tower / Classroom Updates:** Committee met with Steve Harms Fire Facility rep regarding the final plans of tower. Chief LaCroix met with Steve Harms and the LJ and Steve about final tower plans. We are working on cost with NMWD regarding water supply to new classrooms and preparing documents for the submittal to the county planning & building divisions.
  - **Emergency Medical Services (EMS) division:** Chief Dague is pleased to announce that we've notified MGH RN Katie Grossman that we will be moving forward with signing a contract with her for EMS Education. Katie is very excited and looks forward to getting started. Katie is a certified Instructor in both ACLS and PALS. She returns from maternity leave in early June. The new hires completed ride alongs with Chief Dague this past week.
  - **Chief Dague is the proud Grandpa to two tiny baby girls;** Born yesterday morning at 31 weeks. Georgiana Aaron Bernardo 3lbs 2oz. & Everly Elizabeth Bernardo 2lbs 6oz. Kyle's daughter Grace (Mom) is doing well and babies are stable in the NICU.
  - **Prevention Division:** Chief Jessell completed a weekly prevention staff meeting and had an onsite review of a significant remodel requiring fire sprinklers at 2500 Vineyard. Avesta senior housing project meeting with owners and participated in a planning meeting with NMWD and the developers for the new senior living facility in Hamilton.
- Inspector Osgood conducted a full Firewise assessment for the Wild horse Valley HOA with two Board members; Completed five individual vegetation evaluations-four in Los Robles Mobile Home Park and one in Indian Valley.
- She is working with the City of Novato on a vegetation project in Bahia. Lynne conducted one pre-fire inspection for State Licensing. In addition she completed five



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114 building construction inspections; completed four plan reviews-one fire alarm, two City  
115 of Novato planning and one County Building Review; processed four  
116 completed vegetation matching grant projects and scheduled a FireWise presentation for  
117 Novato Chase HOA in May.

118 We are beginning to scope out the work for implementing the approved 2019-2020  
119 Enhanced Wildfire Mitigation Plan: Assign leads for each element and attach completion  
120 dates to them as well.

121  
122 Dave Jeffries, the EOC Coordinator, spoke about the Hazard Mitigation Plan with improvements  
123 expected countywide that was approved by FEMA without any corrections. The plan will be  
124 good for five years.

125  
126 Director Goines inquired about the planned PG&E power shutoffs and if the plans addressed this  
127 issue. He would like to see the District have plans in place if PG&E shuts off the power in  
128 Novato communities due to high risk factors.

129  
130 Mr. Jeffries explained that the plan focuses on natural disasters but doesn't address man made  
131 issues and the power has yet to be shut off in Novato.

132  
133 Chief Tyler assured the Board that the District would be putting plans in motion to address  
134 PG&E's emergency power shut off notifications.

135  
136 **CONSENT CALENDAR ITEMS**

- 137  
138 1. Minutes of Regular Board of Directors March 6, 2019  
139 2. Minutes of Special Board of Directors March 29, 2019  
140 3. 2018 Marin County Multi-Jurisdictional Local Hazard Mitigation Plan.  
141 Board approval is requested to accept the 2018 Marin County Multi-Jurisdictional Local  
142 Hazard Mitigation Plan, which was reviewed and approved at the December 18, 2018  
143 County Board of Supervisors meeting, and has been adopted by the Novato City Council.  
144 Full Plan available on our website:  
145 <http://www.novatofire.org/Home/ShowDocument?id=8706> (323 pages)  
146 4. Budget Adjustments – March 2019  
147 Board approval is requested to accept Staff's recommendation to make the following FY  
148 2018/2019 budget adjustments:  
149 1. Increase 9308 GEMT Revenue budget account 9925 in the amount of \$156,000  
150 2. Increase 9308 Intergovernmental Transfers budget account 8500 in the amount of  
151 \$156,000  
152 3. Increase 9308 Other State Aid, Grant budget account 9367 in the amount of \$21,492  
153 4. Increase 9307 Cal-OSHA Requirements budget account 2020 in the amount of \$21,492  
154 5. Decrease 9305 Outside Assistance budget account 2034 in the amount of \$1,850



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155 6. Increase 9305 CPR Materials budget account 2038 in the amount of \$1,850  
156

157 There was no public comment.

158 M/s Metcho/Davis to approve the consent calendar items 1-6.

159 Motion carried 4-0-1

160

161 **NEW BUSINESS**

162 1. Agreed Upon Procedures Engagement Letter Maze and Associates - Ambulance Billings  
163 Calendar Year 2018

164 Board approval is requested to accept staff's recommendation to perform the audit with a  
165 3% sample size

166

167 Director Metcho inquired if this was following best practice.

168 Chief Tyler assured him it was.

169 There was no public comment.

170 M/s Metcho/Davis to approve the 3% sample size for the Maze and Associates Audit on  
171 Ambulance Billings for 2018.

172 Motion carried 4-0-1

173

174 2. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements  
175 Calendar Year 2018.

176 Board approval is requested to accept staff's recommendation to perform the audit with a  
177 3% sample size.

178 There was no public comment.

179 M/s Davis/Goines to approve the 3% sample size for the credit card and other disbursements  
180 audit for 2018.

181 Motion carried 4-0-1.

182

183 3. Surplus Vehicles – Unit 6 and Unit 4 (Type I Engines)

184 Board approval is requested to accept Staff's recommendation to declare Unit 6 and Unit  
185 4 as surplus, and to dispose of the apparatus per District policy.

186

187 Chief Tyler explained to the Board that the District will first try to sell the engines and if  
188 unsuccessful, will offer to apparatus to volunteer agencies.

189

190 There was no public comment.

191 M/s Goines/Davis to approve the recommendation to declare Unit 6 and Unit 4 as surplus.

192 Motion carried 4-0-1.



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193  
194 4. Marin County Employees' Retirement Association Actuarial Valuation Report as of June  
195 30, 2018  
196 Board to accept the Marin County Employees' Retirement Association Actuarial  
197 Valuation Report as of June 30, 2018. The Actuarial Valuation Report was adopted by  
198 the MCERA Board at their February 13, 2019 meeting.

199 Director Metcho recused himself from the vote and exited the room.

200  
201 Finance Director, Joe Valenti presented the main highlights from the Marin County Employees'  
202 Retirement Association Actuarial Valuation Report to the Board.

203  
204 President Galli inquired about the relation to PEPRA members.

205  
206 Director Valenti explained that the contribution amounts will go down in 5-7 years.

207  
208 Chief Tyler added that our funded ratio increased slightly, the District is currently at 89%  
209 funded.

210  
211 There was no public comment.

212 M/s Davis/Goins to accept the report.  
213 Motion carried 3-0-1-1.

214  
215 Director Metcho returned to the Board room.

216 5. Station 62 kitchen remodel Contract Award  
217 Board approval is requested to accept Staff's recommendation to award a contract to  
218 Alsterlind Construction Inc. (ACI) for the demolition and construction of the Station 62  
219 kitchen, in an amount not to exceed \$125,000.

220 Chief Menzel offered his appreciation to Captain Barrett Smith for his hard work on the project.

221  
222 There was no public comment.

223 M/s Metcho/Davis to award the contract to Alsterlind Construction Inc. for the demolition and  
224 construction of the Station 62 kitchen in an amount to not exceed \$125,000.

225 Motion carried 4-0-1.

226  
227 **COMMITTEE REPORTS**

228 **MERA** (Director Metcho and Director Silverman)

229 Director Metcho reported that Dan Hom had begun his contract with RGS on April 1<sup>st</sup>, 2019 to  
230 assist with MERA financials. He also reported that SEQA is behind schedule.

231  
232 Chief Tyler reminded the Board that the Town of Corte Madera would be taking over the  
233 administration duties for MERA.



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**Finance Committee** (Director Davis and Director Goines)

It was noted that the Finance Committee would meet on April 16, 2019.

**FINANCIAL REPORTS**

Director Galli asked Finance Director, Joe Valenti, if the District had any outstanding invoices from Out of County assignments.

Director Valenti replied that the District has been receiving reimbursement funds, but there was still \$100,000 still owed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, February 2019
2. Revenues and Expenditures Detail Financial Report February 2019
3. Vendor Summary Financial Report, February 2019
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) February 2019
5. District Contracts Information – February 2019

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date

for the 4/10/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES - NON PUBLIC WORKS</b>				
DCS	Menzel	\$ 15,002.15	Hose & ground ladder testing contract renewal	R
Robert Luis, Independent Contractor	LaCroix	\$ 500.00	Driver training course. Two days of lecture.	N
Nyhart	Valenti	NTE \$10,000	OPEB actuarial valuation for 6/30/19.	R
MHN	Felciano	\$ 13,059.84	EAP program renewal.	R
Simpson Sheet Metal	Menzel	\$ 31,885.00	Replacement of Server Room HVAC system.	N
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				



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Enterprise Rent-A-Car	Veliquette	Depends on usage	State of CA contract for discounted rental car rates.	N
Cintas	Forkes	NTE \$10,000	Mechanics uniforms contract renewal.	R
<b>RFP/IFB</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public Works Project Codes**

E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal  
N=New Contract

252

253

**INFORMATION**

254

1. Customer Satisfaction Survey Report, February 2019

255

2. Written Communications

256

Three letters from the public were read.

257

258

**CLOSED SESSION**

259

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

260

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one case).

261

262

263

The Board entered closed session at 6:45 p.m. The Board re-entered open session at 7:15 p.m.

264

There was nothing to report.

265

266

**ADJOURNMENT**

267

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

268

7:15 p.m.

269

270

Submitted by,

271

272

273

274

275



Lauren Pallas, Recording Secretary





## **Novato Fire District Board of Directors Finance Committee Meeting Minutes April 16, 2019**

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The meeting was called to order by Chair Davis at 9:16 AM in the Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

### **COMMITTEE MEMBERS PRESENT**

Directors and Bill Davis and Bruce Goines

### **STAFF PRESENT**

Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Admin. Services Manager Jeanne Villa, EMS Billing Analyst Shannon Wager.

### **OPEN TIME FOR PUBLIC EXPRESSION**

No public comments were made.

### **CONSENT CALENDAR ITEMS**

1. Minutes of Finance Committee Meeting February 19, 2019
2. Review of Fire Chief's credit card expenses December 2018/January 2019 – None to Report for February 2019.
3. Review of Deputy Fire Chief credit card expenses December 2018/January 2019/February 2019.

No public comment.

M/s Goines/Davis to accept Consent Calendar items 1-3. Motion carried 2-0.

### **NEW BUSINESS**

1. EMS Aging Report review with EMS Billing Analyst Shannon Wager.  
Directors were given an updated EMS Billing Aging Report as of March 31, 2019. Wager reviewed each of the categories of billing types and amounts. Chief Tyler reviewed the billing process.

Chief Tyler detailed the process of hardship write offs for non Novato residents who meet a low income test.

Chief Tyler noted that the District is currently studying other transport agency rates prior to making any changes to Novato's rates. That study will be presented to the Board when complete.

The Committee requested to keep the EMS Billing Aging Report in the New Business section for the next meeting.

Director Davis asked about the external EMS Billing Clients' status



## **Novato Fire District Board of Directors**

### **Finance Committee Meeting Minutes**

#### **April 16, 2019**

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Wager noted that the new billing ceased 11/1/18, but the District still responds to audit requests, questions and records requests.

2. Appoint Additional Station Supplies Buyers And Add A Process For The Designation Of Individual Buyers To The Purchasing Policy

Finance committee reviewed and discussed increasing the number of buyers for station supplies from two (2) to six (6). One (1) buyer for each fire station including one (1) additional buyer for small engine repair. Finance committee reviewed the changes and gave the Deputy Fire Chief the authority to designate individuals as buyers for station supplies without obtaining approval from the Finance Committee.

Chief Veliquette explained that one of the principal purchasers is on Worker's Comp leave, and the District purchasing tasks rest with one captain. The policy update requests that 5 members who have volunteered to manage the purchasing of station supplies be approved to improve efficiency. Also, Engineer Schiavo is needed as a purchaser for small engine repairs and equipment. He has been handling this assignment for many years, but the approval process is inefficient.

No public comment.

M/s Goines/Davis to approve the update to the purchasing policy. M/c 2-0.

3. Special Assessment Tax Rate 2019/2020

Finance Committee reviewed and discussed the Special Assessment Tax Rate and Consumer Price Index adjustment for 2019/2020 and made a recommendation to the full board.

Finance Director Valenti detailed the need to take a proposed increase to the special tax to the full board for approval at the May meeting, in order for the County of Marin to process the tax change. The increase follows the parameters set by the District's 1991 ordinance and the 2002 ordinance amendment. The increase is based upon the SF Bay Area consumer price index amount of 3.87% (the index includes Marin County).

Chief Tyler noted the need for the District revenues to keep pace with inflation.

No public comment.

M/s Goines/Davis to approve the update to the purchasing policy. M/c 2-0.

4. A special meeting date for June 12, 2019 was set in order to review the preliminary budget.

Chief Tyler detailed the budget compilation process and timeline.



**Novato Fire District Board of Directors**  
**Finance Committee Meeting Minutes**  
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**TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

None

**ADJOURNMENT**

There being no further business to conduct, Chair Fenner, Jr. adjourned the meeting at 10:02 a.m.

Submitted by

A handwritten signature in black ink, appearing to read "J Villa", is written over the "Submitted by" text.

Jeanne Villa, Recording Secretary



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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Finance Director Joe Valenti, Battalion Chiefs Jeff Whittet, Robert  
10 LaCroix and Lori Jessell, Recording Secretary Jeanne Villa.

11  
12 **ALSO PRESENT**

13 Riley Hurd, District Counsel

14  
15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 No public comments were made.

17  
18 **AGENDA ADJUSTMENT**

19 None

20  
21 **SPECIAL ANNOUNCEMENTS/PRESENTATIONS**

22 None

23  
24 **ASSOCIATION PRESIDENTS' REPORT**

25 No report.

26  
27 **DIRECTOR MATTERS**

28 Director Metcho reported that he attended the Explorer Academy graduation and that it was a  
29 great event, and a good event for the District to host. He also attended the Employee of the Year  
30 Dinner held at the Elks Lodge. He attended a retirement lunch in Sausalito for Yvette Blount of  
31 Southern Marin Fire, who began her fire career at Novato Fire.

32  
33 Director Silverman noted that he attended the same events as Director Metcho.

34  
35 **CHIEF'S REPORT**

36 Chief Tyler reported:  
37 Calendar:

- 38       • May 1st Wednesday, Fire Season Opens: By NFD Policy  
39       • May 2nd Thursday, Wildfire Public Safety Power Outage—Government Agency  
40       Meeting, City Hall  
41



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- 42 • May 2nd, Thursday Novato Chamber of Commerce will be holding a special joint
- 43 meeting of the Chamber Board and the Chamber Governmental Affairs Committee to
- 44 discuss the City's draft Cannabis tax and land use ordinances.
- 45 • May 4th Saturday, Fire Preparedness Forum
- 46 • May 8th Wednesday, Leadership Novato Class of 2019 Graduation, 5pm Ultragenyx; 60
- 47 Leveroni Ct.
- 48 • May 9th Thursday, Public Safety Power Shutoff (PSPS) Impacts Roundtable: 10 am-
- 49 12pm 1600 Los Gamos
- 50 • May 9th Thursday, CAL Fire-Marin County Press Conference: Buck Center 2:00 pm
- 51 • May 10th Friday, USCG Housing Site Review, 7:00 am to 9:30 am
- 52 • May 18, Saturday, Novato Neighborhood Evacuation Drill: Bahia, Wildhorse Valley,
- 53 Western Oaks, and Greenpoint.
- 54

55 Administrative Items:

56 Enhanced Wildfire Mitigation Plan Items Update:

57 I had a discussion this week with Riley regarding entering into a services agreement with a  
58 consulting firm to explore additional funding options to support future wildfire mitigation  
59 efforts.

60 We have completed an initial draft Wildfire Mitigation Specialist position job description and  
61 qualifications. It is now being circulated for comments and revisions prior to posting. We are in  
62 discussion with legal counsel on the requirements and obligations for a full-time employee with a  
63 defined 2-year job period.

64 We have an update and good news on our recent FEMA Grant Application: The California  
65 Governor's Office of Emergency Services (Cal OES) has received the Hazard Mitigation Grant  
66 Program (HMGP) Notice of Interest (NOI) submitted by our agency. Our NOI was reviewed by  
67 Cal OES staff and determined to represent an eligible HMGP activity. The email confirms the  
68 formal invitation for Novato Fire District to develop a full sub-application for consideration of  
69 HMGP funding. The amount of eligible funding was slightly lower than we originally asked for,  
70 but we are pleased none the less.

71 Project Number: DR-4407-0248.

72 Sub-applicant Name: Novato Fire District.

73 Activity Title: Novato Fire District Wildfire Structure Ignitability Mitigation Project.

74 Federal Share Request: \$2,812,500.00.

75 Required Applicant Match: \$937,500.00.

76

77 Parcel Hazard assessment—STI: We have made limited progress on the updates in the last two  
78 weeks due to unforeseen travel and proposal efforts. We will prioritize this work for the next two



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79 weeks and aim to have this done mid-May. Including STI shall provide a ball park estimate for a  
80 solution to support NFPD's WUI structural ignitability & defensible space evaluation program

81 Community Wildfire Awareness: There will be banners across Delong and at all stations,  
82 Support of Firewise Neighborhoods, "Living with Fire" Draft PPT completed for quarterly  
83 meetings. Post Card mailer with emphasis on matching grant program.

84 Chief Veliquette is working with NPD Captain Jim Correa to create the new local community  
85 evacuation maps. We will be working with a company (LYNX) that has done our run book  
86 mapping in the past, and they have all of our original Mutual Threat Zone (MTZ) and primary  
87 and secondary evac mapping data. The City of Novato Police Department has agreed to go into  
88 this project with us as a high priority for completion.

89 Fire Prevention Officers are working on code adoption language, VMP standard updates, vacant  
90 lot definition etc.

91 Chief Jessell is drafting a new compliance ordinance and will be sharing it with legal. She is first  
92 completing the Prevention Division proposal for increasing staffing and a new fee schedule.

93 County Wide Regional Approach—this project is in progress.

94 Mountain Top Cameras—no change. We are still waiting on PG&E for supply.

95 Fire Inspector Osgood is working to coordinate chipper days funding with the Firewise  
96 Neighborhoods.

97 On April 30th, there was a Marin IJ Editorial Board meeting – I am representing the Marin  
98 County Fire Chiefs Association (MCFCA).

99 On May 1, 2019, the District will open the recruitment process for the position of Firefighter  
100 Paramedic. We will hire to fill three Firefighter Paramedic positions, as well as any additional  
101 positions that may become available during the recruitment process.

102 The recruitment and hiring process is being led by Human Resources Manager Gretchen  
103 Felciano. Recruitment of candidates is being conducted in conjunction with Cal-Jac as a primary  
104 source of obtaining qualified candidates. Timeline is as follows: May 1, 2019 – Application  
105 window opens at 0800 hours; May 22, 2019 Application window closes at 1700 hours; Week of  
106 May 27, 2019 – Structured Interviews; Weeks of June 3 and 10, 2019 - applicant ride-a-long  
107 phase; Week of June 17, 2019 – Conditional job offers made and background investigations  
108 begin.

109 Finance: All divisions are working on 2019/20 budget items. We are in negotiations for a salary  
110 amounts for our finance position with a start date of May 15th.

111



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112 Operations: Several NFD Chief Officers and Acting Chief Officers participated in a ½ day  
113 Emergency Operations Center table top exercise (TTX) focusing on WebEOC Updates and to  
114 examine the process of activating and staffing the Emergency Operations Center staff in a  
115 planned and an unplanned event.

116 Staff also met to review and revise the PG&E PSPS plan and have set a stakeholders workshop  
117 meeting to address these issues on May 4th at 9:00 am at Novato City Hall. Stakeholders will  
118 include but not be limited to: NUSD, NCH, NSD, NMWD, NFD, NPD, City of Novato Public  
119 Works, OES, PG&E, Chamber of Commerce, Downtown Business Owners Association, Buck  
120 Center, and representatives from assisted living and skill nursing facilities in Novato.

121 Monthly OPS meeting, led by D/C Jeff Veliquette was completed and attended by Chief  
122 Officers. We had a presentation on a new member evaluation, accountability and succession  
123 planning software tool & a proposed Coaching/Mentoring/Supervising training class. More  
124 discussion is needed on this topic—more to follow. Other topics discussed included but were not  
125 limited to: Captain Smith presented a proposal on new Air Purifying Respirators; hiring, MCI  
126 trailer deployment, Wildland CQI Follow up items, Evacuation Maps, Video Conferencing, PPE  
127 Inspections.

128 Training: Chief LaCroix coordinated a SMART Train Lecture from SMART Police Chief  
129 Jennifer McGill to all crew.

130 Captain Pacheco, Captain Fletcher and Engineer McGargill are attending the Confined Space  
131 Technician Course in Sacramento this week. Additional Joint training between the district and  
132 CalJAC is anticipated once our training props are completed. NFD members will help with  
133 confined space emergencies and assist with reorganizing the program (up to date policies).

134 New Type III Fire Engine Update--All three shifts completed in service training on the Type III  
135 and it is in service.

136 Annual driver training update: All shifts are nearly complete with the annual driver training

137 Tower / Classroom Updates: Bids process for gravel parking lot vacant lot initiated, MCFD has  
138 started removing rubble pile debris next week. We have finalized the tower plans and have  
139 drafting a letter of intent to buy so we can get the building plans ASAP. This will allow us to get  
140 all the information to the building department and start the RFB for contractor to build tower.  
141 Finalized plans for classrooms are waiting for the total construction cost before purchasing.

142 Emergency Medical Services (EMS) division: FF/PMs Kevin Larson and Arthur Bowlds have  
143 completed the EMS component and are now cleared to work independently.

144 Pinnacle Training Systems conducted functional movement screening on A shift and B shift,  
145 returning May 9th for final FMS. Individual consultations and exercise programs scheduled for:  
146 May 13th, 14th, 16<sup>th</sup>.



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- 147
- 148 EMS budget and Tablet Command project budget has been submitted to Finance--Scope of  
149 services Phase 1 and 2 complete, and a site visit May 9<sup>th</sup>.
- 150 Prevention Division: Chief Jessell updated Chiefs Tyler and Veliquette on filling the Prevention  
151 Division vacancies and has a revised presentation for a special meeting of the BOD in May.
- 152 Meeting for Shell project to bring Hydrogen Fueling station to Novato. Proposed site is the Shell  
153 station on Nave. Project looks to go forward in early 2020 if Shell secures grant funding for  
154 installation of Hydrogen fuel pumps.
- 155 Denise Wade mailed out our annual pre-fire season weed abatement notices to all repeat parcels  
156 (114 total).
- 157 Next Week:
- 158 April 29<sup>th</sup>, Monday: Wildfire working group—city and town managers with Fire Chiefs.
- 159 May 2<sup>nd</sup>, Thursday Wildfire Public Safety Power Shutoff (PSPS)—Government Agency and  
160 Stakeholders Meeting 9:00 am to 11:00 am City Hall.
- 161 May 1<sup>st</sup>, Wednesday NFD Fire Season begins by Policy—Equipment and uniform change  
162 initiated.
- 163 May 2<sup>nd</sup>, Thursday, Local Hazard Mitigation Plan review and update NFD & City of Novato

164  
165 **CONSENT CALENDAR ITEMS**  
166

- 167 1. Minutes of Regular Board of Directors April 10, 2019  
168 2. Budget Adjustments – April 2019

169 Board approval is requested to accept Staff's recommendation to make the following FY  
170 2018/2019 budget adjustments:

- 171 a) Increase 9307 Training Equipment budget account 2268 in the amount of \$7,000  
172 b) Decrease 9313 Training Education budget account 2039 in the amount of \$7,000

- 173 3. Ambulance Fee Debt Write Off Due to Hardship

174 Board approval is requested to approve a write-off of the designated ambulance billing  
175 accounts due to hardship in the amount of: \$734.51

- 176 4. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts

177 Board approval of staff's recommendation to write off the designated multi-year  
178 uncollectible ambulance billing accounts totaling \$29,063.05

- 179
- 180 There was no public comment.
- 181 M/s Metcho/Silverman to approve the consent calendar items 1-4.





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182 Motion carried 5-0-0.

183

184 **NEW BUSINESS**

185

186 1. Special Assessment Tax Rate 2019/2020 Resolution 2019-4

187 Board was requested to approve the Finance Committee's recommendation to increase  
188 the Special Assessment Tax Rate 2019/2020.

189

190 Finance Director Valenti explained the history of the special tax rate and its underlying  
191 ordinance. The proposed tax increase is expected to increase revenue by \$214,000.

192

193 Director Galli asked is the square footage in Novato was updated?

194 FD Valenti responded that the updated square footage is calculated by the County of Marin, and  
195 the tax would be based upon their updated figure.

196

197 There was no public comment.

198 M/s Goines/Davis to adopt Resolution 2019-4, approving the Finance Committee's  
199 recommendation to increase the Special Assessment Tax Rate 2019/2020.

200

201 There was no public comment.

202

203 M/s Goines/Davis to approve the Finance Committee's recommendation to increase the Special  
204 Assessment Tax Rate 2019/2020.

205

206 Roll Call Vote:

207 Ayes: Galli, Silverman, Metcho, Davis and Goines

208 Noes: None

209 Abstain: None

210 Motion carried 5-0-0.

211

212 2. Resolution 2019-5 Declaring the District's Intent to Transition from At-Large to District-  
213 Based Elections

214 Board approval was requested to adopt Resolution 2019-5, which declares the Novato  
215 Fire District intent to transition elections from the current system whereby candidates are  
216 currently elected in "at-large" elections, in which each Director is elected by the  
217 registered voters within the geographical boundaries of the entire District to a District-  
218 based election as authorized by California Elections Code Section 10650 for use in the  
219 November 3, 2020 Statewide General Election

220

221 Counsel Hurd explained the voting rights act and the prompt to switch to district based elections  
222 to avoid racially polarized voting. He noted that there is no evidence that racially polarized  
223 voting exists in the Novato Fire District. However, there exist laws that give the ability to  
224 attorneys to make a claim, via letter; and the evidentiary standard for defending the District



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225 against such a claim is nearly impossible. Any ensuing lawsuit would seriously impact the  
226 District financially.

227

228 Counsel's advice to the District is to make the switch to avoid severe financial impact.

229 There will be multiple hearings, meetings with review of draft maps, use of a demographer and  
230 legal counsel.

231

232 Director Metcho asked if the demography is based strictly on race? Hurd noted that it is.

233

234 Director Davis asked why the letter costs \$30,000. Hurd noted that the District has not received  
235 the letter, but agencies that have, and then make the switch to District based elections then have  
236 to pay the law firm \$30,000.

237

238 Director Galli asked if the new districts don't put forth any candidates, what happens? Hurd  
239 noted that in San Rafael there are majority Hispanic enclaves, that also have non-hispanic  
240 neighborhoods attached, and that it will be interesting to see the result. The Board of  
241 Supervisors can appoint a director if no candidates run.

242 Hurd noted that the first election under the new districting will be in 2020.

243

244 Director Silverman asked is we can share mapping costs with other agencies? Hurd noted that we  
245 cannot due to different boundaries.

246

247 Director Metcho asked if a public vote is needed on the district mapping. Hurd noted that it is a  
248 Board decision.

249

250 Director Metcho asked if there was any pending legislation to close the loophole and unintended  
251 consequences of the law. Hurd noted that it won't happen soon. There could be a switch back to  
252 at-large elections, but would depend upon a new law.

253 Director Goines noted that the ballots will be very complex with voters seeing candidates in  
254 many differently drawn districts. Hurd noted that the County know how to craft the ballots for  
255 the various districts and candidates

256

257 Chief Tyler noted that running for a board seat could become less expensive, since you only need  
258 to reach the voters in your smaller district.

259

260 There was no public comment.

261

262 M/s Silverman/Davis to adopt Resolution 2019-5, which declares the Novato Fire District intent  
263 to transition elections from the current system whereby candidates are currently elected in "at-  
264 large" elections, in which each Director is elected by the registered voters within the



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265 geographical boundaries of the entire District to a District-based election as authorized by  
266 California Elections Code Section 10650 for use in the November 3, 2020 Statewide General  
267 Election

268  
269 Roll Call Vote:  
270 Ayes: Galli, Silverman, Metcho, Davis and Goines  
271 Noes: None  
272 Abstain: None  
273 Motion carried 5-0-0.

274  
275 3. Discussion with Legal Counsel: Legislature Authorizes Districts To Increase Board  
276 Member Compensation For Certain Districts.  
277 Board discussed with legal counsel the updates regarding Board compensation. In August  
278 2018, the Governor signed AB 2329 (Oberholte), which amends the enabling legislation  
279 of several types of special districts to increase the maximum monthly compensation of  
280 board members for attending meetings, and annually increase the maximum monthly  
281 compensation thereafter.

282 Counsel Hurd discussed the new laws and limits of Board compensation. The per meeting  
283 maximum is \$100, but it can be raised by 5% annually. You can increase in a lump sum from the  
284 last increase, which for the District occurred in 2002. You may have 6 paid meetings, however  
285 the 5<sup>th</sup> and 6<sup>th</sup> meetings need substantiation as to their necessity.

286  
287 Hurd discussed the definition of compensable meetings:  
288 Board meetings, Advisory Meetings, Ethics training, or the Board can adopt an ordinance  
289 defining their compensable meetings.

290  
291 The Board's current policy covers Board meetings, workshops, study sessions, committee  
292 meetings, special meetings, with a cap of \$400 per month.

293  
294 The Board's committees are currently MERA and the Finance Committee.

295  
296 Director Silverman asked about the process to change. Hurd noted the Board can adopt an  
297 ordinance and amend their policy.

298  
299 Director Galli asked if the District Staff Tower Committee is compensable. Hurd responded that  
300 it is not, since is not a Board committee.

301  
302 There was no public comment.

303



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304 Direction was given to staff to research the last Board compensation increase, the current  
305 potential maximum per meeting, amending the per monthly cap of meetings and compensation,  
306 and amending the definition of a meeting. This information will be go to a Finance Committee  
307 meeting.  
308

309 4. Adoption of Resolution 2019-6 Proclaiming May 5 – 11, 2019 as Wildfire Preparedness  
310 Week.

311 Board approval was requested to adopt Resolution 2019-6 Proclaiming May 5 – 11, 2019  
312 as “Wildfire Preparedness Week”.

313  
314 BC Fire Marshal Jessell described the resolution details, and noted that in the past the week has  
315 been named Wildfire Awareness Week. The shift to Wildfire Preparedness is to send the  
316 message to the public to be prepared, as opposed to being aware.

317  
318 There was no public comment.

319  
320 M/s Metcho/Davis to adopt Resolution 2019-6 Proclaiming May 5 – 11, 2019 as “Wildfire  
321 Preparedness Week”.

322  
323 Roll Call Vote:  
324 Ayes: Galli, Silverman, Metcho, Davis and Goines  
325 Noes: None  
326 Abstain: None  
327 Motion carried 5-0-0.

328  
329 5. Award the Bid to Central Valley Environmental Fresno For the Demolition of the  
330 Training Tower And Classroom.

331 Board approval was requested to award the bid to Central Valley Environmental Fresno  
332 for the demolition of the classroom, tower, foundation and the 20’X 20’ cement slab  
333 located next to the septic mound.

334  
335 Chief Tyler explained that this new bid saved approximately \$42,000.

336  
337 There was no public comment.

338  
339 M/s Metcho/Silverman to award the bid to Central Valley Environmental Fresno for the  
340 demolition of the classroom, tower, foundation and the 20’X 20’ cement slab located next to the  
341 septic mound.

342 Motion carried 5-0-0.



Novato Fire District Board of Directors  
 Regular Board Meeting Minutes  
 May 1, 2019

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 359

**COMMITTEE REPORTS**

**NERA** (Director Metcho and Director Silverman)

Director Metcho noted the CEQA process will be ready for public review in 1-2 months.

**Finance Committee** (Director Davis and Director Goines)

Nothing to report.

**FINANCIAL REPORTS**

There were no comments.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, March 2019
2. Revenues and Expenditures Detail Financial Report March 2019
3. Vendor Summary Financial Report, March 2019
4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm, Westamerica Bank Statement) March 2019
5. District Contracts Information – March 2019

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date

for the 5/1/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES</b>				
Karen Goehring	Felciano/Nicole Smith	NTE \$2,000	Critical Incident Stress Management	N
Pacific Consulting & Risk	Jessell	NTE \$5,000	ERS training.	R
SLEC	Forkes	NTE \$2,000	Shop lift maintenance.	R
Integrity Shred	Villa	NTE \$1,000	Onsite document shredding.	R
Kitchens by Ryan	Barrett Smith	NTE \$29,295	Kitchen cabinets for S62.	N
Simpson Sheet Metal	Menzel	NTE \$35,000	HVAC semi-annual maintenance and repairs.	R
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2019

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**Public Works/Non-Public Works Project**

**Codes**

E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal

N=New Contract

360

361

**INFORMATION**

362

1. Customer Satisfaction Survey Report, March 2019

363

2. Written Communications – two letters were read

364

3. MERA Update

365

4. Finance Committee Special Meeting Date June 12, 2019 at 9 a.m.

366

5. RPM Division staffing Special study session dates – Verbal Report. The Board will be sent a schedule to determine meeting availability.

367

368

6. Special Meeting Date – Preliminary Budget Adoption - June 26, 2019

369

370

The Board sent their best wishes for a speedy recovery to BC Dague, and welcomed back Jeanne Villa after a brief medical leave.

371

372

373

**ADJOURNMENT**

374

There being no further business to conduct, President Galli adjourned the meeting at 7:20 p.m.

375

376

377

Submitted by,

378

A handwritten signature in black ink, appearing to read "J Villa".

379

380

381

382

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 22, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3

4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Director Bruce  
6 Goines.

7

8 **ABSENT**

9 Director Bill Davis

10

11 **STAFF MEMBERS PRESENT**

12 Fire Chief Bill Tyler, Battalion Chief Dmitri Menzel, Recording Secretary Jeanne Villa.

13

14 **ALSO PRESENT**

15 Peter Spoerl, District Counsel, Residents Al Shirley and Donna Pfeiff, Chris Chaffee

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 No public comments were made.

19

20 **AGENDA ADJUSTMENT**

21 None

22

23 **CONSENT CALENDAR ITEMS**

24 1. Minutes of Regular Board of Directors May 1, 2019

25

26 There was no public comment.

27 M/s Metcho/Silverman to approve the consent calendar items 1.

28 Motion carried 4-0-1.

29

30 **NEW BUSINESS**

31

32 1. District Elections – First Public Hearing

33 The Board held a public hearing to receive public feedback regarding the composition of  
34 the Novato Fire District for a transition from at-large district elections to by-district  
35 elections.

36

37 Mr. Chris Chaffee of the Chaffee Group, presented an overview of districting, best practices, a  
38 brief analysis of the District, and other information meant to encourage thoughtful engagement.

39 The upcoming District mapping will use census data from the last complete census of 2010, as is  
40 required by law. There can be some estimation of population changes since 2010.

41 There is a worksheet the District can distribute to solicit community feedback on “community of  
42 interest”.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 22, 2019

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43 Director Galli asked if this process will need to be redone in 2020 after the next census?  
44 Yes it will occur in 2021 after the data from 2020 is complete. It may end up being a small  
45 revision.  
46  
47 Counsel Spoerl noted that after the 2020 census, there will need to be a review of the changes  
48 and “communities of interest”, and the District can decide if changes are legitimate and needed.  
49  
50 It was noted that preserving incumbency is not a deciding factor in drawing the districts, and that  
51 the map should be defensible.  
52  
53 The Demographer uses the public hearing to guide the lines they will draw, along with  
54 consideration of equal population in each district.  
55  
56 There is a statutory requirement that Novato Fire District keep 5 districts.  
57  
58 Chief Tyler noted that the District has messaged about the public hearings on Facebook, the  
59 website, Twitter and Instagram. A postcard was mailed to every household in the District, and it  
60 arrived today. The postcard was in English and Spanish.  
61  
62 Counsel Spoerl added that many agencies are changing to by district voting. The District wants  
63 to encourage public participation, receive public input. The District may receive email inquiries  
64 and it will be important to be transparent.  
65  
66 Director Goines noted that once consideration should be the urban areas versus the wildland  
67 areas, and the Wildland Urban Interface (WUI). Is that data relevant?  
68  
69 Chris Chaffee noted that it is relevant and that they can use the fire risk on their mapping layers.  
70 Counsel Spoerl noted that living in the WUI could be considered a “communities of interest”.  
71  
72 Resident Al Shirley (Olive Avenue area) noted the public is anxious to see a map, and rural  
73 versus urban may present a stumbling block when trying to preserve equal populations in each  
74 district.  
75  
76 Another resident from Loma Verde, Donna Pfeiff, noted that she has had good interaction with  
77 the District in the past. She does not want redistricting to result in less competent leaders on the  
78 Board.  
79  
80 Chief Tyler noted the 11,300 parcels could be used in the mapping, and that we need to be  
81 mindful of the strong sense of community that Novato neighborhoods have.  
82





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 22, 2019

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83 Mr. Chaffee noted that they can keep neighborhoods together, and will need the District input to  
84 do that.

85

86 Ms. Pfeiff noted that plotting the fire stations could be useful data.

87

88 Chief Tyler will send the fire station addresses to Mr. Chaffee.

89

90 Director Silverman asked if the City of Novato map can be a layer over the District map. It can.

91

92 Director Metcho noted that the District will need to supply the neighborhood names and defining  
93 streets to Mr. Chaffee.

94

95 Mr. Chaffee will draft 3 maps, and from those create multiple variations with street names and  
96 other overlaying data.

97

98 Director Goines asked about using ethnicity? Mr. Chaffee noted it's in the census data from  
99 2010, and each district will have the ethnicity data as a subset of data. Director Goines also noted  
100 the District might aim for equal fire risk in each of the Districts.

101

102 Chief Tyler noted that while fire is a threat, medical calls make up a much higher percentage of  
103 what the District does.

104

105 Director Galli noted that all of Novato is surrounded by WUI except for downtown.

106

107 Chief Tyler noted that a % of WUI area in each district might be helpful.

108

109 It was noted that in a new district, should no one run for office, the Board of Supervisors chooses  
110 the Director.

111

112 Resident Shirley noted that the public should be made aware of that.

113

114 Resident Pfeiff asked if the Directors live near each other, and the director noted their  
115 neighborhoods.

116

117 **INFORMATION**

118 Upcoming Meeting Schedule

- 119 1. June 5 – Regular Board Meeting
- 120 2. June 19 – Special Board Meeting
- 121 3. June 26 – Special Board Meeting
- 122 4. July 3 – Regular Board Meeting
- 123 5. July 4 – Novato Parade



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 22, 2019

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124

125 **ADJOURNMENT**

126 There being no further business to conduct, President Galli adjourned the meeting at  
127 6:45 p.m.

128

129 Submitted by,

130

A handwritten signature in black ink, appearing to read "J Villa", is written over the line for the Recording Secretary.

131

132

133 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Battalion Chiefs Lori Jessell, Jeff Whittet and Robert LaCroix, Finance  
10 Director Joe Valenti, Recording Secretary Jeanne Villa, Sr. Accounting Specialist Jenn  
11 Maldonado.

12  
13 **ALSO PRESENT**

14 Riley Hurd, District Counsel, and Penny Taischer, Novato Resident, Chris Chaffee of Chaffee  
15 Group.

16  
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 Ms. Taischer noted that she was interested in the discussion about District elections. No other  
19 public comments were made.

20  
21 **AGENDA ADJUSTMENT**

22 None

23  
24 **SPECIAL ANNOUNCEMENTS/PRESENTATIONS**

25 New employee Jennifer Maldonado, Senior Accounting Specialist, was introduced to the Board.

26  
27 **ASSOCIATION PRESIDENTS' REPORT**

28 No report.

29  
30 **DIRECTOR MATTERS**

31 Director Davis noted upon return from vacation that Novato has turned very brown, portending  
32 the arrival fire season, and that the FireWise meeting at the Embassy Suites was well attended  
33 showing good momentum.

34  
35 Director Metcho reported that he attended the Leadership Novato graduation where Captain  
36 Mesenburg was the valedictorian, and did a great job. Director Silverman also attended.

37  
38 **CHIEF'S REPORT**

39 Chief Tyler reported:

40 Calendar:

- 41
- 42 • Thursday, June 6th, Final Staff Budget Review Meeting.
  - 43 • Thursday, June 6th, Discussion of emerging EMS issues with Fire Chiefs and Marin County EMS Authority, 12:30 pm



Novato Fire District Board of Directors  
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- 44 • Friday, June 7th, Vacation
- 45 • Saturday & Sunday June, 8th & 9th Art and Wine
- 46 • Monday June 10th Pacheco Valley Firewise 4:00 pm
- 47 • Wed June 12 Voluntary Organizations Active In Disaster, (VOAD) San Rafael
- 48 Community Center 9:30 – 11:30 am
- 49 • Thursday June 13th Disaster Counsel, 3<sup>rd</sup> meeting, 3:00 pm Civic Center
- 50 • Friday June 14th Wildfire Public Safety JPA Formation Meeting
- 51 • Tuesday June 18th through Sat 22nd Fire Squirts Station 62
- 52 • Wed June 19th Marin ready Together—Elected Officials 3:00 pm Civic Center
- 53 • Wed June 19th Public Hearing # 3 Voting Districts Elections—Draft Map
- 54 • Friday June 21st Downtown Business Owners association Public Safety Power Shutdown
- 55 update
- 56 • Sunday June 23rd – Wednesday June 26th Chief Tyler Out of Office—Vacation
- 57 • Wednesday June 26th Preliminary Budget adoption
- 58 • Thursday June 27th FASIS Meeting hosted in Novato
- 59 • Tuesday July 2nd Wildfire Public Safety Presentation for SIRS (Sons in Retirement)
- 60 11:00 am 2:00 pm Embassy Suites in San Rafael
- 61 • Wednesday July 3rd Regular BOD meeting, Public Hearing #4 if needed
- 62

63 Administrative Items: Monday, June 3rd Chief participated in the County emergency disaster  
64 coordinator position interviews at Ross Valley Fire.

65  
66 Grand Jury: Our DRAFT NFD responses to the Grand Jury Report have been reviewed and  
67 commented on by our legal counsel. The Fire Chief will be making the final revisions and the  
68 BOD will hold a public hearing to approve their final response in July. Final responses are due  
69 back to the Grand Jury on July 18th.

70 The County Wide Wildfire Public Safety Program polling/surveying has begun. We anticipate  
71 receiving the results by the first week of July. A go/no go decision will then take place. A draft  
72 County Wide Wildfire Public Safety Authority JPA is being developed with several  
73 stakeholders. The Marin County Fire Chiefs Association continues to participate in all  
74 stakeholder meetings.

75 47 applications were received for our 3 FF/PM position openings. 28 candidates were invited be  
76 interviewed. 22 were actually interviewed (5 withdrew, 1 was a no show), 13 will move forward  
77 to ride-a-longs in the next two weeks.

78 An outside grant writer to complete the next phase of the FEMA Hazard Mitigation Grant has  
79 been identified and Colleen is currently working on the scope and getting the contract signed.

80 Finance: The 2nd draft of the preliminary 2019/20 budget is complete. Staff will be meeting two  
81 more times next week to create the final version that will be presented to the Finance Committee.  
82 The preliminary budget will be brought to the full BOD for adoption on Wednesday June 26th.



Novato Fire District Board of Directors  
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83  
84 OPS: Government Public Safety Power Shutdown update on June 5 with stakeholders.  
85 Additional meetings are being scheduled every two weeks.  
86  
87 Station 62 septic system is currently out of service. It should take about 2 weeks to repair.  
88 Modifications to water use are being made by the crews at station 62. Emergency repairs will  
89 need to be made as soon as possible.  
90  
91 One of our surplus Type 1 Fire Engines was donated to the River Delta Fire District in South  
92 Sacramento County. We formally transferred ownership of a 1991 Spartan 1500 GPM pumper  
93 on Wednesday. The River Delta Fire District had a catastrophic failure of its existing type 1 fire  
94 engine, and was borrowing an engine from a neighboring fire agency, which had to be returned  
95 by Friday of this week. Our own FF/PM Jeff Keena worked as a FF trainee at River Delta and  
96 connected us to them for this donation.  
97  
98 Training: Chief Lacroix participated in an active shooter drill meeting with NPD regarding an  
99 upcoming drill on 6/6. We completed a Multi-Company wildland drill for A shift, and the RT-  
100 130 Classroom session for B shift. Scheduled block 4 training is confined space training.  
101  
102 Tower / Classroom Updates: Ghilotti started the construction on the parking lot and confined  
103 space area. We held a teleconference with Fire Facilities regarding purchase of training tower,  
104 and completed the staff report for the tower purchase.  
105  
106 Emergency Medical Services (EMS) division: Capt. Scott Freedman met with Katie Grossman  
107 and the Deputy Chief regarding contract for services for EMS Educator position. Scott crafted  
108 letter of appreciation to Pat Kendall of Kaiser for securing Zita Konik as medical director. He  
109 worked on Tablet Command integration plan.  
110  
111 Prevention Division: Chief Jessell completed the staff report and presentation materials for the  
112 prevention staffing model. Over 20 weed abatement complaints were inspected and followed up  
113 on.

**CONSENT CALENDAR ITEMS**

1. The minutes of the 5/22/19 Special Board Meeting.

There was no public comment.  
M/s Metcho/Davis to approve the consent calendar item 1.  
Motion carried 5-0-0.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2019

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120 **NEW BUSINESS**

121 1. District Elections – Second Public Hearing

122

123 The Board held a public hearing to receive public feedback regarding the composition of the  
124 Novato Fire District for a transition from at-large district elections to by-district elections.

125

126 Mr. Chris Chaffee of the Chaffee Group, Inc. presented an overview of districting, best practices,  
127 a brief analysis of the District, and other information meant to encourage thoughtful engagement.

128

129 The Board, Counselor Hurd, and the Chief discussed the various “communities of interest” that  
130 could be used to craft mapping layers to create 5 voting districts, based upon the 2010 Census.

131

- WUI layer
- Maintaining contiguous neighborhood borders
- Maintaining minority pockets in districts
- Maintaining competency and expertise on the board by maintaining current board incumbency
- Using Station Response Zones as district borders

132

133 Mr. Chaffee noted that all of the above are valid criteria for crafting communities of interest.

134

135 Counselor Hurd noted that it is not purely self interest to consider the current incumbents in  
136 redistricting due to the historically low candidate turnout for the Fire Board.

137

138 Black Point resident Penny Taischer commented that she is concerned that the public does not  
139 understand the re-districting issue. She will bring it up at the Black Point Improvement club  
140 meeting next week.

141

142 The Board noted that it’s important to reassure the public that drawing voting districts in no way  
143 affects service. There will no change to how the District responds to emergency calls.

144

145 A draft map, in several versions, with clearly defined transportation lines, will be available for  
146 the Board and the public to review at the June 19, 2019 meeting.

147

148 Mr. Chaffee noted that Google Maps provides a great way to see the data layers and the street  
149 detail.

150

151 2. North Bay Petroleum Contract Renewal – Fuel Delivery

152

153 Staff recommended renewing the North Bay Petroleum master services agreement (MSA) for the  
154 delivery of fuel to all six (6) District locations for another year.

155

156 Chief Tyler clarified the types and number of fuel tanks at each station. The Admin office does  
157 not have any fuel tanks.

158



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2019

---

163 Director Silverman asked if fuel delivery could be impacted by the power shutdowns?

164

165 Chief Tyler noted that the tanks can still be serviced since each station has a generator.

166

167 There was no public comment.

168 M/s Silverman/Metcho to approve the renewal of the North Bay Petroleum master services

169 agreement (MSA) for the delivery of fuel to all six (6) District locations for another year.

170 Motion carried 5-0-0.

171

172 3. Station 62 Kitchen Remodel Payment Bond

173

174 Board approval was requested to accept Staff's recommendation to increase the not-to-exceed  
175 amount from \$125,000 to \$130,000 for the performance bond.

176

177 There was no public comment.

178 M/s Davis/Metcho to accept Staff's recommendation to increase the not-to-exceed amount from

179 \$125,000 to \$130,000 for the performance bond.

180 Motion carried 5-0-0.

181

182 4. Purchase the Fire Facilities Fire Chief Training Tower form L.N. Curtis & Sons through  
183 the GSA contract in the amount of \$429,528.86

184

185 Board approval was requested accept Staff's recommendation to purchase the Fire Facilities, Fire  
186 Chief Model from L.N Curtis & Sons.

187

188 There was no public comment.

189 M/s Metcho/Silverman to accept Staff's recommendation to purchase the Fire Facilities, Fire

190 Chief Model from L.N Curtis & Sons.

191 Motion carried 5-0-0.

192

193 5. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and  
194 funding.

195

196 The Fire Chief recommended that the Board create and Ad Hoc committee to review staff's  
197 proposal for an increased staffing model for the RPM Division beginning no later than January 1,  
198 2020; and direct staff to bring back for consideration, a fee schedule that supports the future  
199 funding of those positions based on the division analysis of the future and current staffing of the  
200 division, and the appropriate fees needed to recover the costs for their services. The Ad Hoc  
201 Committee would bring a recommendation to the full Board for approval at a future date.

202

203 The Board and the Fire Chief thanked Chief Jessell and her staff for the many hours of hard work  
204 that went into the staffing proposal.

205



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2019

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206 Director Silverman nominated Directors Galli and Metcho to the Ad hoc RPM Staffing  
207 Committee. There were no objections or other nominations.

208  
209 There was no public comment.  
210 M/s Metcho/Silverman to take no action on the proposal at this time, form an ad hoc committee  
211 to review the proposal, and bring a recommendation to the full Board.  
212 Motion carried 5-0-0.

213  
214 6. Increasing the Board of Directors Compensation

215  
216 Board discussed options to increase the per meeting compensation fee for the Novato Fire Board  
217 of Directors.

218  
219 The Board, Counselor Hurd and the Chief reviewed the various options and permutations of  
220 increasing the per meeting Board compensation.

221  
222 Counselor Hurd noted that to adopt more than 4 compensable meetings per month requires the  
223 adoption of a policy, annually, to substantiate the reasons that the Board needs more than 4  
224 compensable meetings per month. The Board will need to hold 2 public hearings on an ordinance  
225 revising the per meeting compensation, and amend the Board policy. The change can take affect  
226 no earlier than 31 days after the adoption the ordinance after its second public hearing.

227  
228 There was no public comment.  
229 M/s Silverman/Metcho to increase the per meeting compensation to \$200, with a cap of 4  
230 compensable meetings per month, with policy updates to reflect the changes.

231 Ayes: Silverman, Galli, Goines and Metcho

232 Noes: Davis

233 Abstain: None

234  
235 **COMMITTEE REPORTS**

236 **MERA** (Director Metcho and Director Silverman)

237 Director Metcho had a MERA update noting the CEQA process will close on June 18, 2019.

238  
239 **Finance Committee** (Director Davis and Director Goines). Nothing to report. The next meeting  
240 is June 12, 2019.

241  
242 **FINANCIAL REPORTS**

243 There were no comments.

- 244 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April 2019  
245 2. Revenues and Expenditures Detail Financial Report, April 2019  
246 3. Vendor Summary Financial Report, April 2019  
247 4. EFT Confirmation Documentation April 2019  
248 5. District Report on Contracts April 2019

249





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2019

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date  
for the 6/5/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES</b>				
Fire Facilities	LaCroix	zero	Letter of Intent to purchase training tower in order to gain plans for permitting.	N
Lynx Technologies	Veliquette	\$ 173	Mapping updates.	SRM
Kreativz	Tyler	\$ 2,375	Graphic design svcs for flyer & postcards.	SRM/N
Ghilotti Brothers	LaCroix	\$ 28,415	Gravel parking lot & training areas at S62.	SRM/N
ZOLL Medical	Dague	NTE \$35K	Defibrillator, AutoPulse & Xseries accessories & disposables.	R
L.J. Construction	LaCroix	\$ 4,150	Septic mound improvement at S62.	SRM/N
CVE	LaCroix	\$ 95,311	Tower/Classroom Demolition	SRM/N
<b>GOODS</b>				
Monark Appliance	Smith	\$ 16,748	Kitchen appliances for S62	SRM/N
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public Works**

**Project Codes**

E=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade, **R**=Contract Renewal

**N**=New Contract

250

251 **INFORMATION**

- 252 1. Written Communications – one letter was read
- 253 2. MERA Monthly Update
- 254 3. Comprehensive Annual Financial Report Award for 2018

255

256 **ADJOURNMENT**

257 There being no further business to conduct, President Galli adjourned the meeting at  
258 7:52 p.m.

259

260



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2019

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261 Submitted by,  
262  
263

A handwritten signature in black ink, appearing to read "J Villa", is written over the line.

264  
265  
266 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 10, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Purchasing/Contracts Administrator Colleen  
10 Walraven, Battalion Chief Robert LaCroix, Recording Secretary Jeanne Villa.

11  
12 **OPEN TIME FOR PUBLIC EXPRESSION**

13 No public comments were made.

14 **NEW BUSINESS**

15 1. Request for Emergency Procurement – Septic System Repairs

16 Chief Tyler commented that during the preparation for building new classrooms, testing was  
17 done on the septic system. There have been backups in the system in the past, as well as some  
18 past repairs performed.

19  
20 Some issues with the mound have been discovered, including some repairs done incorrectly, and  
21 essentially the mound is failing.

22  
23 Environmental Health issued a stop use order. The holding tank is now being pumped in the  
24 interim.

25  
26 Contractors and engineers have evaluated the mound. The Chief has also reached out to the  
27 Sanitary District to investigate connecting to the city sewer system. That appears to be a lengthy  
28 project, possibly up to a year, with a cost of approximately \$1,000,000. The closest connection  
29 is at Olive Avenue and Club View Drive. The pump station would also need an upgrade.

30  
31 It may be possible to connect to the city system in the future, but it's not a viable solution at this  
32 time.

33  
34 Other options considered were moving the mound to the vacant lot or to the lawn area. Those  
35 options would require lot line adjustment and/or perc tests. The perc test requires rainfall, and  
36 none is expected, making those options non viable.

37  
38 The District needs to expend funds to replace the current mound, due to the intrusion of redwood  
39 tree roots, and the drought, which has caused the roots to leech moisture from the mound.

40  
41 Director Goines noted the roots will continue to be an issue.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 10, 2019

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43 Chief Tyler noted that in the short term, the repairs will include the cutting of some roots, which  
44 will buy the District time to look into the possibility of connecting to the city system or moving  
45 the mound. For now, he recommends leaving the trees in place as the District will have time to  
46 research and then move towards a long-term solution. Removing the trees may be necessary, but  
47 more analysis is needed.

48  
49 Director Silverman suggested adding tree removal as part of the motion to repair the septic  
50 system and asked if it was part of the contract.

51  
52 Chief LaCroix noted that the contractor believes they can trim back the roots without harming  
53 the trees. Total removal of the trees would be a separate contract. He spoke with an arborist who  
54 lives in the neighborhood who will view the site and give a second opinion. Chief LaCroix noted  
55 the removal of the three trees would impact the look of the station.

56  
57 Director Goines would like to inspect the mound, as this is his area of expertise.

58  
59 Director Davis suggested making a 2 phase motion: 1 to repair now, and the second to deal with  
60 the status of the trees later.

61  
62 Director Metcho commented he would like an arborist and Director Goines to inspect the site.  
63 Director Goines agreed that more information is needed prior to considering the removal of the  
64 trees.

65  
66  
67 There was no public comment.

68 M/s Davis/Metcho to authorize the expenditure of the emergency procurement, and to bring back  
69 options regarding the potential removal of the redwood trees.

70 Motion carried 5-0-0.

71  
72 **ADJOURNMENT**

73 There being no further business to conduct, President Galli adjourned the meeting at  
74 10:15 a.m.

75  
76 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa".

77  
78  
79  
80  
81 Jeanne Villa, Recording Secretary



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**Novato Fire District Board Of Directors  
Ad Hoc RPM Staffing Committee  
Meeting Minutes  
June 12, 2019**

---

1 The meeting was called to order by Director Galli 1:00 p.m. in the Heritage meeting room at  
2 95 Rowland Way, Novato CA 94945.

3  
4 **COMMITTEE MEMBERS PRESENT**

5 Directors James Galli and Steve Metcho  
6

7 **STAFF PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Battalion Chief  
9 – Fire Marshal Lori Jessell, Admin. Services Manager Jeanne Villa.

10  
11 **NEW BUSINESS**

- 12 1. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and  
13 funding.

14 The Board reviewed RPM's proposal for an increased staffing model for the RPM  
15 Division beginning no later than January 1, 2020; and considered a fee schedule that  
16 supports the future funding of those positions based on the division analysis of the future  
17 and current staffing of the division, and the appropriate fees needed to recover the costs  
18 for their services.

19  
20 Chief Jessell presented a PowerPoint of the staffing request, the proposed fee schedule and  
21 funding mechanisms to meet the current and future division needs, based upon the NFPA  
22 standard 1730.

23  
24 Highlights included a review of: Public Education duties, Risk Reduction goals, Investigations  
25 and Inspections, Vegetation Management, Standards and Code Adoption, Plan Reviews,  
26 Succession Planning and Fiscal Sustainability.

27  
28 Jessell noted that the District currently does not charge for planning plan reviews or building  
29 plan reviews, and other agencies in the Bay Area do charge for these tasks.

30  
31 Jessell reviewed the Matrix Fee Study done in 2016. Matrix calculated a permit fee of \$176.00  
32 base rate, but did not use a fully burdened Division rate. Other fire agencies calculated an  
33 average base rate using a fully burdened division cost, which for Novato Fire is \$200.00.

34  
35 Jessell noted a typo in one of the sample exhibits: a less than 3 head TI is \$200.00, not  
36 \$2,000.00.

37  
38 Inspection fees would be charge only upon a physical inspection performed by NFD staff. When  
39 a location has multiple processes/systems to be inspected, NFD would charge for only the  
40 highest fee process/system, but would perform all of the inspections for that one fee.  
41



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**Novato Fire District Board Of Directors  
Ad Hoc RPM Staffing Committee  
Meeting Minutes  
June 12, 2019**

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42  
43 Jessell noted that the District does not intend to charge fees to school districts or non profits.  
44 Business may only be inspected once every 3 years.  
45  
46 The Directors asked if the Admin time for invoicing/data entry/reporting was factored into the  
47 base fee, and would the fee schedule impact the Finance Division with extra work?  
48  
49 Jessell noted that the administrative tasks have been factored in to the calculation, and the  
50 District may even want to consider a fee for collection/legal for unpaid invoices.  
51  
52 Jessell noted that previously the RPM Division sent and followed up on invoicing, and Finance  
53 handled the process upon payment. The Directors noted that they would like staff to seek out a  
54 process to manage the workload that could result from the invoicing of the new fees.  
55  
56 Jessell noted that the new software available that the District could use can invoice electronically  
57 while in the field.  
58  
59 Jessell reviewed the building permit fees: planning plan review, which is a flat fee; and building  
60 plan review, which is a percentage based fee.  
61  
62 The City or County Building Department charges a fee, and Novato Fire can collect a fee based  
63 upon a percentage of the City/County fee charged. For example, if the City charges a \$1,000  
64 permit fee, and Novato Fire's fee is set at 50%, NFD would receive \$500.  
65  
66 Of all of the fire agencies Chief Jessell contacted, Novato is the only one not charging for the  
67 plan reviews.  
68  
69 There could be a differential between commercial and residential fees, but the Chief noted that  
70 most residential plans do not go through the Planning Plan Review phase.  
71  
72 The Directors commented that 50% seemed reasonable.  
73  
74 Chief Jessell reviewed the revenue projections for the current year, and with 5% increases  
75 annually. She noted other agencies tend to increase their fees 8-10% annually.  
76  
77 Jessell noted that the cannabis industry is coming to Novato, and it requires a trained inspector  
78 who understands the industry's specific processes.  
79  
80 Chief Tyler noted that he is willing to talk with the Chamber of Commerce to introduce the  
81 concept of fees for inspections to the downtown business owners, as the Board does not want to  
82 be unfriendly to businesses.  
83



**Novato Fire District Board Of Directors  
Ad Hoc RPM Staffing Committee  
Meeting Minutes  
June 12, 2019**

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84 The Directors adjourned the meeting, and will return on June 13, 2019 to further discuss options.

85

86 **ADJOURNMENT**

87 There being no further business to conduct, Chair Galli adjourned the meeting at 4:03 p.m.

88

89 Submitted by

90

A handwritten signature in black ink, appearing to read "J Villa", is written over the line "Submitted by".

91

92 Jeanne Villa, Recording Secretary



**Novato Fire District Board Of Directors  
Ad Hoc RPM Staffing Committee  
Meeting Minutes  
June 13, 2019**

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The meeting was called to order by Director Galli 1:02 p.m. in the Heritage meeting room at 95 Rowland Way, Novato CA 94945.

**COMMITTEE MEMBERS PRESENT**

Directors James Galli and Steve Metcho

**STAFF PRESENT**

Fire Chief Bill Tyler, Finance Director Joe Valenti, Battalion Chief – Fire Marshal Lori Jessell.

**NEW BUSINESS**

1. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and funding.

The Board reviewed RPM's proposal for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and considered a fee schedule that supports the future funding of those positions based on the division analysis of the future and current staffing of the division, and the appropriate fees needed to recover the costs for their services.

The minutes were taken by BC Jessell and drafted by ASM Villa.

Chief Tyler reviewed the discussion of the 6.12.19 RPM Staffing Committee Meeting.

Director Metcho commented that after additional thought and consideration, he is on board with the fee schedule as proposed.

Director Galli commented that he supports the fees as proposed, but would like to see an alternate staffing model that restores the Deputy Fire Marshal position, add 1 Safety Fire Inspector, and limits the previously approved Wildland Fire Mitigation Specialist to only 1 position instead of 2.

Under Director Galli's proposal, the RPM division would be the following:

- (1) Existing Fire Marshal
- (1) New Deputy Fire Marshal (*Safety*)
- (1) Existing Fire Inspector
- (1) New Fire Inspector (*Safety*)
- (1) New Wildland Fire Mitigation Specialist (*Limited Term*)
- (1) Existing RPM Admin. Assistant





**Novato Fire District Board Of Directors  
Ad Hoc RPM Staffing Committee  
Meeting Minutes  
June 13, 2019**

---

M/s Metcho/Galli to recommend to the full Board of Directors at their July 3, 2019 meeting to implement the revised RPM staffing model as stated above; to create a draft fee schedule to support the updated staffing model and apply it to the new fees including but not limited to, planning and building reviews as well as occupancy inspections and permits based on the new staffing model. Motion carried.

The Staffing Ad-hoc committee members also directed staff to explore options for ensuring adequate coverage and performance of all Front Office tasks and responsibilities.

**ADJOURNMENT**

There being no further business to conduct, Chair Galli adjourned the meeting at 1:20 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "J Villa".

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 19, 2019

---

1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Director Bill  
6 Davis.

7  
8 **ABSENT**

9 Director Bruce Goines.

10  
11 **STAFF MEMBERS PRESENT**

12 Fire Chief Bill Tyler, Battalion Chief Gerald McCarthy, Battalion Chief Robert LaCroix,  
13 Recording Secretary Jeanne Villa.

14  
15 **OTHERS PRESENT**

16 District Counsel Riley Hurd, Demographer Chris Chaffee, Novato residents Penny Teicher and  
17 Bruce Martell.

18 **OPEN TIME FOR PUBLIC EXPRESSION**

19 No public comments were made.

20  
21 **NEW BUSINESS**

22 1. Public Hearing District Based Elections – Review of Draft Maps

23  
24 The Board held a public hearing to receive community feedback regarding various draft voting  
25 district maps for a transition from at-large elections to by-district elections. A fourth map was  
26 presented, labeled Plan A, revised, which contained a couple of changes that maintained  
27 neighborhood boundaries more concisely.

28  
29 Demographer Chaffee reviewed the principles of redistricting, the most important of which is to  
30 maintain equal populations, within a 10% deviation.

31  
32 Chaffee presented Maps A, B, and C, along with the slightly revised Plan A, revised.

33  
34 For the definition of neighborhoods, the Next Door group boundaries were used, as no other  
35 government agency had concrete definitions of Novato neighborhoods.

36  
37 Plan A revised had a population deviation of less than 5%, and the racial criteria is balanced.  
38 Counsel Hurd asked if housing types is a mapping criteria. Chaffee noted that housing types tend  
39 to group themselves by neighborhood.

40  
41 Plan A, revised will be published for public review for 7 days before the Board can vote to adopt.  
42



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 19, 2019

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43 Penny Teicher commented that Plan A, revised divides Black Point and Green Point into 2  
44 different districts, with Highway 37 as the dividing line. This division mirrors the Water District  
45 map.

46  
47 Bruce Martell asked if the Board was taking this action in response to a letter threatening a  
48 lawsuit or is it proactive?

49 Counsel Hurd answered that it's a proactive response to other agencies receiving the letter, to  
50 avoid unnecessary penalties.

51  
52 Mr. Martell asked if the WUI areas should be represented by 1 Director or should all Directors  
53 have a portion of Novato's WUI zones?

54 Chief Tyler noted that it would be impossible for 1 Director to have all of the WUI zones. It  
55 would be too large of a district.

56  
57 Mr. Martell asked if the map will need to be redrawn in 2020.

58 It depends upon the change in the census data from 2010 to 2020. Some population change data  
59 was examined, although the 2010 census data was used. Depending upon population changes, the  
60 map may not need to be redrawn.

61  
62 M/s Silverman/Metcho to accept Plan A revised, and to bring the map to a Board meeting on  
63 June 26, 2019 for public comment, along with the previously drawn maps. M/c 4-0-1.

64  
65 Adoption of the map can occur on July 3, 2019, if there are no further changes. The maps will be  
66 published on the District website, social media accounts and will include a link to the interactive  
67 Google map layers.

68  
69 2. Station 62 Septic System Emergency Repairs

70 Board approval was requested to approve an additional emergency procurement request for  
71 repairs of the Station 62 Septic System not to exceed \$145,361.15. Staff recommends retaining  
72 the current contractor, LJ Construction, and waiving the competitive proposal requirement. Chief  
73 Tyler explained that the septic system is out of service and has been red tagged by the County  
74 Environmental Health Department. The Board had been asked to approve repairs at their June  
75 12, 2019 special board meeting. Since that meeting, the contractor has found more issues with  
76 the mound, following the removal of the three redwood trees with roots that have damaged that  
77 mound.

78  
79 The proposal covers the costs of a worst-case scenario, and if tanks and pumps do not have to be  
80 replaced, the actual cost will be below the \$145,361 estimate.

81  
82 Other options explored including connecting to the City sewer system would cost dramatically  
83 more and could take up to a year. Currently the tanks require pumping at a cost of \$650.00 each  
84 time.

85



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 19, 2019

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86 There is still 1/3 of the mound which is believed to be ok, but should it be determined that it  
87 must be replaced, then Staff will return to the Board with those costs.

88  
89 Director Galli asked if there is insurance cover? There is not.  
90 Director Galli asked how soon the repairs can be made. The contractor will start immediately  
91 once the contract is approved, and the repairs may only take 3-4 days, if no new tanks need to be  
92 installed.

93  
94 Director Silverman asked if connecting to the Sanitary District would cost millions.  
95 Chief Tyler noted it could and would be a capital improvement project, and would likely take a  
96 year to complete.

97  
98 There was no public comment.

99  
100 M/s Davis/Metcho to approve an additional emergency procurement request for repairs of the  
101 Station 62 Septic System not to exceed \$145,361.15, and to retain the current contractor, LJ  
102 Construction, and to waive the competitive proposal requirement.

103  
104 Motion carried 4-0-1.

105  
106 **ADJOURNMENT**

107 There being no further business to conduct, President Galli adjourned the meeting at  
108 6:58 p.m.

109  
110 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa", is written over the line "Submitted by,".

111  
112 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 26, 2019

---

1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7  
8 **STAFF MEMBERS PRESENT**

9 Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

10  
11 **ABSENT**

12 Fire Chief Tyler

13  
14 **OTHERS PRESENT**

15 Novato Resident Bruce Martell

16  
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 No public comments were made.

19  
20 **NEW BUSINESS**

- 21 1. Adoption of Preliminary Annual Budget 2019-2020

22 Board approval was requested to accept the Finance Committee recommendation to adopt  
23 the preliminary budget for the fiscal year 2019-2020, and to establish the August 7, 2019  
24 Board Meeting as the date to adopt the final budget for fiscal year 2019-2020.

25  
26 Chief Veliquette reiterated the District goals with regard to the annual budget: pay down  
27 liabilities, fund initiative in the Strategic Plan, and use reserves to replace infrastructure.

28  
29 Finance Director (FD) Valenti reviewed the revenue sources.

30  
31 Director Galli noted that the \$1,500,000 for the tower is higher than was expected.

32  
33 FD Valenti noted that approximately \$1,000,000 surplus will be carried over to the 2019-2020  
34 budget. The new budget includes funding for three RPM Division positions. Two of those  
35 positions are limited term Wildland Fire Mitigation Specialists. Reserve funds will cover those  
36 costs for 2 years. The MCERA rates went down about \$200,000 and the EMS billing expenses  
37 dropped \$140,000.

38  
39 FD Valenti noted that EMS Billing revenue is at \$2,600,000, and only \$2,200,000 was projected.  
40 The outside billing project is completely finished.

41  
42 Director Galli asked to clarify the capital outlay.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 26, 2019

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44 Chief Veliquette noted that \$1,200,000 is for the Rescue Pumper, an Ambulance and 3 Utility  
45 pickups. The funds are coming from the apparatus reserve account, and staff will come to the  
46 board for a decision whether to pay cash or to finance or some combination thereof when the  
47 vehicles are ready to purchase.

48  
49 Chief Veliquette clarified that the funds in the Telephone system category are for CAD lines,  
50 Satellite Phones and Tablet Command lines, not for a phone system (which was purchased 2  
51 years ago).

52  
53 Chief Veliquette also clarified that \$120,000 for Overtime for the Training Division is per MOU  
54 benefits, coverage as a shift BC and for Out of County assignments, which can be recovered by  
55 State/Federal funds + 18% administrative fee.

56  
57 Director Galli asked about the budgeted 40 PC workstations. ASM/IT Villa noted that Windows  
58 7 becomes unsupported in January 2020. PCs will no longer be updated and become increasingly  
59 vulnerable to viruses and trojans. All PC that could be upgraded to Win 10 have been upgraded.  
60 The Win 7 PCs can be donated. The District will phase in the Win 10 PCs over 2-3 years.

61  
62 Director Galli asked about the Generators? Chief Veliquette noted that the District budgeted for  
63 1-3 new generators based upon the price that San Rafael Fire recently paid. The District has 3  
64 generators that are so old they cannot be registered with BAAQMD, but they still function. They  
65 are tested every Saturday and load tested annually.

66  
67 Director Galli noted that the District reserves are lower than they were a few years ago, and we  
68 need to be cautious about spending reserve funds. In particular he has reservations about  
69 replacing functioning equipment.

70  
71 Director Metcho asked if there was a way to ensure the old generators run cleaner. Chief Menzel  
72 will be tasked with investigating options.

73  
74 Kudos were given to Joe Valenti for his hard work on his first budget for Novato Fire.

75  
76 There was public comment:  
77 Resident Bruce Martell asked about leasing PCs as opposed to purchasing them. ASM/IT Villa  
78 noted that the District keeps PCs running for a much longer period than lease terms generally  
79 give and that PC purchases are times to take advantage of deep discounts.

80  
81  
82 M/s Metcho/Davis to accept the Finance Committee recommendation to adopt the preliminary  
83 budget for the fiscal year 2019-2020, and to establish the August 7, 2019 Board Meeting as the  
84 date to adopt the final budget for fiscal year 2019-2020.

85  
86 Motion carried 5-0-0.

87



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 26, 2019

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88 **ADJOURNMENT**

89 There being no further business to conduct, President Galli adjourned the meeting at  
90 6:48 p.m.

91

92 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa", is written over the line "Submitted by,".

93

94 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 3, 2019

---

1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3

4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Battalion Chief Dmitri Menzel, Finance Director Joe Valenti, Recording  
10 Secretary Jeanne Villa.

11

12 **OTHERS PRESENT**

13 Counsel Peter Spoerl, Demographer Chris Chaffee, Residents Penny Teicher and Bruce Martell,  
14 Stacey Hoggan.

15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 Bruce Martell commented that he attended the Public Safety Power Shutdown (PSPS) meeting,  
17 and was impressed by the comprehensive information on such a complex topic.

18

19 **AGENDA ADJUSTMENT**

20 None

21

22 **ASSOCIATION PRESIDENTS' REPORT**

23 No report.

24

25 **DIRECTOR MATTERS**

26 Director Davis attended the SIRS meeting where Chief Tyler and Chief Weber of Marin County,  
27 gave a presentation regarding Wildfire Mitigation and the PSPS.

28

29 Director Goines also attended the SIRS meeting and noted the great presentation.

30

31 Director Metcho attended a retirement party for NFD retired Fire Chief Meston.

32

33 **CHIEF'S REPORT**

34 Chief Tyler reported:

35 Calendar:

36

37 Wednesday July 3rd New Hire Interviews—3 FF/PM candidates

38 Wednesday July 3rd BOD meeting 6:00 pm.

39 Thursday July 4thth Novato Parade—NFD OFFICE CLOSED

40 July 13th through 17th B/C Gerald McCarthy will serve as Acting Fire Chief while Chief  
41 Veliquette and I have overlapping vacations scheduled.

42 Thursday July 18th Wildland Fire Mitigation Specialist (WMS) position interviews

43 Tuesday July 23rd Special Meeting RPM Staffing 10:00 am

44





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 3, 2019

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45 Wednesday July 24th OPS meeting

46 Highlights:

47 Administrative Items:

48 Stacey Hoggan is temporarily working up front at Admin. She is helping us with Administrative  
49 duties as we work our way through wildland fire season, and explosion of veg management  
50 inspection requests, and weed abatement inspections. Denise Wade has been pulled to back of  
51 shop to better assist the prevention division.

52

53 PG&E PSPS: We continue to complete our own assessments and vulnerabilities and continue to  
54 meet with our local government partner agencies to meet and further develop our PSPS  
55 playbook.

56

57 Last week NFD/NPD attended joint PG&E PSPS presentation to local Businesses and the  
58 general public. The event was sponsored by the Downtown Business Owners Association. It was  
59 very well attended with approximately 80 to 100 people in attendance.

60

61 Tuesday July 2nd I completed a Marin Wildfire Preparedness Presentation along with MCFD  
62 Fire Chief Jason Weber to over 145 Marin SIRS members.

63

64 We provided comments to a draft of our LAFCO Municipal Services Review (MSR) and sent  
65 them back to LAFCO.

66

67 Station 62 Tower Update: The Marin County planning department has assessed our training  
68 tower and classrooms and based on our narrative and the documentation we provided, the  
69 proposed training tower/classroom replacement project is exempt from Design Review pursuant  
70 to Marin County Code Sections 22.42.025.P and 22.42.025.Q and considered minor and  
71 incidental in nature. This clears the way for us to get a demolition permit and apply for building  
72 permits. A pre-demolition meeting is scheduled for July 10th. Once the demo day is selected, we  
73 will announce it.

74

75 Station 62 Kitchen Remodel has begun. The demo is complete, closed in and patched and the  
76 wiring is almost finished. The crews are making due given the fact that both the cooking and  
77 sanitation services are limited. We are on line for a July 24th completion.

78

79 Septic System at Station 62 Update: Leech mound is completed. The existing concrete tank tests  
80 failed--the pump test also failed, we are in the process our getting plans for new tanks (two poly  
81 tanks) and pump. We are on hold for plans completion and final costs projection. We are  
82 continuing to use existing tanks that are being pumped regularly.

83

84 FF/PM Chief interviews are being done this week. I anticipate job offers to three positions on  
85 Friday. We are looking at a 45-day background process; 2-week notice, then 6-week orientation  
86 prior to coming to shift. (Sept-Oct)

87



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 3, 2019

---

88 Wildland Mitigation Specialist update: The WMS application period is closed. We have received  
89 35 qualified applications for the WMS positions(s). Interviews of the top candidates will occur  
90 on July 18th.

91  
92 Deputy Fire Marshal Update: We have received 14 DFM applications, 10 appear to meet the  
93 minimum requirements qualified. There are two internal candidates. The current MOU stipulates  
94 that the testing process may begin 60 days after the position is noticed. August 6th is a possible  
95 date.

96  
97 Finance: Joe, Jen and Colleen are working hard to complete the year end activities and prepare  
98 for the year-end audits and the CAFR preparation. Joe has identified the next 3 to 6 months as  
99 the busiest time of the year for his division.

100  
101 OPS: The District has made the decision to terminate our engine assignee contract with Cal OES  
102 for OES Engine 374. We are currently working with OES personnel to inventory and then return  
103 the engine to OES headquarters. OES 374 has been placed out of service and is no longer  
104 available for response. Our mechanics will be working to remove Novato specific equipment  
105 and ready the engine for its final inspection next week prior to its return.

106  
107 Our decision to return the engine to OES was driven by our desire to support state wide mutual  
108 aid at the operational area level first. With the OES Engine responsibility, we have had to assure  
109 its availability regardless of our staffing levels or other local requests for strike team  
110 commitments. We are and will continue to be committed to State-wide mutual aid through our  
111 local government response on both the type 3 and type 1 engines. Our goal has not changed, to  
112 provide mutual aid when requested. Our model has simply allowed us more flexibility to support  
113 our County Operational Area with availability of local government resources for deployment.  
114 The California Office of Emergency Service has been a good partner with our agency and we  
115 end our engine assignee program on positive terms.

116  
117 All units are in service, including the fire truck.

118  
119 Training: Chief LaCroix is currently on vacation. Before leaving coordinated the 12-month  
120 probationary tests for Keena, Conner and Allman. All three probationary employees passed with  
121 flying colors. They are great additions to our organization. Robert has scheduled the pick-up of  
122 our new Vertical Ventilation Prop. Chief LaCroix is also coordinating the upcoming rope rescue  
123 class. We ordered new rope rescue quick reference books for all the engines, rescue and truck  
124 and completed first draft on the Gross Decon structure policy. In addition, we received \$2,500  
125 from Bio-Marin for use on training equipment.

126  
127 Emergency Medical Services (EMS) division: Acting B/C Scott Freedman is working on starting  
128 back up our citizen CPR program through the American Heart Association Certification. He has  
129 been following up with Adult Protective Services regarding frequent 911 callers and other  
130 emerging EMS issues. He performed a critical Incident defusing for an on-duty crew following



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 3, 2019

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131 an atypical incident. Scott worked on implementing the Tablet Command common operating  
132 platform integration, and assisted training with the probationary training.

133  
134 Prevention Division: Lori is back in the office and hitting the ground running. The Conservation  
135 Corps North Bay completed four shaded fuel breaks last week including: Blanca Drive, Cabro  
136 Court, Lea/Willow Court and the Hamilton Pool/Officers club and behind the homes. Lynne is  
137 working closely with Marin County Open Space District on fire road clearances on Bugeia Lane,  
138 and Chicken Shack Fire Road as well vegetation concerns behind Ignacio Creek HOA/Indian  
139 Way and Rush Creek.

140  
141 Inspector Osgood Investigated two small suspicious fires in Pacheco Valle with Marin County  
142 Fire. Lynne is also working closely with the grant writer each day to finalize the FEMA Grant  
143 which is due next Friday. We are processing 35 completed matching grants. Lynne completed 5  
144 veg evaluations and conducted 4 solar inspections, 3 Fire sprinkler inspections and 1 Nitrogen  
145 Gas tank inspection. The New WUI cards have been mailed to residents located in all WUI areas  
146 in Novato. Denise printed fireworks poster with new logo and have distributed them to Petaluma  
147 Fire (13 in English and 13 in Spanish), to post at their fireworks sales booths and is performing  
148 daily weed complaint and abatement inspections and follow ups.

149

150 **CONSENT CALENDAR ITEMS**

151

- 152 1. Minutes of Regular Board of Directors Meeting June 5, 2019
- 153 2. Minutes of Regular Board of Directors Meeting June 10, 2019
- 154 3. Minutes of June 12, 2019 Ad Hoc RPM Committee Meeting
- 155 4. Minutes of June 13, 2019 Ad Hoc RPM Committee Meeting
- 156 5. Minutes of Regular Board of Directors Meeting June 19, 2019
- 157 6. Minutes of Special Board of Directors Meeting June 26, 2019

158

159 There was no public comment.

160 M/s Metcho/Silverman to approve the consent calendar items 1-6.

161 Motion carried 5-0.

162

163 **NEW BUSINESS**

- 164 • Public Hearing District Based Elections – Adoption of District Map  
165 The Board considered a resolution to adopt a final district map for a transition from at-  
166 large elections to by-district elections.

167

168 Chris Chaffee gave a brief presentation of the final map, noting only a 3.6% population  
169 deviation. Each current Director will continue in their own district, and will have their own  
170 district in the next election at the end of their current term.

171

172 There was no public comment.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 3, 2019

---

173 M/s Goines/Davis. to adopt resolution 2019-7 to adopt a final district map for a transition from  
174 at-large elections to by-district elections.

175 Roll Call Vote:

176 Ayes: Silverman, Galli, Davis, Goines and Metcho

177 Noes: None

178 Abstain: None

179 Motion carried 5-0-0.

180

- 181 • Renewal of IT Support Services Contract with Marin IT.  
182 Board approval was requested to accept Staff's recommendation to renew the IT Support  
183 Services contract for another 12 months with Marin IT for a total cost of \$121,512.00  
184 annually.

185

186 There was no public comment.

187 M/s Silverman/Metcho. to renew the IT Support Services contract for another 12 months with  
188 Marin IT for a total cost of \$121,512.00 annually.

189 Motion carried 5-0.

190

- 191 • LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS  
192 Membership.  
193 Board approval was requested to accept Staff's recommendation to renew the Local  
194 Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA")  
195 for the Worker's Compensation insurance policy as a covered member of FASIS, for the  
196 total annual premium at \$1,413,481.

197

198 Chief Tyler explained the process of contracting with FASIS. The District will poll the market in  
199 2020 for workers compensation comparison premium. The increase is large due to the 8-9 large  
200 claims. Some reimbursement from Athens Administrators will offset the cost.

201

202 There was no public comment.

203 M/s Silverman/Goines to renew the Local Agency Worker's Compensation Excess ("LAWCX")  
204 Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered  
205 member of FASIS, for the total annual premium at \$1,413,481.

206 Motion carried 5-0.

207

- 208 • Responses to the 2018-2019 Marin Civil Grand Jury Report titled, *Wildfire Preparedness*  
209 *A New Approach*.  
210 Board considered draft responses to the 2018-2019 Marin Civil Grand Jury Report titled  
211 *Wildfire Preparedness A New Approach*. Options:
  - 212 a. Accept and make final these draft responses, or
  - 213 b. Modify recommended responses, then accept and make final those modified  
214 responses



Novato Fire District Board of Directors  
 Regular Board Meeting Minutes  
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---

215 Director Goines noted that at the Board meeting where WMS positions were discussed, the  
 216 Board agreed to 2 positions. The Ad Hoc RPM staffing committee recommended 1.

217  
 218 Chief Tyler noted that the final staffing will be discussed and agreed to by the full board. The  
 219 Board has a meeting scheduled for July 23 to discuss RPM Division staffing.

220  
 221 Some responses were requested to be modified to include the following:

- 222 1. Hiring one or more WMS, as funding allows
- 223 2. Fix a typo
- 224 3. Note that the WMS are full time, limited term. They may become permanent if funds
- 225 allow.

226  
 227 Bruce Martell noted that he has just completed 2 years on the Grand Jury. He noted the “wholly  
 228 disagree” response on Finding 16 needs clarification. Overall, he was impressed by the response.

229  
 230 He also commented that he missed a visit to his home by NFD personnel. He was informed that  
 231 he can make an appointment at a convenient time for him.

232  
 233 The Board considered that for Finding 16, “partially disagree” was a more logical response.

234  
 235 M/s Goines/Silverman to modify Grand Jury report responses as noted above, and make final  
 236 those modified responses, and send the report to the Grand Jury.  
 237 Motion carried 5-0.

238  
 239 **COMMITTEE REPORTS**

240  
 241 **MERA** (Director Metcho and Director Silverman)  
 242 Director Metcho had a MERA update that noted the CEQA process schedule, which may have a  
 243 draft SEIR ready to come before the MERA board for vote in mid-August.

244  
 245 **Finance Committee** (Director Davis and Director Goines). Nothing to report. The next meeting  
 246 has been cancelled due to lack of agenda items.

247  
 248 **FINANCIAL REPORTS**

- 249 There were no comments.
- 250 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, May 2019
  - 251 2. Revenues and Expenditures Detail Financial Report, May 2019
  - 252 3. Vendor Summary Financial Report, May 2019
  - 253 4. EFT Confirmation Documentation May 2019
  - 254 5. District Report on Contracts May 2019

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
PROFESSIONAL SERVICES				



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Redistricting Partners	Tyler	NTE \$25,000	Demographer for district based elections research.	N
Fowler Electric	Menzel	\$ 3,857	Identification of emergency circuit breakers for generators at all locations.	N
L.J. Construction	LaCroix	\$ 20,350	Septic mound repairs. Pipe replacement.	E
L.J. Construction	LaCroix	\$ 99,433	Septic mound repairs. Root removal/Remove contaminated soil/Replace sand & gravel.	E
Katie Grossman	Freedman/Dague	\$ 33,600	EMS Educator.	N
ACI	Smith/Menzel	\$ 123,557	General contractor for kitchen remodel - S62.	N
Jorgensen Company	Villa/Menzel	\$ 3,529	Hydrotest Vortex system at S64.	N
Vanzebo	Villa	NTE \$20,000	Toner & desktop printer repairs.	R
North Bay Petroleum	Veliquette/Whittet	\$ 200,000	Fuel delivery.	R
Trizetto	Wager	\$ 4,200	EMS software with added services.	R
ZOLL Data Systems	Wager	\$ 6,000	EMS software call PayorLogic.	N
Clements Tree Service	Menzel	\$ 4,200	Removal of 3 redwood trees on septic mound.	E
L.J. Construction	LaCroix	\$ 91,525	Add'l septic mound work w/o replacement of tanks.	E
Conservation Corps North Bay	Osgood	\$ 10,000	Fire fuel reduction services	N
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				



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TBD	LaCroix	TBD	Training tower construction. Bids due July 17th.	n/a
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public Works Project Codes**

E=Emergency, SRM=Scheduled Purchase/Repair/Maintenance/Upgrade, R=Contract Renewal

N=New Contract

- 255
- 256 1. Customer Satisfaction Survey Report, April 2019
- 257 2. MERA Update
- 258 3. Upcoming Meeting Schedule
- 259 a. July 4 Parade
- 260 b. July 16 Finance Committee Meeting
- 261 c. August 7 Board Meeting
- 262

**WRITTEN COMMUNICATION**

- 263
- 264 1. Letters to the District
- 265

**ADJOURNMENT**

266 There being no further business to conduct, President Galli adjourned the meeting at  
 267 7:12 p.m.

268  
 269 Submitted by,

270  
 271  
 272 Jeanne Villa, Recording Secretary  
 273



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
July 23, 2019

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1 The meeting was called to order by President Galli at 10:00 a.m. in the meeting room at 95  
2 Rowland Way, Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill  
6 Davis and Bruce Goines.

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Battalion Chief Lori Jessell, Finance  
10 Director Joe Valenti, Fire Inspector Lynne Osgood, Recording Secretary Jeanne Villa.

11  
12 **OPEN TIME FOR PUBLIC EXPRESSION**

13 No public comments were made.

14  
15 **NEW BUSINESS**

16 1. Risk Reduction Prevention and Mitigation (RPM) Division staffing, organization, and  
17 funding.

18 The Board reviewed and discussed the June 13<sup>th</sup> Ad Hoc RPM staffing committee's  
19 recommendation to implement a revised RPM staffing model as follows.

- 20 (1) Existing Fire Marshal
- 21 (1) New Deputy Fire Marshal (*Safety*)
- 22 (1) Existing Fire Inspector
- 23 (1) New Fire Inspector (*Safety*)
- 24 (1) New Wildland Fire Mitigation Specialist (*Limited Term*)
- 25 (1) Existing RPM Admin. Assistant

26  
27 Highlights of the discussion were:

28  
29 Chief Tyler introduced the new business item and reviewed past meetings that the board had held  
30 on the RPM staffing issue. He noted that priorities were to ensure that the District could fund the  
31 proposed staffing level of RPM; that the RPM Assistant had been moved to the back office to  
32 facilitate her ability to help the Division catch up on the backlog of data entry, archiving,  
33 scanning, etc., and that the District has hired temporary help to backfill the vacancy in the front  
34 office area.

35  
36 BC Jessell reviewed her PowerPoint presentation with the full board noting the Division goals,  
37 tasks, responsibilities including updating codes and requirements, developing the Wildland Fire  
38 Mitigation Plan, crafting a proposed staffing model, and creating a fee schedule to support the  
39 staffing model.

40





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41 Chief Tyler noted that the Division has typically consisted of 5 members. There are currently 3.  
42 The new model discussed adds positions and modifies the Public Educator position to part-time,  
43 non-safety.

44  
45 Chief Jessell described the proposed fee schedule, which will come back before the Board for  
46 approval.

47  
48 Chief Jessell noted that the District does not charge fees that are common to other City and  
49 County agencies. By not charging fees that other agencies typically charge, she conservatively  
50 estimated the District did not recoup approximately \$270,000 in construction fees in 2018. There  
51 are also occupancy inspection fees that the District does not charge, which other similar agencies  
52 do charge.

53  
54 Chief Jessell noted that the fees the District does charge have not been raised since 2008. She  
55 proposed that a new fee schedule include a CPI annual increase.

56  
57 Directors noted that they would like the public to be educated in advance of the imposition of  
58 new fees, and Chief Tyler noted that there is time and we have communication channels to  
59 achieve advance notification to business owners, contractors, etc.

60  
61 A concern over the time involved in billing and invoicing was raised. Chief Jessell noted that she  
62 plans to purchase software that will work in conjunction with our current ERS software. The new  
63 software will produce reports and invoices for fees charged. The software will also help the  
64 Division know who has not paid fees. The RPM Division will maintain responsibility for the  
65 invoicing/billing/mailing. Once payment is received, it will be processed as any other payment  
66 via entry into QuickBooks, and then managed by the Finance Division.

67  
68 One scenario discussed is that the City of Novato can collect all relevant fees, and then transfer  
69 the District fees to us. There would be a small administrative fee, but probably less than 10%.

70  
71 Chief Tyler commented that the proposal is not just about imposing fees, but about offering new  
72 services to allow the District to complete more inspections, more often, more efficiently to  
73 produce a safer environment for residents, business owners, and District members. The fee  
74 schedule is designed to economically sustain these services.

75  
76 The “new normal” is demanding more education and inspection from District personnel.

77  
78 Chief Veliquette noted that even though engine companies do carry out inspections, many  
79 inspections require more detailed knowledge and training, and a dedicated Fire Inspector can be  
80 more effective.

81  
82 Finance Director Valenti noted that the 2018-2019 budget had a surplus, and thus the Board may  
83 choose to re-fill the assigned reserve funds with that surplus.

84



Novato Fire District Board of Directors  
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July 23, 2019

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85 Director Galli noted that the difference in proposed staffing models came out of the Ad Hoc  
86 RPM staffing committee meeting due to the fact that it may rain prior to having the mitigation  
87 specialists (WMS) on board, that the County plan may succeed (making it unnecessary for  
88 Novato to spend reserve funds on WMS positions, a focus on getting a fire inspector into  
89 occupancies, and it might be prudent to wait to hire a second WMS after the March elections  
90 (concerning the County Plan to hire WMS employees).

91  
92 Chief Tyler noted that the WMS candidates could be on the job in 60 days. There are 2 great  
93 candidates and will require minimal training. The WMS will help the District acquire physical  
94 information on each parcel, and that data can be used to determine a more precise risk level. The  
95 WMS will go through a certification process that will most likely take place during the rainy  
96 season.

97  
98 Finance Director Valenti commented about the reserve fund levels, and noted we are not at a  
99 historical low point. He has emailed a 10 year history of reserve levels to all directors.

100  
101 Director Davis noted that the reserve funds are available for 2 WMS positions, the District has a  
102 large rainy day fund, and advocated getting RPM moving quickly to educate the public and  
103 implement vegetation management.

104  
105 Director Goines noted that he supports the augmented staffing of RPM, and that funds are  
106 available for 2 WMS positions. The position are full time, limited term for 2 years, and if no  
107 future source of funds becomes available, the District already has an exit strategy.

108  
109 In reviewing the cost of 2 WMS positions vs 1 WMS positions, the Directors agreed that the  
110 District can fund 2 positions.

111  
112 There was no public comment.

113 M/s Galli/Goines to approve the augmented staffing of the RPM Division to add a Deputy Fire  
114 Marshal, one new Fire Inspector, a part-time Public Educator (non-safety), and to have the RPM  
115 Division return in 12 months to review the funding and efficacy of the new positions.

116 Motion carried 5-0.

117  
118 **ADJOURNMENT**

119 There being no further business to conduct, President Galli adjourned the meeting at  
120 12:30 p.m.

121  
122 Submitted by,

123  
A handwritten signature in black ink, appearing to read "J Villa".

124 Jeanne Villa, Recording Secretary  
125



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
August 7, 2019

---

1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix,  
9 Battalion Chief Lori Jessell, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

10  
11 **ABSENT**

12 Vice President Lj Silverman

13  
14 **OTHERS PRESENT**

15 Counsel Riley Hurd, Marin County Fire Chief Jason Weber, Marin County Battalion Chief  
16 Kristy Neil.

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 No public comments were made.

19  
20 **AGENDA ADJUSTMENTS**

21 None

22  
23 **PRESENTATION**

- 24 1. Local Wildfire Prevention & Mitigation Initiative – PowerPoint Presentation  
25 Chief Tyler updated the Board on the progress of the 11 points of the Wildfire Prevention  
26 and Mitigation Initiative. Marin County Fire Chief Jason Weber and Marin County Fire  
27 Battalion Chief Kristy Neil, who both contributed to the presentation, were also present.

28  
29 The presentation slides are attached to these minutes.

30  
31 Chief Tyler noted some key points:

32 The County needs a stable source of funding for the mitigation efforts to be successful.

33 The 2020 tax measure will require 2/3 voter approval.

34 8 future presentations have been scheduled.

35  
36 The Directors asked about evacuation plans? The Chief commented that there needs to be more  
37 study done, and that project will require funding.

38  
39 Director Galli asked how the funds would be apportioned if the tax measure passed? Chief  
40 Weber noted that NFD is its own District within the JPA construct, whereas Ross Valley will  
41 have to share with 6 other agencies. NFD is projected to receive approximately \$900,000.

42  
43 The Directors asked if the JPA will require office space and staff?



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44 Chief Tyler noted that there are some infrastructure costs, but there is a 10% cap. 90% of the  
45 funds must be spent on mitigation efforts.

46  
47 Director Galli asked if other public boards are on board with this plan? Chief Tyler noted that  
48 Supervisor Katie Rice has updated many agency boards, they have received the polling results.  
49 There is some approval, and some dissent.

50  
51 Director Goines noted that he would like the specific challenges, by District, of the plan  
52 articulated. Clarify what is in it for the voters, add some timeframes.

53  
54 Director Galli noted that it will require some funding to get the measure passed. Chief Tyler  
55 noted that FireSafeMarin produced a magazine that will shortly go out to all County residents.

56  
57 Director Galli asked if Labor supports the initiative. Chief Tyler commented that he is hopeful  
58 that labor groups will support the measure.

59  
60 **ASSOCIATION PRESIDENTS' REPORT**

61 No report.

62  
63 **DIRECTOR MATTERS**

64 No report.

65  
66 **CHIEF'S REPORT**

67 Chief Tyler reported:

68 Calendar Events:

69 Friday August 9th Fire Safe Marin meeting MVMCC 9:00 am to 11:00 am

70 Thursday August 13th Marin BOS Update regarding the launch of the County Wide Wildfire  
71 Prevention Initiative 9:00 am

72 Thursday August 13th Local response to PSPS Community Meeting 5:30 pm City Hall

73 Thursday August 14th NOV Government Agency PSPS COOP Meeting 3:00 pm NPD

74 Thursday August 15th MCFCA meeting

75 Thursday August 17th Living With Fire Community Presentation, Novato MTSC 10:00 am to  
76 12:00 pm

77 Tuesday August 20th Multi-Cultural Event BBQ-Miwok Park 12:00 pm to 3:00 pm

78 Wednesday August 28th OPS meeting

79 Wednesday Sept 4th Regular BOD meeting 6:00 pm

80 Tuesday Sept 10th Wildfire Prevention Presentation to the Marin Women's Club 12:00 pm, Next  
81 Key Room Hamilton

82 Wed Sept 11th 9-1-1 Dedication and Novato History Museum Grand Opening 10:00 am to 12:00  
83

84 This Week's Highlights:

85  
86 Administrative Items: The week started off with the very sad news that retired NFD Deputy  
87 Chief Eric Nickel's son died unexpectedly. Both Jeff and I have made face to face contact with



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88 Eric and have offered both emotional and logistical support to his family at this most difficult  
89 time. His son Noah was just 23 years old and about to graduate from college. The memorial  
90 service is Monday August 12 in San Francisco.

91  
92 I gave a successful presentation to the Ignacio Rotary Club this afternoon. It was an overview of  
93 the district and then focused on our Wildland Fire Problem, and what we are doing to address it.  
94 I believe members of this group are interested in supporting the Fire District on some of our  
95 wildfire initiatives like evacuation maps and fire evacuation warnings broadcasted on weather  
96 radios for all homes in Novato.

97  
98 Finance: End of the year audit is underway as well as the EMS Billing audit. The 2019/20 Final  
99 Budget version is complete and is ready for your consideration at the August 7th BOD meeting.

100  
101 OPS: Jeff is working on providing additional critical infrastructure identification to PG&E to  
102 help target those assets that will require the highest level of maintaining power in the district. We  
103 are also working to make sure that other special districts, government agencies, County of Marin  
104 and Health and Human services are doing their job to report their needs as well.

105  
106 B/C Jeff Whittet and Marc Teldeschi returned from Philadelphia, PA, at a Fire Service  
107 Organizational Culture of Safety (FOCUS) camp training August 1st and 2nd. Culture Camp is a  
108 two-day intensive training on safety climate theory, the FOCUS tool and its uses, and how to  
109 interpret and report back your results from the FOCUS assessment. All travel and  
110 accommodations are covered by our AFG grant. This is one of our strategic initiatives and helps  
111 us address the results of our original survey that our organization participated in back in April  
112 2018.

113  
114 Training: Project Updates:  
115 Septic System: As of today the plans and permit have been approved and LJ construction is at  
116 the county picking up the permit. Costs to proceed appears to be within the BOD approved  
117 amounts. The septic system should be completed by end next week.

118  
119 Evacuation Maps:  
120 Associate Professor of Graphic and information design at Chapman University. Claudine  
121 Jaenichen in contract on maps. Claudine is starting to draft the district wide neighborhood  
122 maps. Her design team completed the public Tsunami evacuation maps and signage program all  
123 over California cities and towns and Neighborhood Wildland Evacuation Mapping for the City  
124 of Laguna Beach.

125  
126 District Operations MTZ map  
127  
128 I just completed the new draft evacuations zones and sent to Lynx for input. Lynx is drafting a  
129 cost of the project and is supposed to get back to me ASAP.

130  
131 Tower:



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---

132 Secured a structural engineer to design the foundation and have a signed contract. This is the  
133 same structural engineer that designed Fairfield Fire's tower foundation.  
134 Once we receive the foundation design then will go out to RFB for construction of the  
135 foundation. Tower Plans still being drawn up. Once the foundation gets started, and plans  
136 completed, we will be out to RFB for the construction of the tower. County Inspector to sign off  
137 on the demolition permit Wednesday

138  
139 Emergency Medical Services (EMS) division: Transition to John Dicochea -- Scott Freedman  
140 worked on Tablet Command Project & working on Public CPR program.

141  
142 Prevention Division: Chief Jessell & NFD hosted the first meeting for the New Fire Code  
143 Adoption and Ordinance development.

144

145 **CONSENT CALENDAR ITEMS**

146

- 147 1. Minutes of Regular Board of Directors Meeting July 3, 2019
- 148 2. EMS Billing Report: Bad Debt Write Off
- 149 3. Travel Authorization for Director Silverman to attend National Association of Elected  
150 Fire Officials annual conference in Las Vegas, NV.  
151 Board to consider the approval for travel authorization and advancement for Director  
152 Silverman to attend the NAEFO Annual Conference in Las Vegas, Nevada, held  
153 September 17-18, 2019.
- 154 4. Minutes of Special Board of Directors Meeting July 23, 2019

155

156 There was no public comment.

157 M/s Metcho/Davis to approve the consent calendar item 1-4.

158 Motion carried 4-0-1.

159

160



Novato Fire District Board of Directors  
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August 7, 2019

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161 **NEW BUSINESS**

162 1. Adoption of Annual Budget for Fiscal Year 2019-2018

163 Board approval was requested to approve the Annual Budget for the fiscal year 2019-  
164 2020.

165 Finance Director reviewed the changes from the Preliminary Budget. Revenue was increased by  
166 over \$400,000 due to added fees from RPM Division, and an increase in redevelopment fees.

167  
168 There was no public comment.

169 M/s Metcho/Davis to approve the Annual Budget for the fiscal year 2019-2020.  
170 Motion carried 4-0-1.

171  
172 2. Ordinance No. 2019-1, and Ordinance of the Novato Fire Protection District Determining  
173 the Compensation Amount to be Received by Board Members.  
174 First Read and Public Hearing.

175 Counsel Hurd reviewed the details of the ordinance. The second reading will occur at the 9/4/19  
176 Board meeting.

177  
178 There was no public comment.

179 M/s Goines/Davis to introduce and read by title "Ordinance No. 2019-1  
180 An Ordinance Of The Novato Fire Protection District Determining The Compensation Amount  
181 To Be Received By Board Members approve the the Annual Budget for the fiscal year 2019-  
182 2020.

183  
184 Roll Call Vote:  
185 Ayes: Galli, Davis, Goines and Metcho  
186 Noes: None  
187 Absent: Silverman  
188 Motion carried 4-0-1.

189  
190  
191 3. Subordination Request Relating to Proposed Refunding Bond Issue by the Successor  
192 Agency to the dissolved Redevelopment Agency of the City of Novato

193 Staff recommended the Board adopt Resolution 2019-8, approving the subordination  
194 request relating to proposed refunding bond issue by the Successor Agency to the  
195 Dissolved Redevelopment Agency of the City of Novato.

196 Counsel Hurd described the steps to recover some share of the District funds tied up in litigation.  
197

198 M/s Davis/Metcho to adopt Resolution 2019-8 approving the subordination request relating to  
199 proposed refunding bond issue by the Successor Agency to the Dissolved Redevelopment  
200 Agency of the City of Novato.

201  
202 Roll Call Vote:  
203 Ayes: Galli, Davis, Goines and Metcho  
204 Noes: None



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---

205 Absent: Silverman  
206 Motion carried 4-0-1.

207  
208

209 4. Property & Casualty Insurance Policies Renewal

210 Board approval was requested to accept Staff's recommendation to purchase the  
211 District's insurance polices from VFIS through the District's insurance broker Arthur J.  
212 Gallagher & Company ("Gallagher") for the period beginning September 1, 2019 through  
213 August 31, 2020.

214

215 Chief Tyler noted that the increase is about 4%, and that 3 bids were requested, and 2 carriers  
216 declined to quote. Counsel Hurd noted that one of the reasons for declining to quote did not seem  
217 relevant. He recommended that the District ask the broker for more details on the reason for the  
218 declination.

219

220 Chief Tyler noted that the District added Pollution cover and it's included in the quote. He also  
221 noted that the premium is lower than what the District paid 2 years ago.

222

223 There was no public comment.

224 M/s Goines/Metcho to to accept Staff's recommendation to purchase the District's  
225 insurance polices from VFIS through the District's insurance broker Arthur J. Gallagher  
226 & Company ("Gallagher") for the period beginning September 1, 2019 through August  
227 31, 2020.

228 Motion carried 4-0-1.

229

230 5. Purchase of Three pickup trucks from Hanlees Dodge in an amount not to exceed  
231 \$115,000.

232 Board approval was requested to accept staff's recommendation to purchase 3 pickup  
233 trucks from Hanlees Dodge, under the State of California Contract # 1-18-23-20A-I in an  
234 amount not to exceed \$115,000.

235

236 There was no public comment.

237 M/s Goines/Metcho to accept Staff's recommendation to purchase the District's  
238 insurance polices from VFIS through the District's insurance broker Arthur J. Gallagher  
239 & Company ("Gallagher") for the period beginning September 1, 2019 through August  
240 31, 2020.

241 Motion carried 4-0-1.

242

243 **COMMITTEE REPORTS**

244

245 **MERA** (Director Metcho and Director Silverman)

246 Director Metcho had a MERA update noting the CEQA process will wrap up in September 2019.

247





Novato Fire District Board of Directors  
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248 **Finance Committee** (Director Davis and Director Goines). Nothing to report. The next meeting  
249 is October 15, 2019.

250  
251 **FINANCIAL REPORTS**

252 There were no comments.

- 253 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June 2019
- 254 2. Revenues and Expenditures Detail Financial Report, June 2019
- 255 3. Vendor Summary Financial Report, June 2019
- 256 4. EFT Confirmation Documentation June 2019
- 257 5. District Report on Contracts June 2019

258

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date

for the 8/7/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES</b>				
Partnership HealthPlan of CA	Veliquette	N/A	IGT Plan Provider Agreement. Admin Fee went from 3% to 10%.	Amend
ATCO	Menzel	\$ 6,000	Pest control for all locations.	R
L.J. Construction	LaCroix	\$ 91,525	Septic mound repairs.	E
L.J. Construction	LaCroix	\$ 5,508	Septic tank tightness testing.	E
Big Bear Fire Extinguisher	Menzel	\$ 10,000	Fire extinguisher maintenance.	R
Air Exchange	Menzel	\$ 10,000	Plymovent maintenance & repairs.	R
Housesavers	Jessell	\$ 12,000	Annual hydrant painting.	R
Power Maintenance Corp	Villa	\$ 1,950	UPS maintenance.	R
Housesavers	Menzel	\$ 20,000	General repairs/painting.	R
ILS Associates	Menzel	\$ 3,600	Septic engineering for tank replacement.	R
Gary Barner Investigative Services	Feliciano	\$ 20,000	Background investigations for new hires.	R
Parodi Investigative Solutions	Felciano	\$ 10,000	Background investigations for new hires.	R
Valley Power	Veliquette	\$ 140,000	Engine warranty repairs.	R
CEC Print Solutions	Villa	\$ 2,000	Business cards & stationery.	R
Maze & Associates	Valenti	\$ 4,153	Credit cards & other disbursements audit.	R
Maze & Associates	Valenti	\$ 11,985	EMS billing audit.	R
Maze & Associates	Valenti	\$ 20,338	CAFR & MOIC audit.	R
Superlative Steam Cleaning	Menzel	\$ 10,000	Annual carpet / Tile & Grout cleaning.	R
Marin Building Maintenance	Menzel	\$ 6,000	Admin janitorial service.	R
Marin IT	Villa	\$ 121,512	IT Consulting.	R
Hi-Tech EVS	Veliquette	\$ 140,000	Warranty maintenance & repairs of District fleet.	R
North Bay Restaurant Service	Menzel	\$ 1,000	Grease trap maintenance at S64.	R
Ongaro & Sons	LaCroix	\$ 3,557	Shut-off water to classroom for demo.	N



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Bickmore	Valenti	\$ 3,200	Worker's Comp actuarial services.	R
FASIS LAWCX	Feliciano	\$1,413,480	Renewal of Worker's Comp insurance.	R
<b>GOODS</b>				
Nothing to report				
<b>LEASES</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
TBD	LaCroix	TBD	Training tower construction. On hold until Fire Facilities plans are received.	n/a
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public Works Project Codes**

E=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade, **R**=Contract Renewal

**N**=New Contract

259

260

**INFORMATION**

261

1. Customer Survey Report June 2019

262

2. Written Communications were read

263

3. MERA Monthly Update

264

265

**ADJOURNMENT**

266

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

267

7:35 p.m.

268

269

Submitted by,

270

271

Jeanne Villa, Recording Secretary

272



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
September 4, 2019

---

1 The meeting was called to order by Vice President Silverman at 6:00 p.m. in the Board meeting  
2 room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.  
6 Via teleconference from 22950 Broadway, Sonoma, CA: Jim Galli

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix, Captain  
10 Barrett Smith, Finance Director Joe Valenti, Recording Secretary Jeanne Villa. Also present  
11 were newly hired Firefighter/Paramedics Swanson, Peters and Karabetsos, and station 61 crew.

12  
13 **OTHERS PRESENT**

14 Counsel Riley Hurd, Dr. Zita Konik and members of the public: Penny Teicher and Bruce  
15 Martell

16  
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 No public comments were made.

19  
20 **AGENDA ADJUSTMENTS**

21 None

22  
23 **PRESENTATION**

24 1. Introduction of New Firefighter/Paramedics Elaney Karabetsos, Daniel G Peters, and Tyler  
25 Swanson

26 Chief Tyler introduced the new FF/PMs to the Board, and read brief bios on each.

27  
28 2. Presentation of the Harvey Yorke Award and Proclamation to Zita Konik, M. D.

29 Chief Tyler presented a shadow box with a custom helmet shield to Dr. Konik, who is the  
30 2019 recipient of the Harvey Yorke Award for excellence in Emergency Medicine.

31  
32 3. Local Wildfire Prevention & Mitigation Initiative – PowerPoint Presentation

33 Chief Tyler updated the Board on the progress of the 11 points of the Wildfire Prevention  
34 and Mitigation Initiative. The update is attached to the minutes.

35  
36 The presentation slides are attached to these minutes.

37  
38 Director Davis commented that it will be critical to get the information to the level of the citizen.  
39 Chief Tyler noted that an education component is planned. The group has been meeting with any  
40 interested citizen group.

41  
42 Director Goines asked about the March 2020 ballot measure. Chief Tyler noted that the 19  
43 agencies need to pass a resolution to join the JPA, and then ask the Board of Supervisors to place  
44 the measure on the upcoming ballot.



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45 The Directors commended Chief Tyler for his hard work on the mitigation plan.  
46 Chief Tyler noted that the various fire chiefs and public agency leaders are all working at a  
47 variety of participation levels.  
48

49 Resident Teicher noted that she has attended a presentation and felt it was excellent.  
50

51 **ASSOCIATION PRESIDENTS' REPORT**

52 No report.  
53

54 **DIRECTOR MATTERS**

55 Director Davis commented that he recently viewed Paradise, CA from the air. The devastation  
56 shows the need to continue to educate the public. He suggested a video record of future  
57 presentations.  
58

59 Director Goines attended the 8/17/19 presentation and commented that it was 2 hours well spent,  
60 and was impactful.  
61

62 Director Metcho noted that he attended the memorial service for Noah Nickel, the son of retired  
63 Deputy Chief Eric Nickel.  
64

65 No report.  
66

67 **CHIEF'S REPORT**

68 Chief Tyler reported:

69 Calendar Events:

- 70 • Thursday September 5th: City of Mill Valley, Wildfire Prevention Initiative Presentation
- 71
- 72 • Thursday September 5th Coffee with Mayor Lucan
- 73
- 74 • Thursday Sept. 5th City of Mill Valley Wildfire Initiative Presentation
- 75
- 76 • Monday Sept. 9th Marin Conservation League, Wildfire Initiative Presentation 5:00 pm
- 77
- 78 • Tuesday Sept 10th Wildfire Prevention Presentation to the Marin Women's Club 12:00
- 79 pm, Next Key Room Hamilton
- 80
- 81 • Tuesday Sept 10th Marin Wildfire JPA Working Group 3:00 pm Civic Center
- 82
- 83 • Tuesday Sept 10th City of Novato, Wildfire Initiative Presentation 6:00 pm
- 84
- 85 • Wed Sept 11 9-1-1 Dedication and Novato History Museum Grand Opening 10:00 am to
- 86 12:00
- 87



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- 88 • Thurs Sept 12th Novato Public Safety Power Shut Off Local Partner Meeting 11:00 am
- 89
- 90 • Tuesday Sept. 17th VOAD Disaster Preparedness Conference @ Tue Sep 17, 2019
- 91 8:30am - 3pm
- 92
- 93 • Mon Sept 23rd Blood Centers of the Pacific—Blood Drive at Novato Admin
- 94
- 95 • Tuesday Sept. 17th Corte Madera Wildfire Initiative 6:30 pm
- 96
- 97 • Wed Sept 18th Kentfield Wildfire Initiative 6:30 pm
- 98
- 99 • Wed Sept 18th MARIN COUNTY SPECIAL DISTRICTS CHAPTER FORMATION
- 100 MEETING, NFD Host 9:00 am to 11 am
- 101
- 102 • CPF FF Memorial, Capitol Park Sacramento 1:30 to 12:30 pm
- 103
- 104 • Tuesday 24th to Thursday 26th Cal Chiefs Conference in Ontario, CA
- 105
- 106 • Wed Oct 2nd Board regular meeting 6:00 pm
- 107

108 This Week's Highlights:

109  
110 Administrative Items:

111  
112 Leadership Novato Retreat Hosted at NFD today: Two of our own participating: Capt. John  
113 Dicochea and Capt. Scott Freedman—There are 24 participants total, and were given an  
114 introduction to the Fire District with a day full of events including lunch at station 61 and team  
115 building at station 62. This demonstrates our commitment to support community reinvestment  
116 and allied agencies in conjunction with the business community and future leadership in Novato.  
117 Thanks to Robert LaCroix, Capt. Mesenburg and crews for support.

118  
119 Deputy Fire Marshal test completed. We have gone from 14 applicants down to 10 invited for  
120 the interview and assessment process over two days. As the assessment elements were  
121 introduced the applicant pool shrunk to three candidates that were interviewed and assessed on  
122 Tuesday of this week. Two of the three candidates passed the testing process. Both were internal  
123 candidates. The rule of 5 selection process will be completed on Sept. 10th.

124  
125 Marin Wildfire Prevention Authority: Lots of public meetings attended and presented on this  
126 week. Yesterday there was the launch of the MWPA website with all kinds of supporting  
127 information and documents including but not limited to FAQs, Draft JPA, articles, Grand Jury  
128 Report, CWPP and work plan results for two years, Lessons Learned, etc. The website is  
129 <https://www.marinwildfire.org/> Also, the website is now compatible with mobile devices.

130



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131 Today we received the DRAFT 92 page LAFCO Municipal Services Review (MSR) for the  
132 Novato Region (See attached). NFD is in section 7 pages 40-52. LAFCO will hold a public  
133 hearing for this draft MSR as part of their October 10th meeting. While they normally meet in  
134 San Rafael for this meeting, they will be using Novato City Council chamber to make it easier  
135 for the public to attend. The meeting starts at 7pm. We have been invited to attend as a  
136 representative of our organization to this meeting. LAFCO's consultant, Planwest, will be  
137 addressing what is in the report at the meeting and LAFCO will take public comment on it. The  
138 Commissioners will also be asking questions about the report.

139  
140 October 11th will be the last day of the public comment period. Also, if we have any official  
141 comments or we noticed corrections that need to be made on any part of this report, we need to  
142 submit them prior to October 11th deadline. LAFCO Executive Director Jason Fried is available  
143 to attend our October BOD meeting if you would like to be able to talk about the DRAFT MSR.  
144 Let me know if you would like me to get him for our BOD meeting.

145  
146 Jeanne Villa and I attended a Communications Plan Workshop, sponsored by The Special  
147 Districts Association, in Cotati called, "Essential Communications for Every Special District."  
148 The information gathered will become the basis for our Communication Plan, which is one our  
149 strategic plan initiatives to complete this year.

150  
151 OPS: New hires first day of orientation on Tuesday, September 3rd. Chief Veliquette and I  
152 welcomed the new members and shared expectations in our onboarding process.

153  
154 **CONSENT CALENDAR ITEMS**

155 The Consent Calendar items were considered individually.

156  
157 1. Minutes of Regular Board of Directors Meeting August 7, 2019

158  
159 There was no public comment.

160  
161 M/s Davis/Goines to approve the consent calendar item 1.

162  
163 Roll Call Vote:  
164 Ayes: Galli, Davis, Goines, Metcho, Silverman  
165 Noes: None  
166 Abstain: None

167  
168 Motion carried 5-0-0.

169



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Regular Board Meeting Minutes  
September 4, 2019

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170  
171 2. Travel Authorization and Advance for Fire Shows West Conference.  
172 Board considered the approval for travel authorization and advancement for Director  
173 Silverman, Director Galli and Director Metcho to attend the Fire Shows West conference  
174 in Reno, NV from October 28 through October 30, with travel on October 27 and 30,  
175 2019.

176  
177 Directors Metcho and Silverman recused themselves from this item due to their financial  
178 interest. They left the room at 7:20 p.m.  
179 Director Galli removed himself from consideration for this item. He will not attend the  
180 conference.

181  
182 There was no public comment.

183  
184 M/s Goines/Davis to approve the travel authorization.

185  
186 Roll Call Vote:

187 Ayes: Galli, Davis, Goines

188 Noes: None

189 Abstain: Metcho, Silverman

190  
191 Motion carried 3-0-2

192  
193 Directors Metcho and Silverman returned to the room at 7:22 p.m.

194  
195 **NEW BUSINESS**

196 1. Ordinance No. 2019-1, and Ordinance of the Novato Fire Protection District Determining  
197 the Compensation Amount to be Received by Board Members.  
198 Second Read and Public Hearing. Board considered adoption of Ordinance No. 2019-1.  
199

200 Counsel Hurd described the ordinance history, the process to arrive at the final version of  
201 Ordinance 2019-1, and noted that the Board will need to update the Board Policy if the ordinance  
202 is adopted.

203  
204 Public comment: Bruce Martell noted that he had read a Marin IJ article about Board's  
205 exploiting the public's lack of interest in the goings on of public boards. He commented that the  
206 public should pay more attention. He researched other public board meeting fees. He noted that  
207 the Novato Fire Board performs well and works hard. He recognizes the work that goes on  
208 before the meeting, and he supported the fee increase.

209  
210 M/s Davis/Goines to adopt Ordinance 2019-1, determining the Compensation Amount to be  
211 Received by Board Members.

212  
213 Roll Call Vote:



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214 Ayes: Galli, Davis, Goines, Metcho, Silverman

215 Noes: None

216 Abstain: None

217

218 Motion carried 5-0-0

219

220 1. Resolution 2019-9, Resolution of the Board of Directors of the Novato Fire District  
 221 Determining the 2019-2020 Appropriations Limit.

222 Board approval was requested to adopt Resolution 2019-9.

223

224 Finance Director Valenti clarified the required appropriation limit and its calculation.

225

226 There was no public comment.

227

228 M/s Goines/Metcho to adopt to adopt Resolution 2019-9, Determining the 2019-2020  
 229 Appropriations Limit.

230

231 Roll Call Vote:

232 Ayes: Galli, Davis, Goines, Metcho, Silverman

233 Noes: None

234 Abstain: None

235

236 Motion carried 5-0-0

237

**238 COMMITTEE REPORTS**

239

240 **MEERA** (Director Metcho and Director Silverman)

241 No Report

242

243 **Finance Committee** (Director Davis and Director Goines). Nothing to report. The next meeting  
 244 is October 15, 2019.

245

**246 FINANCIAL REPORTS**

247 There were no comments.

248 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, July 2019

249 2. Revenues and Expenditures Detail Financial Report, July 2019

250 3. Vendor Summary Financial Report, July 2019

251 4. EFT Confirmation Documentation July 2019

252 5. District Report on Contracts July 2019

New and Renewed

Contracts to Date

for the 9/4/2019 Board

of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
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Novato Fire District Board of Directors  
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<b>PROFESSIONAL SERVICES</b>				
FD Training Solutions	Freedman	\$ 10,141	Tablet Command consulting	N
Natix	Freedman	\$ 33,647	Tablet Command hardware & software	N
Stryker Medical	Freedman	\$ 249	Preventative maintenance for older model gurney.	R
Matheson Tri-Gas	Dague/Freedman	\$ 10,000	Medical Oxygen. 3 year term contract.	N
Butler Engineering Group	LaCroix	\$ 4,500	Foundation engineering & design for tower.	N
Ron Flavin	Tyler	\$ 5,000	Grant writer for FEMA Hazard Mitigation Grant.	N
L.J. Construction	LaCroix	\$ 85,445	Septic tank removal & replacement.	N
Lynx	LaCroix	\$ 4,000	Evacuation maps revisions.	N
Claudine Jaenichen	LaCroix	\$ 10,000	Graphic design for public evacuation maps.	N
HouseSavers	Menzel	\$ 9,500	Paint mold killing primer on eaves & soffits S62.	N
HouseSavers	Menzel	\$ 5,250	Paint flashing & gate at Admin.	N
Scott's PPE	Veliquette	\$ 10,000	PPE cleaning & inspection services.	R
Khorana Design	Villa	\$ 1,200	Flying banners design & production.	N
Cagwin & Dorward	Menzel	\$ 20,000	Landscape Maintenance through 12/31/19. Will start RFP in September.	R
American Messaging	Villa	\$ 6,500	Service for pagers.	R
Armour Petroleum	Whittet/Veliquette	\$ 25,000	Fuel tank maintenance and repairs.	N
Roy's Sewer Service	LaCroix	\$ 16,900	Septic tank pumping at S62.	N
Peterson Mechanical	Menzel	\$ 1,080	Semi-annual maintenance of 3 tankless water heaters at S64	N
<b>GOODS</b>				
Hanlees Dodge Ram	Dicochea/Tyler	\$ 103,288	Dodge Ram 2500 Crew cab 4x4 trucks (three). Piggyback onto DGS contract.	N
<b>PIGGYBACK</b>				
Life Alert	Dague	\$ 17,000	Medical supplies. Piggyback onto City of Berkeley contract through 9/30/19.	R
<b>RFP/IFB</b>				
Generator for S62	Menzel	TBD	Replace generator for S62	N
<b>OTHER</b>				
Nothing to report				



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**Public Works/Non-  
Public Works Project  
Codes**

E=Emergency, **SRM**=Scheduled  
Purchase/Repair/Maintenance/Upgrade,  
R=Contract Renewal  
N=New Contract

253

254

**INFORMATION**

255

1. Customer Survey Report July 2019

256

2. Written Communications were read

257

3. MERA Monthly Update – no update due to lack of meeting.

258

259

**CLOSED SESSION**

260

The Board entered closed session at 7:30 p.m.

261

262

The Board exited closed session at 8:15 p.m. There was nothing to report.

263

264

**ADJOURNMENT**

265

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

266

8:15 p.m.

267

268

Submitted by,

269

A handwritten signature in black ink, appearing to read "J Villa".

270

271

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 2, 2019

---

1 The meeting was called to order by Vice President Silverman at 6:00 p.m. in the Board meeting  
2 room at Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 Vice President Lj Silverman, Treasurer Steve Metcho, Directors Bill Davis and Bruce Goines.

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix,  
9 Battalion Chief Dmitri Menzel, Finance Director Joe Valenti, Recording Secretary Lauren Galli.

10  
11 **ABSENT**

12 President Jim Galli

13  
14 **OTHERS PRESENT**

15 Counsel Peter Spoerl, members of the public.

16  
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 Public Comment #1, Bruce Martell: Bruce wanted to commend Inspector Lynne Osgood for her  
19 educational inspection, adding that she is a great value to the District.

20  
21 Public Comment #2, Rebecca Size: Miss Size expressed her concern with the Wildfire Authority  
22 JPA. She would like to see the JPA have more citizen oversight power and a sunset clause as  
23 well as a 10 year review.

24  
25 Public Comment #3, Penny Teicher: Penny wanted to commend the District, for their work on  
26 the vegetation fire in the Blackpoint/Greenpoint area a few weeks prior. She thanked Fire Chief  
27 Bill Tyler, Deputy Fire Chief Jeff Veliquette and Inspector Lynne Osgood for their after-action  
28 presentation to the community that focused on education and communication. She submitted a  
29 letter for the record that has been attached to these minutes regarding a request for another  
30 communications system other than Nixle or Alert Marin. Preferably a siren/horns installed in  
31 neighborhoods.

32  
33 Public Comment #4, John Hanson. John expressed his support of Ms. Teicher's letter and would  
34 also like to see another alerting system in place. His supporting evidence included short cell  
35 phone battery time and stated evacuations would likely take place on Red Flag days. He would  
36 like the District to install loudspeakers.

37  
38 **AGENDA ADJUSTMENTS**

39 None

40  
41 **PRESENTATION**

42 None



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44 **ASSOCIATION PRESIDENTS' REPORT**

45 No report.

46

47 **DIRECTOR MATTERS**

48 Director Davis attended the Marin Wildfire Prevention Authority JPA presentation for the Board  
49 of Supervisors.

50

51 Director Goines watched the Marin Wildfire Prevention Authority JPA presentation livestream  
52 online. He congratulated Chief Tyler on a job well done.

53

54 Director Metcho attended the City Hall JPA presentation as well as the 9/11 Memorial and  
55 Museum dedication. He also attended the 10/1/19 Blackpoint fire debriefing and offered his  
56 appreciation to the crews.

57

58 Director Silverman also attended the City Hall meeting regarding the JPA, the 9/11 Memorial  
59 and the 10/1/19 Blackpoint fire debriefing.

60

61 **CHIEF'S REPORT**

62 Chief Tyler reported:

63 Calendar Events:

64

65 Tuesday October 1<sup>st</sup> Greenpoint Vegetation Fire Presentation to Blackpoint/Greenpoint & Bahia  
66 Neighborhood

67

68 Thursday October 3<sup>rd</sup> WMS 1<sup>st</sup> day and onboarding

69 Sunday Oct 6<sup>th</sup> NFD Open House 10:00 am to 1:00 pm

70 Monday Oct 7<sup>th</sup> FASIS W/C Ad-hoc Committee—Claims Administrative Services

71 Tuesday Oct 8<sup>th</sup> Sausalito City Council MWPA informational presentation

72 Wednesday Oct 9<sup>th</sup> Southern Marin MWPA informational presentation

73 Thursday Oct 10<sup>th</sup> LAFCO MSR Review meeting Novato City Hall, 7:00pm

74 Monday Oct 14<sup>th</sup> Steven Rucker Memorial Gold Marin Country Club

75 Tuesday Oct 15<sup>th</sup> Living with Fire Presentation, 6:00 pm – 8:00 pm, Novato City Hall

76 Wednesday Oct 16<sup>th</sup> Tiburon MWPA informational presentation

77 Wednesday October 23<sup>rd</sup> NFD OPS meeting

78 Monday Oct 28<sup>th</sup> Marin Ready Together—Elected Officials Group 2:00 pm Civic Center



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79 Thursday Oct 31<sup>st</sup> FASIS BOD meeting

80 Wednesday Nov 6<sup>th</sup> NFD BOD Meeting

81 Tuesday November 19<sup>th</sup> Wildfire home Hardening Workshop 5:00 pm to 8:00 pm, live fire  
82 demonstration

83 Administrative Items:

84

85 Operations: Chiefs Tyler, Veliquette, Menzel, LaCroix, and Capt. Scott Freedman attended the  
86 Cal-Chiefs Conference in Ontario from Tuesday to Thursday, Sept 24<sup>th</sup> – 26<sup>th</sup>. Topics included:  
87 Surviving the Fire Service—focus on the top three preventable areas of survival: Cancer,  
88 Cardiovascular and Behavioral Health Suicide. We toured the exhibitors hall and discovered a  
89 couple software products that may help us be more efficient and effective with both Fire Stats  
90 information, internally and to be better able to share them with the public under a dashboard  
91 configuration, and on tracking contracts and project management. There were EMS panel and  
92 Mutual Aid panel discussions, and a review of the Camp Fire by the Cal Fire Unit leaders during  
93 the first 24 hours of the fire.

94

95 Training: Chief LaCroix reported that the water and sewer lines for the classrooms are under  
96 construction. We have received the Tower foundation plans and they have been sent out to bid  
97 yesterday. The tower structural plans are due in the next two weeks. I am in discussion with Marin  
98 County Building officials on the plan submittal process. The new hire academy is ongoing and is  
99 past the half way mark. Once completed the shift assignments will be Swanson to A shift,  
100 Karabetsos to B shift and Peters to C shift.

101

102 Emergency Medical Services (EMS) division: Acting B/C John Dicochea met with our CQI  
103 coordinator, Dr. Konik, and our EMS educator and went over a draft flowchart for CQI. The CQI  
104 and documentation class was taught by our CQI coordinator, Kristina Freas. John spent the day  
105 on Tuesday with the new hires, did an EMS orientation, and coordinated their county accredited.  
106 We attended a county wide disaster patient distribution plan meeting with County EMS,  
107 Dispatch, representatives from all three hospitals and the fire chiefs. Updates to the plan are in  
108 progress.

109 Prevention Division Update: Chief Veliquette and I have been working on a Prevention division  
110 leadership transition plan to implement. In the interim, I have been in contact with the City of  
111 Novato community development director and building official to coordinate our Fire Code  
112 adoption and fee schedule update, and turn plan reviews around.



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**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board of Directors September 4, 2019
2. EMS Billing Write off Request Due to Hardship

There was no public comment.

M/s Metcho/Davis to approve the consent calendar item 1-2.

Motion carried 4-0-1.

**NEW BUSINESS**

1. Marin Wildfire Prevention Authority and Parcel Tax Initiative

Board approval was requested to approve and adopt Resolution 2019-17 authorizing the District's participation in the JPA for the Marin Wildfire Prevention Authority and recommend the County of Marin consider adopting an ordinance authorizing the levy of a parcel tax as a measure for the March 2020 ballot.

Chief Tyler discussed the importance of the Marin Wildfire Prevention Authority and Parcel Tax Initiative. He explained how the JPA has been vetted through various community groups over the past few months and also explained the two amendments that are being considered.

Counsel Spoerl read the amendments for the record and explained the specifics of the JPA sections to the board. He addressed the amendments regarding funding, equitable allocation of funds and the 10 year public hearing to reassess the parcel tax. The amendments and the map have been attached to the minutes.

Director Davis commented that the JPA seems to be well thought out.

Director Goines requested the data for the allocation of funds, specifically for Novato. He also had questions regarding weed abatement.

Chief Tyler addressed his question stating that there has been concerns over the uniformity of enforcement across Marin County. He explained how the JPA will focus on writing prescriptions for homeowners to incentivize change and any further weed abatement issues will be handled through them.

Director Metcho commended the proposed JPA.

Director Silverman asked if the Board of Supervisors had the ability to revoke the JPA at any given time.

Counsel Spoerl answered that the Board of Supervisors could only put it back on the ballot for the public to vote to revoke.



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157 Public Comment #1, Pat Eklund: Pat thanked Chief Tyler for further explaining the JPA. She  
158 explained that the City of Novato wasn't included in the JPA and asked that the Board of  
159 Directors vote no on the item. She was discouraged that the city wouldn't be receiving funds  
160 from the JPA and didn't have representation. She explained that she would like to see the tax  
161 measure sunset after 20 years and anticipated that the money won't be needed anymore. She was  
162 also concerned about how the non-profits, churches and childcare centers would be effected by  
163 this tax measure.

164  
165 Public Comment #2, Pam Drew: Pam expressed her concerns over the increased taxation from  
166 the potential tax measure, but appreciated the work put forth. She doesn't like the governance  
167 structure of the JPA as proposed and believes the local fire districts have too much control.

168  
169 Public Comment #3, Bruce Martell: Bruce expressed his support of the JPA and offered suggests  
170 in improving the proposal.

171  
172 Public Comment #4, Bill Manovich: Bill believes it will be an uphill battle unless the public is  
173 better informed on the JPA and its purpose. He also expressed his concern over the creation of  
174 another JPA.

175  
176 Director Metcho inquired as to how the other agencies were informed of the Wildfire Prevention  
177 Authority and when they were notified.

178  
179 Chief Tyler answered that Supervisor Katy Rice formed a group to reach out to City Managers to  
180 inform them of the JPA. He added that the Novato Fire District and the City of Novato have a  
181 great working relationship and prioritize city projects when we can. He explained that the JPA  
182 didn't include other towns as well since they don't have the fire authority.

183  
184 Director Metcho explained that he has been approached by members of the public about what the  
185 district is doing regarding all the recent wildfires and that he thinks it's a good idea to send it to  
186 the voters to decide on the proposed JPA.

187  
188 Chief Tyler agreed the decision is up to the public and believes this is the first JPA of its kind  
189 that would address the type of mitigation efforts needed in Marin County.

190  
191 Director Goines advocated for taking action on the deferred maintenance in Marin County and  
192 expressed his belief that it will be a hard decision but one that was worth it.

193  
194 M/s Davis/Goines to adopt Resolution 2019-17 authorizing the District's participation in the JPA  
195 including the amendments, for the Marin Wildfire Prevention Authority and to recommend the  
196 County consider adopting an ordinance authorizing a parcel tax measure for the March 2020  
197 ballot.

198 Roll Call Vote:

199 Ayes: Silverman, Davis, Goines and Metcho

200 Noes: None



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---

201 Absent: Galli  
202 Motion carried 4-0-1.

203  
204 2. MOU for Emergency Services Consulting with the City of Novato.  
205 Staff recommended the Board to renew the MOU with the City of Novato for the shared services  
206 of an Emergency Services Consultant, Jeffries Public Safety Consulting.

207  
208 There was no public comment.  
209 M/s Metcho/Davis to approve MOU with the City of Novato for Emergency Services Consultant,  
210 Jeffries Public Safety Consulting.  
211 Motion carried 4-0-1.

212  
213 3. Resolution No. 2019-11, a Resolution of the Novato Fire Protection District amending the  
214 Board of Directors (BOD) policy regarding the Compensation Amount to be Received by  
215 Board Members.

216 Staff recommends adopting Resolution 2019-11 to bring the Board of Directors policy  
217 language into agreement with the previously adopted Ordinance 2019-1.

218  
219 Chief Tyler described the amended policy.

220  
221 M/s Davis/Metcho to adopt Resolution 2019-11 amending the Board of Directors policy  
222 regarding compensation for Board members.

223  
224 Roll Call Vote:  
225 Ayes: Silverman, Davis, Goines and Metcho  
226 Noes: None  
227 Absent: Galli  
228 Motion carried 4-0-1.

229  
230 4. Resolution No. 2019-15, a resolution of the Novato Fire Protection District Ratifying the  
231 Employment Agreement Between the Novato Fire District and Wildfire Mitigation  
232 Specialist Nicholas Barlupe.

233 Staff recommends approving the Employment Agreement between the District and  
234 Wildfire Mitigation Specialist Nicholas Barlupe.

235  
236 Chief Tyler noted the Wildfire Mitigation Specialist, Nicholas Barlupe is excited to get started.

237  
238 Public Comment #1, Penny Teicher: Penny said she was excited for the WMS members.

239  
240 M/s Goines/Metcho to accept the MOU for the Wildfire Mitigation Specialist, Nicholas  
241 Barlupe.

242  
243 Roll Call Vote:  
244 Ayes: Silverman, Davis, Goines and Metcho





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245 Noes: None  
246 Absent: Galli  
247 Motion carried 4-0-1.

248  
249 5. Resolution No. 2019-16, a resolution of the Novato Fire Protection District Ratifying the  
250 Employment Agreement Between the Novato Fire District and Wildfire Mitigation  
251 Specialist Lance Macdonald.

252 Staff recommends approving the Employment Agreement between the District and  
253 Wildfire Mitigation Specialist Lance Macdonald.

254  
255 There was no public comment.

256 M/s Davis/Goines to accept the MOU for Wildfire Mitigation Specialist, Lance  
257 Macdonald.

258  
259 Roll Call Vote:

260 Ayes: Silverman, Davis, Goines and Metcho

261 Noes: None

262 Absent: Galli

263 Motion carried 4-0-1.

264  
265 6. Marin Local Agency Formation Commission (LAFCo) Municipal Services Review  
266 (MSR)—Novato Region, Public Review Draft comment period

267 Board to discuss the Novato Fire District portion of the Novato Regional LAFCo MSR, to  
268 review the preliminary staff comments, and direct the Fire Chief provide any additional  
269 comments as needed back to LAFCo by October 11<sup>th</sup>, 2019.

270  
271 Chief Tyler explained that the Board had the final draft in the agenda packet. He asked if the  
272 Directors had any questions.

273  
274 The Directors had no comments.

275  
276 There was no public comment.

277  
278 No action taken.

279  
280 7. Purchase the Elkhart Chief XD Structure Nozzles from All Star Fire Equipment through a  
281 piggyback contract in an amount not to exceed \$54,000.00.

282 Board Approval is requested for Staff's recommendation to purchase the Elkhart Chief XD  
283 Structure Nozzles from All Star Fire Equipment in an amount not to exceed \$54,000.00  
284 through a piggyback contract with the County of Ventura.

285  
286 Chief LaCroix explained the benefit of switching to the Elkhart Chief XD Structure Nozzles.

287  
288 Director Goines inquired as to where the old nozzles would go.



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289

290 Chief Tyler informed him that they would be sold or donated.

291

292 There was no public comment.

293 M/s Metcho/Davis to approve the purchase the Elkhart Chief XD Structure Nozzles from All  
294 Star Fire Equipment in an amount not to exceed \$54,000.00 through a piggyback contract with  
295 the County of Ventura.

296 Motion carried 4-0-1.

297

298 8. Breast Cancer Awareness Resolution 2019-13.

299 Board approval is requested to adopt Resolution 2019-13 designating October 2019 as  
300 National Breast Cancer Awareness Month.

301

302 Director Davis noted his son was a breast cancer survivor and he was happy to support the  
303 resolution.

304

305 Director Goines notes his wife is a cancer specialist, so this strikes close to home for him.

306

307 There was no public comment.

308 M/s Goines/Silverman to adopt Resolution 2019-13 designating October 2019 as National  
309 Breast Cancer Awareness Month.

310

311 Roll Call Vote:

312 Ayes: Silverman, Davis, Goines and Metcho

313 Noes: None

314 Absent: Galli

315 Motion carried 4-0-1.

316

317 9. Resolution 2019-10 proclaiming Novato Fire District participation in Fire Prevention  
318 Week, October 6-12, 2019.

319 Board approval is requested to adopt Resolution 2019-10 proclaiming October 6-12, 2019  
320 as Fire Prevention Week.

321

322 Chief Tyler explained that Fire Prevention week would kick off on the Novato Fire District's  
323 Open House, Sunday, October 6, 2019.

324

325 There was no public comment.

326 M/s Metcho/Davis to adopt Resolution 2019-10 proclaiming October 6-12, 2019 as Fire  
327 Prevention Week.

328

329 Roll Call Vote:

330 Ayes: Silverman, Davis, Goines and Metcho

331 Noes: None

332 Absent: Galli



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333 Motion carried 4-0-1.

334

335 10. Resolution 2019-14 proclaiming Novato Fire District participation in the Great American  
336 Shakeout on October 17, 2019.

337 Board approval is requested to adopt Resolution 2019-14 acknowledging the District's  
338 desire to participate in the Great California Shakeout and continue our work toward making  
339 our community safer.

340

341 Chief Tyler detailed the Great American Shakeout and the importance of doing practice drills.

342

343 There was no public comment.

344 M/s Davis/Metcho to adopt Resolution 2019-14 acknowledging the District's desire to  
345 participate in the Great California Shakeout and continue our work toward making our  
346 community safer.

347

348 Roll Call Vote:

349 Ayes: Silverman, Davis, Goines and Metcho

350 Noes: None

351 Absent: Galli

352 Motion carried 4-0-1.

353

354 11. ADP Contract Renewal

355 Board approval is requested to approve Staff's recommendation to renew District's contract  
356 with ADP for payroll services for a three-year term.

357

358 Finance Director Joe Valenti introduced the item and informed the Board the District had  
359 researched other vendors and had settled on keeping ADP. Bundling services allowed the District  
360 15% savings.

361

362 There was no public comment.

363 M/s Davis/Metcho to approve staff's recommendation to renew District's contract with  
364 ADP for payroll services for a three-year term.

365

366

## 367 COMMITTEE REPORTS

368

369 **MERA** (Director Metcho and Director Silverman)

370 Director Metcho had a MERA update noting the CEQA process was ongoing.

371

372 **Finance Committee** (Director Davis and Director Goines). Nothing to report. The next meeting  
373 is October 15, 2019.

374

## 375 FINANCIAL REPORTS

376 There were no comments.



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- 377 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August 2019  
 378 2. Revenues and Expenditures Detail Financial Report August 2019  
 379 3. Vendor Summary Financial Report, August 2019  
 380 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,  
 381 Westamerica Bank Statement) August 2019  
 382 5. District Contracts Information – August 2019  
 383

**Fire Chief’s Report: Contract Administration**

New and Renewed Contracts to Date

for the 10/2/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES</b>				
360 Rescue LLC	LaCroix	\$ 7,000	Ropes course instructor.	N
Armour Petroleum	Whittet	\$ 25,000	Fuel tank maintenance and repair.	N
ILS Associates	LaCroix	\$ 2,000	Sewage disposal system for site of classrooms at S62.	N
L.J. Construction	LaCroix	\$ 33,800	Installation of septic for site of classrooms at S62.	N
Source One MRO	LaCroix	\$ 11,539	Cancer prevention hand & body soap & other cleaning products.	N
Dr. Clementi	Felciano	\$ 6,000	Pre-employment psychological evals.	R
L.J. Construction	LaCroix	\$ 34,300	Plumbing for site of classrooms at S62.	N
So Cal Fitness Service	Lemelin	\$ 2,000	Maintenance & repairs of exercise equip.	N
SEFAC USA	Whittet	\$ 2,000	Annual mobile vehicle lift inspection & maitnenance.	R
Fowler Electric	LaCroix	\$ 24,225	Electrical wiring for site of classrooms S62.	N
North Bay Restaurant Services	Menzel	\$ 530	Unclog kitchen grease trap S64.	N
Ongaro & Sons	Menzel	\$ 1,209	Repair backflow at S61	N
Johnson Controls	Menzel	\$ 9,500	5-year sprinkler inspections.	N
Lynx Technologies	LaCroix	\$ 5,232	Updates to Operations maps.	N
<b>GOODS</b>				



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Western State Design	Fletcher	\$ 7,452	Extractor for S65. Split cost with Marin County Fire.	N
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Generator for S62	Menzel	\$ 70,000	Replace generator for S62. On hold.	N
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public Works**

**Project Codes**

**E**=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade,  
**R**=Contract Renewal  
**N**=New Contract

384

385

**INFORMATION**

386

6. Customer Satisfaction Survey Report, August 2019

387

7. Written Communications

388

8. MERA Update

389

9. Upcoming Dates:

390

a. October 6, 2019 Open House at all Fire Stations

391

b. October 6-12 2019 Fire Prevention Week

392

c. October 10, 2019, 7 p.m., Lafco meeting. Novato City Council Chambers

393

d. October 14, 2019 Rucker Golf Tournament

394

e. October 15, 2019 Finance Committee meeting

395

f. October 17, 2019 Great American Shakeout at 10:17 a.m.

396

g. November 14 Badge Pinning

397

**ADJOURNMENT**

399

There being no further business to conduct, Vice President Silverman adjourned the meeting at 8:11 p.m.

401

402

Submitted by,

403

404

Lauren Galli, Recording Secretary

405

**JOINT EXERCISE OF POWERS AGREEMENT  
FOR  
MARIN WILDFIRE PREVENTION AUTHORITY**

AMENDMENTS

**SECTION 9. Funding**

(Added to the end of subsection a.)

**“To accelerate services being provided to the community, during the first year of operations any core program funds not allocated to Authority start-up costs will be returned to Members in proportion to the tax revenue raised that fiscal year in each Member’s respective tax rate area for uses that are consistent with the tax measure funding the Authority. This provision shall not be construed to prevent the Board of Directors from allocating funds for multi-year projects or programs.”**

(Added to the end of subsection b.)

**“Vegetation management funds will be allocated with consideration towards equitable spending over the five operational zones. As part of the five-year review of funding levels described in Section 9.f., at least 80% of the revenue generated for vegetation management by each operational zone should be allocated within the respective zone. If this requirement is not met, it must be remedied within the next five-year period.”**

**SECTION 21. Amendments**

(Added after last sentence.)

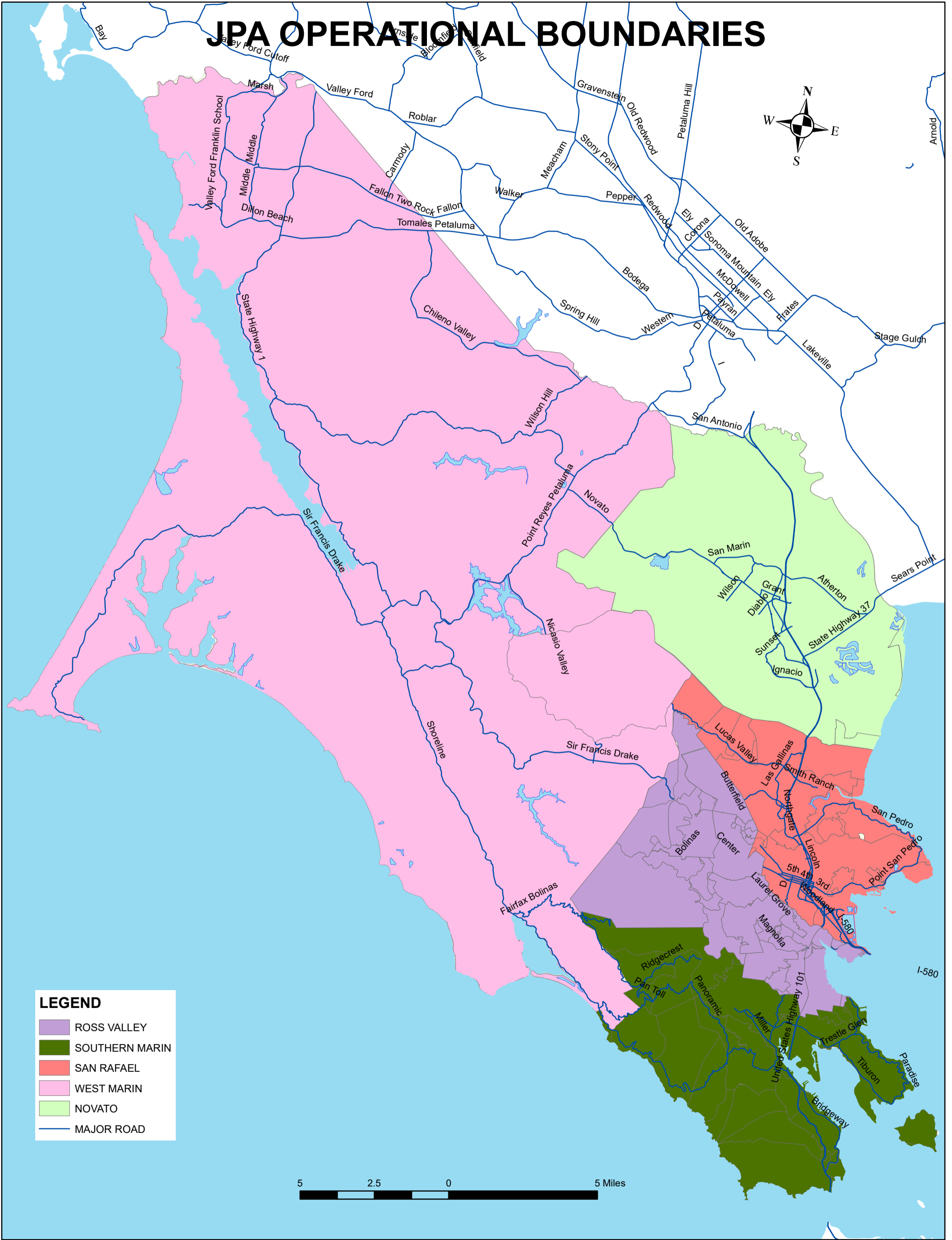
**“Every ten years, the County Board of Supervisors shall hold a public hearing for the purpose of considering the effectiveness of the tax measure and whether any changes in the tax measure should be placed before the voters.”**

# JPA OPERATIONAL BOUNDARIES



**LEGEND**

- ROSS VALLEY
- SOUTHERN MARIN
- SAN RAFAEL
- WEST MARIN
- NOVATO
- MAJOR ROAD



October 2, 2019

Submitted for the record

Board of Directors  
Novato Fire District  
95 Rowland Way  
Novato, CA 94945

Dear Directors:

In a rapidly advancing fire or major disaster, there is absolutely no substitute for an early alert system. The results of an effective early warning system have and will save many lives. Our Nixle and AlertMarin notification systems are the best we have at this time. However, other early warning systems are available in this age of modern technology. The existing systems are sometimes ineffective and inoperable due to the local terrain and location of cell towers. Those areas where the cell signal is least reliable are often the areas (up in the canyons and hills) where early warning systems are of prime importance. The very areas where egress is most limited, such as Marin Valley, Pacheco Valle, and Black Point, are not well served. Many people will be in extreme danger when disaster strikes, and if there are limited warnings and alerts; people may perish due to the lack of adequate warning.

Mill Valley installed LRAD systems; Southern Marin Fire Department is considering them. The operational concept to put forward and pursue is redundancy, as no one system does an adequate and reliable job. Alerting people in the face of life-threatening danger is way too important to leave to any single system, regardless of how sophisticated it may be. We have to think outside the box of the status quo to find a quicker and more effective alert system to notify affected communities to evacuate when necessary.

Because the Novato Fire District is so large and so diverse, how can Firewise communities here get early notifications about evacuations? I request that the Board of Directors of the Novato Fire District direct the Novato Fire Chief to investigate other options and systems that would provide Firewise communities within our District with a quicker and more effective system of notification.

Thank you for your attention to this urgent matter.

Sincerely,

A handwritten signature in blue ink that reads "Penny Kicher". The signature is written in a cursive style with a long horizontal stroke extending to the right.





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1 The meeting was called to order by President Galli at 6:00 p.m. in the Board meeting room at  
2 Station 61, 7025 Redwood Blvd., Novato CA, 94945.

3  
4 **ROLL CALL**

5 President Jim Galli, Vice President Lj Silverman, Secretary Steve Metcho, Director Bruce  
6 Goines.

7  
8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Battalion Chief Robert LaCroix,  
10 Battalion Chief Dmitri Menzel, Finance Director Joe Valenti, Wildfire Mitigation Specialist  
11 Nicholas Barlupe, Fire Inspector Lance Macdonald, Captains John Dicochea and Scott  
12 Freedman, Recording Secretary Lauren Galli.

13  
14 **ABSENT**

15 Director William Davis

16  
17 **OTHERS PRESENT**

18 Counsel Peter Spoerl, members of the public.

19  
20 **OPEN TIME FOR PUBLIC EXPRESSION**

21 None

22  
23 **AGENDA ADJUSTMENTS**

24 Introduction of Nicholas Barlupe and Lance Macdonald to the Board of Directors.

25  
26 **PRESENTATION**

- 27 1. Tablet Command  
28 Captain Scott Freedman gave a presentation on the Tablet Command software to the  
29 Board of Directors and discussed the value implementing this new system. The software  
30 serves as an incident management system and allows crews to integrate dispatch with real  
31 time mapping. This software will replace the current CAD system.

32  
33 **ASSOCIATION PRESIDENTS' REPORT**

34 No report.

35  
36 **DIRECTOR MATTERS**

37 No report

38  
39 **CHIEF'S REPORT**

40 Chief Tyler reported:

41 Calendar Events:

- 42  
43
  - Wednesday Nov 6<sup>th</sup> NFD BOD Meeting



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- 44
- 45
- Thursday November 14<sup>th</sup> Finance Committee meeting 9:00 am
- 46
- Sunday Nov 10<sup>th</sup> – 13<sup>th</sup> Kronos Telestaff Conference, Villa & Galli
- 47
- Thursday November 14<sup>th</sup> Wildland Mitigation Specialist interviews
- 48
- Thursday November 14<sup>th</sup> Badge Pinning; 5:30 to 8:00 pm Buck Center
- 49
- Tuesday November 19<sup>th</sup> San Rafael ribbon cutting for fire station 57 & Chief Gray retirement celebration.
- 50
- Tuesday November 19<sup>th</sup> Wildfire home hardening Workshop 5:00 pm to 8:00 pm, live fire demonstration
- 51
- Thursday & Friday Nov 28<sup>th</sup> & 29<sup>th</sup> Thanksgiving Holiday
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59

60 **This Week's Highlights:** Since last BOD meeting on Oct 2<sup>nd</sup>:

- 61
- We hosted a successful open house event
- 62
- All three recent FF/PM hires went to shift
- 63
- Two new WMS hired and deployed in the community
- 64
- Fire Inspector Test and hire
- 65
- B/C Dmitri Menzel is on an administrative assignment successfully supervising and managing the Prevention Division
- 66
- Novato Fire Foundation Rucker Golf Tournament
- 67
- Living with Fire Presentation
- 68
- Red Flag up staff, in county pre-positioning, Kincade Fire response OES mutual aid, and PSPS response, local emergency proclamation, & Easy Fire Response (Ventura County).
- 69
- Final Fire Code Adoption Review
- 70
- FASIS BOD meeting
- 71
- 17 Fire Authorities joined the MWPA
- 72
- Marin BOS accepted the MWPA, moved & approved the 1<sup>st</sup> reading of the property tax.
- 73
- We are accepting input for our Employee of the Year. Public Evacuation Maps are entering the individual neighborhood creation phase.
- 74
- 75
- 76
- 77
- 78
- 79

80



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81 • **OPS:** Single overriding event was the Red Flag up staff, in county pre-positioning, Kincade  
82 Fire response OES mutual aid, and PSPS response, local emergency proclamation, & Easy  
83 Fire Response (Ventura County). 13 days in duration. (See staffing matrix) THANK  
84 CREWS, B/C's and Staff. Approximate OES reimbursement \$193,800, additional costs to  
85 the district for PSPS approx. \$39,000.

86  
87 • **Training:** Chief LaCroix BC Marin Communication Center--Responsible for  
88 augmentation of dispatch for emergency calls, Assigned 10/26 – 11/1/19. All Training  
89 activities canceled due to PSPS / Kincade Fire.

90  
91 **Tower:** Tower plans have been given to an approved third party plan reviewer to  
92 determine cost and time to complete, prior to submittal to the County of Marin. Fowler  
93 Electric began process of boring electrical conduit for classrooms. No contractors bid on  
94 foundation for tower. Colleen was assigned to contact contractors and find out why. One  
95 contractor stated it was due to fires. Extended RFP and stated timeline is negotiable.

96  
97 • **Emergency Medical Services (EMS) division:** B/C Dague was out of county as a strike  
98 team leader trainee for 13 days in Oct. Prior to his deployment Kyle was working with HR  
99 & Pinnacle Training Systems to recommend enhance elements into the physicals this year  
100 and promoting the fitness website that has been set up for members to utilize.

101  
102 • **Prevention Division Update: Chief Menzel** Onboarding orientation Division and  
103 download and from Chief Tyler and Chief Veliquette. Met with Inspector Lynn Osgood  
104 to discuss her current roles and responsibilities. Request SFM regulated occupancies  
105 inspection completion report from ERS. Reviewed email from Admin assistant Wade re:  
106 current assignments and duties. Met with Fire Mitigation Specialists Lance. Established  
107 WFMS role and responsibilities and priorities. Began reaching out to NFD personnel  
108 soliciting interest for MCFIT and shift investigator participation. Review and provide  
109 comments on Hamilton Village project for emergency vehicle access. Transition and  
110 outfit New Fire Inspector Macdonald with PPE, assign new radio designator (P63) and  
111 relocate him to new cubicle. Research and gather information on IOS app "inspectER".  
112 Met with Lynne and Lance to strategize improvements for field inspection data  
113 collection. Begin strategizing process to implement electronic plan reviews. Working  
114 with IT to transfer ArcGIS software to WMS desktop computer for evaluation of data  
115 collection for Wildfire Mitigation Assessment tracking documentation.

116 **Facilities:**

- 117  
118 ✓ Station emergency generators BAAQMD  
119  
120       ▪ Station 61 still under review by BAAQMD



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- 121                   ▪ Station 62 fully certified and permitted
- 122                   ▪ Station 63 Exempted by BAAQMD with letter to confirm
- 123                   ▪ Station 64 fully certified and permitted
- 124                   ▪ Station 65 under review by BAAQMD
  
- 125
- 126           ✓ RFP for District Landscape maintenance services to be released for public bid
- 127
- 128           ✓ Replaced several defective Plymovent “grabbers” at stations 61 and 64
- 129
- 130           ✓ Installed a new stand-alone ice maker at station 63
- 131
- 132           ✓ Ordered a replacement Turnout extractor for station 65 (replacing a worn out older unit
- 133                   with a new better unit) \*cost shared with MCFD. Delivery and install of station 65
- 134                   extractor scheduled for Thursday this week.
- 135
- 136           ✓ Installed a new extractor at station 63. Now all NFD fire stations have a turnout extractor
- 137                   enabling all locations the ability to wash and decon PPE.
- 138
- 139           ✓ Mold eradication and painting of all exterior soffits at station 62
- 140
- 141           ✓ Exterior trim paint touch ups at admin building
- 142
- 143           ✓ Station 64 grease trap issues explored and mitigated
- 144
- 145           ✓ Backflow device at station 61 being installed this week
- 146
- 147           ✓ Approve repairs to Admin, Sta 61, Sta 64 and Sta 65 sprinkler systems for 5 year
- 148                   certification

149

**CONSENT CALENDAR ITEMS**

150

- 151
- 152           1. Minutes of Regular Board of Directors October 2, 2019
- 153           2. EMS Billing Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
- 154           3. Budget Adjustments October 2019
- 155

156   There was no public comment.

157   M/s Metcho/Silverman to approve the consent calendar item 1-3.

158   Motion carried 4-0-1.

159

**NEW BUSINESS**

160

- 161           1. National Association of Emergency and Fire Officials (NAEFO)



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162 Board approval was requested to join the National Association of Emergency Fire  
163 Officials.

164  
165 Chief Tyler introduced the item and Vice President Silverman discussed the organization and the  
166 benefits of joining.

167  
168 There was no public comment.  
169 M/s Metcho/Goines to approve becoming members of the National Association of Emergency  
170 Fire Officials.  
171 Motion carried 4-0-1.

172  
173 2. Introduce and Conduct First Reading, "Title Only" of Ordinance 2019-2  
174 AN ORDINANCE OF THE NOVATO FIRE PROTECTION DISTRICT ADOPTING  
175 AND MAKING LOCAL AMENDMENTS TO THE 2019 EDITION OF THE 2019  
176 EDITION OF THE CALIFORNIA FIRE CODE AND APPENDIX A OF THE 2018  
177 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, REGULATING AND  
178 GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND  
179 EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE  
180 OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM  
181 CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF  
182 BUILDINGS AND PREMISES IN THE NOVATO FIRE PROTECTION DISTRICT  
183 PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES  
184 THEREFOR; REPEALING ORDINANCE NO. 2016-1 OF THE NOVATO FIRE  
185 PROTECTION DISTRICT AND ALL OTHER ORDINANCES OR PARTS OF LAWS  
186 IN CONFLICT THEREWITH

187  
188 Council Spoerl did the first reading of the Ordinance 2019-2 title.

189  
190 Chief Tyler explained the fire code changes.

191  
192 There was no public comment  
193 M/s Metcho/Silverman to accept the first reading of Ordinance 2019-2.  
194 Motion carried 4-0-1.

195  
196 3. Contract Extension for Administrative Assistance with Stacey Hoggan.  
197 Staff recommends extending the contract of Stacey Hoggan for administrative assistance  
198 at the District Administrative Offices.

199  
200 Chief Tyler noted that Miss Hoggan has been a great help to the District.

201  
202 There was no public comment  
203 M/s Metcho/Silverman to extend the contract for administrative services with Stacey Hoggan.  
204 Motion carried 4-0-1.

205



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- 206 4. Purchase of new ambulance from Leader Industries in the amount not to exceed  
207 \$275,000.  
208 Board approval is requested to accept staff's recommendation to purchase 1 ambulance  
209 from Leader Industries, Horton Q#3968 in an amount not to exceed \$275,000. Board  
210 approval is requested to approve the capital expenditure from Ambulance Replacement  
211 account 9308-4820 to complete the purchase.

212  
213 Chief Veliquette introduced the proposed ambulance purchase and included the vehicle was  
214 already budgeted for.

215  
216 There was no public comment.

217 M/s Davis/Goines to purchase Leader Industries ambulance.

218 Motion carried 4-0-1.

219

- 220 5. Designate the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as Negotiators  
221 for the Board of Directors with the Novato Chief Officers' Association, the Novato  
222 Professional Firefighters Association and Non-Sworn Administrative Staff – Verbal  
223 Report.

224 Board to consider appointing the Fire Chief Bill Tyler and Deputy Fire Chief Jeff  
225 Veliquette as designated negotiators.

226

227 Chief Tyler discussed the need to appoint negotiators and would like to simplify the process by  
228 doing all associations as once.

229

230 There was no public comment.

231 M/s Goines/Metcho to appoint Chief Tyler and Chief Veliquette as designated negotiators.

232 Motion carried 4-0-1.

233

- 234 6. Ratification Of Declaration Of Emergency & Cessation of Declaration of Local  
235 Emergency Letters to the Board of Directors

236

237 Chief Tyler explained the declaration and explained that the document might aid in receiving  
238 reimbursement from the State of California.

239

240 President Galli inquired if the power outages increased the District's call volume and commented  
241 that it didn't seem like the public was prepared. He would like to see more information sent out  
242 on Nixle or Alert Marin should another planned power outage occur.

243

244 Chief Tyler responded that our call volume did increase and that the planned power outage cost  
245 the District close to \$39,000 dollars which is currently not reimbursable from the State of  
246 California, but could be in the future.

247

248 There was no public comment.

249 M/s Galli/Goines to accept the declaration letter.



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250 Motion carried 4-0-1.

251

252 **COMMITTEE REPORTS**

253

254 **MERA** (Director Metcho and Director Silverman)

255 Director Metcho reported attending the public hearing and that no one from the public showed  
256 up.

257

258 **Finance Committee** (Director Davis and Director Goines). Nothing to report.

259

260 **FINANCIAL REPORTS**

261 There were no comments.

262 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, September 2019

263 2. Revenues and Expenditures Detail Financial Report September 2019

264 3. Vendor Summary Financial Report, September 2019

265 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,  
266 Westamerica Bank Statement) September 2019

267 5. District Contracts Information – September 2019

268

**Fire Chief's Report: Contract Administration**

New and Renewed Contracts to Date

for the 11/6/2019 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES</b>				
Pinnacle Training System	Smith	\$ 2,500	Wellness training for new FF/Paramedics.	N
Station Automation (PSTrax)	Freedman	\$ 1,700	Tracking system for narcotics.	N
Armour Petroleum	Whittet	\$ 527	Gas hose replacement to low permeable hose.	N
Lehr Auto Electric	Dicochea	\$ 33,402	Buildout of 3 new command vehicles.	N
Chuck Wise	Freedman	\$ 2,500	Installation of routers & antennas into command vehicles.	N
mySidewalk	Veliquette	\$ 29,400	Statistical analysis service.	N
Cal-Muni Statistics	Valenti	\$ 825	Tax & assessment debt table & statistics package.	N



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Kaiser Permanente	Felciano	\$ 22,217	Pre-Employment physical exams.	N
<b>GOODS</b>				
AllStar Fire Equipment	LaCroix	\$ 53,913	New nozzles.	N
360 Rescue	Black/LaCroix	\$ 22,217	Turnout bailout bags.	N
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Fire Tower Foundation	LaCroix	TBD	Bids due 10/30/19	N
Landscape Maintenance	Menzel	TBD	Bids due 11/12/19	N
Fire Tower Construction	LaCroix	TBD	Bids due 11/19/19	N
<b>OTHER</b>				
Nothing to report				

**Public Works/Non-Public**

**Works Project Codes**

**E**=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade,

**R**=Contract Renewal

**N**=New Contract

269

270

**INFORMATION**

271

6. Customer Satisfaction Survey Report, September 2019

272

7. Written Communications

273

8. MERA Update

274

9. Upcoming Dates:

275

a. November 14 – Special Board Meeting Badge Pinning, Buck Center 5:30 PM

276

b. November 14 – Finance Committee Meeting, 9 AM, Administrative Office

277

c. November 19 – Special Board Meeting 6 PM, Station 61

278

d. December 2 – Regular Board Meeting, 6 PM, Station 61

279

**CLOSED SESSION**

280

281

1. CONFERENCE WITH LABOR NEGOTIATORS

282

Government Code Section 54957.6

283

Agency Designated Representative: Fire Chief and Deputy Fire Chief

284

Represented Employee Group: Novato Chief Officers Association

285

286

2. CONFERENCE WITH LABOR NEGOTIATORS





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287 Government Code Section 54957.6  
288 Agency Designated Representative: Fire Chief and Deputy Fire Chief  
289 Represented Employee Group: Novato Professional Firefighters Association  
290

291 **ADJOURNMENT**

292 There being no further business to conduct, President Galli adjourned the meeting at  
293 8:20 p.m.

294  
295 Submitted by,

A handwritten signature in cursive script that reads "Lauren Galli".

296  
297 Lauren Galli, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 4, 2019

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1 The meeting was called to order by President Galli at 6:00 p.m. in the Berthinier Conference  
2 Room at 7025 Redwood Blvd, Novato CA, 94945.

3  
4 **ROLL CALL**

5 President James Galli; Directors Steve Metcho, Bill Davis and Lj Silverman

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Recording  
9 Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, On duty crews.

10  
11 **OTHERS PRESENT**

12 Residents Penny Teischer, Bruce Martell, John Henson. District Counsel Peter Spoerl. Maze and  
13 Associates Engagement Auditor Katherine Yuen.

14  
15 **OPEN TIME FOR PUBLIC EXPRESSION**

- 16 1. Mr. John Henson spoke regarding the increase in Firewise communities in Marin County  
17 and encouraged the Fire District to continue its support of encouraging additional  
18 Firewise communities.

19  
20 **AGENDA ADJUSTMENTS**

- 21 1. New Business items were adjusted to accommodate Katherine Yuen's presentation. The  
22 order of items is reflected in the New Business section

23  
24 **ELECTION OF BOARD OFFICERS**

- 25 1. Election of President  
26 a. M/s Galli/Davis to nominate Lj Silverman as President.  
27 There was no public comment.  
28 Motion carried 5-0.  
29 2. Election of Vice President  
30 a. M/s Silverman/Metcho to nominate Bruce Goines as Vice President.  
31 There was no public comment.  
32 Motion carried 5-0.  
33 3. Election of Secretary  
34 a. M/s Metcho/Galli to nominate Bill Davis as Secretary.  
35 There was no public comment.  
36 Motion carried 5-0.

37 President Galli thanked the Board, the Fire Chief, Staff and all members of the Fire District for a  
38 productive and quiet year.

39  
40 **ASSOCIATION PRESIDENTS' REPORT**

41 None  
42  
43  
44



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45 **DIRECTOR MATTERS**

46 Director Davis commented that he attended the FireSafe Marin fire demonstration in which a  
47 hardened home and a non-hardened home were set ablaze. The differences in conflagration were  
48 amazing to witness.

49  
50 Directors Metcho, Silverman and Galli noted that they attended the Badge Pinning at the Buck  
51 Center. They thanked the staff for organizing the event. They also attended the Toy Drive sorting  
52 event.

53  
54 **CHIEF'S REPORT**

55 Calendar Items:

56 Wednesday Dec 4<sup>th</sup>: Toy Drive move and sort event.

57  
58 Saturday Dec 7<sup>th</sup>: Salvation Army Bell Ringing NFD vs NPD at Lucky's Parking Lot, 11:00 am  
59 to 2:00 pm

60  
61 Monday Dec 9<sup>th</sup>: NDS Explorers Dinner—we would like to invite you all to come and celebrate  
62 another year with Post 61! This year we are holding the end of the year party at the Druids Hall  
63 on Grant St on December 9 from 6-9. The explorers are cooking a "Spaghetti Dinner" for the  
64 guests. This should be a great way to cap off the year and send some of our senior explorers into  
65 the next step in their lives.

66  
67 Tuesday Dec 10<sup>th</sup>: OPS meeting

68  
69 Tuesday Dec 10<sup>th</sup>: Pacheco Valley Firewise meeting, 4:00 to 5:30 pm

70  
71 Tuesday Dec 10<sup>th</sup>: City Council Members, City Hall swearing in ceremony 6:00 pm

72  
73 Wednesday Dec 11<sup>th</sup>: City Police Chief Swearing in ceremony City Hall 4:00 pm

74  
75 Thursday Dec 12<sup>th</sup>: Admin Staff Holiday Party 3:00 pm to 5:00 pm

76  
77 Thursday Dec 12<sup>th</sup>: LAFCo Commission Meeting—Marin Clean Energy Office 7:00 pm

78  
79 Wednesday Dec 18<sup>th</sup>: EOC Drill at Admin

80  
81 Wednesday Dec 18<sup>th</sup>: Special NFD BOD meeting 6:00 pm

82  
83 Thursday Dec 19<sup>th</sup>: Marin County Fire Chiefs Association Meeting

84  
85 Wednesday Dec 24<sup>th</sup>: at Noon through Dec 25<sup>th</sup> NFD Office Closed for Christmas

86  
87 January 1<sup>st</sup>: NFD Office Closed—Happy New Year!



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88 Administrative Items: We have reached some important thresholds for the implementation of  
89 Pulse Point. The live CAD data is pushing into the test Pulse Point environment well at this  
90 time. They still need to complete their “incident mapping” which is a call type in CAD = call  
91 type displayed in Pulse Point. Starting Tuesday of next week, we will enter into a beta testing  
92 phase. We have two people from each geographic area (one chief officer, one line person) that  
93 will be part of the beta testing team.

94  
95 We will do our soft launch in January. All public safety members will be encouraged to  
96 participate in the soft launch and we will reach out to some members of the public (elected  
97 officials, town managers, media members, community leaders, etc) to participate. If you have  
98 any members of the public who you think would be good for this, please point them in my  
99 direction. We’re looking for people that have some influence in their communities that can help  
100 create a buzz about Pulse Point.

101  
102 We will go live in February. A resident in Marin was saved due to Pulse Point in another  
103 community – he had a cardiac arrest and a passerby was alerted of his cardiac arrest and the  
104 nearest AED which was successfully used to save his life.

105  
106 Chief Menzel and I met with Kevin Bell and Josh Sarpotdar of ABM Building Solutions to  
107 review a Preliminary Energy Assessment (PEA) of all NFD facilities. The report was a first step  
108 to provide us an opportunity to upgrade our facilities and increase resiliency with regard to  
109 power supplies without affecting existing budgets. The idea basically is that we currently spend  
110 approximately \$100,000 a year on electrical utility bills across all facilities. Under the program  
111 we would maximize some potential energy conservation measure savings first and then get all of  
112 our facilities to convert over to solar power with battery back-up. Instead of paying PG&E the  
113 \$100,000 annually, we would use that money to pay off the financing of the solar installations.  
114 There are some potential state rebates in play as well. Dmitri and I will meet with the Board in  
115 the coming weeks to see if this is something to investigate further and/or bring to the Board for  
116 formal consideration.

117  
118 OPS: Chief Veliquette and Gretchen have provided an outline and draft schedule for the next  
119 round of promotional and new hire testing. We will be essentially testing and establishing lists  
120 for all line positions by the end of February 2020.

121  
122 Training: New hose nozzles arrived last week; Chief LaCroix is working on scheduling  
123 instructor for water rescue class in January and working on promotional test process.

124  
125 Tower: Chief LaCroix has talked to several general contractors and foundation companies to call  
126 about the tower project. He also contacted Nick, GM from Fire Facilities, and he is also working  
127 on finding a contractor for the project.

128  
129 EMS Divisions: FF/PM Nicole Scott completed teaching her annual Behavioral Health class  
130 across the shifts last week. It was an excellent class on the physiologic effects of stress and  
131 methods of stress management. All required members will be certified in AHA ACLS and PALS



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132 by the end of December 2019. Pinnacle Training Systems and scheduled on site visits across the  
133 shifts for 2020 and added to MBO. Fitness testing scheduled across the shifts in March.  
134 Functional Movement Screenings scheduled across the shifts in April; Nutrition and Exercise  
135 class is scheduled across shifts in May, and B/C Dague working on renewing contract with  
136 Pinnacle.

137  
138 Prevention Division Update: Chief Menzel is drafting a letter to the businesses notifying them of  
139 the initiation of our new business inspection program. We will be scheduling meetings with  
140 stakeholders to explain the program and answer questions prior to the updated fee schedule being  
141 brought to the BOD in January. Chief Menzel is also continuing his efforts to implement certain  
142 efficiencies and support for the prevention division. An update on the wildfire mitigation  
143 specialist numbers are as follows: WMS Barlupe took a two day course “Assessing Structure  
144 Ignition Potential from Wildfire” Dec 2-3 in Santa Clara. Specialist Barlupe has completed 1 full  
145 home hazard assessment by appointment and 22 street view (3 sides) home hazard assessments  
146 in the Black Point and Green Point areas. 72 assessments in November and 136 Total.—our goal  
147 is 9 a day. Fire Inspectors Osgood and Macdonald met with NCTV to go over first edit of  
148 “Living With Fire” presentation.

149  
150 Facilities: Reviewed and approved work for Admin parking lot light upgrade, now in progress;  
151 Scheduled Station 62 Plymovent adjustment. Reviewed report from Station 65 on damaged  
152 apparatus bay ceiling subsequent to reel cord being caught on the engine while leaving the bay.  
153 Station 62 tree pruning scheduled for Wednesday as well as assessment of an Oak tree at station  
154 64.

155  
156 Fleet: U14-OOS at Hi-Tech with accident damage and warranty repairs E63. U22 Whittet pick-  
157 up truck– OOS in our shop with heater motor repairs. U30 Veliquette- OOS at Ford with engine  
158 to chassis communication problems. All other units in service.

159  
160 **CONSENT CALENDAR**  
161 1. Minutes of Special Board of Directors 11.14.19 Badge Pinning  
162 2. Minutes of Regular Board of Directors Meeting 11.6.19  
163 3. Approval of the 2020 Board of Directors Regular Meeting Schedule  
164 4. Purchase Order Signing Authority  
165 Finance Committee reviewed and discussed the Purchasing Policy’s Purchase Order  
166 signing authority which designates the Fire Chief to be the only authorized signatory.  
167 Staff and the Finance Committee recommended that any authorized District buyer should  
168 be able to sign a Purchase Order as long as the value of the Purchase Order is within the  
169 monetary authority of the authorized buyer.

170  
171 There was no public comment.  
172 M/s Galli/Metcho to approve Consent Calendar items 1-4. Motion carried 5-0.

173  
174  
175



Novato Fire District Board of Directors  
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176 **NEW BUSINESS**

177 The new business items were covered in the order noted below:

178

- 179 1. Independent Auditor's Report and Audited Financial Statements – Fiscal Year Ended  
180 June 30, 2019

181 Board considered the Finance Committee's recommendation to accept the Independent Auditor's  
182 Report and Audited Financial Statements for the fiscal year ended June 30, 2019 as presented by  
183 the District's independent auditor Maze & Associates.

184 Katherine Yuen of Maze and Associates reviewed the details of the annual audit. The District  
185 received an unmodified, clean opinion.

186 Director Galli asked about the value of the assets of the District noted at only \$14.3 million. Ms  
187 Yuen and Finance Director Valenti commented that the audit reflects the book value less  
188 depreciation, not market value.

189 There was no public comment.

190 M/s Galli/Davis to accept the Independent Auditor's Report and Audited Financial Statements –  
191 Fiscal Year Ended June 30, 2019

192 Motion carried 5-0.

- 193 2. Renew Landscape Management Contract

194 Board approval was requested to renew the District's Landscape Management Contract with  
195 Cagwin & Dorward through June 30, 2020.

196 There was no public comment.

197 M/s Galli/Davis to renew the District's Landscape Management Contract with Cagwin &  
198 Dorward through June 30, 2020.

199 Motion carried 5-0.

- 200 3. Legal Counsel's Review of Contracts

201 Finance Committee reviewed and discussed the Purchasing Policy's requirement to acquire legal  
202 counsel review of contracts greater than \$10,000 that are not written on the District's contract  
203 templates. Staff recommended that the Contract Administrator be permitted to evaluate, and  
204 negotiate the terms and conditions of contracts up to \$35,000 and not written on District paper,  
205 unless the Contract Administrator deems that the contract poses an unusual risk to the District,  
206 and in such case, would seek advice from legal counsel.

207 Director Galli asked how many contracts the District has. Walraven noted that the District has  
208 about 200.

209 There was no public comment.



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210 M/s Goines/Davis to approve that the Contract Administrator be permitted to evaluate, and  
211 negotiate the terms and conditions of contracts up to \$35,000 and not written on District paper,  
212 unless the Contract Administrator deems that the contract poses an unusual risk to the District,  
213 and in such case, would seek advice from legal counsel.

214 Motion carried 5-0.

215

216 4. Novato Regional MSR - LAFCo Draft Report

217 The Board reviewed changes recommended by staff to the revised draft of the MSR. Public  
218 comment will be received until January 15, 2020.

219 There was no public comment.

220 M/s Goines/Davis to approve the changes/edits made by staff be submitted to LAFCo.

221

222 Motion carried 5-0.

223

224 5. Memorandum on Internal Control and Required Communications (MOIC) for the Fiscal  
225 Year Ended June 30, 2019

226 Board considered the Finance Committee's recommendation to accept the Memorandum on  
227 Internal Control and Required Communications Statements for the fiscal year ended June 30,  
228 2019 as presented by the District's independent auditor Maze & Associates, along with the  
229 Management's Response to the internal control matter identified in the report.

230 Katherine Yuen of Maze and Associates reviewed the details of the MOIC. The District had no  
231 control weaknesses in 2019. The FY 2018 weakness has been mitigated.

232 There was no public comment.

233 M/s Metcho/Davis to accept the Memorandum on Internal Control and Required  
234 Communications Statements for the fiscal year ended June 30, 2019 as presented by the  
235 District's independent auditor Maze & Associates, along with the Management's Response to the  
236 internal control matter identified in the report.

237 Motion carried 5-0.

238 6. Independent Accountant's Report on Applying Agreed Upon Procedures to Certain  
239 Disbursements Made During Calendar Year Ended December 31, 2018

240 Board considered the Finance Committee's recommendation to accept the Independent  
241 Accountant's Report of Applying Agreed Upon Procedures to Certain Disbursements Made  
242 During Calendar Year Ended December 31, 2018 as presented by the District's independent  
243 auditor Maze & Associates.



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244 7. Independent Accountant's Report on Applying Agreed Upon Procedures to Ambulance  
245 Billings During the Calendar Year 2018

246 Board considered the Finance Committee's recommendation to accept the Independent  
247 Accountant's Report of Applying Agreed Upon Procedures to Ambulance Billings and Related  
248 Revenue Collection Cycle, Including Billings Handled on Behalf of Its Clients During Calendar  
249 Year 2018 as presented by the District's independent auditor Maze & Associates.

250 Katherine Yuen of Maze and Associates reviewed the details of the AUP audits. The District had  
251 2 exceptions (lack of supporting documents) which have since been resolved. The missing sole  
252 source justification documentation was misfiled, but later found.

253

254 There was no public comment.

255

256 Items 6 and 7 were taken together.

257

258 M/s Galli/Goines to accept the Independent Accountant's Report of Applying Agreed Upon  
259 Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2018 as  
260 presented by the District's independent auditor Maze & Associates; and to accept the  
261 Independent Accountant's Report of Applying Agreed Upon Procedures to Ambulance Billings  
262 and Related Revenue Collection Cycle, Including Billings Handled on Behalf of Its Clients  
263 During Calendar Year 2018 as presented by the District's independent auditor Maze &  
264 Associates.

265

266 Motion carried 5-0.

267

268 8. PUBLIC HEARING: Ordinance No. 2019-2 California Fire Code and Appendix A of the  
269 2018 International Wildland-Urban Interface Code.

270 Board considered final adoption of Ordinance No. 2019-2 California Fire Code and Appendix A  
271 of the 2018 International Wildland-Urban Interface Code, adopting local amendments pursuant to  
272 California Health and Safety Code Section 13869.7.

273

274 John Henson commented that he had read the ordinance, and asked when it would become  
275 effective.

276 The effective date will be 30 days after adoption.

277

278 There was no other public comment.

279

280 M/s Metcho/Davis to adopt Ordinance No. 2019-2 California Fire Code and Appendix A of the  
281 2018 International Wildland-Urban Interface Code, adopting local amendments pursuant to  
282 California Health and Safety Code Section 13869.7.

283

284 Motion carried 5-0.

285





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
December 4, 2019

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286 **COMMITTEE REPORTS**

- 287 1. MERA (Director Metcho and Director Silverman) – there was no meeting.  
288 2. Finance Committee (Director Davis and Director Goines) The Finance Committee  
289 items were included in New Business.  
290

291 **FINANCIAL REPORTS**

292 There were no questions.

- 293 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, October  
294 2019  
295 2. Revenues and Expenditures Detail Financial Report October 2019  
296 3. Vendor Summary Financial Report, October 2019  
297 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,  
298 Westamerica Bank Statement) October 2019  
299 5. District Contracts Information – October 2019  
300

301 **INFORMATION**

- 302 1. Customer Satisfaction Survey Report, October 2019  
303 a. Director Galli noted one survey indicated a negative response.  
304 b. Chief Tyler commented that any negative comment receives a followup if there is  
305 contact info. In this case there was no contact info. Often, it's a mistaken  
306 checkmark in the box.  
307 2. Written Communications  
308 3. 2020 Finance Committee Meeting Calendar  
309 4. Upcoming Dates:  
310 a. Marin Local Agency Formation Commission meeting - December 12, 2019 at 7  
311 p.m. at the Marin Clean Energy office (1125 Tamalpais Ave, San Rafael).  
312 b. December 18 – Special Board Meeting, Station 61, 6 p.m.  
313  
314

315 **ADJOURNMENT**

316 There being no further business to conduct, President Galli adjourned the meeting at  
317 7:12 p.m.

318 Submitted by,  
319  
320  
321

A handwritten signature in black ink, appearing to read "J Villa".

322  
323  
324 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 18, 2019

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1 The meeting was called to order by President Silverman at 6:00 p.m. in the Berthinier  
2 Conference Room at 7025 Redwood Blvd, Novato CA, 94945.

3  
4 **ROLL CALL**

5 President Lj Silverman, Directors James Galli, Steve Metcho, Bill Davis and Bruce Goines

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

9  
10 **ABSENT**

11 None

12  
13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 Director Davis commented that he attended the Explorer party and found it to be an impressive  
15 event. He also attended the City Council meeting at which the new fire code ordinance was  
16 adopted. He noted that Chief Tyler's presentation was compelling; and the council voted to adopt  
17 the ordinance with a 5-0 vote.

18  
19 **NEW BUSINESS**

20 1. Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending June 30, 2019.

21  
22 Board considered the staff's recommendation to accept the Comprehensive Annual Financial  
23 Report (CAFR) for the Fiscal Year Ended June 30, 2019.

24 Finance Director Valenti discussed the details of the District's 12th consecutive CAFR for the  
25 Fiscal Year Ended June 30, 2019. This report includes all the information contained in the  
26 audited financial statements as previously presented by Maze & Associates.

27 Fire Chief Tyler noted that the CAFR is a complex document containing vast amounts of  
28 financial and operational information. This report provides the members of our communities  
29 with sufficient historical data to evaluate the financial status of the District. Preparing a CAFR  
30 demonstrates the District's commitment to taxpayer accountability, fiscal responsibility and  
31 transparency of government.

32 This CAFR will be submitted to the Government Finance Officers Association (GFOA) for  
33 consideration in the CAFR Award for Excellence Program.

34 Valenti also noted that the District prepared a Popular Annual Financial Report (PAFR). The  
35 PAFR is a summary document with very easy to digest data. The Directors asked to have a copy  
36 of the PAFR emailed to them.

37 The Board thanked Joe Valenti and staff for their hard work compiling the document.

38 There was no public comment.



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December 18, 2019

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39 M/s Galli/Davis to accept the Comprehensive Annual Financial Report for Fiscal Year ending  
40 June 30, 2019.

41 Motion carried 5-0.

42 **ADJOURNMENT**

43 There being no further business to conduct, President Silverman adjourned the meeting at  
44 6:11 p.m.

45

46 Submitted by,

47

48

A handwritten signature in black ink, appearing to read "J Villa", is written over the line for the Recording Secretary.

49

50

51 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
November 14, 2019

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1 The meeting was called to order by President Galli at 5:38 p.m. in the Drexler Auditorium of the  
2 Buck Center, 8001 Redwood Blvd., Novato CA, 94945.

3

4 **ROLL CALL**

5 President James Galli; Directors Steve Metcho, Bill Davis and Lj Silverman

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Recording  
9 Secretary Jeanne Villa, On duty crews.

10

11 **ABSENT**

12 Director President Bruce Goines

13

14 **OTHERS PRESENT**

15 Off duty staff, family and friends

16 **NEW BUSINESS/Presentation**

17 1. Badge Pinning

18

19 Newly promoted members and recent newly hired employees were presented with their  
20 badges. New hires Joe Valenti and Jennifer Maldonado (Finance Division) were  
21 welcomed to the Novato Fire District.

22

23 **ADJOURNMENT**

24 There being no further business to conduct, President Galli adjourned the meeting at  
25 6:10 p.m. Refreshments were served.

26

27 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa".

28

29 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
November 14, 2019

---

1 The meeting was called to order by Director Davis 9:00 a.m. in the Heritage meeting room at  
2 95 Rowland Way, Novato CA 94945.

3  
4 **ROLL CALL**

5 Directors Bill Davis and Bruce Goines.

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Jeff Veliquette, Finance Director Joe Valenti, Recording  
9 Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, EMS Billing Analyst  
10 Shannon Wager.

11  
12 **ALSO PRESENT:**

13 Katherine Yuen of Maze and Associates, via teleconference

14  
15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 No public comments were made.

17  
18 **CONSENT CALENDAR**

- 19 1. Review of Fire Chief's credit card expenses October 2019  
20 2. Review of Deputy Fire Chief credit card expenses July and October 2019

21  
22 No public comment.

23 M/s Davis/Goines to accept consent calendar item 1-2. Motion carried

24  
25 **NEW BUSINESS**

- 26 1. Review of the Draft of Audited Financial Statements from Maze and Associates.  
27 The committee reviewed and discussed the draft audited financial statements of FY  
28 2018/2019, and made a recommendation to present the report to the full Board for  
29 acceptance.

30  
31 Katherine Yuen of Maze and Associates reviewed the details of the audit using a  
32 powerpoint presentation.

33  
34 The results of the audit were an unmodified, or clean position.

35 The Directors thanked the staff for their hard work all during the year.

36 No public comment.

37 M/s Goines/Davis to recommend the full Board of Directors accept the Audited Financial  
38 Statements 1-2. Motion carried

- 39  
40 2. Memorandum of Internal Controls (MOIC)

41 This report addressed the internal controls in the District's financial reporting. The  
42 Committee reviewed and discussed the MOIC with Ms. Katherine Yuen. Ms. Yuen noted



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
November 14, 2019

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43 there were no control weaknesses in fiscal year 2019, and the weakness noted in 2018 has  
44 been mitigated.

45  
46 No public comment.

47 M/s Davis/Goines to recommend the full Board of Directors accept the MOIC. Motion  
48 carried.

49  
50 3. Independent Accountant's Report on Applying Agreed-Upon Procedures – Ambulance  
51 Billing.

52 The Committee reviewed the report in Regards to the District's Ambulance Billings and  
53 Related Revenue Collection Cycle, Including Billings Handled by the District on Behalf  
54 of its Clients during the calendar year 2018, with Ms. Yuen. A 3% sample was taken (439  
55 transactions) and there were no exceptions noted. The Directors gave kudos to EMS  
56 Billing Analyst Shannon Wager for her excellent work.

57  
58 No public comment.

59 M/s Davis/Goines to recommend the full Board of Directors accept the AUP for  
60 ambulance billing. Motion carried.

61  
62 4. Independent accountant's report on applying agreed upon procedures for the Novato Fire  
63 Protection District in regards to certain disbursements made by the District during the  
64 calendar year ended December 31, 2018.

65 The Committee reviewed the report in Regards to the certain disbursements made by the  
66 District during the calendar year ended December 31, 2018 with Ms. Yuen. There were 2  
67 missing receipts noted for \$95 and \$85. There was a notation of a missing document  
68 justifying the sole source purchase through Arrow International. The amount of the  
69 purchase was under \$10,000, so staff noted that the sole source document was not  
70 needed. Staff will followup with Maze on this item.

71  
72 No public comment.

73 M/s Davis/Goines to recommend the full Board of Directors accept the AUP for certain  
74 disbursements. Motion carried.

75  
76 5. Purchase Order Signing Authority

77 Finance Committee reviewed and discusds the Purchasing Policy's Purchase Order  
78 signing authority which designates the Fire Chief to be the only authorized signatory.  
79 Staff recommended that any authorized District buyer should be able to sign a Purchase  
80 Order as long as the value of the Purchase Order is within the monetary authority of the  
81 authorized buyer.

82 Colleen Walraven explained that although a purchaser can buy goods up to \$10,000, the  
83 policy language states that only the Fire Chief can sign a purchase order. She felt that was  
84 unnecessarily restrictive. It would be more efficient and would match the ordering  
85 processes done by credit card or purchases on account.



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86 The Directors had no objectives to the proposal and asked that the policy change be  
87 included in the consent calendar for the next regular meeting. Once approved, the policy  
88 will be changed.

89  
90 No public comment.

91 M/s Goines/Davis to recommend the full Board of Directors accept the change to the  
92 policy in the Consent Calendar section of the next board of directors meeting. Motion  
93 carried.

94  
95 6. Legal Counsel's Review of Contracts

96 Finance Committee reviewed and discussed the Purchasing Policy's requirement to acquire  
97 legal counsel review of contracts greater than \$10,000 that are not written on the District's  
98 contract templates.

99  
100 Staff recommended that the Contract Administrator be permitted to evaluate, and negotiate  
101 the terms and conditions of contracts that are greater than \$10,000 and not written on District  
102 paper unless the Contract Administrator deems that the contract poses an unusual risk to the  
103 District, and in such case, would seek advice from legal counsel.

104  
105 No public comment.

106 M/s Davis/Goines to recommend the full Board of Directors increase the limit at which  
107 the Contracts Administrator must have legal counsel review contracts to \$35,000. Motion  
108 carried.

109  
110 **INFORMATION**

111 1. The Finance Committee Schedule for 2020 was reviewed. There were no changes.

112  
113 **ADJOURNMENT**

114 There being no further business to conduct, Director Davis adjourned the meeting at  
115 9:48 a.m.

116  
117 Submitted by,

A handwritten signature in black ink, appearing to read "J Villa", is written over the line "Submitted by,".

118  
119 Jeanne Villa, Recording Secretary