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**Novato Fire District Board of Directors  
Board Meeting Agenda  
January 2, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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

### **ROLL CALL**

President James Galli

Director William Davis  
Director Steven Metcho

Director Bruce Goines  
Director Lj Silverman

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

(Please observe a three minute time limit.)

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

### **AGENDA ADJUSTMENTS**

### **PRESENTATION**

1. Brown Act Review with Legal Counsel Riley Hurd

### **COMMITTEE APPOINTMENTS**

1. Appointment to Committees:
  - a. Finance Committee (2)
  - b. MERA Governance Board (2 - Primary and Alternate)

### **ASSOCIATION PRESIDENTS' REPORT**

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

### **DIRECTOR MATTERS**

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

### **CHIEF'S REPORT**

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



**Novato Fire District Board of Directors  
Board Meeting Agenda  
January 2, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors Meeting December 5, 2018
2. Board of Director attendance at Fire District Association of California Annual Conference - Silverman  
Board to consider the approval for travel authorization and advancement for Director Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019.
3. Board of Director attendance at Fire District Association of California Annual Conference - Galli  
Board to consider the approval for travel authorization and advancement for Director Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019 FDAC Davis
4. Board of Director attendance at Fire District Association of California Annual Conference - Davis  
Board to consider the approval for travel authorization and advancement for Director Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019
5. Board of Director attendance at Fire District Association of California Annual Conference - Metcho  
Board to consider the approval for travel authorization and advancement for Director Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019
6. Board of Director attendance at Fire District Association of California Annual Conference - Goines  
Board to consider the approval for travel authorization and advancement for Director Silverman to attend the Fire District Association of California (FDAC) in Napa, CA from April 3 through April 5, 2019

**NEW BUSINESS**

1. Bank Signature Cards Changes  
Board approval is requested to accept Staff's recommendation to add Bruce Goines, Kyle Dague, and Robert LaCroix; and remove Worth Fenner, Jr., to/from the following bank signature cards, and direct the Finance Director to revise the necessary documents.
2. Designation of Applicant's Agent Resolution – Cal OES Form 130  
Board to consider adoption of Resolution 2019-1 designating the Fire Chief, Deputy Chief and Finance Director as the District designated agents.



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3. County of Marin 2018/2019 Annual Statement of Investment Policy.  
Board approval is requested of the County of Marin 2018/2019 Annual Statement of Investment Policy.
4. Pinnacle Training Systems Fitness Testing & Health/Wellness Program  
Board approval is requested for Staff's recommendation to enter into a one-year contract with Pinnacle Training Systems for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.

### **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Silverman and President Metcho)
2. Finance Committee (Directors Davis)

### **FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, November 2018
2. Revenues and Expenditures Detail Financial Report November 2018
3. Vendor Summary Financial Report, November 2018
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) November 2018
5. District Monthly Contracts Information

### **INFORMATION**

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

1. Customer Satisfaction Survey Report, October and November 2018
2. Written Communications
3. MERA Update

### **ADJOURNMENT**



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**Novato Fire District Board of Directors  
Board Meeting Agenda  
February 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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### **ROLL CALL**

President James Galli

Director William Davis  
Director Steven Metcho

Director Bruce Goines  
Director Lj Silverman

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

(Please observe a three minute time limit.)

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

### **AGENDA ADJUSTMENTS**

#### **PRESENTATION**

Code Survivor Jason Smallridge – EMS Director BC Kyle Dague

#### **ASSOCIATION PRESIDENTS' REPORT**

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

#### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

#### **CHIEF'S REPORT**

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

#### **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors Meeting January 2, 2018



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**Novato Fire District Board of Directors  
Board Meeting Agenda  
February 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
Board to consider the approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts.
3. Ambulance Fee Debt Write Off Due to Hardship  
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
4. Minutes of Special Board Meeting January 14, 2018

### **NEW BUSINESS**

1. Side Letter to the Memorandum of Understanding between the Novato Fire Protection District and the Novato Professional Firefighters Association dated January 24, 2019.  
Board approval is requested to approve the proposed side letter between the Novato Fire Protection District (NFPD) and the Novato Professional Firefighters Association (NPFA).
2. Authorization to Hire Senior Accountant  
Board approval is requested to authorize the hire of a Senior Accountant to address internal control deficiencies identified by our auditors Maze & Associates due to inadequate staffing to allow for segregation of duties and checks and balances.
3. Discussion with Legal Counsel: Legislature Authorizes Districts To Increase Board Member Compensation For Certain Districts.  
Board to discuss with legal counsel the updates regarding Board compensation. In August 2018, the Governor signed AB 2329 (Oberholte), which amends the enabling legislation of several types of special districts to increase the maximum monthly compensation of board members for attending meetings, and annually increase the maximum monthly compensation thereafter.

### **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

MERA (Directors Metcho and Silverman)

Finance Committee (Directors Davis and Goines)

### **FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, December 2018
2. Revenues and Expenditures Detail Financial Report December 2018
3. Vendor Summary Financial Report, December 2018



**Novato Fire District Board of Directors  
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4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) December 2018
5. District Contracts Information December 2018

**INFORMATION**

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

1. Customer Satisfaction Survey Report, December 2018
2. Written Communications

**CLOSED SESSION**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code Section 54957 b

Title: Fire Chief

**ADJOURNMENT**



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

Time: 8:30 a.m.

Location: Administration Building  
95 Rowland Way, Novato, CA 94945

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**ROLL CALL**

President James Galli

Director William Davis  
Director Steven Metcho

Director Bruce Goines  
Director Lj Silverman

**PRESENTATION AND DISCUSSION**

1. **Report on Strategic Plan** – provide reporting action items completed in appendices and next 180 Day Plan Items
2. **Finances: Unassigned and Assigned Fund Balances**—Recommendations
3. **New Tower/Classroom Station 62**
4. **Reserve Program Draft Proposal**
5. **Intro New Abnormal: *From Wildland Fire Lessons Learned to Current Reality & The Pendulum Swing***; and NFD Wildland Fire Prevention & Mitigation Next Steps
6. **Prevention Division: Organization and Support**

**ADJOURNMENT**





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

Finance Committee Meeting Agenda

February 19, 2019 at 9:00 AM

Location: Administration Building – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

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

### **ROLL CALL**

Director William Davis, Director Bruce Goines

### **STAFF**

Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Finance Directors Dan Hom and Joe Valenti, Admin. Services Mgr. Jeanne Villa

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

(Please observe a three minute time limit.)

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

### **CONSENT CALENDAR ITEMS**

1. Minutes of Finance Committee Meeting October 16, 2018
2. Review of Fire Chief's credit card expenses November, December 2018 – None to Report
3. Review of Deputy Fire Chief credit card expenses November, December 2018
4. EMS Billing Aging Summary report

### **NEW BUSINESS**

1. Re-allocation of assigned and unassigned fund balances  
Finance Committee to review and discuss the re-allocation of assigned and unassigned fund balances and make a recommendation to the full board.
  2. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2018 / 19  
Board approval is requested accept staff's recommendation to:
    - a. Fund the OPEB contribution for 2018 / 19 in the amount of \$1,547,797.
    - b. Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution.
  3. Rainy Day Fund Balance - Committed Fund Balance 6/30/2018  
Finance Committee will consider whether to increase the Rainy Day Fund Balance by \$502,408 from \$4,199,942 to \$4,702,350. On November 14, 2018, the independent auditor presented the audited financial statements for the fiscal year ended June 30, 2018. The calculation of the Rainy Day Fund Balance is based upon these audited financial statements.
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If approved, Unassigned Fund Balance would be decreased by \$502,408 and the Rainy Day Fund Balance would be increased by \$502,408.

4. Tower Project – Board to Consider Financing Options – verbal report
5. Review of Potential Retirements/succession plan
6. Board Voting Requirements – Board Policy 225
7. Travel and Reimbursement Policy Revisions

Board approval is requested accept staff's recommendation to revise the current travel and reimbursement policy for food and beverage expenses to align with a GSA travel Per Diem amount.

8. Captain Credit Card Purchase Review Process – verbal report

## **INFORMATIONAL ITEMS**

1. 2019 Finance Committee Meeting Schedule

## **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

## **ADJOURNMENT**



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**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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

## **ROLL CALL**

President James Galli

Director William Davis  
Director Steven Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **PRESENTATION**

1. Introduction of new Firefighter/Paramedics Kevin Larson, Arthur Bowlds, and Nathan Kreps.
2. Battalion Chief Kyle Dague will make a presentation to the Board regarding the lifesaving efforts of Mr. Tim Schmidt and his co-workers who performed CPR and used an Automatic External Defibrillator at the Body Kinetics Gym in January 2019.
3. Employee of the Year Presentation to Colleen Walraven

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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



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**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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### **CONSENT CALENDAR ITEMS**

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

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

### **NEW BUSINESS**

1. California Special District Association seeking Special District Directors to serve on Elections and Bylaws Committee for the 2020-2022 term.  
Board to consider nominating a Director to serve on the CSDA Elections and Bylaws committee.
2. Travel Request and Reimbursement Policy Update  
Board approval is requested to approve the Finance Committee's recommendation to update the Travel Request and Reimbursement policy, instituting a per diem rate for Food and Beverage Expenses
3. Resolution 2019-3, Amendment to the Employment Agreement of Fire Chief Bill Tyler  
Board approval is requested to adopt resolution 2019-3 amending the Employment Agreement of Fire Chief Bill Tyler.
4. Resolution 2019-2, Updating the District Records Retention Policy and Procedure  
Board approval is requested to adopt Resolution 2019-2 updating the District Records Management and Retention policy and records destruction procedures.
5. Election for LAFCO Special District Member  
Board to consider ranking the nominees and casting a ballot for the election of a LAFCO Special District Member.
6. Harvey Yorke Committee Nominations  
Board is requested to nominate two members to the Harvey Yorke award selection committee.
7. Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan  
Board approval is requested to accept the Novato Fire District 2019-2020 Enhanced Wildfire Mitigation Plan.



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**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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8. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2018/19  
Board approval is requested accept staff's recommendation to:
  - a) Fund the OPEB contribution for 2018/19 in the amount of \$1,547,797.
  - b) Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution
9. Rainy Day Fund – Committed Fund Balance  
Board approval is requested to approve the Finance Committee's recommendation to leave the Rainy-Day Fund Balance at its existing level of \$4,199,942.
10. Re-allocation of Assigned and Unassigned Fund Balances  
Board approval is requested to approve the Finance Committee's recommendation to re-allocate assigned and unassigned fund balances as listed on the attached staff report.
11. FY 2018-19 Budget Adjustment for Tower Rebuild  
Board approval is requested to accept Staff's recommendation to make the following FY 2018-19 budget adjustments:
  - a) Increase the Building Facilities Account # 9308-4048 in the Capital Outlay budget by \$1,200,000 to fund the Tower Rebuild project at Station 62
  - b) Decrease the Unassigned Fund balance by \$1,200,000

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

MERA (Directors Metcho and Silverman)

Finance Committee (Directors Davis and Goines)

Ad Hoc Wildland Fire Protection and Prevention Committee (Directors Davis and Goines)

## **FINANCIAL REPORTS**

Informational items for review. No action needed.

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



**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**INFORMATION**

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

1. Customer Satisfaction Survey Report, January 2019
2. Written Communications
3. MERA Update February 2019

**ADJOURNMENT**



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

Time: 10:30 a.m.

Location: Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

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**ROLL CALL**

President James Galli

Director William Davis  
Director Steven Metcho

Director Bruce Goines  
Director Lj Silverman

**NEW BUSINESS**

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

**ADJOURNMENT**



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
April 10, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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





**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
April 10, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors March 6, 2019
2. Minutes of Special Board of Directors March 29, 2019
3. 2018 Marin County Multi-Jurisdictional Local Hazard Mitigation Plan.  
Board approval is requested to accept the 2018 Marin County Multi-Jurisdictional Local Hazard Mitigation Plan, which was reviewed and approved at the December 18, 2018 County Board of Supervisors meeting, and has been adopted by the Novato City Council. Full Plan available on our website:  
<http://www.novatofire.org/Home/ShowDocument?id=8706> (323 pages)
4. Budget Adjustments – March 2019  
Board approval is requested to accept Staff's recommendation to make the following FY 2018/2019 budget adjustments:
  1. Increase 9308 GEMT Revenue budget account 9925 in the amount of \$156,000
  2. Increase 9308 Intergovernmental Transfers budget account 8500 in the amount of \$156,000
  3. Increase 9308 Other State Aid, Grant budget account 9367 in the amount of \$21,492
  4. Increase 9307 Cal-OSHA Requirements budget account 2020 in the amount of \$21,492
  5. Decrease 9305 Outside Assistance budget account 2034 in the amount of \$1,850
  6. Increase 9305 CPR Materials budget account 2038 in the amount of \$1,850

## **NEW BUSINESS**

1. Agreed Upon Procedures Engagement Letter Maze and Associates - Ambulance Billings Calendar Year 2018  
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size
2. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2018.  
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
3. Surplus Vehicles – Unit 6 and Unit 4 (Type I Engines)  
Board approval is requested to accept Staff's recommendation to declare Unit 6 and Unit 4 as surplus, and to dispose of the apparatus per District policy.



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
April 10, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
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4. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2018

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

5. Station 62 kitchen remodel Contract Award

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

### **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)

### **FINANCIAL REPORTS**

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

### **INFORMATION**

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

1. Customer Satisfaction Survey Report, February 2019
2. Written Communications
3. MERA Update

### **CLOSED SESSION**

#### **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

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

### **ADJOURNMENT**

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**Novato Fire District Board Of Directors  
Board Meeting Agenda  
May 1, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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## **AGENDA ADJUSTMENTS**

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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



**Novato Fire District Board Of Directors  
Board Meeting Agenda  
May 1, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **CONSENT CALENDAR ITEMS**

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

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

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

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

3. Ambulance Fee Debt Write Off Due to Hardship

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

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

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

## **NEW BUSINESS**

1. Special Assessment Tax Rate 2019/2020

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

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

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

3. Discussion with Legal Counsel: Legislature Authorizes Districts To Increase Board Member Compensation For Certain Districts.

Board to discuss with legal counsel the updates regarding Board compensation. In August 2018, the Governor signed AB 2329 (Obernalte), which amends the enabling legislation of several types of special districts to increase the maximum monthly compensation of board members for attending meetings, and annually increase the maximum monthly compensation thereafter.



**Novato Fire District Board Of Directors  
Board Meeting Agenda  
May 1, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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

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

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

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

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)

## **FINANCIAL REPORTS**

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

## **INFORMATION**

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

1. Customer Satisfaction Survey Report, March 2019
2. Written Communications
3. MERA Update
4. Finance Committee Special Meeting Date June 12, 2019 at 9 a.m.
5. RPM Division staffing Special study session dates – Verbal Report
6. Special Meeting Date – Preliminary Budget Adoption - June 26, 2019

## **ADJOURNMENT**



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**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
May 22, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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

## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **CONSENT CALENDAR ITEMS**

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

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

## **NEW BUSINESS**

1. District Elections – First Public Hearing

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

Mr. Paul Mitchell of Political Data, Inc. will present an overview of districting, best practices, a brief analysis of the District, and other information meant to encourage thoughtful engagement.



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda**

**May 22, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**INFORMATION**

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

1. Upcoming Meeting Schedule
  - a. June 5 – Regular Board Meeting
  - b. June 19 – Special Board Meeting
  - c. June 26 – Special Board Meeting
  - d. July 3 – Regular Board Meeting
  - e. July 4 – Novato Parade

**ADJOURNMENT**





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**Novato Fire District Board Of Directors  
Board Meeting Agenda  
June 5, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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

## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

### **PRESENTATION**

1. Introduction of Senior Accounting Specialist Jennifer Maldonado

### **ASSOCIATION PRESIDENTS' REPORT**

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

### **DIRECTOR MATTERS**

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

### **CHIEF'S REPORT**

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

### **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors 5.22.19
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**Novato Fire District Board Of Directors  
Board Meeting Agenda  
June 5, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**NEW BUSINESS**

1. District Elections – Second Public Hearing

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

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

2. North Bay Petroleum Contract Renewal – Fuel Delivery

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

3. Station 62 Kitchen Remodel Payment Bond

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

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

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

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

Review and approve staff's recommendation for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and direct staff to bring back for consideration, 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.

6. Increasing the Board of Directors Compensation

Board to discuss options to increase the per meeting compensation fee for the Novato Fire Board of Directors.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)



**Novato Fire District Board Of Directors  
Board Meeting Agenda  
June 5, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **FINANCIAL REPORTS**

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

## **INFORMATION**

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

1. Written Communications
2. MERA Update
3. Comprehensive Annual Financial Report Award
4. Upcoming Meeting Schedule
  - a. June 19 – Special Board Meeting
  - b. June 12 – Special Finance Committee Meeting
  - c. June 26 – Special Board Meeting
  - d. July 3 – Regular Board Meeting
  - e. July 4 – Novato Parade

## **ADJOURNMENT**



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
June 10, 2019**

Time: 10 a.m.

Location: Administrative Office  
95 Rowland Way, Novato, CA 94945

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

## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **NEW BUSINESS**

1. Request for Emergency Procurement – Septic System Repairs

Board approval is requested to approve an emergency procurement request for repairs of the Station 62 Septic System not to exceed \$131,000.00. Staff recommends retaining the current contractor, L.J. Construction, and waiving the competitive proposal requirement.

## **ADJOURNMENT**



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

Special Finance Committee Meeting Agenda

June 12, 2019 at 9:00 AM

Location: Administration Building – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

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

### **ROLL CALL**

Director Davis, Director Goines

### **STAFF**

Fire Chief Bill Tyler, Finance Director Joe Valenti, Admin. Services Mgr. Jeanne Villa

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

(Please observe a three minute time limit.)

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

### **CONSENT CALENDAR ITEMS**

1. Minutes of Finance Committee Meeting April 16, 2019

### **NEW BUSINESS**

1. Preliminary Annual Budget 2019/2020  
Finance Committee to review the Draft Preliminary Annual Budget 2019/2020, and to make a recommendation to the full Board of Directors.

### **INFORMATIONAL ITEMS**

1. Upcoming Finance Committee Meeting: July 16, 2019

### **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

### **ADJOURNMENT**



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

Time: 1:00 p.m.

Location: Administrative Office  
95 Rowland Way, Novato, CA 94945

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

## **ROLL CALL**

President James Galli  
Director Steve Metcho

## **NEW BUSINESS**

1. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and funding.  
Review RPM's proposal for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and direct staff to bring back for consideration, 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; and make a recommendation to the full board.

## **ADJOURNMENT**



**Novato Fire District Board Of Directors  
Ad Hoc RPM Staffing Committee Meeting Agenda**

**June 12, 2019**

Time: 1:00 p.m.

Location: Administrative Office  
95 Rowland Way, Novato, CA 94945

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

Time: 1:00 p.m.

Location: Administrative Office  
95 Rowland Way, Novato, CA 94945

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

## **ROLL CALL**

President James Galli  
Director Steve Metcho

## **NEW BUSINESS**

1. Risk Reduction Prevention and Mitigation (RPM) Division Staffing, organization, and funding.  
Review RPM's proposal for an increased staffing model for the RPM Division beginning no later than January 1, 2020; and direct staff to bring back for consideration, 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; and make a recommendation to the full board.

## **ADJOURNMENT**



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**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
June 19, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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

## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **NEW BUSINESS**

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

The Board will hold a public hearing to receive community feedback regarding various draft voting district maps for a transition from at-large elections to by-district elections.

2. Station 62 Septic System Emergency Repairs

Board approval is requested to approve, an additional emergency procurement request for repairs of the Station 62 Septic System not to exceed \$145,361.15. Staff recommends retaining the current contractor, LJ Construction, and waiving the competitive proposal requirement.

## **INFORMATION**

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

1. Upcoming Meeting Schedule

- a. June 26 – Special Board Meeting
- b. July 3 – Regular Board Meeting
- c. July 4 – Novato Parade

## **ADJOURNMENT**

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**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
June 26, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **NEW BUSINESS**

1. Adoption of Preliminary Annual Budget 2019-2020.

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

- a. Adopt the Preliminary Budget for Fiscal Year 2019/2020.
- b. Establish the date for adopting the Final Budget for Fiscal Year 2019/2020 at the August 7, 2019 regular Board meeting.

## **INFORMATION**

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

1. Upcoming Meeting Schedule
  - a. July 3 – Regular Board Meeting
  - b. July 16 – Finance Committee Meeting
  - c. July 4 – Novato Parade
  - d. August 7 – Regular Board Meeting

## **ADJOURNMENT**



**Novato Fire District Board Of Directors  
Board Meeting Agenda  
July 3, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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

## **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors Meeting June 5, 2019
  2. Minutes of Regular Board of Directors Meeting June 10, 2019
  3. Minutes of June 12, 2019 Ad Hoc RPM Committee Meeting
  4. Minutes of June 13, 2019 Ad Hoc RPM Committee Meeting
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**Novato Fire District Board Of Directors  
Board Meeting Agenda  
July 3, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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5. Minutes of Regular Board of Directors Meeting June 19, 2019
6. Minutes of Special Board of Directors Meeting June 26, 2019

## **NEW BUSINESS**

1. Public Hearing District Based Elections – Adoption of District Map  
The Board will consider a resolution to adopt a final district map for a transition from at-large elections to by-district elections.
2. Renewal of IT Support Services Contract with Marin IT.  
Board approval is requested to accept Staff's recommendation to renew the IT Support Services contract for another 12 months with Marin IT for a total cost of \$121,512.00 annually.
3. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS Membership.  
Board approval is requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of FASIS, for the total annual premium at \$1,413,481.
4. Responses to the 2018-2019 Marin Civil Grand Jury Report titled, *Wildfire Preparedness A New Approach.*  
Board to consider draft responses to the 2018-2019 Marin Civil Grand Jury Report titled *Wildfire Preparedness A New Approach*. Options:
  - a. Accept and make final these draft responses, or
  - b. Modify recommended responses, then accept and make final those modified responses

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)

## **FINANCIAL REPORTS**

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



**Novato Fire District Board Of Directors  
Board Meeting Agenda**

**July 3, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**INFORMATION**

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

1. Customer Satisfaction Survey Report, April 2019
2. MERA Update
3. Upcoming Meeting Schedule
  - a. July 4 Parade
  - b. July 16 Finance Committee Meeting
  - c. August 7 Board Meeting

**WRITTEN COMMUNICATION**

1. Letters to the District

**CLOSED SESSION**

1. None

**ADJOURNMENT**



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
July 23, 2019**

Time: 10:00 a.m.

Location: Administrative Offices  
95 Rowland Way, Novato, CA 94945

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

## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **NEW BUSINESS**

1. Risk Reduction Prevention and Mitigation (RPM) Division staffing, organization, and funding.
  - A. Review and discuss the June 13<sup>th</sup> Ad Hoc RPM staffing committee's recommendation to implement a revised RPM staffing model as follows:
    - (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
  - B. 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.





**Novato Fire District Board Of Directors  
Special Board Meeting Agenda**

**July 23, 2019**

Time: 10:00 a.m.

Location: Administrative Offices  
95 Rowland Way, Novato, CA 94945

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- C. 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.

**INFORMATION**

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

1. Upcoming Meeting Schedule
  - a. August 7 – Regular Board Meeting

**ADJOURNMENT**



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**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
August 7, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **PRESENTATIONS**

1. Local Wildfire Prevention & Mitigation Initiative – PowerPoint Presentation

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

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

## **CHIEF'S REPORT**

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

## **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors Meeting July 3, 2019
-



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
August 7, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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2. EMS Billing Report: Bad Debt Write Off
3. Travel Authorization for Director Silverman to attend National Association of Elected Fire Officials annual conference in Las Vegas, NV.  
Board to consider the approval for travel authorization and advancement for Director Silverman to attend the NAEFO Annual Conference in Las Vegas, Nevada, held September 17-18, 2019.
4. Minutes of Special Board of Directors Meeting July 23, 2019

## **NEW BUSINESS**

1. Adoption of Annual Budget for Fiscal Year 2019-2018  
Board approval is requested to approve the Annual Budget for the fiscal year 2019-2020.
2. Ordinance No. 2019-1, and Ordinance of the Novato Fire Protection District Determining the Compensation Amount to be Received by Board Members.  
First Read and Public Hearing.
3. Subordination Request Relating to Proposed Refunding Bond Issue by the Successor Agency to the dissolved Redevelopment Agency of the City of Novato  
Staff recommends the Board adopt Resolution 2019-8, approving the subordination request relating to proposed refunding bond issue by the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato.
4. Property & Casualty Insurance Policies Renewal  
Board approval is requested to accept Staff's recommendation to purchase the District's insurance policies from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2019 through August 31, 2020.
5. Purchase of Three pickup trucks from Hanlees Dodge in an amount not to exceed \$115,000.  
Board approval is requested to accept staff's recommendation to purchase 3 pickup trucks from Hanlees Dodge, under the State of California Contract # 1-18-23-20A-I in an amount not to exceed \$115,000.

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
August 7, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **FINANCIAL REPORTS**

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

## **INFORMATION**

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

1. Customer Satisfaction Survey Report, June 2019
2. Written Communications
3. MERA Update

## **ADJOURNMENT**



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**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
September 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli\*

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

\*Teleconference from 22950 Broadway, Sonoma, CA

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **PRESENTATIONS**

1. Introduction of New Firefighter/Paramedics Elaney Karabetsos, Daniel G Peters, and Tyler Swanson
2. Presentation of the Harvey Yorke Award and Proclamation to Zita Konik, M. D.
3. Update on Enhanced Wildfire Mitigation program and grant update – Chief Tyler

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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

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**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
September 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors August 7, 2019
2. Travel Authorization and Advance for Fire Shows West Conference.  
Board to consider the approval for travel authorization and advancement for Director Silverman, Director Galli and Director Metcho to attend the Fire Shows West conference in Reno, NV from October 28 through October 30, with travel on October 27 and 30, 2019.

## **NEW BUSINESS**

1. Ordinance No. 2019-1, and Ordinance of the Novato Fire Protection District Determining the Compensation Amount to be Received by Board Members.  
Second Read and Public Hearing. Board to consider adoption of Ordinance No. 2019-1.
2. Resolution 2019-9, Resolution of the Board of Directors of the Novato Fire District Determining the 2019-2020 Appropriations Limit.  
Board approval is requested to adopt Resolution 2019-9.

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)

## **FINANCIAL REPORTS**

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

## **INFORMATION**

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



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
September 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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1. Customer Satisfaction Survey Report, July 2019
2. Written Communications
3. MERA Update – No Report for August due to cancellation of meeting due to lack of agenda items
4. Upcoming dates:
  - a. 9/11 dedication event and grand opening of museum at Station 61 at 10 a.m.
  - b. October 2, 2019 Board Meeting
  - c. October 10, 2019, 7 p.m., Lafco meeting. Novato City Council Chambers
  - d. October 14, 2019 Rucker Golf Tournament
  - e. October 15, 2019 Finance Committee meeting

**CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Government Code Section 54956.9) Name of case: O’Keeffe v. Novato Fire Protection District – CIV 1602752

**ADJOURNMENT**



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
October 2, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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

## **CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board of Directors September 4, 2019
2. EMS Billing Write off Request Due to Hardship





**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
October 2, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**NEW BUSINESS**

1. Marin Wildfire Prevention Authority and Parcel Tax Initiative  
Staff is recommending the following actions:
  - a. Adopt resolution authorizing the Novato Fire Protection District's participation in the Joint Exercise of Powers Agreement (JPA) to participate in and form the Marin Wildfire Prevention Authority;
  - b. Authorize Board President James Galli to execute the JPA; and
  - c. Recommend that the County of Marin consider and adopt an ordinance authorizing the levy of a Parcel Tax as a Measure for the March 2020 ballot.
  
2. MOU for Emergency Services Consulting with the City of Novato  
Board approval is requested to accept Staff's recommendation to renew the MOU with the City of Novato ("City") for the shared services of an Emergency Services Consultant, Jeffries Public Safety Consulting ("JPSC").
  
3. Resolution No. 2019-11, a Resolution of the Novato Fire Protection District amending the Board of Directors (BOD) policy regarding the Compensation Amount to be Received by Board Members.  
Staff recommends adopting Resolution 2019-11 to bring the Board of Directors policy language into agreement with the previously adopted Ordinance 2019-1.
  
4. Resolution No. 2019-15, a resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Nicholas Barlupe.  
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Nicholas Barlupe.
  
5. Resolution No. 2019-16, a resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Lance Macdonald.  
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Lance Macdonald.
  
6. Marin Local Agency Formation Commission (LAFCo) Municipal Services Review (MSR)—Novato Region, Public Review Draft comment period  
Board to discuss the Novato Fire District portion of the Novato Regional LAFCo MSR, to review the preliminary staff comments, and direct the Fire Chief provide any additional comments as needed back to LAFCo by October 11<sup>th</sup>, 2019.



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
October 2, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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7. Purchase the Elkhart Chief XD Structure Nozzles from All Star Fire Equipment through a piggyback contract in an amount not to exceed \$54,000.00.

Board Approval is requested for Staff's recommendation to purchase the Elkhart Chief XD Structure Nozzles from All Star Fire Equipment in an amount not to exceed \$54,000.00 through a piggyback contract with the County of Ventura.

8. Breast Cancer Awareness Resolution 2019-13.

Board approval is requested to adopt Resolution 2019-13 designating October 2019 as National Breast Cancer Awareness Month.

9. Resolution 2019-10 proclaiming Novato Fire District participation in Fire Prevention Week, October 6-12, 2019.

Board approval is requested to adopt Resolution 2019-10 proclaiming October 6-12, 2019 as Fire Prevention Week.

10. Resolution 2019-14 proclaiming Novato Fire District participation in the Great American Shakeout on October 17, 2019.

Board approval is requested to adopt Resolution 2019-14 acknowledging the District's desire to participate in the Great California Shakeout and continue our work toward making our community safer.

11. ADP Contract Renewal

Board approval is requested to approve Staff's recommendation to renew District's contract with ADP for payroll services for a three-year term.

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)

## **FINANCIAL REPORTS**

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



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
October 2, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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5. District Contracts Information – August 2019

**INFORMATION**

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

1. Customer Satisfaction Survey Report, August 2019
2. Written Communications
3. MERA Update
4. Upcoming Dates:
  - a. October 6, 2019 Open House at all Fire Stations
  - b. October 6-12 2019 Fire Prevention Week
  - c. October 10, 2019, 7 p.m., Lafco meeting. Novato City Council Chambers
  - d. October 14, 2019 Rucker Golf Tournament
  - e. October 15, 2019 Finance Committee meeting
  - f. October 17, 2019 Great American Shakeout at 10:17 a.m.
  - g. November 14 Badge Pinning

**ADJOURNMENT**



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
November 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

### **PRESENTATIONS**

1. Tablet Command – Deputy Chief Veliquette and Captain Scott Freedman will present an update on the Tablet Command project.

### **ASSOCIATION PRESIDENTS' REPORT**

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

### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

### **CHIEF'S REPORT**

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

### **CONSENT CALENDAR ITEMS**

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

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**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
November 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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1. Minutes of Regular Board of Directors October 2, 2019
2. EMS Billing Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
Board approval is requested of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$103,339.74.
3. Budget Adjustments October 2019  
Board approval is requested to accept Staff's recommendation to make the following FY 2019-20 budget adjustments:
  - Decrease 9308 Health Insurance budget account 1513 by \$393,440
  - Increase 9308 Audit & Accounting Fees budget account 2717 by \$8,000

## **NEW BUSINESS**

1. National Association of Emergency and Fire Officials (NAEFO)  
Staff recommends the Board consider joining the NAEFO.
2. Introduce and Conduct First Reading, "Title Only" of Ordinance 2019-2  
AN ORDINANCE OF THE NOVATO FIRE PROTECTION DISTRICT ADOPTING AND MAKING LOCAL AMENDMENTS TO THE 2019 EDITION OF THE 2019 EDITION OF THE CALIFORNIA FIRE CODE AND APPENDIX A OF THE 2018 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE NOVATO FIRE PROTECTION DISTRICT PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR; REPEALING ORDINANCE NO. 2016-1 OF THE NOVATO FIRE PROTECTION DISTRICT AND ALL OTHER ORDINANCES OR PARTS OF LAWS IN CONFLICT THEREWITH
3. Contract Extension for Administrative Assistance with Stacey Hoggan.  
Staff recommends extending the contract of Stacey Hoggan for administrative assistance at the District Administrative Offices.
4. Purchase of new ambulance from Leader Industries in the amount not to exceed \$275,000.  
Board approval is requested to accept staff's recommendation to purchase 1 ambulance from Leader Industries, Horton Q#3968 in an amount not to exceed \$275,000. Board approval is requested to approve the capital expenditure from Ambulance Replacement account 9308-4820 to complete the purchase.



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
November 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
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5. Designate the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as Negotiators for the Board of Directors with the Novato Chief Officers' Association, the Novato Professional Firefighters Association and Non-Sworn Administrative Staff – Verbal Report.

Board to consider appointing the Fire Chief Bill Tyler and Deputy Fire Chief Jeff Veliquette as designated negotiators.

6. Ratification Of Declaration Of Emergency & Cessation of Declaration of Local Emergency Letters to the Board of Directors

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)

## **FINANCIAL REPORTS**

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

## **INFORMATION**

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

1. Customer Satisfaction Survey Report, September 2019
2. Written Communications
3. MERA Update
4. Upcoming Events:
  - a. November 14 – Special Board Meeting Badge Pinning, Buck Center 5:30 PM
  - b. November 14 – Finance Committee Meeting, 9 AM, Administrative Office
  - c. November 19 – Special Board Meeting 6 PM, Station 61
  - d. December 2 – Regular Board Meeting, 6 PM, Station 61

## **CLOSED SESSION**



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
November 6, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief and Deputy Fire Chief

Represented Employee Group: Novato Chief Officers Association

2. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief and Deputy Fire Chief

Represented Employee Group: Novato Professional Firefighters Association

**ADJOURNMENT**





**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
December 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **ROLL CALL**

President James Galli

Director William Davis  
Director Steve Metcho

Director Bruce Goines  
Director Lj Silverman

## **OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

## **AGENDA ADJUSTMENTS**

## **ELECTION OF BOARD OFFICERS APPOINTMENTS**

Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite nominations. Seek public comment, then back to Board for motion. Board may deliberate/comment, then vote.

1. Election of President
2. Election of Vice President
3. Election of Secretary

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

## **CHIEF'S REPORT**

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

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**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
December 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board of Directors 11.14.19 Badge Pinning
2. Minutes of Regular Board of Directors Meeting 11.6.19
3. Approval of the 2020 Board of Directors Regular Meeting Schedule
4. Purchase Order Signing Authority

Finance Committee reviewed and discussed the Purchasing Policy's Purchase Order signing authority which designates the Fire Chief to be the only authorized signatory. Staff and the Finance Committee recommend that any authorized District buyer should be able to sign a Purchase Order as long as the value of the Purchase Order is within the monetary authority of the authorized buyer.

## **NEW BUSINESS**

1. PUBLIC HEARING: Ordinance No. 2019-2 California Fire Code and Appendix A of the 2018 International Wildland-Urban Interface Code.  
Board to consider final adoption of Ordinance No. 2019-2 California Fire Code and Appendix A of the 2018 International Wildland-Urban Interface Code, adopting local amendments pursuant to California Health and Safety Code Section 13869.7.
2. Renew Landscape Management Contract  
Board approval is requested to renew the District's Landscape Management Contract with Cagwin & Dorward through June 30, 2020.
3. Independent Auditor's Report and Audited Financial Statements – Fiscal Year Ended June 30, 2019  
Board to consider the Finance Committee's recommendation to accept the Independent Auditor's Report and Audited Financial Statements for the fiscal year ended June 30, 2019 as presented by the District's independent auditor Maze & Associates.
4. Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2019  
Board to consider the Finance Committee's recommendation to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2019 as presented by the District's independent auditor Maze & Associates, along with the Management's Response to the internal control matter identified in the report.



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
December 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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5. Independent Accountant's Report on Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2018  
Board to consider the Finance Committee's recommendation to accept the Independent Accountant's Report of Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2018 as presented by the District's independent auditor Maze & Associates.
  
6. Independent Accountant's Report on Applying Agreed Upon Procedures to Ambulance Billings During the Calendar Year 2018  
Board to consider the Finance Committee's recommendation to accept the Independent Accountant's Report of Applying Agreed Upon Procedures to Ambulance Billings and Related Revenue Collection Cycle, Including Billings Handled on Behalf of Its Clients During Calendar Year 2018 as presented by the District's independent auditor Maze & Associates.
  
7. Legal Counsel's Review of Contracts  
Finance Committee reviewed and discussed the Purchasing Policy's requirement to acquire legal counsel review of contracts greater than \$10,000 that are not written on the District's contract templates. Staff recommends that the Contract Administrator be permitted to evaluate, and negotiate the terms and conditions of contracts up to \$35,000 and not written on District paper, unless the Contract Administrator deems that the contract poses an unusual risk to the District, and in such case, would seek advice from legal counsel.
  
8. Novato Regional MSR - LAFCo Draft Report  
A revised draft of the MSR to allow public comment to occur. Public comment will be received until January 15, 2020. The Marin Local Agency Formation Commission will then take all comments and make a final draft of the report for approval at their first regular meeting which is tentatively scheduled in February. The changes made from the first draft to the revised draft will be reviewed at the Marin Local Agency Formation Commission meeting on December 12, 2019.

## **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Director Metcho and Director Silverman)
2. Finance Committee (Director Davis and Director Goines)



**Novato Fire District Board Of Directors  
Regular Board Meeting Agenda  
December 4, 2019**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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## **FINANCIAL REPORTS**

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

## **INFORMATION**

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

1. Customer Satisfaction Survey Report, October 2019
2. Written Communications
3. 2020 Finance Committee Meeting Calendar
4. Upcoming Dates:
  - a. Marin Local Agency Formation Commission meeting - December 12, 2019 at 7 p.m. at the Marin Clean Energy office (1125 Tamalpais Ave, San Rafael).
  - b. December 18 – Special Board Meeting, Station 61, 6 p.m.

## **ADJOURNMENT**



**Novato Fire District Board of Directors  
Special Board Meeting Agenda  
December 18, 2019**

Time: 6:00 p.m.

Location: Fire Station 61

7025 Redwood Boulevard, Novato, CA 94945

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**ROLL CALL**

President Lj Silverman

Director Brue Goines  
Director Steve Metcho

Director Bill Davis  
Director Jim Galli

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**NEW BUSINESS**

1. Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2019  
Board to consider the staff's recommendation to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2019.

**ADJOURNMENT**