



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 8, 2020

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, Contracts
9 Administrator Colleen Walraven, Battalion Chiefs LaCroix, Menzel, Whittet and Dague. On
10 duty crews.

11
12 **OTHERS PRESENT**

13 Residents Penny Teischer, District Counsel Riley Hurd.

14
15 **OPEN TIME FOR PUBLIC EXPRESSION**

- 16 1. None.

17
18 **AGENDA ADJUSTMENTS**

- 19 1. None

20
21 **PRESENTATIONS**

- 22 1. Legal Counsel Riley Hurd reviewed the Brown Act rules and regulations with the Board
23 members. The Brown Act has been updated to account for new technological devices and
24 platforms. Hurd also reviewed Rosenberg's Rules of Order, which are used to govern
25 Novato Fire District Board meetings.

26 Gross Decon Program and Procedures - BC LaCroix

27 Battalion Chief LaCroix introduced a video covering the topic of the higher incidence of
28 cancer and death from cancer that occurs in firefighters. He spoke about the changes in
29 District procedures to promote cancer awareness, and to reduce the amount of toxic
30 contaminants in stations, apparatus, on gear and equipment, and on members that can cause
31 cancer. Highlights include a full decon process at the scene of a fire, increased early cancer
32 screening, using hygenall cleaners that remove the heavy metals that adhere easily to skin,
33 use of extractors to clean turnouts, attaching plymovents to apparatus exhaust. Members all
34 receive 2 sets of gear and air purifying respirator for campaign fires. The soaps have been
35 placed around the stations, and wipes are available on the apparatus.

36
37 They are also developing an out of county kit with wipes and cleansers.

38
39 FF/PM Keena discussed the technology of the new cleaners that remove the heavy metals that
40 adhere easily to skin, and which requires more than normal soap to remove.

41
42 Director Galli asked if the products are NFPA compliant. Keena noted that they are.



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43 Chief Tyler noted that this process is a cultural shift and that there is great staff support of the
44 new policies and procedures. The District is committed culturally and financially to the gross
45 decon procedures.

46
47 **COMMITTEE APPOINTMENTS**

48 1. Appointment to Committees:

49 a. Finance Committee: Directors Goines and Davis volunteered to continue serving
50 There was no public comment.
51 M/s Metcho/Galli to appoint Goines and Davis to the Finance committee. Motion carried 5-0.

52
53 b. MERA Governance Board: Directors Metcho (primary) and Silverman (alternate)
54 volunteered to continue serving.

55 There was no public comment.

56 M/s Metcho/Goines to appoint Metcho and Silverman to the MERA committee. Motion carried
57 5-0.

58
59 **ASSOCIATION PRESIDENTS' REPORT**

60 None

61
62 **DIRECTOR MATTERS**

63 Director Galli and the other directors thanked Joe Valenti for emailing the Popular Annual
64 Financial Report. It was an easy read.

65
66 **CHIEF'S REPORT**

67 The Fire Chief reported out on accomplishments and achievements that occurred throughout
68 2019:

69 For each item identified below there are multiple people and dozens, if not hundreds, of hours
70 committed to completing each task and objective to meet the goals. The Chief thanked everyone
71 for their hard work and for stepping up. A special thanks to NPFA President Dan Peters, NCOA
72 President Jeff Whittet and NSAS rep Shannon Wager for representing all members well and for
73 supporting each other and district initiatives when needed.

- 74
75 1. Five new firefighter paramedics joined our ranks: Arthur Bowlds, Kevin Larson, Elaney
76 Karabetsos, Tyler Swanson and Dan Peters.
77 2. New Finance people have taken a lead: Joe Valenti and Jen Maldonado
78 3. New Fire Inspector Lance MacDonald and Wildland Mitigation Specialist Nicholas
79 Barlupe
80 4. New part time administrative support—Stacie Hoggan
81 5. New EMS educator RN Katie Grossman
82 6. Retirements of Shawn Kreps, Rob Shubin, Jeff Davis, Alex Bowlds, Paul Tiffany, and
83 Dan Hom



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- 84 7. Promotions of Mario Bernardini, Forrest Blue, Marc Teldeschi, Keef Kiser, and Andrew
85 McGargill
- 86 8. 2019 Employee of the Year—Lynne Osgood
- 87 9. 2019 Harvey York Awarded to Dr. Zita Konik
- 88 10. 2019 Leadership Novato Valedictorian Erich Mesenburg
- 89 11. Welcomed new Board of Director Bruce Goines
- 90 12. Concluded ALL outside EMS billing services, and increased our own billing revenue
- 91 13. Responded to the Marin Grand Jury report on Wildfire Prevention Efforts and helped led
92 Marin Fire agencies in the development and creation of the 17 member Marin Wildfire
93 Prevention Authority—and contributed to the successful addition of Measure C to the
94 ballot to ask the voters of Marin to fund the initiatives of the MWPA in March of 2020.
- 95 14. New Explorer turn-outs thanks to a \$22K Fire House Subs Grant submitted by Marc
96 Teldeschi, Ryan Hamilton and Tristan Keady
- 97 15. Hosted the 45th Annual California Fire Explorer Academy led by and thanks to Ryan
98 Hamilton, Tristan Keady and others.
- 99 16. Received Grants of tens of thousands of dollars for Fire Fuels Reduction Projects
- 100 17. Applied for a \$4 Million dollar FEMA Hazard mitigation grant to fund home hardening
- 101 18. 6 new Firewise communities designated; now totaling 9
- 102 19. BOD accepted and unanimously approved the 2019/2020 NFD Enhanced Wildfire
103 Mitigation Plan
- 104 20. Conducted a joint law enforcement/fire 4 Neighborhood Wildfire Evacuation Drill:
105 Bahia, Wildhorse Valley, Western Oaks, and Greenpoint.
- 106 21. Fire Crews distributed hundreds of door-hangers to neighborhoods
- 107 22. Adopted an 2019/2020 budget that supports our strategic initiatives
- 108 23. 2 Multi Alarm Commercial Structure Fires: Front Street and Bel Marin Keys Blvd.
- 109 24. Completed the video conferencing system to allow crews to stay in their service areas
110 more often during in house lectures and training.
- 111 25. Completed planning for and secured board approval to fund to replace the training tower
112 and classroom.
- 113 26. Demolition of tower and burn prop completed and all site prep completed for new tower
114 and classrooms
- 115 27. New ventilation prop installed at St. 62
- 116 28. Repair and replacement of Station 62 septic system
- 117 29. Renovation of station 62 Kitchen completed
- 118 30. New extractor installed at station 63
- 119 31. New hose nozzles
- 120 32. New Career Development Guide completed
- 121 33. Introduction of Pinnacle Training Systems as new partner to conduct year round Health
122 and Wellness opportunities including but not limited to voluntary Functional Movement
123 Assessments, nutrition information, annual physicals, and voluntary fitness assessments
124 with individual fitness improvement plans available.



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- 125 34. Additional Behavioral Health (BH) initiatives supported: Senate Bills for Confidentiality
126 and Presumptive Illness Laws passed in California.
- 127 35. New Atypical Call policy implemented county wide
- 128 36. Added a contract BH Clinician to provide direct support when needed.
- 129 37. Shift to District-Based Board of Director Elections
- 130 38. New Viking Structure Personal Protective Equipment (PPE) distributed
- 131 39. Secured BOD funding and approval to go to Tablet Command as a common operating
132 platform and phase its use into the entire district.
- 133 40. Supported the completion and grand opening of the NFF Novato Fire Museum at Station
134 61
- 135 41. Supported the completion and dedication of the 911 World Trade Center artifact
- 136 42. Two new type I units and one new type 3 unit placed in service
- 137 43. New turn out gear rack at St 63.
- 138 44. New stand-alone ice maker at St 63
- 139 45. New extractor at St. 65
- 140 46. Lighting Upgrade to LED at Admin parking lot
- 141 47. Hosted the Marin County Fire Chiefs Association Leadership Retreat for over 40 chief
142 officer's county-wide.
- 143 48. Successfully completed a LAFCO Municipal Services Review (MSR) of fire district
144 operations and administration
- 145 49. Terminated our engine assignee contract with Cal OES for Engine 374
- 146 50. Successfully contained and extinguished a two-alarm wildland fire at Greenpoint
147 Neighborhood that immediately threatened more than a dozen homes.
- 148 51. New electronic accountability tracking system for narcotics storage
- 149 52. Updated our Mutual Threat and Structure Protection Zone maps
- 150 53. Multiple PG&E PSPS incidents: Implemented newly created PSPS Guidelines and
151 Playbook
- 152 54. Kincade Fire Response: In county and statewide support
- 153 55. Badge Pinning Ceremony at Buck Center
- 154 56. 11th annual Comprehensive Annual Financial Report completed
- 155 57. New Fire Code Adoption—Local and Marin County wide – it's completed once every
156 three years
- 157 58. Creation of public wildfire evacuation maps
- 158 59. Gross Decon Program and procedures to help reduce chronic exposure to possible
159 carcinogens by introducing protocols for using specific cleaning and hygiene solutions
- 160 60. NFF and member elves made a ton of underserved kids feel great and not left out with the
161 toy drive at Christmas time—Thanks to Tommy Gaulke and Eli Peck and everybody who
162 helped out
- 163 61. Looking forward to 2020:
- 164 62. Promotional opportunities at all levels
- 165 63. Completion of a new training tower and classroom
- 166 64. Arrival of our new rescue pumper



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- 167 65. Possible ladder truck replacement
- 168 66. Enhancing and better supporting of our shared Safety Culture
- 169 67. April Fire Chief Listening Sessions—All Shifts
- 170 68. Completing a new 2020 Standards of Cover Document
- 171 69. Contract Negotiations
- 172 70. District BOD elections in November
- 173 71. Creation of a new 2020/2025 Strategic Plan
- 174 72. Support and involvement in the newly created and funded Marin Wildfire Prevention
- 175 Authority
- 176 73. Implementation of My Sidewalk analytics software—to measure, map, and maximize
- 177 response
- 178 74. Implementation of Pulse Point Marin County wide—to help save lives and better connect
- 179 the community we serve to our district in real time.
- 180 75. New Business Inspections Program

181
182 Chief Tyler also noted that the Staff will work on a District voting map for the board room, and
183 that the Alert Marin and the Nixle postcard should be ready soon. The publicity for Pulse Point
184 will be handled separately in order to keep the messaging concise.

185
186

187 **CONSENT CALENDAR**

- 188 1. Minutes of Regular Board of Directors Meeting 12.4.2019
- 189 2. Minutes of Special Board of Directors Meeting 12.18.2019

190

191 There was no public comment.

192 M/s Galli/Metcho to approve Consent Calendar items 1-2. Motion carried 5-0.

193

194 **NEW BUSINESS**

- 195 1. Resolution 2020-1 Designation of Applicant's Agent Resolution – Cal OES Form 130.
- 196 Board to consider adoption of Resolution 2020-1 designating the Fire Chief, Deputy
- 197 Chief and Finance Director as the District's designated agents.

198 There was no public comment.

199 M/s Galli/Metcho to adopt Resolution 2020-1 designating the Fire Chief, Deputy Chief and
200 Finance Director as the District's designated agents.

201

202 Roll Call Vote

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

204 Noes: None

205 Abstain: None

206 Motion carried: 5-0-0.



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207 2. Award of the proposed construction bids on the construction of the foundation and
208 construction of the new training tower, located at NFD Station 62, 450 Atherton Ave.
209 Board approval is requested to award the Fire District Competitive Bid process for the
210 Training Tower Foundation and Construction of the Training Tower to Trent
211 Construction.

212 Chief Tyler introduced the Tower Bid item noting that the initial estimate for the building of the
213 foundation has increased, due to the bids received exceeding the estimated costs, based upon the
214 review of the Fairfield and San Rafael Fire Towers. Chief Tyler talked with Bill Johal, who did a
215 comparison of the bids. There are 93 helical piers in the Novato design. The San Rafael design
216 has 31. The difference in number of piers is approximately a difference in cost of \$160,000.

217 Chief Tyler recommended that we enter into a contract with Trent Construction, since their
218 contract can be value engineered should the District find that 93 piers are not needed. The
219 contract with Trent covers the build of the foundation and the unloading and construction of the
220 Tower itself. Timing has become an issue, due to the expected March delivery of the Tower.

221 The options include delaying delivery of the tower, which will put the tower build at the back of
222 the queue.

223 Rejecting the bid, and going back out to bid, which may be problematic as the first bid request
224 received no bids. There would be a delay in the project if it is re-bid. If the bid is rejected, there
225 is no contract with an entity to unload the Tower, should the District not delay the tower
226 construction.

227 The Directors expressed concern regarding the dollar amount increase in the project, which is
228 significant at \$500,000. Discussion involved separating parts of the contract, financing of some
229 portion, accepting the bid and value engineering the actual contract to reduce the price, rejecting
230 the bid and starting over, and delaying the project until a soil engineer can offer a second opinion
231 on the number of piers needed.

232 Chief LaCroix noted that the Tower type itself is not identical to the San Rafael tower, and
233 Novato soil is also different. The tower manufacturer gave recommendations on the number of
234 piers to the engineer. The helical piers were bid due to their lower cost as opposed to concrete
235 piers. Chief LaCroix also noted the water table at the site is at 3 feet, which may be a factor in
236 the use of more piers than the San Rafael or Fairfield towers.

237 Chief Tyler noted that the Water District foundation project came in \$800,000 over the estimated
238 cost, and that the future costs are increasing approximately 16% annually.

239 One cost saving measure of eliminating the Class B burn room was discussed, and not found to
240 be optimal, in light of the preference to train in Class B environment as opposed to the toxic
241 Class A environments.

242 It was noted that the District is using the San Rafael Training Tower during the construction
243 phase.



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244 Possible financing options were discussed: a loan against district property is possible, but the
245 District has no firm financing rates available at present.

246 The Admin building and Station 64 rates are so low, it is advised to leave those as is.

247 Other options include splitting the cost of the tower build over fiscal years, and financing a
248 portion.

249 There was no public comment.

250 Director Davis asked if sea level rise has been taken into account and suggested that District staff
251 ask that question of the engineer.

252 Director Silverman suggested it may make sense to retain the contractor and negotiate the terms
253 of the contract after a second opinion on the number of necessary piers is established.

254 Director Galli noted that the District should be conservative about using reserves, and that a
255 second opinion on the number of piers is needed in order for the board to make a proper
256 decision. He noted that employment contracts have to be negotiated in 2020.

257 Contracts Administrator Walraven noted that we are not yet in contract with Trent, and the bid is
258 good for 4 months. As of the date of the meeting, the bid has a remaining life of about 3 months.

259 Counselor Hurd offered options:

- 260 1. Enter contract with explicit terms about acceptance, and include the contingency
261 regarding the outcome of a second opinion on the number of piers required. The contract
262 should be mutually transparent in its terms, or
- 263 2. Don't accept the bid, or
- 264 3. Continue the new business item to a later meeting (special meeting ok), and wait for more
265 information. Options 2 and 3 will necessarily delay the project.

266 It is unknown how long it would take to find a second soils engineer to render a second opinion.

267 The Directors agreed that the path forward should be to accept the bid, with direction to Staff to
268 acquire a second opinion on the foundation engineering, and accept the full bid if 93 piers are
269 required, but be able to negotiate a reduced bid if less piers are found to be necessary.

270 M/s Goines/Davis to accept the bid from Trent Construction, with direction to Staff to acquire a
271 second opinion on the foundation engineering; and accept the full bid if 93 piers are required, but
272 require Trent Construction to accept a reduced price if less piers are found to be necessary.

273 Motion carried 5-0.

274



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275 3. Annual State Fire Marshal Occupancy Inspection Report Resolution 2020-2
276 Board approval is requested to accept by resolution the Annual State Fire Marshal
277 Occupancy Inspection Report regarding the inspection of certain State Fire Marshal
278 regulated occupancies required to receive annual inspections pursuant to Sections
279 13146.2 and 13146.3 of the California Health and Safety Code.

280 Chief Tyler commented that a Senate Bill requires the reporting annually of certain occupancies,
281 in the wake of the Oakland Ghost Ship fire.

282 The State of California wants Boards to have the inspection information prior to beginning the
283 budget process, to ensure that the District has enough resources to ensure compliance.

284 In Calendar Year 2019 the E occupancies were 94% complete, the R occupancies were 83%
285 complete, and the I occupancies were 100% complete.

286 Chief Menzel noted that there were not necessarily occupancies that were uninspected, but that
287 the data was filtered on a calendar year basis, so inspections of occupancies performed before the
288 beginning date of the data collection are not represented in the report. Chief Menzel also noted
289 the high rate of inspection was completed even though the RPM division was understaffed. We
290 now have one extra inspector.

291 Chief Tyler noted the goal is 100% of all occupancy types, and he believes that is do-able.

292 There was no public comment.

293 M/s Galli/Metcho to adopt resolution 2020-2: the Annual State Fire Marshal Occupancy
294 Inspection Report regarding the inspection of certain State Fire Marshal regulated occupancies
295 required to receive annual inspections pursuant to Sections 13146.2 and 13146.3 of the
296 California Health and Safety Code.

297 Roll Call Vote

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

299 Noes: None

300 Abstain: None

301 Motion carried 5-0-0.

302 4. County of Marin 2019/2020 Annual Statement of Investment Policy.
303 Board approval is requested of the County of Marin 2019/2020 Annual Statement of
304 Investment Policy.
305

306 Finance Director Valenti commented that the Board is required to approve the County of Marin
307 annual statement of Investment policy, that has been adopted by the Marin County Board of
308 Supervisors.
309



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310 The District funds are invested in the County fund, and earn a conservative return, but remain
311 liquid. It's low yield but low risk, approximately earning a 2.1% return. The County has an AAA
312 rating.

313
314 There was no public comment.

315 M/s Metcho/Goines to approve the County of Marin 2019/2020 Annual Statement of Investment
316 Policy.

317
318 Motion carried 5-0.

319
320 **COMMITTEE REPORTS**

321 1. MERA (Director Metcho and Director Silverman)

322 Director Metcho noted that several resolutions passed, and the CEQA report has been filed.
323 He noted that MERA members will receive the number of radios that the member agency
324 possessed as of August 2014. Any additional radios requested will be at the member
325 agency's cost.

326 Director Goines asked about the public comment period. Directors Metcho and Silverman
327 noted that it was still open but very few comments have been received. There was one letter
328 and one meeting attendee who commented about a tower in Marinwood.

329 Director Goines commented that this is the time litigation may occur, and does MERA
330 anticipate any? Director Metcho was unsure of any MERA expectation of litigation.

331
332 2. Finance Committee (Director Davis and Director Goines) The Finance Committee did not
333 meet since the last board meeting.

334
335 **FINANCIAL REPORTS**

336 There were no questions.

337 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, November
338 2019

339 2. Revenues and Expenditures Detail Financial Report November 2019

340 3. Vendor Summary Financial Report, November 2019

341 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,
342 Westamerica Bank Statement) November 2019

343 5. District Contracts Information – November 2019

344
345 **INFORMATION**

346 1. Customer Satisfaction Survey Report, November 2019

347 a. Director Galli noted one survey indicated a negative response. Chief Tyler and
348 Chief Dague noted that the survey included a phone number and follow-up was
349 performed. It was a patient who felt a medic was brusque in asking questions.
350 Chief Dague apologized on behalf of the District for any perceived impoliteness.
351 Chief Dague felt that the typical questions a medic might ask may have



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352 overwhelmed this particular patient. The Captain on the call did not recall any
353 unacceptable behavior.

354 2. Written Communications were included in the packet. They were thank yous for the
355 District involvement in the Kincade Fire.

356 3. MERA Update – No Report for December

357 4. Upcoming Dates:

358 a. 2/5/2020 Board Meeting

359 b. 1/20/2020 MLK Jr Day - Admin. Office closed

360 c. 2/17/2020 Presidents' Day – Admin. Office closed

361 2/25/2020 – Board Study Session

362

363 **ADJOURNMENT**

364 There being no further business to conduct, President Galli adjourned the meeting at
365 8:48 p.m.

366

367 Submitted by,

368

369

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

370

371

372 Jeanne Villa, Recording Secretary



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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, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, Admin Asst. Stacey Hoggan,
10 Battalion Chiefs Dague, Menzel, and LaCroix. On duty crews.

11
12 **OTHERS PRESENT**

13 Residents Penny Teischer, Bruce Martell, Dave Gernetske, Councilwoman Pat Eklund, Kevin
14 Bell and Kecia Davison of ABM, many residents of Mirabella Ave, Novato; District Counsel
15 Riley Hurd.

16
17 **OPEN TIME FOR PUBLIC EXPRESSION**

- 18 1. Several residents of Mirabella Avenue spoke about their request to have traffic calming
19 devices installed. The residents noted that the traffic on their street has increased due to
20 the renovation of Downtown Novato, and cars are using Mirabella to avoid slowdowns
21 on Grant Ave. Many cars are speeding, and residents expressed concern about pedestrian,
22 child and pet safety.

23
24 The residents noted that there are no sidewalks on Mirabella, so residents must walk in
25 the roadway to reach Grant Ave. The residents also noted the narrow street width of
26 Mirabella.

27
28 The residents expressed a desire to install traffic calming devices that are friendly to fire
29 engines and other emergency apparatus.

30
31 Councilwoman Pat Eklund also advocated for cushions, raised crosswalks, speed humps
32 or other calming devices. She noted that there are not enough police officers available to
33 effect a change in the environment on Mirabella, with regard to speeding cars. She
34 encouraged the Fire District to work collaboratively with the City of Novato to find a
35 solution for the residents of Mirabella Avenue.

36
37 District Counsel Hurd noted that the Board has no ability to discuss or take action on the
38 issue brought forth during Open Time for Public Expression. The Board can request Staff
39 to provide more information to the Directors. He also noted the 2012 Fire Code prohibits
40 traffic calming devices unless approved by the Fire Chief.

41
42 Counsel Hurd also noted that no plan has come to the District for consideration, nor
43 before the Board. Without the item on the agenda, the Directors have no legal path to
44 discuss the issue.



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AGENDA ADJUSTMENTS

1. New Business item 3 was taken first.

PRESENTATION

Kevin Bell of ABM presented a plan to assist the District in reduction of energy costs. ABM specializes in facility maintenance and bundled energy solutions that can be zero net cost.

ABM has worked on projects for the City of Novato and for the Novato Unified School District. The scope of a potential project for the District is Solar installation with energy storage at all station and the Admin offices; as well as more energy efficient usage.

Solar and storage can outlast a 1-5 day PSPS event. ABM believes the District may be able to save \$93,000 annually.

Director Silverman asked about maintenance of the equipment. Mr. Bell noted that the solar panels need periodic rinsing, the inverters need upgrading every 7-10 years, and the battery life depends upon the model chosen.

Director Galls asked if the storage is adequate to power a station. Mr. Bell noted that some heavy load services may need to be powered off in order to have the energy reserve throughout the non sun hours, such as not using air conditioning, and powering up only essential equipment.

Director Silverman asked if the existing generators could be used to charge the storage batteries. Mr. Bell note that it can be done.

Mr. Bell noted the batteries are lithium ion and are weather resistant. If placed outdoors, they would be installed in a cabinet.

Director Galli asked about third party financing. Mr. Bell noted that ABM does not offer financing but can facilitate with a third party.

Mr. Bell noted that the next phase is to develop the scope and the costs. If their initial proposal does not save the District on costs, there is no charge. ABM charges a fee of \$25,000 once they reach the scope and design phase. The \$25,000 fee is not refundable, and is designed to avoid non serious clients.

Director Silverman asked about grant funding. Mr. Bell noted that early adopters were able to secure grants, but now rebates are available.

Director Goines asked if Mr. Bell could supply the CPUC information. Mr. Bell commented that he would.

Director Galli asked about the District purchasing policy. Mr. Bell noted that Government Code



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89 4217 encourages agencies to consider self-funded conversions.

90

91 There was no public comment.

92

93 **ASSOCIATION PRESIDENTS' REPORT**

94 None

95

96 **DIRECTOR MATTERS**

97 Director Metcho commented that he attended the Novato History Museum display on the fire
98 service. The opening was well attended and well done. Director Silverman also attended

99

100 Director Davis attended the Marin Coalition gathering where Dick Spotswood was attending. It
101 was noted the prediction for Measure C seemed largely in favor.

102

103 Director Goines commented that he attended the Novato Fire Foundation meeting. He found it
104 well organized and professional. He was impressed by the group.

105

106 **CHIEF'S REPORT**

107 Calendar Items:

108 • Friday January 31st: Paint the Town Red at the Buck Center. I introduced Lynne Osgood
109 as our 2019 employee of the year.

110 • Saturday February 1st: NFD Crews and I were at the Novato History Museum on
111 Saturday morning at 10:00 am.

112 • Monday February 3rd: I presented an evacuation talk to PDEP in Larkspur at 1:00 pm.

113 • Tuesday February 4th: Deputy Chief's Test

114 • Thursday February 6th meeting with Mike Ginn from Fire Cause Analysis regarding fire
115 investigation backstop.

116 • Friday February 7th: Rotary Presentation on Public evacuation Map Project.

117 • Feb 12th Chevron Retirees Luncheon MWPA

118 • Feb 13th California Professional Firefighters District 4 Regional Meeting – Welcome

119 • Feb 13th Fire Chiefs and City Managers Meeting 3:30 pm Los Gatos

120 • Feb 14th Pulse Point Kick Off San Rafael Station 52 10:00 am

121 • Feb 15th to Feb 18th Tahoe VAC

122 • Feb 19th Traffic Calming Considerations City of Novato Public Works

123 • Feb 20th Finance Committee Meeting

124 • Feb 25th BOD Retreat

125 • Feb 26th OPS meeting

126 • Feb 27th & 28th MCFCA Retreat & Annual Planning Session and Dinner

127 • Tuesday March 3rd Election Day—Measure C Results



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128 **Highlights:**

129 **Administrative Items:**

- 130 • District Map Wall Print is complete and in place at Station 61. Alert Marin/Nixle Post
131 cards are at the printers.
- 132 • One of our Captains remains on W/C for his fall and head injury while on duty a
133 couple months ago. He is recovering from a procedure to try to drain additional fluid
134 from his brain. He told me that the procedure is complete and he feels good. He will
135 remain in the hospital in Redwood City overnight and be re-evaluated for
136 improvement in the next week or so. He hopes to return to be able to participate in the
137 B/C testing process.
- 138 • **Pulse Point** soft launch is underway. You can now go to the app store and load it on
139 your phone. The public roll out is still planned for Friday, February 14th in San Rafael.
- 140 • **Sonoma Technologies Institute (STI)** has completed **the local parcel hazard**
141 **assessment** and we provided our final feedback prior to the final map. This is one of
142 the eleven wildfire mitigation items in our enhanced plan. Next steps include getting
143 some simple graphs and metrics together to share with the BOD and the public as
144 necessary. We will also begin comparing the parcel hazard level assessments to the
145 assessments being made on the ground by our WMS. This data is intended to be used
146 internally and will inform us on where to focus additional assessments and potential
147 fuel reduction efforts. STI is in contract with the County of Marin to update the CWPP
148 and to take a look at doing a county wide parcel level assessment based on our project.
149

150 **Operations:**

- 151 • OPS Meeting was held on Jan 22nd. All operational district phones and iPad devices
152 have been grouped under a single central management console to best implement and
153 coordinate the Tablet Command System.
- 154 • The Deputy Chief, B/C, and Captains test are prepped and set to go.
- 155 • Group discussed PSPS suggestions from crews to implement.
156

157 **Training:**

- 158 • The citizen evacuation maps are almost complete. Awaiting a meeting with the Fire
159 Chief to move forward.
- 160 • SCBA mask fit testing for all shifts almost complete.
- 161 • Sent out cancer video to all members to review.
- 162 • Scheduled Block 2 training.
- 163 • Water rescue training to A-Shift and instructed by Captain Matt Bouchard. Trained
164 with A-shift acting captains and Acting BC for upcoming test.



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165 • **Tower:** Chief LaCroix met with C60, C61 and Director Galli on tower project. Sent
166 additional plans to third party plan review, and sent a list of questions to Fire Facilities
167 and Butler Engineer to complete for plan review. The group is working to resolve
168 foundation issues. We determined that the type of soil we have is the main cost driver
169 and that we have very little if anything that we can do about it. The costs will in all
170 likelihood not go down as a result of our additional review. We are working on contract
171 language with the contractor and Riley’s office. The next step is to get through plan
172 review, get a permit, authorize the construction of the tower for delivery and sign a
173 contract with the contractor, and get a construction schedule set.
174

175 **EMS Divisions:**

- 176 • B/C Dague has in person meeting with CQI Coordinator Kristina Freas
177 • Reviewed quarterly report and any emerging issues reviewed updated CQI Plan,
178 reviewed dates for 2020 CQI Meetings.
179 • Clinician Karen Goehring presented Behavioral Health class to C shift.
180 • EMS Educator RN Katie Grossman taught the County EMS Policy update to C shift.
181 • EMS purchasing updating inventory based on policy changes.
182 • Chief Tyler and B/C Dague attended County EMS meeting “Emerging EMS issues”--
183 Discussed need for structure and clear agenda in the County Policy and Procedures
184 meetings and recommended developing a policy/guideline outlining criteria for
185 changing policies and procedures.
186 • Third Corona Virus memo issued regarding PPE and procedures.
187 • My Sidewalk update: B/C Dague working with Lynx Technologies to update response
188 zone maps. All other required data submitted
189

190 **Prevention Division Update:**

- 191 • Chief Menzel and Captain Jessell met with Habitat for Humanity re: 8161 Redwood
192 project. 6 plan reviews completed.
193 • General Prevention Division meeting (all prevention division members)
194 • Citizen meeting Re: traffic calming measures (Mirabella).
195 • Menzel met with Captain Pacheco to delegate and review expectations for annual hose
196 and ladder testing program oversight.
197 • KCBS transmitter FEMA upgrade meeting at Marin Civic Center. Working with PG&E
198 on fuel break located under the transmission lines in Bahia.
199 • Attended an Emergency Vehicles Operation Course at Santa Rosa Junior College where
200 skills in driver awareness, skid control and collision avoidance were implemented on a



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February 5, 2020

201 coned road course. Additionally, instruction on vehicle handling, driver confidence and
202 limitation in adverse driving conditions were presented as well.
203 • **Wildland Mitigation Specialist** performed 6 appointment-based mitigation
204 assessments. Began roadside assessments in Bahia on Albatross and Laguna Vista
205 Drive--39 roadside assessments were completed on Laguna Vista and Albatross and
206 then mailed.

207 **CONSENT CALENDAR**

- 208 1. Minutes of Regular Board of Directors Meeting 1/8/2020
- 209 2. Ambulance Fee Debt Write Off Due to Hardship in the amount of \$910.00
- 210 3. Board approval is requested to approve a write-off of the designated ambulance billing
211 accounts.
- 212 4. Ambulance Billing - Bad Debt Write Off – Uncollectible Novato Ambulance Billing
213 Accounts
214 Board approval of staff’s recommendation to write off the designated multi-year
215 uncollectible ambulance billing accounts totaling \$88,697.59
- 216 5. Travel Authorization and Advance approval for Director Goines to attend the “Protecting
217 Your City From Wildfire” conference in San Diego, March 11-12, 2020.
- 218 6. Travel Authorization and Advance approval for all Directors to attend the Fire Districts
219 Association of California annual conference in Napa, April 1-3, 2020.
- 220 7. Budget Adjustment - Increase 9308 Hazardous Materials Program budget account 2262 by
221 \$10,000. (no written report).

222
223 There was no public comment.
224 M/s Galli/Metcho to approve Consent Calendar items 1-7, with each Director recusing
225 themselves on only the items which refer to themselves.

226
227 Motion carried 5-0.

228
229 **NEW BUSINESS**

- 230 1. Administrative Assistant Position
231 Board approval was requested to accept Staff’s recommendation to add an Administrative
232 Assistant position at a step to be determined based on qualifications.
233 Chief Tyler explained the history of adding an independent contractor to assist with the Front
234 Office duties during the down staffing of the RPM Division. One admin assistant was moved
235 to the back office to assist RPM.

236 Assembly Bill 5 severely limits the hiring of independent contractors.

237 There was no public comment.



Novato Fire District Board of Directors
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- 238 M/s Galli/Metcho to accept Staff's recommendation to add an Administrative Assistant
239 position at a step to be determined based on qualifications.
- 240 Motion carried 5-0.
- 241 2. Other Post-Employment Benefits (OPEB) Actuarial Valuation – Retiree Health Program
242 as of June 30, 2019
- 243 Director Metcho recused himself from this item at 7:17 p.m., stating that he is a member of a
244 class that receives OPEB benefits.
- 245 Board considered Staff's recommendation to approve the OPEB Actuarial Valuation Retiree
246 Health Program as of June 30, 2019 as prepared by the District actuary Nyhart.
- 247 Board considered Staff's recommendation to establish the District's funding policy to fund
248 the recommended Actuarially Determined Contribution (ADC) for the fiscal periods ending
249 June 30, 2020 and June 30, 2021. The ADC funds the normal cost (current accrual for
250 benefits being earned) plus an amortization of the Unfunded Accrued Liability (or Net OPEB
251 Liability). The payment is based on an increasing (by payroll factor) amount including
252 interest that would fully fund the Net OPEB Liability over an initial 17-year closed period
253 (established in 2013). Under a closed method any future Net OPEB Liability is included in
254 the remaining period. As of June 30, 2019, the remaining period is 11 years.
- 255 Finance Director Valenti reviewed the Nyhart evaluation. Contributions are less than
256 previous years, and the District has benefitted from investment gains. The report assumes a
257 7% gain and a 5% healthcare cost increase. Valenti recommends 100% funding so the
258 District will fully benefit from market increases.
- 259 Chief Tyler noted that this is 2 years of funding recommendation; and that the District has a
260 reserve account that the District would like to fund.
- 261 There was no public comment.
- 262 M/s Goines/Davis to approve the OPEB Actuarial Valuation Retiree Health Program as of
263 June 30, 2019 as prepared by the District actuary Nyhart; and to establish the District's
264 funding policy to fund the recommended Actuarially Determined Contribution (ADC) for the
265 fiscal periods ending June 30, 2020 and June 30, 2021.
- 266 Motion carried 4-0-1.
- 267 Director Metcho returned to the room at 7:25 p.m.
- 268 3. Network Upgrade - Dell Compellent Upgrade
269 Board approval was requested to accept Staff's recommendation for a Sole Source
270 purchase agreement from Marin IT for the purchase of Dell Compellent SAN Storage
271 Array and one PowerEdge Server, along with required software and licensing. The quote
272 includes all necessary hardware and software in an amount not to exceed \$65,000.00.
- 273 There was no public comment.



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274
275 M/s Galli/Davis to accept Staff's recommendation for a Sole Source purchase agreement from
276 Marin IT for the purchase of Dell Compellent SAN Storage Array and one PowerEdge Server,
277 along with required software and licensing. The quote includes all necessary hardware and
278 software in an amount not to exceed \$65,000.00

279 Motion carried 5-0.

280

281 **COMMITTEE REPORTS**

- 282 1. MERA (Director Metcho and Director Silverman) – Director Metcho noted there was
283 no correspondence received after the public comment period closed.
284 2. Finance Committee (Director Davis and Director Goines) The Finance Committee did
285 not meet.

286

287 **FINANCIAL REPORTS**

288 There were no questions.

- 289 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, December
290 2019
291 2. Revenues and Expenditures Detail Financial Report December 2019
292 3. Vendor Summary Financial Report, December 2019
293 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,
294 Westamerica Bank Statement) December 2019
295 5. District Contracts Information – December 2019

296

297 **INFORMATION**

- 298 1. Customer Satisfaction Survey Report, December 2019
299 2. Written Communications were read
300 3. MERA Update
301 4. Upcoming Dates:
302 a. 2/18/2020 Finance Committee Meeting
303 b. 2/25/2020 – Board Study Session
304 c. 3/4/2020 – Board Meeting
305 d. Finance Committee rescheduled: April 15, 2020

306

307 **ADJOURNMENT**

308 There being no further business to conduct, the board entered closed session at 7:27 p.m.

309

310 **CLOSED SESSION**

- 311 1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
312 Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the
313 Government Code: 1 case
314
315 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
316 Government Code Section 54957



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317 Title: Fire Chief

318

319 The Board re-entered open session at 8:56. There was nothing to report on closed session item 1,
320 and items regarding the Fire Chief evaluation will come to the full board new business item in
321 March.

322

323 Submitted by,

324

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

325

326 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
February 20, 2020

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, Battalion Chief Dmitri Menzel, Finance

9 Director Joe Valenti, Recording Secretary Jeanne Villa, Contracts Administrator Colleen

10 Walraven

11

12 **ALSO PRESENT:**

13 Derek Burkhalter Bickmore, Inc, via teleconference

14

15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 No public comments were made.

17

18 **INFORMATIONAL ITEMS**

19 1. 2020 Finance Committee Meeting Schedule Updated – there were no comments.

20

21 2. Actuarial Review of the Self-Insured Workers' Compensation Program – teleconference
22 with Bickmore representatives.

23

24 Mr. Derek Burkhalter via teleconference reviewed the results of the Bickmore study on the cost
25 of self-insured worker's compensation insurance.

26

27 The Fire Chief reviewed the history of the District's period of self insurance, and the change to
28 FASIS in 2014, which resulted in lower costs and reduced labor for District staff.

29

30 The Chief requested the Bickmore review to ensure that the coverage through FASIS is still the
31 best financial arrangement for Worker's Compensation coverage.

32

33 Mr. Burkhalter reviewed several self-insured scenarios, all of which come to a total in excess of
34 the District's obligation with FASIS.

35

36 **CONSENT CALENDAR**

37 1. Minutes of Finance Committee Meeting November 14, 2019

38 2. Review of Fire Chief's credit card expenses November, December

39 3. Review of Deputy Fire Chief credit card expenses November, December

40 4. EMS Billing Aging Summary Report

41

42 No public comment.



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
February 20, 2020

43 M/s Goines/Davis to accept consent calendar items 1-4. Motion carried

44

45 **NEW BUSINESS**

46 1. Re-allocation of assigned and unassigned fund balances

47 Finance Committee reviewed and discussed the re-allocation of assigned and unassigned
48 fund balances.

49

50 Chief Tyler reviewed staff's recommended fund balances for the Fiscal Year 2020-2021, which
51 are based on proposed expenditures over the next five years.

52

53 He noted the unassigned fund balance is a result of any budgeted funds from the prior year that
54 are not spent.

55

56 Finance Director Valenti reviewed the process and the priorities of the Assigned and Unassigned
57 fund balances. As of 6/30/2019 the total of all assigned and unassigned fund balances was
58 \$21,511,207, of which \$5,131,473 was in unassigned. The total is equal to 7.82 months of
59 District operating costs.

60

61 The reallocation of funds as recommended for the upcoming year is \$17,555,229.

62 One highlight is the reduction of funds in the Retiree Health Care fund. FD Valenti noted that
63 there may be a decrease this year, but it is expected to be increased in future years based upon
64 actuarial valuations.

65

66 Another highlight is in the Fleet fund for the purchase of an aerial ladder truck. Funds held in the
67 assigned fund balance give the Board the option to buy the truck outright or to lease to purchase.
68 The Board can choose the most fiscally advantageous option at the time of negotiation with the
69 truck manufacturer.

70

71 Deputy Chief Veliquette reviewed the main principles of the Vehicle Replacement Policy, which
72 in turns feeds the data for the amount of funds needed in the Fleet assigned fund balance over the
73 next five years.

74

75 Another highlight is a reduction in the Worker's Compensation fund, based on the most recent
76 actuarial study. This fund covers all claims prior to the switch to FASIS in 2014. It is a steadily
77 decreasing figure, which will eventually cease.

78

79 A review of the Retiree unfunded liability figures shows that the District is 87% funded of the
80 total pension liability. The assigned fund holds 10% of the unfunded balance. The District makes
81 regular payments from the operating budget, but holds additional funds equal to 10% of the value
82 of the unfunded balance in this assigned fund.

83

84 After all assigned fund re-distributions were made, the unassigned fund balance is at \$195,000.

85



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86 The Chief noted that the assigned fund balance, while held for specific future expenditures, still
87 allows the District the flexibility to cover unforeseen or extra expenditures as needed. The
88 reassignment of the fund balances is designed to meet the District's goals of reducing unfunded
89 liabilities, maintain the infrastructure and complete the strategic initiatives.

90
91 The assigned and unassigned fund balances will be reviewed at the full Board retreat on 2/25/20.
92

93 1. Rainy Day Fund Balance - Committed Fund Balance 6/30/2019
94 Finance Committee will consider whether to increase the Rainy Day Fund Balance by
95 \$492,487 from \$4,199,942 to \$4,692,429. On November 7, 2019, the independent
96 auditor presented the audited financial statements for the fiscal year ended June 30,
97 2019. The calculation of the Rainy Day Fund Balance is based upon these audited
98 financial statements. If approved, Unassigned Fund Balance would be decreased by
99 \$492,487 and the Rainy Day Fund Balance would be increased by \$492,487.

100
101 FD Valenti reviewed the calculation of the fund based upon the audited financials, and the
102 District policy. District policy requires that Staff calculate the amount of the rainy day fund
103 to be equal to two months of the District's operating expenses.

104
105 The Board is then tasked with deciding whether to fund to that level.

106
107 Chief Tyler noted that the Rainy Day fund has not been increased in 4 years. It is set at just
108 under \$4.2 million dollars.

109
110 The Directors discussed whether \$4.2 million was conservative enough, and debated
111 whether to leave the Rainy Day fund at its current level. The rainy day funds can only be
112 used for specified and/or emergency situations and require a four affirmative votes.

113
114 No public comment.

115 M/s Goines/Davis to recommend the full Board of Directors fund the Rainy Day fund at its full
116 level as calculated by policy.

117 Motion carried

118

119 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

120 Director Goines requested a review of revenue and expenses projections over the next 3 years, to
121 be placed on a future Finance Committee agenda. It was generally agreed to wait until after
122 negotiations and the budget process so that more reliable data would be available. The item is
123 tentatively set for the October 2020 Finance Meeting.

124 **ADJOURNMENT**

125 There being no further business to conduct, Director Davis adjourned the meeting at
126 11:17 a.m.

127



Novato Fire District Board of Directors
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February 20, 2020

128 Submitted by,

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

129
130 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 25, 2020

1 The meeting was called to order by President Silverman at 9:05 a.m. in the Redwood Room at
2 the Novato Oaks Inn at 215 Alameda Del Prado, 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, Deputy Fire Chief Jeff Veliquette, Battalion Chiefs Dmitri Menzel, Kyle
9 Dague Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Association
10 Representatives Shannon Wager and Dan Peters and BC Jeff Whittet (via teleconference).

11
12 **OPEN TIME FOR PUBLIC EXPRESSION**

13 None

14
15 **AGENDA ADJUSTMENTS**

16 None

17
18 **NEW BUSINESS**

19 1. District Financials Review – Discussion with Finance Director Joe Valenti

20 Finance Director Valenti reviewed the mid year financials, assigned and unassigned fund
21 balances, the Rainy Day fund, revenue sources, expenses, and the expected contributions for
22 MCERA and OPEB (Other Post Employment Benefits).

23 Highlights noted were that the District has more than 6 months of operating expenses in reserve.
24 Retiree unfunded liability is funded to 87%. The Finance Committee recommended raising the
25 Rainy Day fund to a full 2 months. The full Board will consider this recommendation at the
26 March Board meeting.

27
28 FD Valenti discussed the net loss to the District of the ERAF funds: about \$1,200,000.

29
30 Director Metcho recused himself from the discussions concerning OPEB, stating that he is a
31 member of a retiree class receiving OPEB funds. He returned to the room at 10:31 when the
32 OPEB discussion ended.

33
34 2. Strategic Plan Update – Discussion with Chief Tyler

35 Chief Tyler reviewed the Strategic Plan updates. The updated Strategic Plan will be posted to
36 the District Website.

37
38 3. Open Time for Represented Groups Discussion – Peters, Wager, Whittet

39 Captain Dan Peters spoke to the Board members regarding the Association relationship with the
40 Board and Management. The relationship is open and honest. There have been huge incidents
41 over the past 5 years, and the District is supportive of the efforts to reduce the impact of these
42 career level incidents on the firefighting staff: behavior wellness, cancer screening, fitness.

43 Peters described the District as a “next level” organization.



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45 Battalion Chief Jeff Whittet called in from Nebraska to speak about the District's level of
46 customer service, leadership and support. He noted the leadership's support of the Safety and
47 Wellness initiatives. He feels the current leadership is leaving the District in better hands.
48

49 EMS Billing Analyst Shannon Wager, who serves as the NSAS group representative noted that
50 she appreciates the Chief and the Board having an open door policy. She is looking forward to
51 negotiating the upcoming NSAS contract.
52

53 BC Dague noted that Shannon's contribution to the District in the EMS Billing Division is
54 remarkable and that she is a huge asset.
55

56 Lunch Break 12:00 - 12:45 p.m.
57

58 4. Facilities Overview and Update – Discussion with BCs Menzel/LaCroix

59 BC Menzel reviewed the strategic goals of the Facilities Division, and the issues with deferred
60 maintenance, holding to DIR contracts with prevailing wage, and general cost increase on
61 facilities projects. He has developed a plan and a road map to maintain District facilities through
62 and beyond 2026.
63

64 The Directors discussed the idea of a contract with ABM but wanted more information on the
65 ABM proposal, and to hold to policy by seeking more bids for the type of service they offer.
66

67 BC LaCroix discussed the updates on the Station 62 Tower project. The permit process is under
68 way, and the contract with Trent Construction is complete.
69

70 5. Fleet Overview and Update – Discussion with BC Whittet

71 BC Whittet noted the highlights of 2019, which included the sale of engines, a Knox key update,
72 a plan for vehicle replacement for the next 20 years, and a discussion of the problems with the
73 ladder truck. The ladder truck has been out of service for 663 days and cost \$188,000 in repairs
74 since it went into service in 2014.
75

76 BC Whittet noted 3 options for the truck:

- 77 1. Use the new Rescue Pumper as a primary response vehicle, reducing the use of the truck
- 78 2. Replace the truck with a used or demo vehicle
- 79 3. Replace the truck with a new model or buy a straight ladder truck
80

81 The Board asked for an update within 90 days on a plan to deal with Truck 64 issues. It was
82 noted that there have been no safety issues regarding the truck.
83

84 6. Marin Wildfire Prevention Authority – Discussion with Chief Tyler

85 Chief Tyler reviewed the process should Measure C pass. He noted that the District will need to
86 appoint a Director to represent Novato at JPA meetings, if the measure passes. Chief Tyler also
87 reviewed the status of the evacuation maps, and the effectiveness of our Wildfire Mitigation
88 Specialist.



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 25, 2020

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113

7. Community Emergency Response Team – Discussion with Chief Tyler
Chief Tyler reviewed the history of the HEART program and its evolution into the CERT program. The concept is to prepare citizens to help themselves in their own neighborhoods, not to become a deployable force.
The District is interested in participating fully in the CERT program, but will await the hiring of the Public Educator

INFORMATION

1. Upcoming Dates were reviewed:
 - a. March 4, 2020 Regular Board Meeting at 6 p.m.
 - b. March 26, 2020 Retirement Event for Deputy Chief Jeff Veliquette
 - c. April 15, 2020 Regular Board Meeting at 6 p.m.

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 3:45 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
Board Meeting Minutes
March 4, 2020

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, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa, Battalion Chiefs Dague and Menzel.

10
11 **OTHERS PRESENT**

12 Residents Penny Teischer, Bruce Martell, District Counsel Riley Hurd.

13
14 **OPEN TIME FOR PUBLIC EXPRESSION**

- 15 1. Mr. Martell thanked the Chief for his work to secure the passing of Measure C; and the
16 Board for their support of the Fire Chief.

17
18 **AGENDA ADJUSTMENTS**

- 19 1. New Business item #3, the employment agreement with Dmitri Menzel was pulled from
20 the agenda.

21
22 **ASSOCIATION PRESIDENTS' REPORT**

23 None

24
25 **DIRECTOR MATTERS**

26 Director Goines thanked the Fire Chief and the station 61 crews for their assistance at the
27 Armstrong Mobile Home Park, along with Director Davis. They secured about 25 resident
28 agreements to have smoke and CO2 alarms installed.

29
30 **CHIEF'S REPORT**

31 Calendar Items:

- 32 • Thursday March 5th – Rule of 5 Meeting
33 • Thursday March 5th Operational Scoping Meeting--Review of Ladder Truck
34 • Tuesday March 10th through Thursday March 12-- **Protecting Your City from Wildfire:
35 Planning, Coordinating and Investing for Civic Resilience Conference, San Diego**
36 • Thursday March 12th Marin County Communication Center Annual Fire & Law Contract
37 Meeting
38 • Friday March 13th Superior Court hearing on the petition for Writ of Mandate
39 regarding EMSA's use and enforcement of underground regulations; Sacramento County
40 Courthouse
41 • Saturday March 14th Smoke Alarm Installation with Red Cross & Rotary 9:00 am
42 • Wednesday March 18th Behavioral Health meeting



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- 43 • Thursday March 19th MCFCA Meeting
 - 44 • Thursday March 19th Rotary Club of Ignacio—Evacuation Map Presentation
 - 45 • Saturday March 21st Coffee with the Cops and Firefighters: Marin Coffee Roasters
 - 46 • Wednesday March 25th OPS meeting
 - 47 • Thursday March 26th Chief Veliquette Last Day Party at Admin
 - 48 • Thursday March 26th FASIS in Sacramento
 - 49 • Tuesday march 31st Cal Jac Meeting
 - 50 • Wednesday April 1st to April 3rd Fire Districts Conference in Napa
- 51 BC Dague gave an update on **COVID 19**. Crews are fully updated and are implementing
52 2x daily cleaning.
- 53 EOC activated and staffed partially (0800-1700) monitoring at night as of 3/4/20. CA
54 State of Emergency declared, Local Health emergency declared, County Emergency
55 declared. Marin Health and Human Services Director Dr. Willis update – 12 PUI
56 undergoing testing which are returnees from the Grand Princess from SF to Mexico
57 where there was community transmission. In total there were 55 Marin County residents
58 that returned home. County Health is reaching out to remaining to the remaining 43 as
59 Persons Under Investigation (PUI). No current cases in Marin as of 1500, March 5th but
60 with the testing Dr. Willis is expecting early next week to have at least one in Marin
61 perhaps more. Medical Supply Vendors are having difficulty with getting the required
62 PPE. We continue to monitor daily inventories of PPE. The original asymptomatic patient
63 under quarantine is returning home today and never developed symptoms.
- 64 **Measure C Update:** Currently at 67%. Votes still coming in to be counted looked to be a
65 majority in favor of Measure C.
- 66 Both retreats for the Board of Directors and the Marin County Fire Chiefs occurred at the
67 Novato Oaks Inn last week.
- 68 Administration will perform an Educational Incentive audit.
- 69 The District has hired a new Firefighter/Paramedic
- 70 **Wildland Mitigation Specialist position** as of today we have received 6 applications.
- 71 Crews participated in a Rucker Ball Field cleanup, which went really well due to the
72 large community support.
- 73 The Fire Chief has been in contact with Chris Blunk regarding Mirabella traffic calming.
- 74 **Fleet Status:** U9 Ladder Truck – OOS Cummins for out for the coolant leak. They have
75 found a problem with the cylinder head and have removed it. They are also talking to one
76 of their engineers to see if there is anything else they should be checking before they put



Novato Fire District Board of Directors
Board Meeting Minutes
March 4, 2020

77 it back together. There is some new back and forth on whose responsibility it is to
78 repair/replace going forward. Ken Forkes our mechanic is monitoring the situation. U8,
79 Engine 61, remains at Hi-Tech with warranty repairs; Normal 1st year items (Such as--
80 diesel exhaust fuel sensor, foam system leaks, something hanging down from the inside
81 of the compartment that was scratching the paint.)

82 **Training:** Start of Block 2 training; Annual driver training and policy review; Extrication,
83 vehicle stabilization and patient packaging; Truck training (When we get it back in
84 service); Workplace Harassment training; Acting Engineer Training; Bail out trainers
85 continuing to work on practice prop.

86 **Tower:** Trying to nail down a timeline for the permits. We should know by mid-week,
87 next week. Contacted Fire Facilities and gave the go ahead on building; Contacted Trent
88 Construction to line up start date.

89 • **EMS Divisions:** Memos issued regarding COVID-19 updates this week

90 B/C Dague participating on interview panel for County EMS Administrator scheduled for
91 Wednesday, March 11th, 2020. (5 candidates)

92 • **Prevention Division: Chief Menzel** made a conditional job offered to Yvette Blount
93 which was accepted. An abbreviated background will now begin. April start date
94 anticipated. Chief Menzel completed and released Battalion Chief CDG agreed upon and
95 signed changes via memo. These changes create a pathway to the Prevention Battalion
96 Chief via operations and/or Prevention. We will post the internal announcement for the
97 B/C of Prevention on Monday for qualified internal candidates.

98 **Facilities:** Station 61 elevator service and repair; new secure mail drop box installed at
99 admin, Station 62 floor install, hose dryer repair, electrical panel. Chief Menzel will also
100 review the ABM proposal.

101
102 **CONSENT CALENDAR**

103 1. Minutes of Board of Directors 2.5.20 Meeting

104
105 There was no public comment.
106 M/s Metcho/Goines to approve Consent Calendar items 1.
107 Motion carried 5-0.

108
109 **NEW BUSINESS**

110 The new business items were covered in the order noted below:

111
112 1. Reallocation of Assigned and Unassigned Fund Balances
113 Board approval was requested to approve the Finance Committee's recommendation to
114 re-allocate assigned and unassigned fund balances.



Novato Fire District Board of Directors
Board Meeting Minutes
March 4, 2020

115 FD Valenti reviewed proposed fund balances. Funds incorporate a forward look of 5 years.
116 Valenti noted the change in the Facilities fund for the Tower build.

117
118 Director Galli asked about the effect of the passing of Measure C, and could the Wildland
119 Mitigation Specialist could be re-allocated.

120
121 Chief Tyler noted that the JPA has 90 days to create their budget, and that the County of Marin
122 will loan funds so that the JPA can begin work without having to wait 1 year for the property tax
123 to be received.

124
125 Director Goines noted that it is very unusual for an agency to be able to spend funds that are
126 loaned, and that the laws should be checked to ensure that loaned funds can be received and
127 replenished to the lender. *Corrected to: Director Goines noted that it is very unusual for an*
128 *agency to be reimbursed for expenses that were made prior to the passing of Measure C, that*
129 *may now be eligible for compensation under the new law, unless explicitly identified in the text*
130 *of the law.4.1.2020 jv*

131
132
133 There was no public comment.

134 M/s Goines/Davis to approve the Finance Committee's recommendation to re-allocate assigned
135 and unassigned fund balances.

136 Motion carried 5-0.

137
138 2. Rainy Day Fund – Committed Fund Balance

139 Board approval was requested to approve the Finance Committee's recommendation to
140 increase the Rainy-Day Fund Balance from \$4,199,942 to \$4,692,429.

141
142 FD Valenti reviewed the policy requiring the District to calculate 2 months of operating expenses
143 so that the Board can decide if they want to fund the Rainy Day fund at that level.

144
145 There was no public comment.

146 M/s Davis/Metcho to not increase the Rainy-Day fund.

147 Motion carried 5-0.

148
149 3. Resolution 2020-3, Amendment to the Employment Agreement of Fire Chief Bill Tyler

150 Board approval was requested to adopt resolution 2020-3 amending the Employment
151 Agreement of Fire Chief Bill Tyler.

152 The Board completed the Chief's annual review and agreed on an amendment to his current
153 contract.



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154 There was no public comment.

155 M/s Galli/Metcho to adopt resolution 2020-3 amending the Employment Agreement of Fire
156 Chief Bill Tyler.

157

158 Roll Call Vote:

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

160 Noes: None

161 Abstain: None

162 Motion carried 5-0-0.

163

164 4. Pinnacle Training Systems Contract Renewal

165 Board approval was requested for Staff's recommendation to renew a one-year contract
166 with Pinnacle Training Systems for onsite medical evaluations pursuant to NFPA 1582
167 and for a health promotion and wellness program.

168 Chief Tyler reviewed the details of the Pinnacle contract and noted the improved services offered
169 by Pinnacle compared to our previous fitness vendors. Pinnacle offers robust fitness and wellness
170 programs for all safety and non-safety staff.

171 There was no public comment.

172 M/s Metcho/Davis to renew a one-year contract with Pinnacle Training Systems for onsite
173 medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.

174 Motion carried 5-0.

175

176 5. Training Tower Foundation Change Order

177 Board approval was requested to approve an additional cost for the Training Tower
178 Foundation.

179 Chief Tyler reviewed the adjustment on the Tower Foundation build.

180 There was no public comment.

181 M/s Metcho/Davis to approve an additional cost for the Training Tower Foundation.

182 Motion carried 5-0.

183 6. Appointment to the Marin Wildfire Prevention Authority (MWPA) Board of Directors:
184 Novato Fire District Appointee

185

186 Chief Tyler detailed the need for Director to serve on the MWPA Board. Directors Galli and
187 Silverman nominated Director Goines, citing his vast forest service experience. Director Goines
188 agreed to serve

189



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- 190 There was public comment: Ms. Penny Teischer thought it was a great idea.
191 M/s Metcho/Davis to appoint Director Goines as the Novato Fire District to the MWPA JPA
192 Board of Directors.
193 Motion carried 5-0.
- 194 7. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements -
195 Calendar Year 2019
196 Board approval was requested to accept staff’s recommendation to perform the audit with
197 a 3% sample size.
- 198 Chief Tyler reviewed the details of the annual Agreed Upon Procedures audit with a 3% sample
199 size, as has been agreed to in the past.
200
201 There was no public comment.
202 M/s Metcho/Davis to accept staff’s recommendation to perform the audit with a 3% sample size.
203 Motion carried 5-0.
204
- 205 8. Agreed Upon Procedures Engagement Letter-Ambulance Billings Calendar Year 2019
206 Board approval was requested to accept staff’s recommendation to perform the audit with
207 a 3% sample size.
- 208 Chief Tyler reviewed the details of the annual Agreed Upon Procedures audit with a 3% sample
209 size, as has been agreed to in the past.
210
211 There was no public comment.
212 M/s Galli/Davis to accept staff’s recommendation to perform the audit with a 3% sample size.
213 Motion carried 5-0.
214
- 215 Director Metcho left the room at 7:04 p.m. recusing himself, stating that he is a member of a
216 class receiving benefits from MCERA and OPEB benefits.
217
- 218 9. Marin County Employees’ Retirement Association Actuarial Valuation Report as of June
219 30, 2019
220 Board to accept the Marin County Employees’ Retirement Association Actuarial
221 Valuation Report as of June 30, 2019. The Actuarial Valuation Report was adopted by
222 the MCERA Board at their February 12, 2020 meeting.
- 223 FD Valenti reviewed the MCERA report and noted the District contribution percentage has risin
224 to 46.8% from 45.4%. MCERA shows a rate of return of 5.5%, not the expected 7%. FD Valenti
225 noted the District should see a drop off in the MCERA obligation by 2030 as the classic retiree
226 members drop off to be replaced by the PEPRAs members.
- 227 Director Davis asked if the MCERA report is reviewed annually. FD Valenti confirmed that it is.



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228 There was no public comment.

229 M/s Goines/Davis to accept the Marin County Employees' Retirement Association Actuarial
230 Valuation Report as of June 30, 2019.

231 Motion carried 4-0-1.

232

233 10. Other Post Employment Benefits (OPEB) Pre-Funding Contribution 2019/20.

234 Board approval was requested to accept staff's recommendation to:

235 a. Fund the OPEB contribution for the 2019-2020 year in the amount of
236 \$1,154,560

237 b. Establish the OPEB Funding Policy to be at least 100% of the Actuarially
238 Determined Contribution

239

240 FD Valenti reviewed the need to approve the funding and payment of the OPEB contribution. He
241 noted the amount was budgeted.

242 M/s Davis/Goines to accept staff's recommendation to:

243 a. Fund the OPEB contribution for the 2019-2020 year in the amount of
244 \$1,154,560

245 b. Establish the OPEB Funding Policy to be at least 100% of the Actuarially
246 Determined Contribution

247 Motion carried 4-0-1.

248 Director Metcho returned to the room at 7:12 p.m.

249 **COMMITTEE REPORTS**

250 1. MERA (Director Metcho and Director Silverman)

251 Director Metcho and Director Silverman noted that MERA agreed to hire a consulting service to
252 help smooth over some differences among members; and to evaluate an efficient path forward.

253 Director Silverman asked if perhaps Supervisor Arnold could assist?

254 The MERA board voted to give the consultant 60 days to make recommendations.

255

256 2. Finance Committee (Director Davis and Director Goines)

257 The Finance Committee items were included in New Business.

258

259 **FINANCIAL REPORTS**

260 There were no questions.

261 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, January 2020

262 2. Revenues and Expenditures Detail Financial Report January 2020

263 3. Vendor Summary Financial Report, January 2020

264 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,
265 Westamerica Bank Statement) January 2020

266 5. District Contracts Information – January 2020



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267

268

INFORMATION

269

1. Customer Satisfaction Survey Report, January 2020

270

2. Written Communications - None

271

3. MERA Update – No written report

272

4. Upcoming Dates:

273

a. Deputy Chief Retirement March 26, 2020

274

b. Finance Committee rescheduled: April 15, 2020 9 AM

275

c. Special Board Meeting April 15, 2020, 6 PM

276

277

ADJOURNMENT

278

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

279

7:20 p.m.

280

281

Submitted by,

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

282

283

Jeanne Villa, Recording Secretary



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1 The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in
2 Novato CA, 94945.

3
4 President Silverman opened the meeting and dedicated to all the District members working very
5 hard, with a lot of self-sacrifice to help the community through these challenging times.

6
7 **ROLL CALL**

8 President Lj Silverman, Directors James Galli, Steve Metcho, Bill Davis and Bruce Goines

9
10 **STAFF MEMBERS PRESENT via teleconference**

11 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
12 Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, HR Manager Gretchen
13 Felciano.

14
15 **OTHERS PRESENT**

16 District Counsel Riley Hurd and members of the Public: Bruce Martell and Colleen Haley of the
17 California Special District Association (CSDA).

18
19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 None

21
22 **AGENDA ADJUSTMENTS**

23 None

24
25 **ASSOCIATION PRESIDENTS' REPORT**

26 None

27
28 **DIRECTOR MATTERS**

29 Director Metcho gave out shout of thanks to all the first responders who are working so hard in
30 difficult times.

31
32 Director Davis noted that the future is unclear, but he is happy to hear about the safety protocols
33 that the District has in place.

34
35 **CHIEF'S REPORT**

36 The Chief noted that all events requiring a gathering have been suspended. All meetings that can
37 be virtual have been converted to teleconference or video meetings.

38
39 All events are suspended until further notice. All Meetings are being converted to zoom or
40 conference call, postponed, suspended, cancelled.

41 Highlights:



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42 Administrative Items: The Admin office is running smoothly with a modified work schedule
43 with several members working from home, and coming in on a rotational basis according to
44 division and functional need. Schedule as follows--

45 Front Office: schedule for the rest of the month; hours are modified to 9am to 4 pm.

46 Prevention: Chief Menzel M-F; Monday – Dmitri, Tuesday – Denise, Wednesday - Lynne
47 Thursday – Lori, Friday – Lance. Nicholas is coming in and doing some non-contact curbside
48 assessments and then working on reports in the office as needed.

49 Finance: Set up to work remote primarily: Joe’s plan is that each of them will come in to the
50 office once or twice per week. They will not all need to be here the same day, that way they
51 stagger the days to provide better coverage throughout the week. They will compile any checks
52 or EFT authorization requiring signatures into a folder so that whoever is here can obtain the
53 required staff or board signatures.

54 EMS Billing: Shannon is working from home—coming in one day a week with postings and
55 deposits.

56 HR: Coming in one or two days a week. Most items can be done remotely.

57 OPS: Chief Veliquette has left the building. After 29 years of service at NFD Jeff has retired. His
58 last day was Thursday of last week. Chief Menzel has transitioned to the Deputy Chief’s role.

59 OPS Focus = COVID-19: We have converted our daily operations and administrative support
60 into a full ICS structure (DOC). We are operating off of an Incident Action Plan (IAP), utilizing
61 a 48 hour operation period to match our 48 hr. shift work. Highlights include daily self-
62 monitoring, and ambulance disinfecting sites near all three hospitals. We have completed our
63 alternate staffing plans today--High priority continues to be securing PPE for our crews both
64 disposable and durable.

65 Training: New hire FF/PM Devin Solar started today. We have decided to postpone his regularly
66 scheduled training academy because we do not want to commit our companies to long days on
67 the blacktop or put a third person on the medic units right now. Devin will mostly be training
68 with B/C Erich Mesenburg and helping out with logistics and the DOC. We have not determined
69 a date yet for him to start on B Shift. Until he goes to shift, Devin will be coming in Monday –
70 Thursday. We will attempt to get in some single engine training with our new member.

71 Chief Mesenburg has completed a SWOT analysis of the training division and has visited each
72 shift and station to obtain feedback from crews to enhance our current program. He has updated
73 the probationary FF/PM task book and created a new task book for FF/PM to obtain Tiller
74 Operator status, and is working on continued planning for block 3 training.

75 Tower: On hold—working with our legal contact to determine if the new California Governor’s
76 more restrictive stay at home order will allow us to proceed as an essential facility with the tower
77 foundation work.



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78 EMS Divisions: COVID-19 sole focus. Chief Dague has assumed Fire Branch duties at Marin
79 County Virtual DOC.

80 Prevention Division: Chief Menzel has transitioned to the Deputy Chief's role, but will maintain
81 primary supervisor to the prevention division for the time being. COVID-19 has caused us to
82 suspend normal prevention duties and reassign members to DOC roles and responsibilities.
83 However, some prevention work continues: We completed 61 Roadside assessments in the
84 Marin Country Club neighborhood and mailed corresponding letters last Thursday afternoon. We
85 have completed all plans received from the County of Marin and City of Novato. We are
86 answering emails and construction calls, contractor inquiries, project follow ups.

87 Director Silverman asked if the third party apparatus cleaning is a shared cost? Chief Tyler
88 commented that the County of Marin is paying the cost with hopes to be reimbursed by CAL
89 OES.

90
91 Colleen Haley of the CSDA noted that she and the organization are here to help special districts
92 with coordination and use of available resources. She can be reached at colleenh@csda.net

93

94 **CONSENT CALENDAR**

- 95 1. Minutes of Special Board of Directors Meeting 2/25/2020
96 2. Minutes of Regular Board of Directors Meeting 3/4/2020

97

98 There was no public comment.

99

100 Director Goines requested a correction to the 3/4/20 minutes, lines 125-127 to read: Director
101 Goines noted that it is very unusual for an agency to be reimbursed for expenses that were made
102 prior to the passing of Measure C, that may now be eligible for compensation under the new law,
103 unless explicitly identified in the text of the law.

104

105 M/s Davis/Goines to approve Consent Calendar items 1-2, as amended.

106 Roll Call Vote

107 Ayes: Silverman, Galli, Goines, Davis, Metcho

108 Noes: None

109 Abstain: None

110 Motion carried 5-0-0.

111

112 **NEW BUSINESS**

- 113 1. Declaration of District Emergency – Coronavirus (Covid-19)

114 Ratification of Declaration of District Emergency by the Board of Directors.

115 Chief Tyler described the letter and the need for the Declaration of a District Emergency. Counsel
116 Hurd noted that the District has a history of declaring a District Emergency, and the last one was
117 during the PGE PSPS event. The updated emergency policy allows for the District to issue such a
118 letter, even though most state or federal reimbursement funds may not require the District letter. The
119 policy requires that the Board of Directors ratify the letter within 20 days.

120



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121 There was no public comment.

122

123 M/s Metcho/Davis to ratify the Declaration of District Emergency.

124 Roll Call Vote

125 Ayes: Silverman, Galli, Goines, Davis, Metcho

126 Noes: None

127 Abstain: None

128 Motion carried 5-0-0.

129

130 2. Coronavirus (Covid-19) Update – Verbal Report

131 As of the evening of March 31, 2020, the Marin County Emergency Operations Center (EOC) is
132 on its 28th day of operation for COVID-19. The Marin EOC is now almost entirely virtual after
133 the Senior Marin Health Official tested positive.

134 To date there are 108 confirmed cases of COVID-19 in Marin. 774 persons have been tested; 15
135 Hospitalizations; and 6 deaths. There are 2647 bay area cases, 8588 California cases, and 183
136 deaths.

137 So far 31 of firefighters in Marin have been quarantined and had to self-monitor due to possible
138 COVID-19 exposures to patients from medical aids and other incidents. There are currently no
139 firefighters in quarantine county wide. There is one sheriff deputy in quarantine.

140 Novato Fire has had 4 employees quarantined in the last two weeks; all four have been released
141 and returned to work within 24 hours based on negative testing results from patients under
142 investigation.

143 Per our infectious control plan, we have identified our Designated Infectious Control Officer
144 (DICO) as Kyle Dague, who covers two shifts per week as the fire/ems branch in the Marin
145 EOC. Capt. Scott Freedman is the back-up DICO for NFD.

146 NFD participates in daily operation calls at 8:15 am, and when scheduled, on afternoon calls at
147 2:30 pm.

148 Health officers in seven Bay Area jurisdictions – including Marin County - updated a previous
149 stay-at-home order through May 3, 2020 in order to preserve critical hospital capacity across the
150 region.

151 The new order adds some clarifying language around essential business and activities, as well as
152 some new directives, including:

- 153 • Use of playgrounds, dog parks, public picnic areas, and similar recreational areas is
154 prohibited. These areas must be closed to public use.



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- 155 • Use of shared public recreational facilities such as golf courses, tennis and basketball
156 courts, pools, and rock walls is prohibited. These facilities must be closed for
157 recreational use.
- 158 • Sports requiring people to share a ball or other equipment must be limited to people in the
159 same household
- 160 • Requires essential businesses to develop a social distancing protocol before April 3
- 161 • Most construction—residential and commercial—is prohibited
- 162 • Funerals limited to no more than 10 people attending
- 163 • Essential businesses expanded to include service providers that enable residential
164 transactions (notaries, title companies, Realtors, etc.); funeral homes and cemeteries;
165 moving companies, rental car companies and rideshare services that specifically enable
166 essential activities
- 167 • Essential businesses that continue to operate facilities must scale down operations to their
168 essential component only

169
170 **Novato Fire DOC:** We have converted our daily operations and administrative support into
171 a full ICS structure (DOC).

IC Tyler, OPS Menzel, Plans Whittet, Logistics Mesenburg, Finance Valenti

- 172
- 173 • We are operating off of an Incident Action Plan (IAP), utilizing a 48 hour operation
174 period to match our 48 hr. shift work.
 - 175 • Highlights include daily self-monitoring, and ambulance disinfecting sites near all three
176 hospitals.
 - 177 • We have completed our alternate staffing plans today--High priority continues to be
178 securing PPE for our crews both disposable and durable.
 - 179 • We have noticed an overall decrease in the total number is calls for service, including
180 medical aids for the month of March:

EMS Calls		
March 2018	380	N
March 2019	388	+8
March 2020	319	-69

181

Total Incidents		
March 2018	538	N
March 2019	535	-3
March 2020	474	-64



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- 182 • Of the medical call we are responding to, we have seen increase in 911 calls for service
183 with patients who have fevers and minor symptoms.
184 • While we recognize many are concerned about COVID-19, such symptoms do not
185 require 911 ambulance responses--Concerned citizens are being redirected to get in
186 contact with their doctors.
187 • We are on version 7 of the “Field Guide,” and version 2.5 of the exposure guide for
188 supervisors.

189 **Fire Operation Area Coordination:**

190 Marin’s first responders have a critical role in prehospital emergency care and must continue to
191 provide essential services and fill the many emergency response roles in a community such as
192 fire, emergency medical services (EMS), law enforcement, emergency management and 911
193 telecommunications.

194 In anticipation that the current COVID-19 pandemic will increase workload, staff sizes will
195 diminish if employees become ill or are quarantined; the Marin County Fire Chiefs recognized
196 the need to create a task group to address contingency planning and preparation to help reduce
197 the worst impacts and help plan potential ways to adjust operations to maintain readiness and
198 response.

199 March 16th by the Order of the Health Officer of the County of Marin directed all individuals
200 living in the county to shelter in place and only engage in essential activities to reduce the spread
201 and exposure of COVID- 19.

202 March 24, 2020 Marin County Fire Chiefs tasked fire department staff, organized as the Marin
203 Fire Operations Area Coordination (Marin FOPAC), to develop logistical recommendations to
204 each fire agency/individual Department Operations Center (DOC) regarding PPE supply
205 management/options, provision of routine station supplies, cleanliness/safe zone guidelines,
206 feeding, quarantine and address fiscal and administrative implications to fire response capability
207 to ensure the health and safety of fire department workforce their families and community.

208 **Marin FOPAC Members:**

209 **Agency Administrators - Fire Chiefs and Labor Representatives 1775**

210 Bill Tyler – Novato Fire District Chief, President of the Marin County Fire Chiefs Association

211 Jason Weber – Marin County Fire Chief

212 John Bagala – IAFF Local 1775 Union President Adam Brolan – IAFF Local 1175 Union
213 Retiree Rep

214 Mark Brown - Marin County Fire Deputy Chief - Agency Administrator Representative to
215 Committee

216



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217 **Committee:**

218 Christie Neill – Marin County Fire Department – Lead Graham Groneman – Marin County Fire
219 Department – Co Lead Sid Jamotte – Ross Valley Fire and Labor Rep Geoff Larkin – Novato
220 Fire District and Labor Rep Dmitri Menzel – Novato Fire District Jeff Whittet – Novato Fire
221 District

222 Matt Windrem – San Rafael Fire Department Jason Golden – Southern Marin Fire and Labor
223 Rep Matt Cobb – Central Marin Fire Dan Mahoney – Ross Valley Fire Tom Welch – Southern
224 Marin Mill Valley Fire Matt Barnes – Southern Marin Fire Mike Gutierrez – Ross Valley Fire
225 Mario Bernardini –1775 Labor Rep

226 **Coordinating Document contains 8 sections:**

- 227 • **Section I- PPE Supply Management and Supply Chain**
- 228 • **Section II - Facility Disinfecting Standards and Employee Screening**
- 229 • **Section III - Food/Feeding Options for Quarantined/Isolated Employees**
- 230 • **Section IV - Off-site facilities for Fire Service quarantines & self-isolation of**
231 **employees**
- 232 • **Section V - Administrative Options for Fire Service employee exposures to COVID-**
233 **19**
- 234 • **Section VI - Disinfecting Sites for Medics, Equipment and Overhead**
- 235 • **Section VII - Fire Agency Response Surge Guidelines (under development)**
- 236 • **Section VIII - Employee Health and Wellness.**

237
238 We anticipate the Marin County surge to be within the next three weeks, and last for
239 approximately 3 weeks.

240
241 County Health estimates that approx. 2% of Marin’s population has COVID-19: > 5,000 people

242
243 There are normally approx. 270 hospital beds in Marin; the 3 hospitals have increased that
244 number to 400.

245
246 There will be Alternate Care Site established in Marin to increase the available beds by another
247 250 that should be completed in the next couple weeks.

248
249 Our admin office is seeing very light phone traffic and no public contact.

250
251 Social media is overloaded with COVID-19 info. We are focusing on positive images of our
252 crews and support for the community.

253
254 3. Approval of the Advancement of Dmitri Menzel and Approval of Employment
255 Agreement between the Novato Fire Protection District and Deputy Chief Dmitri Menzel
256 Board approval is requested to:



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- 257 a. Approve the advancement record promoting Dmitri Menzel from Battalion
258 Chief to Deputy Fire Chief, effective April 1, 2020.
259 b. Adopt Resolution 2020-4, adopting the Employment Agreement between the
260 Novato Fire Protection District and Deputy Chief Dmitri Menzel.
261

262 Chief Tyler detailed the negotiation process that resulted in the employment agreement. He
263 believes it is fair compensation for a Deputy Fire Chief.
264

265 There was no public comment.
266

267 M/s Galli/Metcho to approve the advancement record promoting Dmitri Menzel from Battalion
268 Chief to Deputy Fire Chief, effective April 1, 2020; and to adopt Resolution 2020-4, adopting the
269 Employment Agreement between the Novato Fire Protection District and Deputy Chief Dmitri
270 Menzel.
271

272 Roll Call Vote

273 Ayes: Silverman, Galli, Goines, Davis, Metcho

274 Noes: None

275 Abstain: None

276 Motion carried 5-0-0.

277 All Board members and members of the public offered their congratulations to Deputy Fire Chief
278 Menzel. Chief Menzel thanked the Board, and noted that he was looking forward his new role.
279

280 The Chief also thanked the Board for their hard work on the selection process, and noted he has
281 full confidence in Chief Menzel.
282

283 4. Designated Negotiators

284 Board to accept Staff recommendation to designate Fire Chief Bill Tyler and Deputy Fire
285 Chief Dmitri Menzel and Director James Galli as designated negotiators representing the Fire
286 District to negotiate with the Novato Professional Firefighters Association, IAFF Local 1775
287 – Verbal Report
288

289 There was no public comment.
290

291 M/s Metcho/Davis to designate Fire Chief Bill Tyler and Deputy Fire Chief Dmitri Menzel and
292 Director James Galli as designated negotiators representing the Fire District to negotiate with the
293 Novato Professional Firefighters Association, IAFF Local 1775.
294

295 Roll Call Vote

296 Ayes: Silverman, Galli, Goines, Davis, Metcho

297 Noes: None

298 Abstain: None

299 Motion carried 5-0-0.
300



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301 **COMMITTEE REPORTS**

- 302 1. MERA (Director Metcho and Director Silverman) – there was no meeting.
303 2. Finance Committee (Director Davis and Director Goines) there was no meeting.
304 3. Marin Wildfire Prevention Authority- Director Goines noted that there has not yet
305 been a meeting but that he has reviewed the foundational documents. He is eagerly
306 awaiting a meeting with Chief Tyler. He expects to deliver a more detailed report
307 next month.

308
309 **FINANCIAL REPORTS**

310 There were no questions.

- 311 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, February
312 2020
313 2. Revenues and Expenditures Detail Financial Report February 2020
314 3. Vendor Summary Financial Report, February 2020
315 4. Electronic Fund Transfer Documentation (AD 17 d/e/f, Calpers, MCERA confirm,
316 Westamerica Bank Statement) February 2020
317 5. District Contracts Information – February 2020
318

319 **INFORMATION**

- 320 1. Customer Satisfaction Survey Report, February 2020
321 2. Written Communications – one letter was read.
322 3. MERA Update – there was no meeting.
323 4. Upcoming Dates: May 6 Regular Board Meeting
324

325 **ADJOURNMENT**

326 There being no further business to conduct, President Silverman adjourned the meeting at
327 7:01 p.m.

328
329 Submitted by,
330

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

331
332 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
April 15, 2020

1 The meeting was called to order by Director Davis 9:00 a.m. via virtual teleconference call with
2 District staff via teleconference or in the Heritage meeting room at 95 Rowland Way, Novato CA
3 94945.

4
5 **ROLL CALL**

6 Directors Bill Davis and Bruce Goines.

7
8 **STAFF MEMBERS PRESENT**

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

11
12 **ALSO PRESENT:**

13 Caller Susan via teleconference

14
15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 No public comments were made.

17
18 **CONSENT CALENDAR**

- 19
20 1. Minutes of Finance Committee Meeting 2.20.2020
21 2. Review of Fire Chief's credit card expenses January 2020. February 2020 – None to report
22 3. Review of Deputy Fire Chief credit card expenses - None to report.

23 No public comment.

24 M/s Davis/Goines to accept consent calendar item 1-3

25 Roll Call Vote:

26 Ayes: Goines and Davis

27 Noes: None

28 Abstain: None

29

30 Motion carried

31

32 **NEW BUSINESS**

33

- 34 1. Special Assessment Tax Rate 2020/2021
35 Finance Committee to review and discuss the Special Assessment Tax Rate and Consumer
36 Price Index adjustment for 2020/2021 and make a recommendation to the full board.

37

38 Chief Tyler reviewed the annual process for considering the adjustment of special tax rate. Finance
39 Director Joe Valenti commented on how the tax rate is applied.

40

41 Chief Tyler noted that the adjustment is important to support the needed revenue of the District, as
42 the District base expenses are not decreasing.

43



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Special Finance Committee Meeting Minutes
April 15, 2020

44 The District has seen an increase in costs of normal and essential business activities.

45

46 Director Goines noted that Measure C funds cannot be applied to District base operations, and that
47 the District has upcoming negotiations of labor contracts, a truck purchase, etc. However there is a
48 concern in the community of unemployment and a transitioning economy due to Covid 19. The
49 District should consider folks in economic stress. \$6.00 per average property is not a large amount,
50 but is this the time to make an adjustment?

51

52 Director Goines asked about the possibility of deferring this decision to a later time when more data
53 on the economy is known.

54

55 Director Davis noted that the next 3-4 months is unknown, but the District will need cash flow.

56

57 FD Valenti noted that the CPI % amount is always a look backward to the previous year. Should the
58 CPI for any given year be a negative number, the District is not obligated to apply a negative
59 amount. The current rate at that time could remain unadjusted.

60

61 Chief Tyler noted and FD Valenti confirmed that there is a deadline to submit a request for increase
62 in the base tax rate to the County of Marin. FD Valenti stated he would ask the County for that exact
63 deadline.

64

65 Director Goines commented he would like to proceed slowly, gather more data, and have the full
66 Board consider any increase to the tax rates. He would also like public input.

67

68 Chief Tyler noted that the District can weather the situation in the short term. But in the long term,
69 without an increase, is unknown territory.

70

71 There was no public comment.

72

73 M/s Davis/Goines to bring the consideration of adjusting the tax rates to the full Board at the May
74 meeting so that all Directors can participate in the review and discussion.

75

76 No public comment.

77 M/s Davis/Goines to bring the consideration of adjusting the tax rates to the full Board at the
78 May meeting so that all Directors can participate in the review and discussion.

79

80 Roll Call Vote:

81 Ayes: Goines and Davis

82 Noes: None

83 Abstain: None

84

85 Motion carried

86



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
April 15, 2020

- 87
88 2. Committee to Select Date for a Special Finance Committee Meeting in June to Review
89 Preliminary Budget – Verbal Report
90 Board to make recommendation to the full Board of Directors at the June 3, 2020 meeting
91

92 No public comment.
93 M/s Goines/Davis to hold a special Finance Committee meeting on May 27, 2020 to
94 review the draft preliminary budget for 2020-2021.
95

96 Roll Call Vote:
97 Ayes: Goines and Davis
98 Noes: None
99 Abstain: None
100

101 Motion carried
102

103 **INFORMATIONAL ITEMS**

- 104 1. Covid-19 Expenses as of April 8, 2020.
105

106 Chief Tyler reviewed the expenses resulting from the Covid – 19 pandemic. He noted many staff
107 are working from home, many are serving on the District Operations Committee. Purchasing
108 Administrator Walraven is keeping track of all expenses incurred due to Covid -19, including
109 goods, services, and overtime. Staff is tracking overtime on 214 forms, and the District has
110 created 3 new Telestaff codes to be accurate about staff time allocated to Covid-19.
111

112 The plan is to seek reimbursement from FEMA. Novato Fire has begun the process to apply for
113 FEMA funds.
114

115 **TENTATIVE ITEMS FOR FUTURE MEETINGS**

- 116 1. None
117

118 **ADJOURNMENT**

119 There being no further business to conduct, Director Davis adjourned the meeting at
120 9:46 a.m.
121

122 Submitted by,

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

123
124 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

1 The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in
2 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 via teleconference**

8 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa,

10

11 **OTHERS PRESENT**

12 District Counsel Riley Hurd and members of the Public: Bruce Martell

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None

16

17 **AGENDA ADJUSTMENTS**

18 None

19

20 **ASSOCIATION PRESIDENTS' REPORT**

21 None

22

23 **DIRECTOR MATTERS**

24 Director Davis commented that he rode his bike to the Hillside Terrace fire location to find it
25 completely fenced off.

26

27 Director Galli commented that his neighbors let him know how pleased they were with service
28 they received from the District members.

29

30 **CHIEF'S REPORT**

31 Calendar items:

32 Wednesday May 6th, the NFD met with new Fire Chief Darin White to review our Wildfire
33 Mitigation Specialist program.

34 Wednesday May 6th District Operation Center meeting

35 Thursday May 14th Marin Wildfire Prevention Authority OPS Committee Zoom Meeting, 3pm

36 Thursday May 21st Marin Wildfire Prevention Authority BOD—Elected Zoom Meeting, 3pm

37 NFD Operations Section Meeting May 28th 8:00 am

38 All Meetings are being converted to zoom or conference call, postponed, suspended, or cancelled

39



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

40 Highlights:

41 Administrative Items: Lauren Galli, & husband Bryan are the proud parents of their first born
42 child— Lucy Quinn Galli was born 5.4.20 at 10:50pm, 6lbs. 12oz. 19 inches long, healthy and
43 sweet as can be! She will forever be our Star Wars baby - May the 4th be with you!

44 No Change to modified Admin office schedule.

45 Administrative Services Manger & IT: Office is running smoothly with many members working
46 from home, and coming in on a rotational basis according to division and functional need. IT
47 support is on a normal M-F schedule.

48 Front Office: The schedule for the rest of the month (May) is extended to correspond to the
49 current stay-at-home orders from the governor and local county PHO, and is subject to change;
50 current staffed front office hours are modified, 9am to 4 pm.

51 Prevention: Chief Menzel is working M-F; Tuesday – Denise; Wednesday – Lynne; Thursday –
52 Lori; Friday – Lance. Nicholas is coming in and doing some non-contact curbside assessments
53 and then working on reports in the office as needed.

54 Finance: Set up to work remote primarily: Monday – Check-in with each other to discuss
55 priorities and coverage for the week, check mail at the office; Wednesday – Process check run
56 and upload to MUNIS, enter invoices for payment, check-in; Thursday OR Friday – Check bank
57 balances and deposit activity (incoming checks in front drawer), scan checks and make bank
58 deposits when needed (i.e. to fund payroll accounts) They will compile any checks or EFT
59 authorization requiring signatures into a folder so that whoever is here can obtain the required
60 staff or board signatures.

61 EMS Billing: Working from home—coming in one day a week with postings and deposits.

62 HR: Coming in one or two days a week. Most items can be done remotely.

63 OPS: There was a structure fire on Sunday that spread to the vegetation. Great work by the crews
64 to control and extinguish. An out building, deck & wood walkway involvement; No injuries
65 reported. The fire was investigated—appears to be accidental and human caused. We sent follow
66 up flyers mailed to the neighborhood to get action to clear vegetation now, and to offer free
67 vegetation evaluations. Resident Penny Teischer called to express her thanks for the great action
68 on the fire call.

69 Call volume is down for all incidents approximately 20%. Medical calls are inching up to within
70 10% of normal. Messaging has gone out and will be amplified for people that 9-1-1 is open and
71 people should call and not suffer at home with chest pain or stroke symptoms, etc., as the
72 outcomes will be worse without immediate treatment.

73 OPS Focus = COVID-19: No change in day to day operations. We have converted our daily
74 operations and administrative support into a full ICS structure (DOC). We are operating off of an
75 Incident Action Plan (IAP), utilizing a 48-hour operation period to match our 48-hr. shift work.
76 Highlights include daily self-monitoring, and ambulance disinfecting sites near all three



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

77 hospitals. We have completed our alternate staffing plans. We have secured disposable and
78 durable PPE, and completed a plan for the transition with trigger point from one to the other. A
79 high priority continues to be securing PPE for our crews both disposable and durable. COVID-19
80 Testing for first responders-- We are participating in first responder testing (with all fire
81 agencies) on a rotational basis for COVID-19 daily, by shift.

82 We are participating regionally with all other allied agencies. We are participating in the County
83 EOC at the Fire Branch position. We are participating in the FOPAC at all levels.

84 Training: New hire FF/PM Devin Solar began on shift as a third person on the ambulance as of
85 April 24th, and will hit the floor on May 12th. Chief Mesenburg completed the Block 3 training
86 plan and developed RT-130 training elements. He worked with FS62 crews to clean and organize
87 training grounds. Erich worked on identifying additional JPR creation, editing, and cataloging
88 and began Block 4 training plan. In addition, Chief Mesenburg worked with Chief Whittet on an
89 in-service training plan for new E64 (Rescue Pumper). Erich attended virtual STEN refresher
90 and began planning relief driver tests. He is in the process of working on a county-wide effort to
91 share Zoom training sessions with all TO's.

92 Tower: Permit plan review is complete—three sets of plans have been submitted with third party
93 plan review approval to Marin County Building Division for permits.

94 EMS Divisions: COVID-19 is the sole focus as NFD District Infection Control Officer (DICO).
95 Fire Branch duties at Marin County Virtual DOC.

96 Prevention Division: Chief Menzel maintains primary supervisor of the RPM division for the
97 time being. COVID-19 has caused us to modify normal prevention duties; prevention work
98 continues on a limited basis and will increase as the stay-at-home orders are lifted with regards to
99 construction inspections: To date we have completed over 100 face to face residential
100 evaluations and provided written prescriptions for each, and we have completed and documented
101 over 800 drive-by inspections. We are meeting and exceeding our target of 9
102 evaluations/inspections per day. We have completed all plans received from the County of Marin
103 and City of Novato. We are answering emails and construction calls, contractor inquiries, project
104 follow ups. Pre-season weed abatement letters have been sent for violations from the past 3
105 years.

106 Public Evacuation Maps are complete we have received a bid for printing and mailing. We
107 anticipate including this project in to the MWPA work plan, and anticipate it will go out before
108 June 1st.

109 Director Galli asked if the ladder truck was still out of service. Chief Tyler responded that it is,
110 and that the Ops committee has met. They will have a report with recommendations at the June
111 meeting, as this issue is part of the budget process.

112 Director Silverman asked if the engineer vacancy list is still active. Chief Tyler noted that the
113 District will consider a new test, but in the meantime, the District has many acting engineers.

114



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

115 **CONSENT CALENDAR**

- 116 1. Minutes of Regular Board of Directors Meeting 4/1/2020
117 2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
118 Board was asked to approve staff's recommendation to write off the designated multi-year
119 uncollectible ambulance billing accounts totaling \$70,691.70
120

121 There was no public comment.

122
123 M/s Metcho/Davis to approve Consent Calendar items 1-2.

124 Roll Call Vote

125 Ayes: Silverman, Galli, Goines, Davis, Metcho

126 Noes: None

127 Abstain: None

128 Motion carried 5-0-0.

129

130 **NEW BUSINESS**

131

- 132 1. Update to the Board of Directors Policy in Lexipol
133 Board approval was requested to approve the changes as shown on the Board of Directors
134 Policy (attached in packet) with Track Changes showing all edits.

135 Counsel Hurd clarified and explained the small edits and the more substantial updates to the
136 Board of Directors policy. The policy needed to be updated to reflect the innovations in
137 technology and to reference the new processes due to the Covid 19 restrictions.

138 There was no public comment.

139 M/s Davis/Metcho to approve the changes on the Board of Directors Policy.

140 Roll Call Vote

141 Ayes: Silverman, Galli, Goines, Davis, Metcho

142 Noes: None

143 Abstain: None

144 Motion carried 5-0-0.

145

- 146 2. Adoption of Resolution 2020-5: Resolution of the Governing Body of the Novato Fire
147 Protection District for a regularly scheduled election to be held in this jurisdiction;
148 Requesting the Board of Supervisors to consolidate with any other election conducted on
149 November 3, 2020, and requesting election services by the Marin County Elections
150 Department

151 Board approval was requested to adopt Resolution 2020-5, requesting the Board of
152 Supervisors to:

- 153 a. Consolidate said election with any other applicable election conducted on the same
154 day in the manner prescribed in Elections Code §10418;



Novato Fire District Board of Directors
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155 b. Authorize and direct the Elections Department at District expense, to provide all
156 necessary election services and to canvass the results of said election.
157

158 Chief Tyler explained the details of the resolution, which is necessary to have the Directors who
159 are up for election in November 2020 placed on the ballot.

160 There was no public comment.

161 M/s Metcho/Galli to adopt Resolution 2020-5, requesting the Board of Supervisors to:

- 162 a. Consolidate said election with any other applicable election conducted on the same
163 day in the manner prescribed in Elections Code §10418;
164 c. Authorize and direct the Elections Department at District expense, to provide all
165 necessary election services and to canvass the results of said election.
166

167 Roll Call Vote

168 Ayes: Silverman, Galli, Goines, Davis, Metcho

169 Noes: None

170 Abstain: None

171 Motion carried 5-0-0.
172

173 3. Approval of funds greater than \$35,000 to be dispersed for costs related to Tablet
174 Command Phase 2 project.

175 Board was requested to approve staff's recommendation to purchase routers, antennas
176 and Netcloud subscriptions in support of Tablet Command for a total cost of \$37,358.72.

177 Chief Tyler reviewed the details of the Tablet Command project moving into phase 2.

178 There was no public comment.

179 M/s Galli/Davis to approve staff's recommendation to purchase routers, antennas and Netcloud
180 subscriptions in support of Tablet Command for a total cost of \$37,358.72.

181 Roll Call Vote

182 Ayes: Silverman, Galli, Goines, Davis, Metcho

183 Noes: None

184 Abstain: None

185 Motion carried 5-0-0.
186

187 4. Bank Signature Cards Changes

188 Board approval was requested to accept Staff's recommendation to make revisions to the
189 bank signature cards due to recent operational changes, and direct the Finance Director to
190 revise the necessary documents.

191 Chief Tyler noted that this is a routine process due to promotions and position changes.



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

192 There was no public comment.

193 M/s Metcho/Davis to accept Staff's recommendation to make revisions to the bank signature cards
194 due to recent operational changes, and direct the Finance Director to revise the necessary
195 documents.

196 Roll Call Vote

197 Ayes: Silverman, Galli, Goines, Davis, Metcho

198 Noes: None

199 Abstain: None

200 Motion carried 5-0-0.

201

202 5. Marin Emergency Radio Authority (MERA) JPA Renewal

203 Board approval was requested to accept Staff's recommendation to renew the MERA
204 JPA.

205 Chief Tyler noted that this renewal is an annual occurrence.

206 There was no public comment.

207 M/s Metcho/Galli to accept Staff's recommendation to renew the MERA JPA.

208 Roll Call Vote

209 Ayes: Silverman, Galli, Goines, Davis, Metcho

210 Noes: None

211 Abstain: None

212 Motion carried 5-0-0.

213

214 6. Establish Special Tax Rate For 2020/2021

215 The Finance Committee met on April 15, 2020 to review and discuss the special tax rate
216 for the 2020/2021 fiscal year. The Committee decided to bring the consideration of
217 adjusting the tax rates to the full Board so that all Directors could participate in the
218 review and discussion. The Board was asked to approve the following:

219 a. Apply the Consumer Price Index annual adjustment for 2019 of 3.31% (Exhibit C).

220 b. Establish the Special Assessment Tax Rate for Residential at 9.82 cents per square
221 foot and Commercial / Industrial at 14.73 cents per square foot for the 2020/2021
222 fiscal year.

223

224 Finance Director Valenti reviewed the process of the annual review and the calculations
225 involving the CPI.

226 Counsel Hurd reviewed the history of the special tax dating back to 1991, noting the update
227 changed by the voters in 2002. He commented that the Board needs to review their budget,
228 revenue sources and expenses, and then decide if an adjustment, up or down is needed.



Novato Fire District Board of Directors
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May 6, 2020

229 Director Goines expressed concern about the virus restrictions, unemployment, tax deferrals, etc,
230 leading the challenging times ahead for the community. He asked if the tax could be rolled back
231 in the future?

232 Counsel Hurd noted that although 2019 was a great year, the future is not bright, and there are
233 most likely layoffs ahead. The Board must consider the need for the revenue or choose to make
234 cuts. The CPI increase is not mandatory nor is it an auto escalator.

235 Chief Tyler noted that increase this year leads to a significant revenue over the next 10 years.
236 Costs will only be increasing, and property owners do have a mechanism to adjust property taxes
237 by having property re-assessed. Looking ahead to new projects needed at Station 62 including
238 the training tower, a new sewer issue, among other costs. He noted the Board can wait until the
239 June board meeting if they chose to.

240 Director Galli asked if there was an increase in property taxes?

241 Finance Director Valenti noted that the predicted increase is 1.79%, or about \$180,000. In 2019,
242 the increase was 2.29%. There has been an increase of +/- 5% in the past 5 years.

243 Director Silverman noted that the City of Novato has suffered revenue loss due to Covid.

244 Chief Tyler commented that the City is working on scenarios of a moderate to an extreme
245 downturn. The Fire District is also projecting downturn scenarios.

246 Director Galli noted that property tax represents approximately 80% of the District's income.

247 Chief Tyler noted that the District receives property tax, special tax and EMS Billing revenue,
248 but no sales tax.

249 Director Metcho asked if the item were tabled until June, would there be more helpful data.

250 Counsel Hurd did not expect there to be more significant data by the June meeting.

251 Public Comment: Bruce M noted that his questions had been asked by the Directors.

252 Director Galli noted that in 2007-2012, the District suffered a significant contraction of revenue.
253 Looking ahead to MCERA funding, tower expenses, the sewer at station 62, \$6.00 per residential
254 property per year does not seem exorbitant. The District needs the funds in order to provide
255 services to the community.

256 Director Goines noted the increase will benefit the District, even as the optics of a tax increase
257 are important to consider. The District has to watch the bottom line, and property tax adjustment
258 can be made by homeowners.

259 Counsel Hurd reiterated that the Directors should consider the budget, income, expenses, noting
260 that the maximum of square footage has been reached, leaving only a change in the rates as a
261 possibility. The rates can be adjusted up or down annually.

262 M/s Goines/Galli to approve the following:



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

- 263 c. Apply the Consumer Price Index annual adjustment for 2019 of 3.31% (Exhibit C).
264 d. Establish the Special Assessment Tax Rate for Residential at 9.82 cents per square
265 foot and Commercial / Industrial at 14.73 cents per square foot for the 2020/2021
266 fiscal year.

267 Roll Call Vote

268 Ayes: Silverman, Galli, Goines, Davis, Metcho

269 Noes: None

270 Abstain: None

271 Motion carried 5-0-0.

272

273 7. Adopt Resolution Establishing Special Tax Rate for 2020/2021

274 Board approval was requested to approve one of the following options:

275 a. Apply the Consumer Price Index annual adjustment for 2019 of 3.31% and Adopt
276 Resolution 2020-6 establishing the Special Assessment Tax Rate for Residential at
277 9.82 cents per square foot and Commercial/Industrial at 14.73 cents per square foot
278 for the 2020/2021 fiscal year (Exhibit A).

279 b. Leave the special tax rates unchanged at 9.51 cents per square foot for Residential
280 and 14.26 cents per square foot for Commercial/Industrial. Adopt Resolution 2020-7
281 establishing the Special Assessment Tax Rate for Residential at 9.51 cents per square
282 foot and Commercial/Industrial at 14.26 cents per square foot for the 2020/2021 fiscal
283 year (Exhibit B).

284

285 There was no public comment.

286 M/s Metcho/Davis to apply the Consumer Price Index annual adjustment for 2019 of 3.31% and
287 Adopt Resolution 2020-6 establishing the Special Assessment Tax Rate for Residential at 9.82
288 cents per square foot and Commercial/Industrial at 14.73 cents per square foot for the 2020/2021
289 fiscal year.

290

291 Roll Call Vote

292 Ayes: Silverman, Galli, Goines, Davis, Metcho

293 Noes: None

294 Abstain: None

295 Motion carried 5-0-0.

296

297 8. Budget Adjustments – May 2020

298 Board approval was requested to accept Staff's recommendation to make the following
299 FY 2019/2020 budget adjustments:

300 a. Increase Intergovernmental Transfers budget account 8500 by \$744,000

301 b. Increase Other State Aid, Grant budget account 9367 by \$1,933,000

302



Novato Fire District Board of Directors
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May 6, 2020

303 Finance Director Valenti explained details of the IGT funds and the necessary transfers. The
304 District transfers funds out and receives future revenue in excess of the transferred funds due to
305 the State's matching funds.

306 There was no public comment.

307 M/s Galli/Metcho to accept Staff's recommendation to make the following FY 2019/2020
308 budget adjustments:

- 309 a. Increase Intergovernmental Transfers budget account 8500 by \$744,000
- 310 b. Increase Other State Aid, Grant budget account 9367 by \$1,933,000

311
312 Roll Call Vote

313 Ayes: Silverman, Galli, Goines, Davis, Metcho
314 Noes: None
315 Abstain: None
316 Motion carried 5-0-0.

317

318 9. Adoption of Resolution 2020-8 Proclaiming May 3 – 10, 2020 as Wildfire Preparedness
319 Week.

320 Board approval was requested to adopt Resolution 2020-8 proclaiming May 3 – 10, 2020
321 as "Wildfire Preparedness Week".

322 Chief Tyler detailed the Wildfire Preparedness activities, noting that homeowner will receive
323 informational postcards. He noted that there have been some recent wildland fires in the County.

324 Public comment: Bruce M noted that the District is ahead of the curve. Are these activities in the
325 scope of the new JPA, and could they be reimbursable?

326 Chief Tyler noted that the activities will be in the scope of the JPA, but the current activities
327 have not yet been approved by JPA, and there is no reimbursement mechanism in place. The
328 current expenses are low cost items, but the JPA will do these types of activities going forward.

329 Bruce M. asked if other agencies are this proactive?

330 Chief Tyler noted that the County of Marin has been hiring seasonals and mitigation specialists.
331 FireSafe Marin is very active, but Novato Fire is the first to come to the public with a resolution.

332 M/s Davis/Goines to adopt Resolution 2020-8 proclaiming May 3 – 10, 2020 as "Wildfire
333 Preparedness Week".

334 Roll Call Vote

335 Ayes: Silverman, Galli, Goines, Davis, Metcho
336 Noes: None
337 Abstain: None
338 Motion carried 5-0-0.



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

339 10. Set Special Meeting Date for Final Preliminary Budget Meeting in June – Verbal Report

340
341 There was no public comment.

342 M/s Metcho/Davis to set a special board meeting on Jun 17th at 10 a.m. in order to review the
343 final preliminary budget.

344 Roll Call Vote

345 Ayes: Silverman, Galli, Goines, Davis, Metcho

346 Noes: None

347 Abstain: None

348 Motion carried 5-0-0.

349

350 **COMMITTEE REPORTS**

351 1. MERA (Director Metcho and Director Silverman)

352 Director Metcho noted that the customer design is ahead of schedule, the Next Gen project is
353 delayed. The coastal permits process is good to go, and the permits from PGE and the Bay Area
354 Air Quality Board are pending.

355

356 2. Finance Committee (Director Davis and Director Goines)

357 Director Davis noted that the content of the April Finance Meeting is on the agenda.

358

359 3. Marin Wildfire Prevention Authority

360 Director Goines noted that the JPA received % voter approval. The budget is due to be approved
361 on July 1, 2020. He attended the Operations section meeting in late April and on May 21, there
362 will be the first Governing Board meeting. The executive officer employment agreement is
363 complete and a headhunter has been engaged to find a candidate. FireSafe Marin has an
364 aggressive vegetation management proposal, but it's in an early stage. There are plans to
365 analyze, county-wide, evacuation routes. A grant for approximately \$600-\$700,000 has been
366 applied for. Teams for vegetation management, fuel reduction and grant funds for low income
367 seniors have formed. Chief Jason Weber has been elected chairperson, and a vice chairperson has
368 also been chosen. The JPA is moving forward.

369

370 **FINANCIAL REPORTS**

371 There were no questions.

372 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, March, 2020

373 2. Revenues and Expenditures Detail Financial Report March, 2020

374 3. Vendor Summary Financial Report, March, 2020

375 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
376 Bank Statement) March, 2020

377 5. District Monthly Contracts Information

378 6. Covid Related Purchases Over \$10K

379

380



Novato Fire District Board of Directors
Board Meeting Minutes
May 6, 2020

381 **INFORMATION**

- 382 1. Written Communications – three letters were read. Director Metcho’s granddaughter and
383 Battalion Chief Whittet’s daughter were both awarded \$10,000 scholarships by the
384 CSFA. Congratulations to both.
385 2. MERA Update – None
386 3. Upcoming Dates: May 27, 2020 Special Finance Committee Meeting
387 June 3, 2020 Regular Board of Directors meeting
388 June 17, 2020 Special Board of Directors meeting at 10 a.m.
389 July 1, 2020 Regular Board meeting
390

391 **CLOSED SESSION**

392 The Board entered Closed Session at 7:33 p.m. The Board returned to open session at 9:25 p.m.
393 There was nothing to report.
394

395 **ADJOURNMENT**

396 There being no further business to conduct, President Silverman adjourned the meeting at
397 9:25 p.m.
398

399 Submitted by,
400

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

401 Jeanne Villa, Recording Secretary
402



Novato Fire District Board of Directors
Board Meeting Minutes
June 3, 2020

1 The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in
2 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 via teleconference**

8 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa,

10
11 **OTHERS PRESENT**

12 District Counsel Riley Hurd and members of the Public: Bruce Bartel

13
14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 Bruce Bartel asked for an update on the Mirabella Avenue residents' traffic issue.

16
17 **AGENDA ADJUSTMENTS**

18 None

19
20 **ASSOCIATION PRESIDENTS' REPORT**

21 None

22
23 **DIRECTOR MATTERS**

24 Director Davis commented that he was impressed with the rapid knockdown of the fire near
25 Marin Valley last month.

26
27 **CHIEF'S REPORT**

28 Calendar items: SOME questions from directors in chiefs report

- 29 1. Daily OP Area Updates Calls with Marin EOC 8:15 am
30 2. Monday and Wednesday--Bi-weekly OP Area Emergency Management Call 2:00 pm
31 3. Tuesday, Weekly FOPAC Administrators Call 3:30 pm
32 4. Captain update calls start of each set by shift 7:35 am
33 5. Thursday June 4th DOC meeting, 10:00 am
34 6. Thursday June 4th MWPA OPS Committee Zoom Meeting, 3pm
35 7. Monday June 8th Special Finance Committee Meeting 10:00 am
36 8. Thursday June 11th Disaster Citizen Corps Council, 3pm
37 9. Wednesday June 17th Special BOD Meeting 10:00 am
38 10. Thursday June 26th FASIS Meeting
39 11. Wednesday, June 3rd NFD BOD meeting

40 All Meetings are being converted to zoom or conference call, postponed, suspended,
41 cancelled

42 Highlights:



Novato Fire District Board of Directors
Board Meeting Minutes
June 3, 2020

43 Administrative Items: The cleaning and sanitizing protocols are being followed. Covid-19 testing
44 for all NFD Staff and Operations—Antigen & Antibody tests are not yet reliable and no full
45 FDA approved to date, so the District is waiting until the tests become approved and reliable.

46 Two members have been trained to issue Covid tests, if needed.

47 The District is building a My Sidewalk website, with the My Sidewalk team. They develop and
48 host data analysis tools for organizations. Its analysis tools enable users to access public data sets
49 in the form of interactive pie charts, bar charts, tables, and maps that are pre-apportioned to
50 geographies, including census reported boundaries, It is a tool that makes data impactful across
51 our organization. Data Dashboards, templated reports, automatic monthly data updates. Will
52 allow us to share data internally and to our community with public facing dashboards. Data
53 includes—comparative Incident reports, response reports, goals report and station reports, and a
54 community profile. It will help inform our Standards of Cover Document which should start later
55 this year. We will have a presentation for the Board in July.

56 Administrative Services Manger & IT: Office is running smoothly with many members still
57 working from home, and coming in on a rotational basis according to division and functional
58 need. We completed the required Marin County Site Protection Plan (SPP) in order to reopen the
59 office which is anticipated to be in phase III. SPP was shared with the entire office staff. All
60 training is complete and the plan has been updated.

61 OPS: M64 has moved to station 65 and become M65. The strategic decision for this move was
62 made after many discussions, considerations and input from the Operations Command Team,
63 NFCOA President Jeff Whittet, NPFA President Captain Dan Peters, and the station 64 truck
64 captains. This operational decision was made on many factors some of which are:

- 65 • Response efficiency of the cross staffed rescue pumper (E64) and Truck 64 at station 64.
- 66 • Ability for medics to rotate between E65 and M65.
- 67 • New member EMS continuity with rotation to a full-time ambulance station.
- 68 • The unknown in-service date of the rescue pumper and truck.

69 CAD adjustments and dispatch procedures took effect on June 2nd. The Tam Crew has vacated
70 the 5th dorm and restored it to accommodate our members.

71 Public Gatherings—NFD is working collaboratively with our law enforcement partners to keep
72 our situational awareness high in regards to public gatherings in Marin. We were in unified
73 command with NPD today during the assembly and march through town in Novato, which was
74 peaceful. We have resources available to provide aid and support our allied agencies in the event
75 any fires or EMS incidents as needed.

76 NFD has responded to two vegetation fires recently—Above the Marin Valley Mobile Country
77 Club at the water tower, and a second fire at the College of Marin, IVC campus behind the
78 swimming pool. Both currently undetermined, but suspicious. We are working with local law
79 enforcement on both cases. We are working with our Law Enforcement Partners to support with
80 resources as needed for any planned or spontaneous protests.



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81

82 Overall call volume is down by 40 calls for the month of May compared to last year, medical
83 calls are nearly even with last year.

84 OPS Focus = COVID-19: No Change in day to day operations. We have converted our daily
85 operations and administrative support into a full ICS structure (DOC). We are operating off of an
86 Incident Action Plan (IAP), utilizing a 48-hour operation period to match our 48-hr. shift work.
87 Highlights include daily self-monitoring, and ambulance disinfecting sites near all three
88 hospitals. A high priority continues to be securing PPE for our crews both disposable and
89 durable. COVID-19 Testing for first responders. We are participating in first responder testing
90 (with all fire agencies) on a rotational basis for COVID-19 daily, by shift.

91 Director Goines asked if Directors were eligible for the Covid testing. Chief Tyler noted that we
92 can make an appointment for testing at the Civic Center location. Counsel Hurd noted that there
93 are many free sites in the County, including San Rafael, where his test took about 90 seconds
94 from start to finish. The Directors can contact the Deputy Chief for an appointment.

95 We are participating regionally with all other allied agencies. We are participating in the County
96 EOC at the Fire Branch position. We are participating in the FOPAC at all levels.

97 Training: Chief Mesenburg serving as Logistics Chief has focused this week on:

- 98 • Continued reusable gown transition plan and on cleaning procedure
- 99 • Discussions with surrounding agencies on joint training opportunities
- 100 • Renewed effort on networking and industry relationships to secure PPE
- 101 • Secured 500 more disposable gowns from MHOAC

102 Chief Mesenburg worked on Planning and Red Card work related to wildland operations
103 chainsaw class. Planning related to Driver Operator 1A class. Planning related to joint NFD/NPD
104 evacuation drill. He assisted probationary Engineer Lear with truck training plan, supported
105 Captain Black with A Shift manipulative MVA training, and performed research related to
106 Acting Captain process and task book

107 Tower: Plans in final stage of review in Land Use at the County. Contractor scheduling is
108 pending. Tower is due July 2nd. We believe they will go from the foundation straight into the
109 build. The estimate is three months from start.

110 EMS Divisions: Chief Dague continues to serve as our Designated Infection Control Officer
111 (DICO), and as the shared Fire Branch Manager at the County EOC. The EMS Division has a
112 plan to replace Morphine with Fentanyl effective August 1st, 2020. Fentanyl is currently
113 included as an option for use according to County Protocol. Fentanyl is more readily available
114 and also can be given intra-nasally to pediatrics without the need for an established IV. Training
115 is scheduled across the three shifts in June and July covering topics such as indications,
116 contraindications, concentration/packaging and protocol review. There will also be scenarios
117 where crews will be asked to calculate the correct dose. All Morphine expires August 1st, 2020.



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118 This plan was developed in cooperation with Dr. Konik our Medical Director, RN Katie
119 Grossman, and Capt. Freedman.

120 PS Trax—Our new controlled substance cloud based software will be introduced and taught by
121 Captain Freedman at the same classes. After training is complete, we will then begin to use PS
122 Trax parallel to our current paper tracking system and then the last week in July we will remove
123 all Morphine district wide and replace with Fentanyl.

124 Prevention Division: Chief Menzel maintains primary supervisor to the prevention division for
125 the time being. COVID-19 has caused us to modify normal prevention duties; prevention work
126 continues on a limited basis and will increase as the stay-at-home orders are lifted with regards to
127 construction inspections: WMS hiring is on hold until MWPA funds the workplan.

128 Public Evacuation Maps are complete and we have received a bid for printing and mailing. We
129 anticipate including this project in to the MWPA work plan, and anticipate it will go out before
130 July 1st.

131 Facilities: Chief LaCroix reports that the Station 62 Plumbing issue is complete for phase 1.
132 Emergency repair cost approx. \$34K. It is currently a concrete patch. Chief LaCroix is now
133 doing a cost analysis to re-tile. The estimate is \$10K to \$12K.

134 All stations' roll up doors have been serviced by Jones Garage Door..

135 All carpets and tile has been cleaned in all stations and admin.

136 **CONSENT CALENDAR**

137 1. Minutes of Regular Board of Directors Meeting 5/6/2020 (noting correction to Bruce
138 Bartel's name)

139 2. Bad Debt Write Off – Due to Hardship

140 Board was asked to approve staff's recommendation to write off the uncollectible
141 accounts due to hardship, totaling \$4,150.11

142

143 There was no public comment.

144

145 M/s Galli/Davis to approve Consent Calendar items 1-2.

146 Roll Call Vote

147 Ayes: Silverman, Galli, Goines, Davis, Metcho

148 Noes: None

149 Abstain: None

150 Motion carried 5-0-0.

151

152 **NEW BUSINESS**

153

154 1. Renewal of the County of Marin Agreement for Fire Communications Services.



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155 Board approval was requested to approve staff's recommendation to allow the two
156 County of Marin agreements for fire communication services to renew automatically on
157 July 1, 2020 for another 12 months until June 30, 2021.

158 There was no public comment.

159 M/s Metcho/Goines to approve staff's recommendation to allow the two County of Marin
160 agreements for fire communication services to renew automatically on July 1, 2020 for another
161 12 months until June 30, 2021.

162

163 Roll Call Vote

164 Ayes: Silverman, Galli, Goines, Davis, Metcho

165 Noes: None

166 Abstain: None

167 Motion carried 5-0-0.

168

169 Chief Tyler noted that there is an upcoming discussion regarding the leasing of District space for
170 the backup communication center.

171

172 2. North Bay Petroleum Contract Renewal – Fuel Delivery

173 Board approval was requested to renew the North Bay Petroleum Master Services
174 Agreement for the delivery of fuel to all six District locations for another year.

175 Chief Tyler explained the details of the contract.

176 There was no public comment.

177 M/s Davis/Galli to renew the North Bay Petroleum Master Services Agreement for the delivery
178 of fuel to all six District locations for another year.

179

180 Roll Call Vote

181 Ayes: Silverman, Galli, Goines, Davis, Metcho

182 Noes: None

183 Abstain: None

184 Motion carried 5-0-0.

185

186 3. Renewal of IT Support Services Contract with Marin IT.

187 Board was requested to approve staff's recommendation to renew the IT Support Services
188 contract for another 12 months with Marin IT for a total cost of \$121,512.00 annually.

189 Chief Tyler reviewed the services supplied by Marin IT. It was also noted that the contract
190 includes a provision to purchase hardware up to \$30,000 through the discounted contracts
191 available to Marin IT.

192 There was no public comment.



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193 M/s Metcho/Davis to approve staff's recommendation to renew the IT Support Services contract
194 for another 12 months with Marin IT for a total cost of \$121,512.00 annually.

195 Roll Call Vote

196 Ayes: Silverman, Galli, Goines, Davis, Metcho

197 Noes: None

198 Abstain: None

199 Motion carried 5-0-0.

200

201 4. Responses to the 2019-2020 Marin Civil Grand Jury Report titled, Follow-Up Report on
202 Web Transparency of Agency Compensation Practices.

203 Board considered draft responses to the Grand Jury report.

204 Chief Tyler reviewed the particular findings and recommendations of the report.

205 Counsel Hurd noted that the District was highly ranked by the Grand Jury, and only very minor
206 changes were needed to come in to full compliance with the Grand Jury's recommendations. He
207 also noted that grand jury reports can be difficult to respond to, as the allowable responses are
208 limited. He noted that the report responses were well crafted by staff.

209 Director Silverman asked if the Grand Jury has counsel that they can consult.

210 Counsel Hurd noted that the County Counsel most likely assists, but he does not know if the
211 Grand Jury receives any training on how to write their findings or how to structure responses.

212 There was no public comment.

213 M/s Goines/Galli to accept and make final the draft responses.

214 Roll Call Vote

215 Ayes: Silverman, Galli, Goines, Davis, Metcho

216 Noes: None

217 Abstain: None

218 Motion carried 5-0-0.

219

220 5. Landscape Management Contract with Cagwin and Dorward

221 Board approval was requested to contract with Cagwin and Dorward for District
222 landscape management for another three years through June 30, 2023.

223 Chief Tyler noted that this renewal was the lowest cost of the quotes received and represents a a
224 no cost increase renewal.

225 There was no public comment.

226 M/s Davis/Metcho to contract with Cagwin and Dorward for District landscape management for
227 another three years through June 30, 2023.



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228 Roll Call Vote

229 Ayes: Silverman, Galli, Goines, Davis, Metcho

230 Noes: None

231 Abstain: None

232 Motion carried 5-0-0.

233

234 6. Worker's Compensation Claims Administrator Renewal

235 Board approval was requested to renew the contract with Athens Insurance Services to
236 continue to administer the worker's compensation claims initiated prior to the FASIS
237 management of claims in 2014.

238

239 Chief Tyler reviewed the details of Athens' administration of the WC tail claims. The contract
240 represents a 3% increase annually until 2023. There remain a number of tail claims, most of
241 whom are on retired employees, but there are a few on active employees.

242 There was no public comment.

243 M/s Metcho/Silverman to renew the contract with Athens Insurance Services to continue to
244 administer the worker's compensation claims initiated prior to the FASIS management of claims
245 in 2014.

246

247 Roll Call Vote

248 Ayes: Silverman, Galli, Goines, Davis, Metcho

249 Noes: None

250 Abstain: None

251 Motion carried 5-0-0.

252

253 7. LAWCX's JPA for Workers' Compensation Insurance Renewal through FASIS
254 Membership.

255 Board approval was requested to renew the Local Agency Work's Compensation Excess
256 Joint Powers Authority for the Worker's Compensation insurance policy as a covered
257 member of the Fire Agencies Self Insurance System.

258 Chief Tyler reviewed the cost benefits of remaining with FASIS as compared to being self-
259 insured.

260

261 There was no public comment.

262 M/s Galli/Davis to renew the Local Agency Work's Compensation Excess Joint Powers
263 Authority for the Worker's Compensation insurance policy as a covered member of the Fire
264 Agencies Self Insurance System.

265

266 Roll Call Vote



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267 Ayes: Silverman, Galli, Goines, Davis, Metcho
268 Noes: None
269 Abstain: None
270 Motion carried 5-0-0.

271

272 8. Verbal Report – Covid Related Purchases over \$50,000: None.

273 Chief Tyler noted that for goods and services, the District has spent approximately \$39,000
274 relating to COVID 19. Finance Director Valenti confirmed that amount and added that the
275 District has spent approximately \$149,000 for overtime pay due to COVID 19 related work
276 assignments.

277

278 Chief Tyler commented that the District anticipates via the County and/or FEMA a
279 reimbursement of 75% of the Covid related expenditures. He also noted that the overtime pay is
280 a result of the District's support of the multi-agency EOC, where a Novato Fire Battalion Chief
281 works 24 hours shifts performing "persons under investigation" contract tracing, quarantine
282 logistics when necessary and documenting the use of PPE in suspected Covid medical calls.

283

284 Director Galli asked if the costs include any straight time.

285 Finance Director Valenti noted that when personnel serve as the Fire Branch Coordinator, those
286 straight time hours are also eligible for reimbursement. The window for FEMA reimbursement is
287 open until August/September.

288

289 There was no public comment. No action taken.

290

291 **COMMITTEE REPORTS**

292 1. MERA (Director Metcho and Director Silverman)

293 Director Metcho noted that the MERA Board took a pause, and brought in a 3rd party review of
294 the organizational management positions. The draft report will come to the Board for review at
295 the June 10, 2020 meeting.

296

297 He noted that several items were passed by the MERA Board: Tech Services agreement,
298 communications services agreement, Federal Engineering services to MERA, the annual budget,
299 and MERA approved a request by the CHP to access the MERA bands during a mutual aid
300 incident.

301

302 2. Finance Committee (Director Davis and Director Goines)

303 Director Davis noted that there was no meeting since the last Board meeting.

304

305 3. Marin Wildfire Prevention Authority

306 Director Goines noted that the JPA met on May 21, 2020. There were approximately 17
307 representatives, ½ from fire agencies and ½ from municipalities. There were also some citizens



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308 and group representatives from the Audubon Society and the California Native Plant Society.
309 These groups expressed concerns about ensuring environmental compliance.

310
311 The JPA would like Boards to nominate an alternate member.

312
313 He noted the decision process: Items pass when there is >50% of the Board vote that also
314 represents >50% of the represented population. Novato represents 23% of the population under
315 the JPA.

316
317 Director Goines noted that the recruitment for the executive officer has begun and 56
318 applications have been received. He noted the JPA will have great depth to choose from.

319
320 The Operations group subcommittees have developed the working plans and the budget. There is
321 also a plan for grants for low income seniors. This plan could be ready by the next meeting.

322
323 The JPA is supporting education and outreach with Fire Safe Marin with monthly webinars
324 regarding vegetation management, evacuations route planning, home hardening, zone zero, and
325 defensible space,

326
327 There are also about 70 environmentalists and naturalists that have coalesced into an
328 environmentally sustainable practices partnership, also in coordination with the Audubon
329 Society, the Native California Plant Society and the Marin Conservation League. They plan to
330 host seminars on topics such as vegetation management, home hardening, defensible space,
331 Water wise, habitat protection, fire smart, etc., along with training for inspectors.

332
333 Director Goines put together a list of critical items for Chief Tyler for the JPA to address.

334
335 The JPA is getting set to choose a President and a Vice President, and Director Goines
336 commented that he has submitted a letter of intent. Four others also submitted letters of intent.

337
338 The JPA meetings are held virtually currently.

339
340 The By-Laws subcommittee is being formed as is a Citizen Oversight Committee.

341
342 The Chief and Directors thanked Director Goines for his enthusiasm, expertise and work ethic.

343
344 Director Metcho asked if the timelines of Measure C will be met. Director Goines noted that the
345 program of work and the budget should be ready by July 1, 2020. He also expects a launch of
346 some actions and investment in July: grants, inspections, funding, defensible space activities, etc.

347
348 He noted that the County of Marin is offering to loan an advance until the tax measure funds
349 flow in. The amount may be about ½ of the expected \$20 million annually.

350



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351 Director Silverman asked if the District Inspectors are working. Chief Menzel noted that the
352 wildland inspectors are in the field doing roadside assessments, mailing flyers, and taking
353 appointments for full assessments. There are approximately 30 households interested in full
354 assessments. Those assessments will be performed while complying with the County's COVID
355 protection orders.

356
357 Chief Tyler noted that other inspectors are performing inspections with masks, and disinfection,
358 reducing the number of people on site during inspections. The inspectors can always refuse to
359 complete an inspection if they feel the site is unsafe.

360
361

362 **FINANCIAL REPORTS**

363 There were no questions.

- 364 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April, 2020
365 2. Revenues and Expenditures Detail Financial Report April, 2020
366 3. Vendor Summary Financial Report, April, 2020
367 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
368 Bank Statement) April, 2020
369 5. District Monthly Contracts Information
370 6. Covid Related Purchases Over \$10K: None

371

372 **INFORMATION**

- 373 1. Written Communications – four letters were read.
374 a. A letter of appreciation from Black Point Firewise community board member
375 Penny Teicher.
376 b. Fire Inspector Lynne Osgood and Captain Dicochea received thanks for their hard
377 work with the Bahia FireWise community and their vegetation management/goat
378 grazing project.
379 c. Captain Dicochea received thanks from his Leadership Novato group for his help
380 with their group project.
381 d. A letter to the District thanking the Administrative Staff for all their hard work
382 from Dario J. Felciano.
383 2. MERA Update – see above
384 3. Upcoming Dates: June 8, 2020 Special Finance Committee meeting at 10 a.m.
385 June 17, 2020 Special Board of Directors meeting at 10 a.m.
386 July 1, 2020 Regular Board meeting 6 p.m.
387 July 13, 2020 Filing for Elections opens
388

389 **ADJOURNMENT**

390 There being no further business to conduct, President Silverman adjourned the meeting at
391 7:13 p.m.

392

393 Submitted by,

394



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

395
396 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
June 8, 2020

1 The meeting was called to order by Director Davis 10:00 a.m. via virtual Zoom videoconference
2 call with District staff in the Heritage meeting room at 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 Dmitri Menzel, Finance Director Joe Valenti (via Zoom),
9 Recording Secretary Jeanne Villa.

10
11 **OPEN TIME FOR PUBLIC EXPRESSION**

12 No public comments were made.

13
14 **CONSENT CALENDAR**

- 15
16 1. Minutes of Finance Committee Meeting 4.15.20
17 2. Review of Fire Chief's credit card expenses March, April and May
18 3. Review of Deputy Fire Chief credit card expenses March, April and May

19 No public comment.

20 M/s Davis/Goines to accept consent calendar item 1-3

21 Roll Call Vote:

22 Ayes: Goines and Davis

23 Noes: None

24 Abstain: None

25
26 Motion carried 2-0-0

27
28 **NEW BUSINESS**

- 29
30 1. Preliminary Annual Budget 2019/2020

31 Finance Committee reviewed the Draft Preliminary Annual Budget 2020/2021, and made a
32 recommendation to the full Board of Directors.

33 Chief Tyler reviewed the history of the 2020/2021 budget compilation, with the result of crafting
34 a sustainable budget that meets the goals of covering unfunded liabilities, the strategic initiatives,
35 the needs of the facilities and equipment, and members. He noted that although the current fiscal
36 climate is somewhat stable, we need to be prepared for the uncertainty ahead.

37 Finance Director Valenti reviewed the highlights of the revenue sources. Property tax estimates
38 that were received in early June point to a 3.8% increase, nearly double an earlier estimate, most
39 likely due to new development and property value increases. Total revenue is estimated at \$33.8
40 million.



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
June 8, 2020

41 Total expenditures, including one time capital outlays is \$34.3 million, with some of the capital
42 outlay expenses coming from reserve funds, as planned.

43 Valenti reviewed the expenditures of the 2019/2020 estimated to the estimated budget
44 expenditures of 2020/2021, and they are down approximately 1.2%.

45 Looking at actual expenditures for Service and Supplies in 2019/20, the 2020/2021 budget
46 estimate is an approximate increase of 7.64%. Capital outlay is a 9.9% increase due to the Tower
47 and Ladder Truck expenses not being paid in the 2019/2020 year.

48 Valenti reviewed the significant sources of revenue: Property tax increases and the special
49 assessment tax. Overall, factoring the funds lost to ERAF, the net increase in secured and
50 unsecured revenue is 2.69%.

51 Intergovernmental Transfers is estimated at \$2 million.

52 Ambulance Service Fees is estimated at \$2.2 million.

53 OES Reimbursements, based on the past 2 years is estimated at \$500,000.

54 Totaling all sources of revenues with their various increases and decreases is a 1.2% increase of
55 2019-2020 revenue.

56 Valenti reviewed the current year expenditures, noting that another \$300,000 is expected to
57 arrive prior to the close of the 2019/2020 fiscal year.

58 Salaries will decrease by about 3% due to vacant positions, and the WMS position salary being
59 transferred to JPA funding.

60 CTO pay is estimated to increase about 22%, and Overtime pay is expected to increase about
61 3%, but Overtime related to Covid 19 activities is eligible for 75% reimbursement through
62 FEMA or the County of Marin.

63 Vacation Pay is estimated at an increase of 46% due to retirements in 2020 and 2021

64 MCERA benefits are estimated to increase 4% and health insurance is estimated at 12%. The
65 health insurance change will be included in the final version of the budget, but is unknown at this
66 time.

67 Worker's Compensation costs are estimated to decrease 7%, while Deferred Compensation
68 expenses are estimated at a 34% increase due to the payment of sick leave incentives, 457
69 matches, and an increase in members taking the stipend in lieu of health benefits (when they
70 have another source of coverage).

71 Director Davis asked if the members taking a stipend had an effect on the health insurance
72 premium. Valenti commented that HR would be able to answer that question. Chief Tyler noted
73 that some members take the stipend, but then transfer back to the Novato Fire health plan as they
74 near retirement, since their other plan may not offer benefits in retirement.



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Special Finance Committee Meeting Minutes
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75 Director Goines asked if the District will be expending the \$738000 in the Wildfire Reserve
76 Fund before we move to the use of the MWPA funds?

77 Chief Tyler noted that approximately \$538,000 of the MWPA funds will not be used by the
78 District, and will be moved back into the unassigned reserve funds. The WMS currently
79 employed will have his salary covered by the MWPA and the new WMS positions will also be
80 covered by MWPA funding.

81 Valenti reviewed the Services and Supplies highlights.

82 Notable increases in the areas of new PPE, First Aid Supplies (75% reimbursable by FEMA),
83 outside assistance due to maternity leave coverage and accounting assistance with GEMT and
84 CAFR, and outside instructors for the Training Division. There are also increases in vehicle
85 repair, decreases in fire equipment and tools, and increases in gas and fuel, increases in use of
86 outside consultants for plan review and fire investigations, along with the new programs of
87 Tablet Command and related hardware. New data plans necessary for Tablet Command and
88 some facilities upgrades accumulate to an approximate increase over the last budget estimate of
89 26%.

90 Chief Tyler noted that the funds allocated for outside plan review and fire investigations are
91 backstops only in the case where no District personnel are able to respond. As of current, no
92 funds have been expended for these services.

93 Director Goines noted the current decrease in fuel prices. Valenti noted that the budget figures
94 assume a future return to normal pricing, and that he used last years figures to be conservative.

95 The grand total estimated budget increase is 5% over last year, but that gap may shrink as the
96 final 2019/2020 invoices arrive in June and July.

97 Valenti noted that over \$500,000 in the Wildfire Reserve fund will not be needed to be paid out
98 and will transfer into the unassigned fund balance.

99 Valenti reviewed the capital outlay expenditures. in 2019/2020 the District estimated spend of
100 \$3.7 million, but only spent approximately \$1.5 million. The 2020/2021 budget includes the
101 Tower, ladder truck, a Type 3 engine, and classrooms for a total of approximately \$3.7 million.

102 Valenti reviewed the assigned fund balances that the Board agreed to at their March 2020 board
103 meeting. Total reserve funds are \$16.1 million.

104 The Directors thanked Joe Valenti for a job well done.

105 Chief Tyler noted the upcoming timeline for the budget process:

106 June 17, 2020 at 10 a.m. – a special board meeting to adopt the preliminary budget

107 July 21, 2020 at 9 a.m. – a regular finance committee meeting to review the draft final
108 budget.



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Special Finance Committee Meeting Minutes
June 8, 2020

109 August 5, 2020 at 6 p.m. – a regular board meeting to adopt the final 2020/2021 annual
110 budget.

111 No public comment.

112 M/s Davis/Goines to recommend the full Board of Directors to adopt the preliminary annual
113 budget for 2020/2021.

114

115 Roll Call Vote:

116 Ayes: Goines and Davis

117 Noes: None

118 Abstain: None

119

120 Motion carried 2-0-0

121

122 1. Rescue Pumper Financing Options

123 Finance Committee reviewed funding options for the purchase of the rescue pumper either with a
124 lease purchase agreement or with the Apparatus Assigned Fund Balance and made a
125 recommendation to the full board

126 The Rescue Pumper can be paid for with the reserve funds set aside, or the Board can opt to preserve
127 cash flow and finance the Pumper. Two financing proposals were received. Valenti reviewed the
128 interest options, the issuance costs, the pre-payment penalties and the documentation fees of each
129 proposal, for the various 5-7-10 year term options.

130

131 Chief Tyler noted that the Ladder Truck purchase next year will be about \$1.3 million, and we may
132 want to finance that larger purchase, and use the reserve funds set aside for the pumper. The District
133 is planning to receive extra funds due to the higher estimate of property tax revenue, and the District
134 will also have use of the balance of the unspent funds for the Wildfire Mitigation Specialist.

135

136 Director Davis noted that we have an apparatus reserve fund of \$5 million, the net cost to finance is
137 about 1.5%, the District is not in need of cash, and there is no need to incur the financing costs at this
138 time.

139

140 Valenti noted that if the District decided to finance to keep cash on hand, there really is no
141 opportunity for that cash to earn more than it is now, and could not realize enough interest income to
142 offset the cost of the financing options.

143

144 Director Goines agreed with Director Davis.

145

146 No public comment.

147 M/s Goines/Davis to recommend to the full Board of Directors to utilize the Apparatus reserve
148 funds to pay for the Rescue Pumper..

149



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
June 8, 2020

150 Roll Call Vote:
151 Ayes: Goines and Davis
152 Noes: None
153 Abstain: None
154
155 Motion carried 2-0-0
156

157 **INFORMATION**

158 1. Upcoming meeting: Special Board Meeting June 17, 2020 at 10 a.m.
159

160 **TENTATIVE ITEMS FOR FUTURE MEETINGS**

161 1. None
162

163 **ADJOURNMENT**

164 There being no further business to conduct, Director Davis adjourned the meeting at
165 11:39 a.m.

166
167 Submitted by,

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

168
169 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 17, 2020

1 The Virtual Teleconferenced meeting was called to order by President Silverman at 10:00 a.m. in
2 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 via teleconference**

8 Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne
9 Villa,

10

11 **OPEN TIME FOR PUBLIC EXPRESSION**

12 None

13

14 **AGENDA ADJUSTMENTS**

15 None

16

17 **DIRECTOR MATTERS**

18 None

19

20 **CHIEF'S REPORT**

21 Deputy Chief Menzel noted that the Fire Chief is on vacation.

22 **CONSENT CALENDAR**

23 1. Minutes of Regular Board of Directors Meeting 6/3/2020

24

25 There was no public comment.

26

27 M/s Metcho/Davis to approve Consent Calendar items 1

28 Roll Call Vote

29 Ayes: Silverman, Galli, Goines, Davis, Metcho

30 Noes: None

31 Abstain: None

32 Motion carried 5-0-0.

33

34 **NEW BUSINESS**

35

36 1. Adoption of the Preliminary Budget for Fiscal Year 2020/2021

37 The Board was requested to accept the Finance Committee's recommendation to adopt the
38 Preliminary Budget for Fiscal Year 2020/2021 and to establish the date for adoption of the final
39 budget at the August 5, 2020 regular Board meeting.

40 Finance Director (FD) Joe Valenti reviewed the highlights of the budget that he previously
41 reviewed with the Finance Committee. He noted a 3.8% increase in property tax is expected.



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 17, 2020

42 Other highlights include \$29.6 million operating cost figure, capital outlay of \$3.7 million (of
43 which \$2.7 million will come from assigned reserves, and \$1 million from unassigned reserves.

44 Director Galli asked about the Ladder Truck, and if delivery could be expected in 2020-2021?

45 Chief Menzel noted that the District has formed a specification committee, following the Board's
46 direction at the February board retreat to move forward with the ladder truck project. Chief
47 Menzel noted that the process is in the early stages, and expects it to be about 18 months out.

48 FD Valenti reviewed the highlights of the sources of revenue. He also mentioned the uncertainty
49 around the ERAF trailer bill, which may change how ERAF is calculated and could involve
50 retroactive payments.

51 NFD has not yet received any information from Marin County as to the details of the ERAF
52 calculations, but it has been requested.

53 The 2020/2021 budget assumes a \$1.2 million decrease due to ERAF, leaving the net revenue at
54 2.69%.

55 After all of the put/takes, the grand total revenue increase is 1.2%.

56 Director Galli asked if the ERAF bill is the State looking for money.

57 FD Valenti noted that the District's audited calculations were ok, but now we are being audited
58 again by a different agency, and the methodology could change.

59 FD Valenti reviewed the 2019/2020 Budget as adopted compared to the 2020/2021 budget,
60 which shows a 1.2% overall decrease. There are no new positions, the WMS position will be
61 covered by MWPA funds, and there is still a vacant Fire Marshal position.

62 The capital outlay funds that were not spent in 2019/2020 will roll to 2020/2021.

63 Director Silverman asked if the balance of the \$750,000 allocated for the WMS positions would
64 be returned to the budget. FD Valenti noted that approximately \$538,000 was unspent, and will
65 be allocated to unassigned reserves.

66 FD Valenti reviewed the 2020/2021 budget compared to the estimated spend of the 2019/2020
67 budget. As it stands now, it appears to be a +-5% increase, but there are still invoices to be
68 received for the 2019/2020 year, and that will result in a smaller increase.

69 Overtime has increased due to Covid-19, however Covid expenses can be recovered at 75% from
70 FEMA and via the County of Marin EOC.

71 FD Valenti noted that retirement expense will increase by 4%, and the final health insurance
72 increase is not yet known but will be included in the final budget. Worker's Compensation costs
73 are decreasing 7%. Services and supplies are increasing due to the Tablet Command expenses.
74 Facilities is also increasing currently as the District implements long term plans for cost savings.

75 Director Silverman asked about the solar project.



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- 76 Chief Menzel noted that Facilities' duties has been transferred to Chief LaCroix, who is looking
77 at other vendors who may offer a similar service/product. No funds have been committed.
- 78 FD Valenti reviewed the debt service payments for the loans on the Admin building and Station
79 64.
- 80 FD reviewed the capital outlay, of which the Tower spend is about \$1.5 million.
- 81 Director Goines asked about the Tower expenses, its preliminary estimates, and if the proposed
82 budget contains updated estimates.
- 83 FD Valenti noted the figures are from about 2 weeks ago.
- 84 FD Valenti reviewed the costs of the Ladder Truck, which is about \$1.2 million.
- 85 FD Valenti reviewed the assigned fund balances, and noted that the \$538,000 allocated for WMS
86 positions, which will now be covered by the MWPA funds, will go back into unassigned funds.
- 87 Director Goines noted that the MWPA budget is coming along, the process looks promising. FD
88 Valenti noted that the final budget will reflect MWPA revenue and expenses. It's more of an
89 accounting exercise than a budget process. The District will use the MWPA funds as laid out by
90 the JPA.
- 91 There was no public comment.
- 92 M/s Davis/Metcho to adopt the Preliminary Budget for Fiscal Year 2020/2021 and to establish
93 the date for adoption of the final budget at the August 5, 2020 regular Board meeting.
- 94 Roll Call Vote
95 Ayes: Silverman, Galli, Goines, Davis, Metcho
96 Noes: None
97 Abstain: None
98 Motion carried 5-0-0.
99
- 100 2. Rescue Pumper Financing Option
- 101 The Finance Committee recommends that the Apparatus Assigned Fund Balance be used to pay
102 for the Rescue Pumper in full.
- 103 Director Silverman left the meeting at 10:40 a.m.
- 104 There were no questions.
- 105 There was no public comment.
- 106 M/s Galli/Metcho to use the Apparatus Assigned Fund Balance be used to pay for the Rescue
107 Pumper in full.
- 108
109 Roll Call Vote



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110 Ayes: Galli, Goines, Davis, Metcho
111 Noes: None
112 Absent: Silverman
113 Motion carried 4-0-1.
114

115 3. Novato Fire District Representative Selection to the Marin Wildfire Prevention
116 Authority to the Advisory Technical Committee.
117 Board was requested to select NFD Fire Inspector Lynne Osgood as the NFD representative
118 expert to the MWPA Technical/Advisory committee.

119 There were no questions.

120 There was no public comment.

121 M/s Metcho/Davis to approve staff's recommendation to select NFD Fire Inspector Lynne
122 Osgood as the NFD representative expert to the MWPA Technical/Advisory committee.

123 Roll Call Vote

124 Ayes: Galli, Goines, Davis, Metcho
125 Noes: None
126 Absent: Silverman
127 Motion carried 4-0-1.
128

129 4. Marin Wildfire Prevention Authority Alternates for the Board of Directors,
130 Operations Committee, and the Advisory Technical Committee
131

132 Board approval was requested to select an alternate representative from the NFD Board for the
133 MWPA Board; and to select Deputy Chief Menzel as an alternate to Fire Chief Bill Tyler for the
134 Operations Committee; and to select NFD Fire Inspector Lance Macdonald as the alternate to NFD
135 Fire Inspector Osgood on the Technical Committee.

136 Director Galli asked if each of these committees has 17 members and do they all need alternates.
137 Director Goines noted that each committee does have 17 members, and each agency should also
138 have an alternate selected.

139 Director Goines noted that in its formative stage the Operations Committee needs the expertise
140 and passion that Chief Tyler brings to role, but as the organization moves forward, it should be
141 possible to transition the Chief's role to another member of the District. Director Davis
142 commented that Board gives its full support to Chief Tyler.

143 Director Galli asked if Tiburon and Belvedere are being taxed and do they receive any funds?

144 Director Goines noted that those 2 municipalities are completely independent from the MWPA,
145 so are not taxed and do not receive funds.



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146 Director Davis volunteered to serve as the alternate to Director Goines.

147 There was no public comment.

148 M/s Galli/Metcho to select Director Davis as the alternate representative from the NFD Board for
149 the MWPA Board; and to select Deputy Chief Menzel as an alternate to Fire Chief Bill Tyler for
150 the Operations Committee; and to select NFD Fire Inspector Lance Macdonald as the alternate to
151 NFD Fire Inspector Osgood on the Technical Committee.

152 Roll Call Vote

153 Ayes: Galli, Goines, Davis, Metcho

154 Noes: None

155 Absent: Silverman

156 Motion carried 4-0-1.

157

158 Director Silverman rejoined the meeting at 10:57 a.m.

159

160 **INFORMATION**

- 161 1. Upcoming Dates: July 1, 2020 Regular Board meeting 6 p.m.
162 July 21, 2020 Regular Finance Committee Meeting 10 a.m.
163 August 5, 2020 Regular Board Meeting 6 p.m.
164

165 **ADJOURNMENT**

166 There being no further business to conduct, President Silverman adjourned the meeting at
167 10:58 a.m.

168

169 Submitted by,

170

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

171

172 Jeanne Villa, Recording Secretary



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1 The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in
2 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 via teleconference**

8 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa, Administrative Assistant Stacey Hoggan, Fire Inspector Lynne Osgood.

10
11 **OTHERS PRESENT**

12 District Counsel Riley Hurd, Emergency Coordinator Dave Jeffries, Novato Residents: Bruce
13 Bartel, Nina Zhito

14
15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 None

17
18 **AGENDA ADJUSTMENTS**

19 None

20
21 **PRESENTATIONS**

22 1. 2020 Public Safety Power Shutoff (PSPS) Updates: Dave Jeffries, Certified Emergency Manager

23
24 Emergency coordinator Dave Jeffries gave an update on PG&E's public safety power shut down
25 (PSPS) plans for 2020. He reviewed the criteria needed for PG&E to enact a public safety power
26 shut down. He described the three tiers: 3 being extreme, 2 being elevated, 1 being all other
27 levels.

28
29 The goal for 2020 is to have fewer shut downs, smaller impacted areas, for less time, and to have
30 more community support.

31
32 The changes for 2020 include more weather stations and cameras, more micro grids, more
33 inspections, and more community charging stations.

34
35 Mr. Jeffries highlighted concerns, which include that a PSPS is weather dependent, there are
36 vulnerable populations, especially due to COVID, and this will complicate sheltering for
37 impacted residents.

38
39 Director Silverman asked if the cell service has improved with backup generators. Mr. Jeffries
40 noted there have been efforts to improve and there is some pending legislation being debated
41 which could lead to better power supply continuity.

42
43 Director Galli asked about filling stations and grocery stores– will they be required to have
44 generators. Mr. Jeffries does not know of any requirement for them to do so.



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45 Chief Tyler noted after having reviewed PG&E maps, the idea will be to section off areas to keep
46 power on where it is not necessary to turn it off. PG&E is confident that all of Marin and all of
47 Novato won't need to be powered down.

48
49 There was no public comment.

50
51 2. Truck 64: 90 day follow up report from the Feb 25, 2020 Board of Directors Retreat: Deputy
52 Chief Dmitri Menzel and B/C Jeff Whittet

53
54 Deputy Fire Chief Dmitri Menzel gave a 90 day follow up on the status of the ladder truck.
55 There have been three operations meetings where they discussed the status of the truck and
56 included both operations, labor, and chief officers. Discussion revolved around whether to look
57 at another tiller which would require many training hours, or go with a straight stick. The
58 committees reviewed the pros and cons of each and the straight stick configuration won the
59 comparison. The groups also discussed having a pump versus no pump. The groups reviewed the
60 pros and cons and the no pump option won the comparison.

61 A specification committee has been formed and are in agreement that they prefer the straight
62 stick without pump. The specification committee includes 5 to 6 members of the District, Chief
63 Whittet, and the District mechanic. The first meeting will be held soon.

64 Chief Tyler thanked Deputy Chief Menzel for his hard work on the truck issue. He also noted
65 that the District looked at used vehicles, and other agencies' equipment where we may be able to
66 piggyback on the order and speed up the process.

67 Director Silverman asked about the Kentfield truck with rear wheel steer.

68 Director Galli responded that they did not have any issues with rear wheel steer.

69 Chief Menzel noted that Pierce has really researched the rear steer issues.

70 The District plans to talk to Healdsburg Fire regarding rear steer.

71 Director Davis asked how long will the process take.

72 Chief Menzel noted it can take 12 to 18 months, even if we get specifications from Healdsburg
73 Fire.

74 Director Metcho agreed that a straight stick/no pump is the right direction.

75 A copy of Chief Menzel's notes are inserted at the end of these minutes.

76 There was no public comment.

77

78



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79 3. Marin Wildfire Prevention Authority Authorized Novato Fire District Work Plan Project and
80 Program Elements, and Current WMS Update: Fire Chief Bill Tyler

81
82 Chief Tyler commented that the Marin Wildfire Prevention Authority has approved their budget and
83 work plans. He reviewed the work plans with the Board, which total about \$4 million dollars. The core
84 projects are Evacuation Notification, Vegetation Management, Public Education and Grants. \$9 million
85 will be carried over to 2020-2021.

86
87 The first drop of funds is not expected until December. Agencies within the GPA will spend
88 funds, and then be reimbursed by the GPA.

89
90 Chief Tyler reviewed the specific work plans including home hardening, defensible space,
91 grants, and evaluation meetings with homeowners.

92
93 The District intends to hire up to six wildfire mitigation specialists.

94
95 Chief Tyler also reviewed the fire clear evacuation maps, the maps of the wildland urban
96 interface areas, as well as the maps of the 35 separate neighborhoods within Novato. The maps
97 will be mailed throughout Novato to homeowners and will be available on the MWPA and the
98 Novato Fire website. The maps can be accessed by QR code on phones, which will be handy as
99 many no longer use paper maps.

100
101 Director Metcho asked when would boots be on the ground.

102 Chief Tyler responded we already have one WMS working, Nicholas Barlupe. He has been on
103 the job since October 2019 and has completed 1439 home evaluations. During COVID he has
104 been doing street-side evaluations, with a follow up letter to the homeowner. The homeowners
105 can then make an appointment for a more detailed evaluation of the property.

106
107 The District has received 22 applications for 5 WMS positions. The District is focusing on
108 quality of candidates vs. quantity.

109
110 Director Metcho asked if the evacuation maps have designated safe zones.

111 Chief Tyler commented that yes, they do. They are highlighted on the individual neighborhood
112 maps.

113
114 Director Galli asked if other agencies are hiring mitigation specialists.

115 Chief Tyler responded that each agency is doing their own hiring. Some are hiring year-round
116 positions, and some are hiring seasonals. He noted the funds to cover these positions will come
117 from the MWPA.

118
119 Nina Zhito, Novato resident noted that much thought and preparation has gone into the
120 deliberation. Regarding boots on the ground, Covid is an enormously vastly, complicating factor
121 suddenly, and I'm wondering what if any liability issues accrue to privacy violations surrounding
122 these boots on the ground.



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The Chief noted that the inspections are completely voluntary. Due to Covid, the inspectors do drive-by evaluations and only meet with the homeowners in person by appointment. All social distancing guidelines are followed. The homeowner is mailed an evaluation of the street side inspection. The Inspectors do not enter on to the property. There is no privacy issue.

Nina Zhito asked what is being done to communicate these issues to the homeowner to demonstrate the consensual nature of the exchange by way of documentation, and is there a consent form, or how is that being documented? She is suggested that documenting consent might be helpful. She did not need an answer tonight.

Counselor Hurd commented that the Board is able to take questions and comments and can answer briefly, but other than that the items need be taken under advisement and then brought back to a future meeting for discussion.

Nina Zhito asked about the wildfire with regards to infrastructure, ...and if the infrastructure is down, how do the comms get out, and she would respectfully challenge the assertion and would like to see the documentation that says that people do not use maps - has there been market testing that concerns that? Ms. Zhito asserts the Chief is mistaken.

Chief Tyler reviewed the workplan item regarding NOAA radios. The plan is to distribute 1000 NOAA radios within the community, which can be used to notify residents that there is a wildland fire, and speed evacuation if needed.

He also commented on a grant program regarding structure ignitability. One item would be installation of better venting that don't allow embers to enter into the home. The grant is \$2500, to cover a 50/50 grant match. It could also apply to roofing and siding.

The District would like to expand the vegetation management grant project. Currently it's up to \$500 per homeowner. It would expand up to \$1000 per homeowner.

The District would also like to continue support of vegetation management projects, encouraging the introduction of neighborhoods to the Firewise campaign, and to bring chipper days into neighborhoods. Some notable neighborhoods would be Marin Highland Park, 7th Street/Romar Court, Kathleen Drive/Michelle Circle, and Ignacio Valley. The goal is to complete projects in all 35 neighborhoods, and also to have chipper days available at large to the community.

Director Goines thanked the staff for their hard work. The District is going to be safer due to all the efforts. Chief Tyler thanked Fire Inspector Osgood for her efforts on this program.

Novato resident Nina Zhito asked about the new hires, why wasn't a traditional bid done. Chief Tyler noted that the jobs were published publicly on the District website, job hiring sites and Facebook page.



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167 4. Opposition to Excess Educational Revenue Augmentation Fund (ERAF) Changes Through
168 Budget Process: Joe Valenti, NFD Finance Director
169

170 Finance Director Joe Valenti reviewed details of the proposed changes to the ERAF calculations. Marin
171 County could be affected with an increased contribution from \$3,700,000 to \$6,000,000 going back to
172 the State. The District pays into the ERAF funds and the excess of those funds can be returned to the
173 District.

174
175 Finance director Valenti noted District payments average \$2.6 to \$2.9 million paid to the State. The
176 excess returned to the District is between \$1.6 and \$1.8 million. Proposed changes at the State level
177 could impact the 2021 budget, and could mean up to a \$1.8 million decrease in revenue. Valenti noted
178 the measure has been amended to remove retroactive changes to the calculations. He noted the County
179 of Marin has been audited, and does believe that their calculations are true and correct.

180
181 There was no public comment.
182

183 5. Novato Fire Prevention Division Update: Fire Chief Bill Tyler
184

185 Chief Tyler noted that we have a vacancy in the RPM division, the fire marshal position. The District
186 has explored a new pathway for an operationally qualified battalion chief to add dimension to that
187 position. Chief Menzel served in that position as a supervisor, prior to becoming Deputy Chief, and was
188 successful as an operationally qualified battalion chief in the prevention position. The District also
189 wanted to maintain an open lane for someone in the prevention division to be able to compete for the
190 fire marshal position. The District currently has Acting Battalion Chief Barrett Smith in the position for
191 three months, and will report to Deputy Chief Menzel. Chief Tyler will mentor the position.

192
193 There was no public comment.
194

195 **ASSOCIATION PRESIDENTS' REPORT**

196 None
197

198 **DIRECTOR MATTERS**

199 Director Metcho indicated he does plan to run again in the November 2020 election. He also
200 noted that he attended the June tent survivor celebration event.
201

202 Director Silverman commented that he also attended the June tent survivor celebration and it was
203 great meeting the family.
204

205 **CHIEF'S REPORT**

206 Calendar Highlights:

207 Daily: OP Area Updates Calls with Marin EOC at 8:15 am

208 Monday Wednesday--Bi-weekly OP Area Emergency Management Call at 2:00 pm



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- 209 Tuesday, Weekly FOPAC Administrators Call at 3:30 pm
210 Captain update calls start of each set by shift at 7:35 am
211 Weekly DOC meetings, generally Wednesdays, next is July 1st at 10:00 am
212 Admin Staff Meeting Tuesday July 7th Via Zoom
213 MWPA OPS Committee Zoom Meeting, TBD
214 MWPA BOD Zoom Meeting, Thursday July 16th
215 NFD OPS meeting Wednesday July 22nd
216 All Meetings are being converted to zoom or conference call, postponed, suspended, cancelled
217 Highlights:
218 Administrative Items: Preliminary NFD 20/21 budget was approved at the Special BOD meeting
219 MWPA work plan and budget have been approved and authorized.
220 My Sidewalk Data Dashboards, templated reports, automatic monthly data updates. Feedback
221 and edits were submitted with changes. The final version is projected for July 14. There will be a
222 Board presentation on August 5th and then an implementation plan and roll out to crews. Phase II
223 will be an outward facing dashboard.
224 BHAP: A family resource letter and recommended book was sent to line staff members'
225 families. Peer Support Team is in the process of reviewing possible implementation of a
226 Chaplain position. Clinician Karen Goehring is presenting BHAP content to crews across the
227 shifts: July 6th, 8th and 9th. A chief officers' session is being scheduled for later in July.
228 Administrative Services Manger & IT: No change--Office is running smoothly with many
229 members still working from home, and coming in on a rotational basis according to division and
230 functional need. Some key staff positions will be OOS due to planned medical procedures and
231 vacations.
232 OPS: Red flag conditions have returned to the North Bay this last week. We sent out unified
233 messaging to social media sites, deployed the electronic message boards, and flew the red flags
234 at all fire stations. We responded by securing voluntary upstaffing by one additional crew
235 member each of the two days of red flag conditions in Marin—No prepositioning occurred
236 because we (all fire agencies in the County) could not meet the “prepo” trigger points necessary
237 for the State to approve. We experienced a 2-acre grass fire Monday afternoon, under red flag,
238 which was controlled with a first alarm assignment. The Tam fuels crews responded to assist
239 with containment and mop up. The extra body allowed us to respond the water tender directly to
240 the scene to augment the response.
241 NFD member “self-register COVID testing” continues—hoping to go internal testing process
242 soon.



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243 OPS Focus = COVID-19: No change in day to day operations. We have converted our daily
244 operations and administrative support into a full ICS structure (DOC). We are operating off of an
245 Incident Action Plan (IAP), utilizing a 48-hour operation period to match our 48-hour shift work.
246 Highlights include daily self-monitoring, and ambulance disinfecting sites near all three
247 hospitals. A high priority continues to be securing PPE for our crews both disposable and
248 durable. COVID-19 Testing for first responders-- We are participating in first responder testing
249 (with all fire agencies) on a rotational basis for COVID-19 daily, by shift. We are participating
250 regionally with all other allied agencies. We are participating in the County EOC at the Fire
251 Branch position. We are participating in the FOPAC at all levels.

252 Training: Chief Mesenburg is currently on vacation but has prepared the block 4 training
253 schedule including but not limited to: Confined Space Operations, Ropes, knots and anchor
254 systems, air monitoring and CGI use, and all items associated with technical rescue.

255 EMS Divisions: Chief Dague continues to serve as our DICO and as the shared Fire Branch
256 Manager at the County EOC. Highlights:

- 257 • 41 positive cases transported by fire-based medic units in June
- 258 • 2 positive cases transported by fire-based medic units in May
- 259 • 250 Entrada, Inn Marin housing COVID positives from care and shelter in EOC
- 260 • Seeking to establish 24-hour medical staff on site
- 261 • Fire Branch may respond to Comm Center for resource allocation to assist with MPMP
262 and the MHOAC.
- 263 • There are currently NO first responders in Marin with known infection or on quarantine
264 according to Fire Branch spreadsheet and records.
- 265 • San Quentin update, and local impacts:
- 266 • As of June 29, 2020, over 1054 prisoners infected active COVID (increase of 21% since
267 Sunday evening) 102 staff infected active COVID
- 268 • Per Dr, Ballard, as of June 29, 40 hospitalizations distributed in adjacent counties and
269 Marin.
- 270 • Potential for 2000 infected with 150-200 hospitalizations, (160-200 projected for next 2-3
271 weeks.)
- 272 • Multiple Patient Management Plan Activation County Wide
- 273 • Marin Health Coordinating destination hospital after radio contact from the field for
274 COVID patients.
- 275 • Three local hospitals on a rotation receiving patients as needed.
- 276 • ACS site in process on site with ICS structure and possible IMT support
- 277 • Lots of State-level focus on San Quentin leading to plans for implementing an incident
278 response team on-site.
- 279 • Plans also include bringing in more clinical medical care assistance.
- 280 • The operating picture should become clearer in the next 24 -48 hours.
- 281 • SQP is still looking for beds for their patients and are trying hard to find any regional
282 hospital to accept them.
- 283 • Primary transports are by private ambulance



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284 Prevention Division: Acting B/C Barrett Smith has been assigned to the Prevention Division and
285 will lead and supervise for the next 3 months.

286 Facilities: Chief LaCroix--Station 62 Plumbing issue is complete.

287 Station Apparatus floor correction is starting tomorrow along with concrete floors inside the
288 station in the bathroom and hall area affected by the underground sewer line repair.

289 We have the final bid for the evac maps.

290 Tower- Permit has been received and in hand. We are currently working on locking down the
291 exact delivery of the tower- they said the 13th originally, but know they pushed it to the 16th.
292 Trent Construction also is working out the exact start date but it's looking like sometime after the
293 13th. They received confirmation that the helical piers will all be manufactured on the 9th; they
294 are waiting for a ship date. -manufacturing along with Covid is tricky with regards to scheduling.

295 Fleet: Chief Whittet--Truck 64 – Unit 9: Truck 64 was taken out of service after experiencing an
296 electrical communication issue making the ladder non operable. The ladder was taken to Hi-Tech
297 for further diagnosis and possible repairs.

298 Rescue Pumper – Unit 4 - The new Smeal Rescue Pumper has been delivered to the District.
299 Radio Programming and testing has been completed. Pump Test completed. Minor Tool
300 Mounting to begin this week. Factory Technician Led Training to take place on July 7th, 2020.
301 The goal is to have it placed in service at station 64 by August 1st, 2020.

302 Unit 6 – New Medic 61 - Horton has delivered new Medic 61. The minor electrical issues have
303 been resolved. Tap Plastics is going to make all medical cabinet dividers this month. In service
304 training not yet scheduled.

305 All other front-line units in service. All Type 3 Engines in Service. Water Tender in Service. 1 of
306 2 Reserve Type 1 Engines in service.

307 **CONSENT CALENDAR**

308 1. Minutes of Regular Board of Directors Meeting 6/17/2020

309

310 There was no public comment.

311

312 M/s Metcho/Silverman to approve the minutes of the Regular Board of Directors Meeting
313 6/17/2020.

314

315 Roll Call Vote

316 Ayes: Silverman, Galli, Goines, Davis, Metcho

317 Noes: None

318 Abstain: None

319 Motion carried 5-0-0.

320

321



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322 **NEW BUSINESS**

323 1. Boundtree Medical, LLC Master Purchasing Agreement

324 Board approval was requested to accept Staff's recommendation to continue to piggyback onto
325 the Kern County pricing agreement with Boundtree Medical, LLC ("Boundtree"), and to execute
326 the District's own Master Purchasing Agreement ("MPA") incorporating the Kern County
327 pricing agreement.

328 Chief Tyler reviewed the details of the contract with BoundTree

329

330 M/s Galli/Davis to continue to piggyback onto the Kern County pricing agreement with
331 Boundtree Medical, LLC ("Boundtree"), and to execute the District's own Master Purchasing
332 Agreement ("MPA") incorporating the Kern County pricing agreement.

333 Novato resident Nina Zhito asked why is the contract necessary. She asked for help to
334 understand the basics for transparency.

335 Chief Tyler commented that Novato Fire District buys medical supplies and has since 2013
336 piggybacked on a Kern County contract. Although FEMA discourages piggybacking, however
337 the District sometimes use piggybacking to get a lower price based on the buying power of a
338 larger agency.

339

340 Ms. Zhito asked why FEMA has a say in the contract. She asked for the dots to be connected
341 between Novato Fire and BoundTree.

342 It was noted that while FEMA does not have a say in the contract, should a reimbursement for
343 funds be requested from FEMA, appropriate FEMA language must be included.

344

345 Valenti noted that piggybacking helps the District acquire better pricing.

346 There was no public comment.

347 M/s Galli/Metcho to use the Apparatus Assigned Fund Balance be used to pay for the Rescue
348 Pumper in full.

349

350 Roll Call Vote

351 Ayes: Silverman, Galli, Goines, Davis, Metcho

352 Noes: None

353 Abstain: None

354 Motion carried 5-0-0

355

356 2. Memorandum Of Agreement (MOA) Between County Of Marin And The Novato Fire
357 District Pertaining To Assistance Provided To Respond To The Covid-19 Pandemic

358 Board approval was requested to authorize the MOA between the County of Marin and the
359 Novato Fire District that emergency management personnel provided under this MOA are public
360 employees who, during disaster situations, are declared under California Government Code
361 section 3100 to be DSWs.



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362 Chief Tyler reviewed the details of the memorandum of agreement. The District is tracking hours
363 and associated costs due to Covid that the District provides to the County in order to secure
364 FEMA reimbursement.

365
366 Counselor Hurd commented that emergency services act allows the County to request mutual aid
367 during from other agencies within its jurisdiction. The County made a call for disaster service
368 workers.

369
370 Novato Fire has provided members to serve in the emergency operations center and as a
371 designated infection control officer. The process to be reimbursed from FEMA, begins with a
372 request to FEMA to get the reimbursement from the lead agency, which is the County of Marin.

373
374 The total funds that the County receives are then portioned out to the various agencies that have
375 supplied disaster service workers to the County of Marin.

376
377 The agreement between Novato Fire District and the County of Marin details how the County
378 will seek funds from FEMA, and then reimburse Novato Fire District.

379
380 Many agencies in Marin are entering into memorandum of agreement with the County of Marin.

381
382 There was no public comment.

383 M/s Metcho/Galli to authorize the MOA between the County of Marin and the Novato Fire
384 District that emergency management personnel provided under this MOA are public employees
385 who, during disaster situations, are declared under California Government Code section 3100 to
386 be DSWs.

387 Roll Call Vote

388 Ayes: Silverman, Galli, Goines, Davis, Metcho

389 Noes: None

390 Abstain: None

391 Motion carried 5-0-0

392

393 **COMMITTEE REPORTS**

394 Directors may report on committee activities and meetings.

395

396 1. MERA (Directors Metcho and Silverman)

397 Director Metcho noted that MERA passed a resolution commending retired Chief Scott Shurtz.

398

399 2. Finance Committee (Directors Davis and Goines) – there was no meeting.

400

401 3. Marin Wildfire Prevention Authority Board (Director Goines)



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402 There was a June 18 meeting in which they made substantial progress. They adopted the budget
403 of \$10.8 million, with an \$8.5 million reserve. Initially they will be borrowing from the County
404 of Marin until tax funds are received. The work plan has been approved. They are working on
405 hiring the executive director and crafting the bylaws. For the Citizens Oversight Committee,
406 there has been outreach to seek candidates, one of which one will be from Novato. Director
407 Goines has been elected President of the MWPA. He will be focused on team building. He noted
408 there is a lot of work to do. The next meeting is set for July 16 at 3 p.m. Many thanks to Director
409 Davis for agreeing to serve as the alternate. He will be bringing Director Davis up to speed.

410

411 **FINANCIAL REPORTS**

412 Informational items for review. No action needed.

413

- 414 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, May, 2020
- 415 2. Revenues and Expenditures Detail Financial Report May, 2020
- 416 3. Vendor Summary Financial Report, May, 2020
- 417 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
418 Bank Statement) May, 2020
- 419 5. District Monthly Contracts Information
- 420 6. Covid Related Purchases Over \$10K; None

421

422 **INFORMATION**

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

424

- 425 1. Written Communications: One letter was read.
- 426 2. MERA Update
- 427 3. Upcoming Dates:
 - 428 • Election Filing begins July 13, 2020
 - 429 • Finance Committee Meeting July 21, 2020 9 a.m.
 - 430 • Regular Board Meeting August 5, 2020 6 p.m.

431

432 **ADJOURNMENT**

433 There being no further business to conduct, President Silverman adjourned the meeting at
434 8:02 p.m.

435

436 Submitted by,

437

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

438

439 Jeanne Villa, Recording Secretary

440

441

442



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443 DMITRI Documents here



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
July 21, 2020

1 The meeting was called to order by Director Davis 09:04 a.m. via virtual Zoom videoconference
2 call with District staff in the Heritage meeting room at 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 Dmitri Menzel, Finance Director Joe Valenti, Recording
9 Secretary Stacey Hoggan.

10

11 **OPEN TIME FOR PUBLIC EXPRESSION**

12 No public comments were made.

13

14 **CONSENT CALENDAR**

15

- 16 1. Minutes of Finance Committee Meeting 6.8.20
17 2. Review of Fire Chief's credit card expenses: None for June
18 3. Review of Deputy Fire Chief credit card expenses: June

19 No public comment.

20 M/s Davis/Goines to accept consent calendar item 1-3

21 Roll Call Vote:

22 Ayes: Goines and Davis

23 Noes: None

24 Abstain: None

25 Motion carried 2-0-0

26

27 **NEW BUSINESS**

- 28 1. Final Annual Budget 2020/2021

29 Chief Tyler gave an overview of the Annual Final Budget, as submitted to the Finance
30 Committee members. He advised the committee that this is a review of the final budget and there
31 will be opportunities to make amendments and changes. He also noted that this week, there was a
32 vacancy of Deputy Fire Marshal position due to a resignation. This created an opportunity to
33 promote a fire inspector into this position. If there is a decision to put a pause on filling the Fire
34 Inspector position, that will create a change in the budget for the upcoming fiscal year.

35 Finance Director Joe Valenti let the committee know that there are some changes from the
36 preliminary budget that had occurred. With the increase of health insurance costs, and the
37 changes that members had made of their choices in plans, it reduced the budget by about
38 \$149,000. Additionally, there was a change to the CTO pay which will account for another
39 \$67,600. Due to the noted changes, there is a total decrease in the adjustment of about \$200,000
40 from the preliminary budget.



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Special Finance Committee Meeting Minutes
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41 Finance Director Valenti also noted that there is about \$2 million in unused funds in the facilities
42 budget from last fiscal year that were budgeted for the tower at station 62. These funds will be
43 used this fiscal year to complete that project.

44 Chief Tyler spoke about the consideration of putting a pause on filling the fire inspector position
45 left vacant by recent promotion. The Board of Directors had approved to seek and updated fee
46 schedule increase last year. Due to the unforeseen downturn in the economy and new taxes that
47 businesses will be paying, the district will pause on implementing a fee increase. The fee
48 increase that the district had anticipated would have added to the funding of the second fire
49 inspector position. Chief Tyler advised the committee that he will have further info and numbers
50 associated with this discussion at the August 5th Board of Directors meeting.

51 Director Davis requested that Chief Tyler provide the board with a 'pros and cons' list regarding
52 the filling of the Fire Inspector position.

53 Director Goines looks forward to further discussions on this subject with the full board.

54 Chief Tyler let the committee know that the budget being reviewed does not reflect negotiations
55 with any of the labor groups at this time. This budget reflects the current MOU's of the three
56 groups. Negotiations are ongoing.

57 Chief Tyler recommends to bring budget to the board of directors for adoption. He will include
58 the pros and cons regarding filling the fire inspector position.

59 No public comment.

60 M/s Goines/Davis to bring Final Annual Budget 2020/2021 to Board of Directors for adoption

61 Roll Call Vote:

62 Ayes: Goines and Davis

63 Noes: None

64 Abstain: None

65 Motion carried 2-0-0

66

67 **INFORMATION**

68 None

69

70 **TENTATIVE ITEMS FOR FUTURE MEETINGS**

71 None

72

73 **ADJOURNMENT**

74 There being no further business to conduct, Director Davis adjourned the meeting at
75 09:47 a.m.

76

77 Submitted by,

78 *Stacey Hoggan*

79

80 Stacey Hoggan



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Board Meeting Minutes
August 5, 2020

The Virtual Teleconferenced meeting was called to order by Acting President Goines at 6:00 p.m. in Novato CA, 94945.

ROLL CALL

Directors James Galli, Steve Metcho, Bill Davis and Bruce Goines

ABSENT

President Lj Silverman

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven.

OTHERS PRESENT

My Sidewalk Staff Dana Grenier and Sara Wood, District Counsel Peter Spoerl, Novato Residents: Bruce Bartel, Nina Zhito

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

PRESENTATION

My Sidewalk Presentation - District incident and demographic data.

Chief Tyler introduced Dana Grenier and Sarah Wood of My Sidewalk. Dana gave a brief description of the My Sidewalk presentation. She reviewed the web based dashboard that is built to share public safety data. Sara Wood reviewed the Novato Fire District dashboard and explained the data, its sources, the navigation, and the descriptions.

Director Davis asked if the view he was looking at was data to be shared internally. The Chief noted that it is. There will also be a public facing dashboard.

Director Goines asked if during Covid, with all of its additional protocols regarding PPE, does that affect performance. He also asked if the District had changed its goals due to the extra time taken for Covid PPE protocols.



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Chief Tyler responded that the data we are viewing is from the end of March, so the Covid data is not yet reflected. The data for EMS appears to be over the goals, but the District is meeting the first arriving unit goal more than 90% of the time. Crews will be able to view the statistics and make changes to improve their performance. The District will review policies to see if the current goals are reasonable. Once all edits are made, the data will be updated to current.

The My Sidewalk dashboard provides a tool to share data and seek improvements. ERF, or effective response force, is a new metric for the Novato Fire District and will be helpful to improve turnout times and on scene times.

Sarah Wood noted that Covid appears to increase the response time on EMS calls, while the number of EMS calls decreases. The severity of the EMS calls is increasing due to people wanting to avoid calling 911. The turnout time is increasing and the use of ALS services is increasing. The dashboards descriptions can clarify extreme situations which may affect the goals.

Dana commented that the My Sidewalk project is a living project. It can be updated to explain trends.

Director Galli asked if the data came from the Emergency Reporting system. Sarah responded that the initial data comes from CAD into the Emergency Reporting system and then ERS reporting data is transferred over to My Sidewalk. Sarah also reviewed the community profile and the community demographics.

Director Metcho asked about response times for simultaneous calls or back to back calls. Sarah responded that my dashboard captures the start and end times of each call. The data does not know the original location of the apparatus at the time of the call. My Sidewalk can look into the volume of simultaneous and back to back calls and perhaps create reporting on those situations.

Director Goines noted data on simultaneous and back to back calls would be important to know. Sarah noted that info on apparatus leaving their zone is noted on the station pages.

There was public comment: Bruce Bartel asked if other fire agencies in Marin are using My Sidewalk type data sources. And is there benchmarking between Districts and what will be the effect on welfare efforts. Chief Tyler responded he did not know if other Districts are using this type of service and that a specific wildfire module has not yet been created.

ASSOCIATION PRESIDENTS' REPORT

No Report



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DIRECTOR MATTERS

Director Davis reported that as of today there's no Covid in the Novato Fire District or in his neighborhood.

Director Metcho reported that he had viewed the Station 62 construction, and noted that it's going well.

CHIEF'S REPORT

Administrative Items:

Negotiations Update: We met with the Novato Chief Officers Association (NCOA) this week and provided a counter offer to their initial ask. We have set a weekly schedule to meet on Thursday Mornings at 10:00 am until we reach an agreement. Novato Professional Firefighters Association (NPFPA) President Dan Peters said he would reach out to me next week to set a date to meet to discuss ground rules for our talks with his group.

Firefighter Bill of Rights Investigation (FBOR): The FBOR interviews were completed today. Our team will be briefed by the investigator with all findings of fact on Thursday Aug 6th. We will then work with our labor attorney on comparing the results of the fact finding to our existing NFD policies.

My Sidewalk: BOD will receive a presentation on our new data analytics tool. Once final we can commence on our strategic initiative of updated our NFD Standards of Cover document.



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Mirabella Traffic Calming Update: NFD worked with the City Public Works on the dimensions and spacing of the test set of speed bumps installed near the City of Novato Corp Yard. We found that the new spacing did meet our needs and communicated that result (Pre-COVID). The City Public Works felt that they would not proceed with the install of speed bumps on Mirabella, with the approved spacing, as they felt too many other types of vehicles could pass through the speed bumps without the desired effect of slowing alleged speeders. Since that time, we're just starting to catch our stride again here and are finally picking up where we left off on this issue back in March. As discussed with the City of Novato Public Works Division, the City has prepared a draft policy for the consideration of speed tables/raised crosswalks on city streets. We are reviewing the draft and letting them know our thoughts/comments/concerns. There are still a couple of blanks to fill-in, and we haven't prepared the approval form yet. We are following the same process with review of speed bumps in order to stay on the same page, then finalize those details. We will likely adjust the standard design detail. As it is drawn, the standard speed table/raised crosswalk is 3" proud of the roadway, a 10' long top surface, and has approach and departure angles of 4%--this design is similar to the raised crosswalks at the Redwood & Grant Bus Stop, but is about half the height above the adjacent roadway. We hope to complete the standard design and then have the city construct a test speed table to field test prior to final acceptance. This is a critical step as once this standard is accepted these speed tables could be installed in other conforming locations throughout the City--Stay tuned.

Public Evacuation Maps: The maps are complete and printed, including the large format map. I am drafting a joint Law enforcement/fire chief letter of introduction to include which will be completed and approved by Friday. We are also in the process of having the maps translated into Spanish for a separate distribution.

OPS COVID-19 Focus: Fire/Rescue Branch--The Fire Chiefs have been working with the Marin County EOC, EMS, Public Health Office and Comm Center to start a 3-phase transition with the end goal of no longer staffing the Fire/Rescue Branch on a 24/7 basis through the EOC. The process has been reviewed by all stakeholders. Highlights include but are not limited to: August 1, 2020 Implementation--Fire Branch Staffing will move to a weekly "On-Call" status and rotation with diminishing involvement until a full stop on Sept. 1st.

Fire Branch Staffing will move to a weekly "On-Call" status and rotation. This move ends the OT commitment from NFD to staff this position as of August 1st.

Tablet Command/Marin County Communications Center "EOC Notification to Fire Branch" call instance will stay open as an "Extended Call Type"

No change in hospital reporting processes. All PUI's (Persons Under Investigation) and results (including Negatives & Pending's) will be logged through Marin County Communications Center and Tablet Command Interface



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On-Call Fire Branch Director will be TTO'd (Texted) by Marin County Communications Center for any Positive Result Notifications and agencies will be notified of positive results from 0700-2200.

Fire Branch will continue to work with EMSA on exposure protocols, processes, and contact tracing needs.

Exposure Guide 3.0

The Fire Chiefs gave direction to the Fire/Rescue Branch to coordinate with Marin County EMS and Public Health to bring our exposure guide into alignment with the current Public Health Order, CDC guidelines, IAFF guidelines and current best practices throughout the state. The end result is Exposure Guide 3.0 which can be found by going to the FOPAC and clicking on the link for [Section V Reference Appendix Materials](#).

Exposure Guide 3.0 requires self-isolation following a High-Risk Exposure. Medium and Low Risk Exposures will be dealt with on a case by case basis by evaluating the risk of the situation and consultation with EMS and Public Health for best practices guidance.

All items in Exposure Guide 3.0 are in alignment with CDC and IAFF guidelines. Additionally, we have researched many agencies that have been functioning under this model for several months and they have seen no spread of COVID-19 amongst their members.

FOPAC (Fire Operations Area Coordination) Version 9.1

We have made minor updates in the FOPAC documents to reflect the Exposure Guide 3.0 changes and have brought our Return to Work practices into alignment with IAFF guidelines which were updated on July 22nd in order to be in sync with the CDC guidelines that were updated on July 17th.

The FOPAC documents can still be found by following the link below:

https://drive.google.com/drive/folders/1xK7NCl_nzzcr5041eAFCw_u815F47p5?usp=sharing



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PG&E PSPS UPDATE: PG&E has been working to reduce the impact of Power Shutoff in Marin County. According to PG&E, turning off of power in Marin County would only happen if an imminent and significant risk of a wind event would likely cause damage to power lines triggering a wildland fire. Weather modeling is based on OPW (Outage Producing Winds) + FPI (Fire Index Potential rating). According to PG&E they have been working to reduce the scope of potential power shut offs, providing stand by generation for designated substations in Marin, sectionalizing the non-tier areas from tier 2 & 3 and improved restoration efforts by doubling the fleet of helicopters and personnel available to inspect the power lines once the wind event has been cleared. Starting Monday, August 3 – 7, 2020, PG&E will be conducting a Full-Scale Exercise (FSE) for Public Safety Power Shutoff involving the Counties of Butte, Colusa, El Dorado, Glenn, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Placer, Sacramento, Shasta, Solano, Sonoma, Tehama, Trinity, Yolo, Yuba. This no-fault exercise will activate the SF PG&E EOC, local Divisions (North bay in San Rafael for Marin) to refine and provide training for PG&E personnel. During this time period their PSPS Portal will have EXERCISE sample maps available as they test their systems. Additionally, County OES offices have been invited to observe as well as the CPUC, CalOES and CalFire. Due to COVID-19 this exercise is virtual which is a good test as they move into fire season. On Thursday, August 6th during the EXERCISE after the all clear is given they will deploy helicopters to fly circuits to provide real time EXERCISE information to test their power line clearance procedures. Their PIO will be posting information to local agencies. B/C Mesenburg has returned from serving as a strike team leader trainee along with a Marin type III strike team 2140C to the Platina Fire South West of Redding and Gold Fire in Lassen County.

Tablet Command phase II installs with our fleet installs are complete for all front-line vehicles and some reserve vehicles.

Yvette Blount starts Monday as our supervising WMS position. She will report to our interim Fire Marshal, Acting B/C Barrett Smith.

Training: B/C Mesenburg Spent all week at Gold Fire...returned at 1800 today. Highlights included Firing operations, Plumbing dozer line, Extensive mop up utilizing helicopters, hand crews, dozers, and water tenders, networking at basecamp, and he completed ¾ of STEN task book. EMS Divisions: B/C Dague is back from vacation.

Marin County COVID update

321 active COVID cases

23 hospitalized (8 ICU)

50 deaths

7 major outbreaks at Skilled Nursing Facilities (SNF)



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Novato Health Care at 1565 Hill Road with 11 positive patients and 12 positive staff. Health Dept. notified and facility is now included on the EOC Dashboard as “Major Outbreak” with potential staffing issues.
B/C Dague briefed Dr. Ballard and requested field team response at the facility for PPE supply and education for staff and wide spread testing.
Email notification District sent to all crews

San Quentin cases on the decline:
As of July 31, 2020, 268 active in custody COVID cases
ACS on property operational with IMT support.
Multiple Patient Management Plan remains activated County Wide

PS Trax is now fully operational and paper is no longer used for tracking purposes.
All apparatus District wide is now carrying Fentanyl, and two concentrations of Versed.
Nasal administration is now an option for adults and pediatrics in the absence of an established IV/IO.
Acknowledgement of Captain Freedman’s efforts in leading this project.
EMS Purchasing: FF/PM Ryan Hamilton is now the EMS purchaser taking over the program from Aaron Hakenen and Erin Rhoades.
Prevention Division: Meeting attended on the newly constructed Jonas Community Building at IVC. Discussed access for pedestrians utilizing current vehicle bridge.
Planned WMS Blount on-boarding and training. Secured and reassigned tech equipment to Blount. Reviewed and developed WMS Blount lanes of operation to better understand her job description. Memo was sent out welcoming WMS Blount to all members.
Reviewed and establish interview list for WMS and developed zoom interview process with Gretchen. Established interview date of 8/10 and 8/11. Eleven candidates.

Followed up with Veritas (Dennis Mathisen) on fee schedule; Three-tiered approach starting with new construction and fees associated with plan review and inspections. Mathisen to complete shortly.

Barlupe and Smith took tour and initiated conversation with facility manager about vegetation management at Noetic Science facility on San Antonio Rd. New fire road locks installed at Todd’s Rd. to ensure access at evolving homeless encampment.
Completed inspections with DFM Osgood on Tuesday and Thursday. Reviewed and followed up with current enforcement issues – Gary Beretta. A-Self Storage facility was given to code enforcement this week for multiple violations that have been ongoing for several years. Developed and facilitated office move off prevention staff for promotions and additional employees. Communicated and developing plans for EMS CE training for prevention staff. Met with property owner in Pacheco Valle regrading fuel reduction work, answer the “why” for the project and our goals for the community. Completed ISO paperwork



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WMS - Barlupe

Conducted 13 Full Home Assessments

Mailed 45 Roadside assessments

Processed 3 homeowner matching grants and followed up with several homeowners on how to complete their applications.

Progress has been made on the list of home owners wanting assessments and I have scheduled out assessments to August 13th and the call back list for appointments is slowly normalizing.

Facilities: Chief LaCroix—

Tower: The first phase of the foundation has begun with installing the helical piers. There has been a couple of issues with the helical install so far, but we are progressing. Over half piers installed as of today, and the rest should be completed next week. Should start forming foundation by end of next week.

Station 62-

Bathroom – had meeting with owner of House savers and discussed with him that the job was not done to satisfaction. He agreed and Marianne is redoing the bathroom today – should look a lot better

Getting bid for the split rail fence in the field—shared cost to replace with neighbor to our North.

Fleet: Chief Whittet:

New Rescue Pumper going in service today at station 64.

New ambulance still being prepared prior to going in-service.

Truck returned from high-tech awaiting review from our internal mechanic Kenny (Back next week from vacation). Will remain out of service until all concerns are resolved.

All other units in service

--End of Report--

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting 7/1/20
2. EMS Billing Write Off Due to Hardship
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 \$165,622.40

There was no public comment.

M/s Galli/Davis to approve consent calendar items 1-2.



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Roll call vote.

Ayes: Metcho, Galli, Davis, Goines

Noes: None

Absent: Silverman

Motion carried 4-0-1

NEW BUSINESS

1. Adoption of the Annual Budget for Fiscal Year 2020/2021

Board approval was requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2020/2021.

Chief Tyler acknowledged Finance Director Joe Valenti for all of his hard work compiling the budget figures. He also thanked Administrative Services Manager Jeanne Villa for her work compiling the final budget with its graphics.

Valenti reviewed the changes from the preliminary version to the final version. He noted that revenue is at \$33.8 million. It is a net increase of 1.7%. The \$738,000 in the wildland mitigation fund will roll back to unassigned funds due to the passage of Measure C.

The number of personnel decreased by one and the operating expenses decreased by 2.54% of 1.7%. The \$738,000 in the wild land medication fund will roll back to unassigned funds due to the passage of measure C. The number of personnel decreased by one and the operating expenses decrease by 2.54% The highlighted changes from the preliminary version are a decrease of \$395,000 due to the fire inspector vacancy, health premiums being reduced by \$149,000, CTO adjustment reduced down by \$68,000, and an increase in the Facilities budget by \$10,000.

Chief Tyler reviewed the pros and cons of leaving the fire inspector position vacant for the upcoming fiscal year. He noted that there are 1700 commercial buildings which are not annually inspected. The District does complete the required state fire marshal inspections including new buildings, remodels, sprinkler or alarm installation, and any complaints. The District currently does not have the staff to complete all of the business occupancies, and the Chief does not feel it is the right time to charge fees to business owners.

The Chief stated that the District would like to be able to complete all of the business occupancies, and to do so the fire inspector position is necessary, but represents an ongoing cost. Should the economy take a downturn, the Chief does not want to have to lay off the fire inspector position. If the District is able to add a fire inspector position in the future, they will be seeking one with hazardous materials expertise and will look to complete business inspections on a three-year annual rotating basis. They would also like that position to fill the public educator component.



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There was no public comment.

M/s Davis/ Galli to adopt the 2020/2021 annual budget.

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines

Noes: None

Absent: Silverman

Motion carried 4-0-1

2. Property and Casualty Insurance Renewal

Board approval was requested to accept Staff's recommendation to purchase the District's property and casualty insurance policies from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2020 through August 31, 2021.

The Chief reviewed the details of the renewal of the property and casualty insurance. He also thanked Purchasing Administrator Colleen Walraven for her hard work on this item. Colleen noted that auto insurance has increased a bit. She feels it is a market issue, as many carriers are leaving the market, which results in less competition.

There was no public comment

M/s Metcho/Galli to accept Staff's recommendation to purchase the District's property and casualty insurance policies from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2020 through August 31, 2021.

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines

Noes: None

Absent: Silverman

Motion carried 4-0-1

3. FEMA Corrective Actions

Board approval was requested to adopt revisions to our Purchasing, Depreciation, and Records Retention policies to address findings noted by FEMA during their on-site review, and implement the corrective actions needed to comply with Federal regulations in the areas noted.



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Chief Tyler explained the details of the FEMA audit of a grant received in 2015. Finance Director Valenti reviewed the process of the audit of that 2015 grants and noted there were six areas out of compliance with federal guidelines. It was determined there was a need to update District policies, of which the redline versions are in the board packet. The District addressed each of the six findings, updated the policies, and updated reports. The District has also set reminders to send updates to FEMA.

Director Davis asked when will FEMA respond to our letter. Valenti noted it will probably take about two weeks. If he does not hear from FEMA by then he will follow up. There was no public comment period motion second Galli/Davis. Roll call vote. 401. Director Goines thank Valenti and Walraven for their hard work.

Director Davis' asked when will FEMA respond to our letter. Valenti noted it will probably take about two weeks. If he does not hear from FEMA by then he will follow up.

There was no public comment.

M/s Galli/Davis to adopt revisions to our Purchasing, Depreciation, and Records Retention policies to address findings noted by FEMA during their on-site review, and implement the corrective actions needed to comply with Federal regulations in the areas noted.

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines

Noes: None

Absent: Silverman

Motion carried 4-0-1

Director Goines thanked Valenti and Walraven for their hard work.

4. Life-Assist Inc. Master Purchasing Agreement

Board approval was requested to accept Staff's recommendation to contract directly with Life-Assist under a Master Purchasing Agreement ("MPA") incorporating the City of Tucson's pricing agreement.

Chief Tyler thanked Colleen Walraven for her great work, and noted the improvements in the master service agreement after the FEMA audit. The DISTRICT is using best practices in its master service agreements, and is in compliance with FEMA audit rules. Colleen noted this item is on the board agenda due to the fact that the cumulative spend with Life Assist can exceed \$35,000 per year, and requires board approval.

There was no public comment.



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M/s Metcho/Davis to accept Staff's recommendation to contract directly with Life-Assist under a Master Purchasing Agreement ("MPA") incorporating the City of Tucson's pricing agreement.

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines

Noes: None

Absent: Silverman

Motion carried 4-0-1

COMMITTEE REPORTS

1. MERA (Directors Metcho and Silverman)

Director Metcho noted that the MERA committee is finalizing seat site leases and that the citizen oversight committee is reviewing the transfer of County management to MERA.

2. Finance Committee (Directors Davis and Goines)

Director Davis' noted great work was done on the budget.

3. Marin Wildfire Prevention Authority Board (Director Goines)

Director Goines noted that the MWPA is moving forward. The executive officer interviews are done. They hope to have a decision by August 20. They have also created an application, performed outreach for the selection of members of the citizen oversight committee.

They have completed a contract for legal services. They have completed a contract with Southern Marin Fire District for financial and administrative support. They passed a resolution choosing a treasurer. The MWPA board has approved a plan in which members will self-fund money until funds are received in December after property taxes are paid. They have allocated \$4 million for projects, including: \$1 million will be spent on an evacuation study, \$1 million for Fire Safe Marin projects and chipper days.

They have hired an interim executive officer working about 20 hours per week. They have also worked with FERN comprised of the Audubon Society, the California Native Plant Society and other environmental agencies who are concerned about compliance with CEQA. The groups want to ensure that MWPA action items and activities will comply with CEQA. The Board met with them, and noted many action items do comply with CEQA, and they will review projects not yet meeting compliance and ensure that they do.

FINANCIAL REPORTS

There were no questions.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June, 2020



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2. Revenues and Expenditures Detail Financial Report June, 2020
3. Vendor Summary Financial Report, June, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) June, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.

INFORMATION

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

1. Customer Surveys June 2020
2. Written Communications: one letter was read
3. MERA Update
4. Upcoming Dates:
 - a. Regular Board Meeting September 2, 2020 6 p.m.
 - b. Regular Board Meeting October 7, 2020 6 p.m.
 - c. Finance Committee Meeting October 20, 2020 9 a.m.

Director Goines noted that he sent a thank you regarding the great information received from WMS Nick Barlupe, who came by to do an inspection.

ADJOURNMENT

There being no further business to conduct, Acting President Goines adjourned the meeting at 7:54 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
Board Meeting Minutes
September 2, 2020

The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in Novato CA, 94945.

ROLL CALL

President Lj Silverman, Directors James Galli, Steve Metcho, Bill Davis and Bruce Goines

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

OTHERS PRESENT

District Counsel Riley Hurd, Novato Residents: Bruce Bartel, Nina Zhito

OPEN TIME FOR PUBLIC EXPRESSION

Novato resident Bruce Bartel thanked the District for the mailing of evacuations maps. He asked if the cost is recoverable through the Marin Wildfire Prevention Authority. Another resident used the Zoom hand raise tool to speak. The board acknowledged her at 6:02 There were no comments. President Silverman closed Open Time at 6:03.

AGENDA ADJUSTMENTS

None

ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Metcho noted that he had observed some of the new tower construction. He was very pleased with the amount of rebar in the cement.

Director Davis commented the weekly reports the Board receives from the Fire Chief represent exceptional news updates.

Director Silverman noted he was also able to view the concrete pour at the tower site. He noted it was very impressive. He also noted that concrete is in short supply and the District has about a two week wait to receive the balance of concrete needed.

CHIEF'S REPORT

Calendar:

Daily: Woodward Fire Cooperators briefings—0930 hrs. and 1000 hrs.



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September: National Suicide Prevention and Awareness Month and it is critical, now more than ever, to bring darkness to light. As a united California fire service, we're calling all fire stations across the state to participate in the Behavioral Health Suicide Prevention and Awareness Safety Stand Down.

During the week of September 7th through September 11th fire agencies are urged to set aside time to conduct exercises and initiate the conversation on mental wellness.

Sept 9th-11th: Cal Chief's Conference has been cancelled

Sept 11th: Morning Station Ringing of the Bells for the 19th Year Anniversary of 9/11

Sept 22nd: At 6:00 pm I will be provide a fire season update to the Novato City Council

Sept 23rd: OPS meeting

Sept 24th: 3:00 pm MWPA OPS Meeting

This Week's Highlights:

Administrative Items: I am pleased to notify you that in addition to our CAFR Award, our 2019 PAFR review has been completed.

To help reduce the spread of COVID-19, GFOA, staff have transitioned to a remote working environment, which requires some temporary adjustments to the review process. Our medallion will be sent to us at a later date.

We have a working draft of a Request for Proposal for a Standards of Cover Document—we are in the process of refining and anticipate posting it in the next two weeks. This is one of our goals in our existing strategic plan.

HEAVY SMOKE—Heavy smoke in Novato in recent days was due to the Woodward Fire and fires from adjoining counties. In addition, there were backfires used to burnout sections of unburned fuel to strengthen the containment lines at the Woodward Fire; and a heavy marine layer has held the smoke close to the ground. The marine layer prevents the smoke from being able to dissipate. While containment has increased to over 40% it does not mean the interior of the fire is extinguished.

The interior will continue to burn because of the heavy fuel load which includes large downed Douglas Fir trees and old stumps. These types of fuels hold heat for a long time and will continue to burn. The smoke will diminish over time. The marine layer and weather will continue to be a factor. It may take until late October or November, with rains to completely extinguish this fire.



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Public Evacuation Maps and information was distributed two weeks ago and we received a very positive response from the community. The Spanish version will be complete by Sept 6th and immediately distributed. We continue to take feedback on the content and will make adjustments as needed for future versions.

Last week I directed HR to post and fill a part time finance specialist position to help support and give our Finance Division what I believe they need to be successful in meeting their daily and seasonal work flows. I have had several long discussions with Joe over the Finance Division options and feel that there are critical needs to support more regular audits of payroll and timekeeping systems; support significant increase in workload due to transaction volume and the need to enhance our internal controls to maintain separation of duties; provide assistance with FEMA grant and MWPA JPA accounting; process documentation and creation of work procedures and checklists; and audit and external agency reporting request support. As of this week we have received two applications.

We have 4 WMS in backgrounds. Our anticipated start date for them is October.

Worker's Comp (WC) Update: Two employees off on workers comp injuries: One FF/PM remains off through 10/1/20 with a knee injury, One Captain is convalescing at home after a shoulder surgery.

AB2167 and SB292 regarding insurance for homes in wildland areas were both gutted and amended. MCFCA took an opposed position, but never had to file a letter as the bills were modified into "Study" actions only on August 25th.

I was a guest speaker for a Wildfire Risk Reduction and Asset Protection Project (WRAP) Zoom meeting this last Thursday where I discussed our local initiatives and approach to wildland fire prevention and mitigation efforts over the last 30 years.

OPS: Two weeks ago, we had a series of three fires set in the hills behind IVC. This incident coincided with a carjacking, vehicle accident, and robbery. The fire occurred during a red flag period. We had upstaffed in preparation for the red flag, and had additional crews in place to respond immediately and suppress the fire. We also assisted NPD and the allied LE agencies in the subsequent search for the person responsible for those crimes. The armed subject was taken into custody the next morning in the area of Wilson and Vineyard streets.

Additionally, we had several small fires set along a bike path under the Delong Overpass area, and in the area of Slade Park, behind Novato Community Hospital. The fires were investigated in coordination with NPD officers and this week a subject was arrested and charged with arson and taken into custody for those fires.



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OUT OF COUNTY MUTUAL AID DEPLOYMENT UPDATES:

Marin strike team 2140C (LaCroix) returned home Monday night and a couple of the crew are back on shift yesterday and today.

Deputy Chief Menzel & B/C Erich Mesenburg have returned home from the Hennessey Fire in the LNU lighting complex. Dmitri was interviewed by the NY times for an article entitled: Stories of 2020: Five lives caught in a year of upheaval and pain.

Marin OES TF 2141 (B/C Dague) scheduled for demob this evening from the Woodward Fire.

2126A are at the Sheep Fire just west of Susanville near the Plumas National Forest (PNF). We anticipate them to be released tomorrow or Friday.

Training: B/C Mesenburg—Training remains largely computer and single engine based at this time. Crews are receiving their Advanced Cardiac Life Support (ACLS) refresher training beginning this week.

EMS Divisions: B/C Kyle Dague is still the Strike Team Leader for 2041C and is still assigned to the Woodward Fire in Inverness. His crew was first on scene of the tree fall incident, and Kyle supervised the rescue and extrication of the two private crew firefighters injured. Following the incident their taskforce was pulled from the incident for a diffusing and debriefing for the remainder of the operational period. They were backfilled by another Marin based task force. In addition, Kyle was filmed with other Marin Firefighters with Kerick the Comfort Dog and featured on Good Morning America. See link was posted to our NFD Facebook. <https://m.facebook.com/GoodMorningAmerica/videos/321170212301199/>

Prevention Division: Acting B/C Barrett Smith worked with staff on fee schedule development. They began completing State Fire Marshal regulated Mandatory School Inspections with Denise Wade.

August Chipper Days: completed at the listed locations:

Novato Chase
Partridge Knolls
Wild Horse Valley
Pacheco Valle
Los Robles
Bahia HOA

September: Scheduled to be completed:



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Black point/Greenpoint
Marin Highland Park
Marin Country Club
Western Oaks, Mid Presidents
Novato Heights
Indian Valley

Contract signed with WRA to conduct environmental & biological assessments. We will be lining out the assessments within the next couple of weeks.

Capt. Osgood gave a presentation to the ESP committee on Wildfire Mitigation in August.

Inspector Macdonald worked on several fire investigations from the weekend prior.

WM Supervisor Blount completed Home Inspection training in Bahia and Pacheco Valle with Macdonald. Attended the ESP Defensible Space Committee Zoom meeting. She is starting to develop a program to track awarded grant money each month for tracking, starting to develop changes to NFD Prevention Web page, including a write up and pic for WMS. She is developing a plan and implementation to insert past home assessments into the ERS to avoid duplication when new WMS members arrive. She is training with Macdonald on ERS inspection data entry on computer. She is developing a training academy for new hire WMS's for ERS.

WMS Barlupe continues full home assessments. Due to continuing fire events in the region and air quality, several homeowners decided to reschedule for future dates. He processed matching grants and reached out to several homeowners reaching completion of their applications.

Facilities: Chief LaCroix--Tower: Concrete pour for the tower apron was delayed due to concrete shortage. Additional stairway landing pour is complete. We expect to complete the pour mid-September.

Fleet: Chief Whittet:

U2-M66 is OOS in our shop waiting for parts still.

New ambulance is one week away from being placed into service.

Ladder Truck: Many off the shelf leads tracked down. Narrowed to two specs, and the deadline on recommended order is 1st week in September.

All other units in service.

--End of Report--



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Director Silverman thanked Finance Director Joe Valenti and staff for their hard work resulting in the District's 12th Comprehensive Annual Financial Report Award and the Public Annual Financial Report Award.

RE-OPENING OF OPEN TIME FOR PUBLIC EXPRESSION

President Silverman re-opened Open Time for Public Expression at 6:39 p.m. for anyone who missed the initial Open Time period. Seeing none and hearing none, President Silverman closed Open Time at 6:40 p.m.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting 8/5/20
2. Ambulance Fee Debt Write Off Due to Hardship

Board approval was requested to approve a write-off of the designated ambulance billing accounts. The request is claiming financial hardship.

- ▶ F19016065 \$2,613.09
- ▶ F19024794 \$3,810.78

There was no public comment.

M/s Goines/Galli to approve consent calendar items 1-2.

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 5-0-0

NEW BUSINESS

1. Biennial Review Notice-Conflict of Interest Code

Adoption of Resolution 2020-9 Repealing Resolution 2014-13 and Amending the District's Conflict of Interest Code.

Legal counsel Hurd described the legal need to update our code of conflict, which concerns the reporting duties of certain employees regarding financial interests. He noted the Board is not included in the employee section but noted in its own section with the highest level of reporting requirements needed. He referred to the Form 700, which the Board and other employees complete annually. The Form 700 of the Board of Directors is required to be filed with the county/state.

There was no public comment.

M/s Davis/Metcho to adopt Resolution 2020-9 Repealing Resolution 2014-13 and Amending the District's Conflict of Interest Code.



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Roll call vote.

Ayes: Metcho, Galli, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 5-0-0

2. Employment Agreement between Novato Fire Protection District and Wildland Mitigation Specialist Supervisor Yvette Blount.

Board approval was requested to approve the Wildland Mitigation Specialist Supervisor Employment Agreement, and to adopt Resolution 2020-10 ratifying the employment agreement between the Novato Fire District and Wildfire Mitigation Supervisor Yvette Blount.

Chief Tyler described the position and its responsibilities, and its supervisory duties. He noted how the hourly rate was calculated, arriving at approximately \$62.78 per hour. The position includes no retirement benefits, and does not pay into Social Security.

Director Silverman asked if the position was funded by the MWPA.

Chief Tyler noted that it is.

There was no public comment.

M/s Metcho/Galli to approve the Wildland Mitigation Specialist Supervisor Employment Agreement, and to adopt Resolution 2020-10 ratifying the employment agreement between the Novato Fire District and Wildfire Mitigation Supervisor Yvette Blount.

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 5-0-0

3. Adopt Resolution 2020-11, Resolution of the Board of Directors of the Novato Fire District Determining the 2020/2021 Appropriations Limit. Board approval is requested to adopt Resolution 2020-11.
 - The Appropriations Limit for 2020 / 2021 has been calculated to be \$66,240,761 (Exhibit A).
 - Adopt Resolution 2020-11 establishing the Appropriations Limit for 2020 / 2021 (Exhibit B).

There was no public comment



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M/s Davis/Metcho to Adopt Resolution 2020-11, Resolution of the Board of Directors of the Novato Fire District Determining the 2020/2021 Appropriations Limit

Roll call vote.

Ayes: Metcho, Galli, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 5-0-0

COMMITTEE REPORTS

1. MERA (Directors Metcho and Silverman) - No Report
2. Finance Committee (Directors Davis and Goines) – No Report.

Marin Wildfire Prevention Authority Board (Director Goines). Director Goines noted there were several August meetings. They interviewed the potential executive officers. They received 81 applications, which were narrowed to five. One candidate dropped out leaving four. The board will decide on a candidate and complete negotiations with the final candidate. The Board hopes to close on negotiations in September.

The MWPA has also posted an application for anyone interested in joining the Citizen oversight committee. He noted they will provide oversight a \$19.7 million. The application can be found at marinwildfire.org, where there is a link to the application. The application period closes September 27, 2020. The selection of the Citizen Oversight Committee will be made by the president and the vice president and key staff of the MWPA.

Director Goines also noted that Fire Safe Marin was briefed on MWPA activities. He noted Fire Safe Marin is a visible and important recipient of MWPA funds, having received \$1.1 million of the MWPA funds.

Goines commented on the 3 working groups that he met with, setting sound and effective environmental practices: carbon management committee, a vegetation management committee and a defensible space committee. The committees are trying to set best practices. The process may take a year.

The MWPA is seeking to retain the services of environmental consultants as not all members of the MWPA have the resources and need a little extra help.

Director Goines thanked the Board for their support of him.

FINANCIAL REPORTS



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There were no questions.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, July, 2020
2. Revenues and Expenditures Detail Financial Report July, 2020
3. Vendor Summary Financial Report, July, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) July, 2020
5. District Monthly Contracts Information July, 2020
6. Covid Related Purchases Over \$10K: None to report.

INFORMATION

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

1. Customer Surveys July 2020
2. Written Communications: two letters was read
3. MERA Update: None
4. Upcoming Dates:
 - a. Regular Board Meeting October 7, 2020 6 p.m.
 - b. Finance Committee Meeting October 20, 2020 9 a.m.

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 6:59 p.m.

Submitted by,

A handwritten signature in cursive script, appearing to read "J Villa".

Jeanne Villa, Recording Secretary



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1 The meeting was called to order by President Silverman at 6:00 p.m. virtually, via Zoom.

2

3 **ROLL CALL**

4 President Lj Silverman, Directors Steve Metcho, Bill Davis and Bruce Goines.

5 Director Galli has officially resigned his position on the Board of Directors effective 9/30/2020.

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
9 Secretary Jeanne Villa, Contracts Administrator Colleen Walraven, On duty crews.

10

11 **OTHERS PRESENT**

12 District Counsel Riley Hurd and members of the public: Bruce Bartel, Bill Sherbert and Shane
13 Francisco.

14

15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 None

17

18 **AGENDA ADJUSTMENTS**

19 The Chief moved New Business 9 to the top of the New Business order. He also removed the
20 closed session, which will be moved to the November Board meeting agenda.

21 **ASSOCIATION PRESIDENTS' REPORT**

22 None

23

24 **DIRECTOR MATTERS**

25 Steve Metcho commented that he visited the tower site and was happy with the progress. He
26 looks forward to seeing it going vertical next week.

27 Bill Davis flew over the Woodward fire, Berryessa, LNU, Russian River towards Healdsburg.

28 He commented that it was a very sad sight seeing roads leading to ashes. There are 17,000
29 firefighters on the line, he noted it was overwhelming. He expressed his thanks to the
30 firefighters.

31 Bruce Goines commented that he was disappointed in the lack of rain in the forecast this week.

32 And he thanked director Davis for his commentary on the fire flyover.

33 Director Silverman noted he also saw the tower project moving forward, and he is always also
34 looking forward to seeing the tower going vertical.

35 **CHIEF'S REPORT**

36 Calendar:

37



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- 38 October is Breast Cancer Awareness Month. The Fire District remains dedicated to increasing
39 public awareness about the importance of early detection, diagnosis, and treatment of Breast
40 Cancer.
- 41 October 4-10 is Fire Prevention Week: Theme is “Serve Up Fire Safety in the Kitchen.”
- 42 Oct 11th: Fire Chief and Lynne Osgood present Public Evacuation Zoom PPT meeting for
43 Pacheco Valle Firewise in conjunction with Fire Safe Marin
- 44 Oct 9th: Fire Safe Marin Meeting, 9:00 am Zoom
- 45 October: 15th is The Great Shake Out: Focus on becoming a safer community. Serving up Safety
46 in the Kitchen.
- 47 October 15th: MCFCA Monthly Meeting on Zoom
- 48 Oct 19th: I have been asked to testify at the California Department of Insurance regarding
49 homeowners’ rates in the wake of wildfires, and the good work we have been doing in the
50 wildfire mitigation. The aim of the hearing is to help stabilize the insurance market while
51 protecting lives and homes.
52 <https://www.insurancejournal.com/news/west/2020/09/16/582885.htm>
- 53 Oct 21st: OP Area Emergency Management Quarterly Meeting with OES
- 54 Oct 28th: NFD OPS meeting
- 55 Oct 28th: CEQA session for Marin Fire Chiefs Training
- 56 Some Highlights:
- 57 **Administrative Items:** We bid a fond farewell and happy trails to our very own NFD Director
58 Jim Galli. Jim has served as a NFD director for 13 years, starting his service to the District in
59 December of 2007. We wish Jim and his wife Debi many happy years together in this next
60 chapter of their lives. We will have a more formal celebration of his service as soon as we can all
61 come together in relative safety, and may even plan a virtual celebration sooner than that as
62 needed.
- 63 WMS Start dates: 2 new WMS start on Oct 19. The job has been reposted and we are recruiting
64 now for an additional WMS.
- 65 After 30 years of service, MCFC D/C Mark Brown had his last day on the job Thursday
66 9/30/2020. Mark will now serve as the Executive Director of the MWPA.
- 67 OPS: out of county mutual aid deployment and new truck update.



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68 Several RED Flag Warnings were extended for our area this past month—during each
69 occurrence, Marin County Fire Agencies participated in prepositioned strike teams and/or Task
70 Forces that were prepositioned in Marin should a fire break out. Several times those teams were
71 then deployed to fires in other counties to help in one of several northern California wildfires.

72 Marin type 3 strike team 2140C with rotated crews returned from the Plumas National Forest on
73 Oct 5th. This strike team commitment was for approx. 30 days.

74 TF2142 with NFD engine E66 was released earlier this week from assisting at the Glass Fire in
75 the Santa Rosa area.

76 B/C Kyle Dague is still deployed as taskforce team leader of TF 2141 at the Glass Fire.

77 **Training:** B/C Mesenburg— Continues planning for Fire Fighters Bill of Rights Training in
78 person class for December. Continued planning for Haz Mat block 6 classes. There have been
79 some scheduling difficulties with staffing and Red Flag stand downs. Training B/C is doing
80 follow up from R&D Committee meeting, and prepared info for Safety Committee meetings.
81 Insp. Lance McDonald provided training via video conference with ERS inspection video
82 teleconference class; and Chief Mesenburg has built a Prevention Division folder in the file
83 center of Target Solutions. He also worked with Captain Black on bailout belt in-service training

84 **EMS Division:** B/C Kyle Dague -- Marin COVID update:

85 150 active COVID cases, down from 196 last week

86 6 hospitalized, no change from last week (4 ICU- no change since last week)

87 91 deaths, up from 90 last week

88 Novato Health Care at 1565 Health Care with 0 active positive patients, down from 9 last report
89 and 0 active positive staff down from 1.

90 Full COVID PPE continues to be documented in ERS and Image Trend.

91 COVID PPE burn rates continue to be tracked internally.

92 Updated version 9.0 of the COVID Field Guide, suspends need for consult for CPAP.

93 Marin Health new Emergency Department opened this week. The old department is now closed.

94 **Prevention Division:** Acting B/C Barrett Smith worked on shift for Mon – Tues (9/28, 9/29) due
95 to staffing shortage—and he went to a fire!

96 Ordered magnetic door signs for WMS rental vehicles, and ordered assessment signs for WMS
97 and associated traffic cones for vehicles.

98 The Division continued to develop fee schedule with staff.



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- 99 A/B/C Smith attended Leadership Novato Introduction Zoom meeting on 9/30/20 and assisted
100 with training material for new WMS.
- 101 NOAA weather radios will be delivered on 10/8/20.
- 102 The District made an official job offer to Gary Musante for the Wild Mitigation Specialist
103 position, which he accepted.
- 104 Captain DFM Osgood conducted an environmental field assessment with WRA for all Novato
105 MWPA project sites; 10 days until the report is due.
- 106 The Division did site tours with the FireSafe Marin chipper coordinator
- 107 The Division participated in a Zoom meeting with NPD on senior housing and PSPS
108 preparedness
- 109 Inspector Macdonald was in SLO at the CCAI fire investigation classes all week
- 110 Assistant Wade performed weed abatement inspections for this week: 14 Inspections
- 111 WM Supervisor Blount completed the Academy Schedule and the Academy Checklist, all 6
112 Fillable Grant forms, all Instruction Pages for Grant Forms, the Grant Agreement forms; and sent
113 off complete program to be implemented on NFD Web page. She also completed New Hire
114 Onboard Binders, developed educational materials, worked on a Firewise community sheet, a
115 Covid sheet, and an exercise program sheet
- 116 WMS Barlupe Conducted 12 Full assessments, completed 4 hours of Target Solutions continuing
117 education training in topics: EMS Communication and Documentation, Psychiatric/5150 and
118 EMS Airway Management basic. Barlupe also delivered PPE to station 1 in coordination with
119 Fire Inspector Lance MacDonald and processed 4 matching grant applications for final approval.
- 120 Facilities: Chief LaCroix--Tower: Construction resumes on the training tower on Monday Oct
121 12th. It's going vertical!
- 122 Fleet: Chief Whittet: New Ladder Truck Purchase is ready to go. Unit 41 type III returned from
123 PNF and is being rehabbed, post incident air filter, fluids changed, etc....
- 124 --End of Report--
- 125 Director Metcho had a question about the rewrite of training manuals. Chief Tyler noted it's an
126 ongoing process and Chief Menzel has been continuing the work of Chief Robert Lacroix.
- 127 Deputy Chief Menzel also noted that training manual updates is an ongoing projects so there is
128 no estimated time of completion.
- 129 Director Davis asked if the meeting with Pacheco Valle would be table top or a real drill. Chief
130 Tyler responded that it is a zoom presentation of information to homeowners.



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131 Director Goines asked about the CEQA training for the Marin County Fire Chiefs Association.,
132 and will all of the MWPA representatives be present? Chief Tyler responded that they have been
133 invited, but does not know if all will attend. See the recording on this one.

134 Director Goines also commented that he would like to be able to report out to residents the
135 MWPA projects and where the funding is going relative to Novato projects. Chief Tyler
136 responded that we can report out that information quarterly.

137 Director Silverman asked about the NOAA radios and who would get them. Chief Tyler
138 responded he plans to roll them out to members of the Firewise communities. He would like to
139 be able to place one in every home that wants one, but this is a pilot project, and a citywide test.
140 There will be about 1500 radios. Chief Tyler wants to ensure that it works as advertised.

141 **CONSENT CALENDAR**

- 142 1. Minutes of Regular Board of Directors Meeting 9.2.20

143

144 There was no public comment.

145 M/s Metcho/Goines to approve Consent Calendar item 1.

146 Ayes: Davis, Goines, Metcho Silverman

147 Noes: None

148 Abstain: None

149 Motion carried 4-0-0.

150

151 **NEW BUSINESS**

- 152 1. Discussion - Board Member Vacancy Discussion

153 Director Galli has resigned, since he has moved out of the District. District Counsel Riley
154 Hurd noted that we do have written notice from Director Galli, and he is no longer
155 serving on the Board of Directors. Hurd reviewed the options available to the Board: hold
156 a special election, appoint a director, or do nothing. As we are on the cusp of an election
157 and we are voting by district, and there is a candidate who filed in Director Galli's
158 district, it's possible to let the November 3 election choose the director.

159

160 Given the timeframe to call a special election or move through the appointment process
161 with noticed and agendized items, it seems reasonable that doing nothing may be the
162 obvious choice. However the board needs to give staff direction.

163

164 Chief Tyler noted that Director Galli can still continue on as the appointed negotiator on
165 the negotiating teams. Director Galli does not serve on any other standing or external
166 committees. Counsel Hurd answered questions regarding appointments, timelines,
167 holding open meeting interview processes, etc.

168

169 Public comment from Bruce Bartel: what are the District boundaries for Galli?



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170
171 Director Silverman responded that it's mostly downtown and a bit east.
172 Counsel Hurd noted the District maps are on our website.
173
174 Director Davis' noted it would be approximately the same timeframe to appoint as to wait
175 for the November elections.
176
177 Counsel Hurd noted in the appointment process there could be other applicants to
178 consider, requiring applications and interviews.
179
180 Director Silverman recommended to take no action, and wait for the election, then seat
181 the new director.
182
183 No action taken.
184
185 Counsel Hurd left the board meeting at 6:40 PM.
186
187 2. Surplus Vehicles – Unit 34 Ford Ambulance
188 Board approval was requested to accept Staff's recommendation to declare Unit 34 as
189 surplus and to dispose of the apparatus per District policy.

190 Chief Tyler described the Lexipol policy regarding replacement plan of vehicles. Unit 34
191 has served for over 10 years.

192 Director Silverman asked about its value.

193 Deputy Chief Menzel responded it is a well-used unit and does not have much value. It
194 can be sold, or donated to another fire agency that might have a need.

195 There was no public comment

196 M/s Metcho/Davis to accept Staff's recommendation to declare Unit 34 as surplus and to
197 dispose of the apparatus per District policy.

198 Roll Call Vote
199 Ayes: Davis, Goines, Metcho Silverman
200 Noes: None
201 Abstain: None
202 Motion carried 4-0-0.
203
204 3. Surplus Vehicles – Unit 5 Type 1 Engine
205 Board approval was requested to accept Staff's recommendation to declare Unit 5 as
206 surplus and to dispose of the apparatus per District policy.



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207 There was no public comment

208 M/s Metcho/Goines to accept Staff's recommendation to declare Unit 5 as surplus and to
209 dispose of the apparatus per District policy.

210 Roll Call Vote

211 Ayes: Davis, Goines, Metcho Silverman

212 Noes: None

213 Abstain: None

214 Motion carried 4-0-0

215

216 4. Breast Cancer Awareness Month, Resolution 2020-12.

217 Board approval was requested to adopt Resolution 2020-12 designating October 2020 as
218 National Breast Cancer Awareness Month.

219

220 There was no public comment

221

222 M/s Goines/Davis to accept Staff's recommendation to to adopt Resolution 2020-12
223 designating October 2020 as National Breast Cancer Awareness Month.

224

225 Roll Call Vote

226 Ayes: Davis, Goines, Metcho Silverman

227 Noes: None

228 Abstain: None

229 Motion carried 4-0-0

230

231 It was noted the pink T-shirts can be worn this month, and employees can wear the
232 previous year's shirts.

233

234 5. Resolution 2020-13, Great California Shake Out.

235 Board approval was requested to adopt Resolution 2020-13 acknowledging the District's
236 desire to participate in the Great California Shakeout and continue our work toward
237 making our community safer.

238

239 On 10/15 at 10:15, the administration office and the fire stations will participate in a duck
240 and cover exercise, then exit the building to meet at their evacuation points. There, the
241 staff can discuss earthquake plans, and what to do if this had been a real earthquake.

242

243 There was no public comment

244



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245 M/s Metcho/Goines to adopt Resolution 2020-13 acknowledging the District's desire to
246 participate in the Great California Shakeout and continue our work toward making our
247 community safer.

248

249 Roll Call Vote

250 Ayes: Davis, Goines, Metcho Silverman

251 Noes: None

252 Abstain: None

253 Motion carried 4-0-0

254

255 6. Fire Prevention Week, Resolution 2020-14.

256 Board approval was requested to adopt Resolution 2020-14 proclaiming October 4-10,
257 2020 as Fire Prevention Week.

258

259 Chief Tyler described fire prevention week and this year's theme of "Serving Up Safety
260 in the Kitchen". Chief Tyler noted a personal connection to kitchen safety, as his family
261 has dealt with a family member who was burned in a kitchen accident.

262

263 There was no public comment

264 M/s Davis/Metcho to adopt Resolution 2020-14 proclaiming October 4-10, 2020 as Fire
265 Prevention Week.

266

267 Roll Call Vote

268 Ayes: Davis, Goines, Metcho Silverman

269 Noes: None

270 Abstain: None

271 Motion carried 4-0-0

272

273 7. Resolution No. 2020-15, a Resolution of the Novato Fire Protection District Ratifying the
274 Employment Agreement Between the Novato Fire District and Wildfire Mitigation
275 Specialist Gary Musante.

276 Staff recommended approving the Employment Agreement between the District and
277 Wildfire Mitigation Specialist Gary Musante.

278 Chief Tyler clarified that the employment agreement does have a voluntary match for the
279 457 retirement plan, and includes the require Social Security payment of around 6%. It is
280 a two year, full-time, limited term employment agreement. It is funded by the MWPA.

281 There was no public comment

282 M/s Goines/Davis to approve the Employment Agreement between the District and
283 Wildfire Mitigation Specialist Gary Musante.



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- 284 Roll Call Vote
285 Ayes: Davis, Goines, Metcho Silverman
286 Noes: None
287 Abstain: None
288 Motion carried 4-0-0
289
- 290 8. Resolution No. 2020-16, a Resolution of the Novato Fire Protection District Ratifying the
291 Employment Agreement Between the Novato Fire District and Wildfire Mitigation
292 Specialist Daniel Russo.
293 Staff recommended approving the Employment Agreement between the District and
294 Wildfire Mitigation Specialist Daniel Russo.
- 295 This agreement is identical to the agreement for Gary Musante.
- 296 There was no public comment
- 297 M/s Davis/Metcho to approve the Employment Agreement between the District and
298 Wildfire Mitigation Specialist Daniel Russo.
- 299 Roll Call Vote
300 Ayes: Davis, Goines, Metcho Silverman
301 Noes: None
302 Abstain: None
303 Motion carried 4-0-0
304
- 305 9. Vehicle Purchase of Aerial Ladder Truck
306 Board approval was requested to follow Staff's recommendation to enter into contract
307 with Fire Apparatus Solutions (FAS) for the design and build of a new rear mount 105-
308 foot aerial ladder truck in an amount not to exceed \$1,200,000.00 dollars in fiscal year
309 2020/2021.
- 310 Chief Tyler described the history of the ladder truck and the Board's direction to
311 purchase a new truck.
- 312 Deputy Chief Menzel presented the details on the purchase, which is not to exceed 1.2
313 million. He noted the old truck is costly, needs numerous repairs, and is not reliable. The
314 OPS group chose to go with a straight stick model, with no pump or tank. Chief Whittet
315 formed a committee for the new truck, and they formed a set of goals, all of which have
316 been met. The \$1.2 million price tag includes all of the in-person inspections, and
317 delivery. There are payment options which can save some funds. The chassis can be pre-
318 paid to save \$4000. The District can pay the full amount at contract signing, which will
319 save \$42,000.



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320 Chief Menzel noted there was a typo in the staff report, and that the funds are coming
321 from account 9308-4815. Chief Tyler noted Chief Whittet worked very hard with the
322 committee to come up with the best plan for a new ladder truck. He noted the District has
323 built a reserve fund that is forward-looking five years. The District can do a cash
324 purchase, but what we don't need to. We can explore payment options.

325 There was no public comment.

326 Director Silverman noted financing might be a good option to pay cash to save \$42,000.

327 Chief Tyler responded we can check with lenders and their rates. Finance Director
328 Valenti noted that we can look now, but rates can change at any time, however we will
329 explore the options.

330 Director Metcho noted occasionally if you pay upfront you lose some leverage.

331 Chief Tyler commented that the contract has timelines that must be met otherwise there
332 are penalties.

333 M/s Metcho/Davis to enter into contract with Fire Apparatus Solutions (FAS) for the
334 design and build of a new rear mount 105-foot aerial ladder truck in an amount not to
335 exceed \$1,200,000.00 dollars in fiscal year 2020/2021.

336

337 Roll Call Vote

338 Ayes: Davis, Goines, Metcho Silverman

339 Noes: None

340 Abstain: None

341 Motion carried 4-0-0

342

343 10. Discussion Of Renting Space For Marin County Communications Equipment

344 Chief Tyler discussed the history of the creation of the backup communications center in
345 one of the offices located at 95 Rowland. Currently no rent is charged for the use of that
346 space by Marin County.

347

348 Director Metcho noted we have an increase in the cost of dispatching services.

349 Chief Tyler commented that we don't have the invoice yet but assumes it's about an
350 increase of \$40,000 to \$60,000 annually. He also noted Novato Fire District has looked at
351 other options for dispatching from either Sonoma County or a separate fire dispatch.

352

353 Director Metcho noted that it would be nice to get some funds just to cover the
354 maintenance of that office space.

355 Chief Tyler suggested we may look for a reduction in the dispatch fees to offset the lack
356 of rent.



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357
358 Director Goines noted the District is adding staff, and it is an asset of the District, and it
359 should be properly managed. He noted the District could make use of that space.
360 Chief Tyler stated he will talk to the Sheriff.

361
362 Chief Tyler noted that if the District needs the space, that would be more important than
363 receiving rent.

364
365 Direction given to staff. No other action taken.
366

367 11. Fiscal Year 2020-21 Budget Adjustments

368 Board approval was requested to accept Staff's recommendation to make the following
369 FY 2020-21 budget adjustments:

- 370 a. Increase the Building Facilities Account # 9308-4048 in the Capital Outlay
371 budget by \$394,396 to fund the Tower Rebuild project at Station 62
372 b. Increase the Ambulances Account # 9308-4820 in the Capital Outlay budget by
373 \$253,400
374 c. Increase the EMS Equipment Account # 9308-4810 in the Capital Outlay budget
375 by \$20,243
376

377 Finance Director Valenti described the need for the adjustments regarding the tower
378 rebuild and the ambulance and EMS equipment expenses. The tower rebuild was
379 believed to be approximately \$586,000, but is actually \$394,000. The ambulance and
380 gurneys were delivered in August 2020, hence the need to roll funds over to the 2021
381 capital budget in the amount of \$273,000. The funds will come from unassigned reserves.

382 There was no public comment.

383 M/s Davis/Metcho to accept Staff's recommendation to make the following FY 2020-21
384 budget adjustments:

- 385 a. Increase the Building Facilities Account # 9308-4048 in the Capital Outlay
386 budget by \$394,396 to fund the Tower Rebuild project at Station 62
387 b. Increase the Ambulances Account # 9308-4820 in the Capital Outlay budget by
388 \$253,400
389 c. Increase the EMS Equipment Account # 9308-4810 in the Capital Outlay budget
390 by \$20,243
391

392 Roll Call Vote
393 Ayes: Davis, Goines, Metcho Silverman
394 Noes: None



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395 Abstain: None
396 Motion carried 4-0-0

397 **COMMITTEE REPORTS**

398

399 1. MERA (Directors Metcho and Silverman)

400 Director Metcho commented on the activities of the MERA committee that the tri-band
401 radios have arrived. Station alerting and the construction schedule are both on schedule.

402

403 2. Finance Committee (Directors Davis and Goines) No Meeting.

404

405 3. Marin Wildfire Prevention Authority Board (Director Goines)

406 Director Goines noted the MWPA has hired retired Marin County Chief Mark Brown to
407 serve as executive director. He starts October 1, 2020. The interim executive officer is
408 staying through the transition and may be hired for special projects. The MWPA has also
409 adopted their bylaws. They have also appointed the executive committee to handle intake
410 for processing and issues that can be placed on upcoming agendas. The MWPA has
411 established 3-4 month work plans for the various committees. Director Goines also noted
412 that the MWPA has augmented the FireSafe Marin payment which was originally 1
413 million dollars by \$280,000 a total of \$1.3 million to cover public education and chipper
414 day projects.

415

416 The MWPA has also moved forward with administration and finance plans with Southern
417 Marin Fire District. The OPS group is doing great. Director Goines is looking forward to
418 an exceptional year.

419

420 MWPA is also working with the environmental groups, and the citizen oversight
421 committee, which has nine members to be approved soon.

422

423 Director Silverman asked if other cities or districts are hiring wild fire mitigation
424 specialists. Director Goines noted that the County has staffing of some wild fire
425 mitigation specialists, about 18 of them. He noted that each of the 17 members are
426 autonomous, and they can staff as they see fit. He believes that in the future, the hiring
427 approaches and the staffing approaches may become very similar to that of Novato.
428 Chief Tyler noted that San Rafael Fire has hired seasonals currently, but plans to hire
429 wildfire mitigation specialists later. He noted Southern Marin Fire District is planning to
430 hire wildfire mitigation specialists, they are just a bit behind Novato. The Novato Fire
431 wildfire mitigation specialists will each be assigned five of the 35 neighborhoods and will
432 cover grants, build relationships, and help with mitigation projects in their 5 zones.

433



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434 Director Metcho gave a shout out to Director Goines for all of his hard work and noted
435 that Novato Fire is setting the standard.

436

437 **FINANCIAL REPORTS**

438 There were no questions.

- 439 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August, 2020
- 440 2. Revenues and Expenditures Detail Financial Report August, 2020
- 441 3. Vendor Summary Financial Report, August, 2020
- 442 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
443 Bank Statement) August, 2020
- 444 5. District Monthly Contracts Information
- 445 6. Covid Related Purchases Over \$10K: None to report.

446

447 **INFORMATION**

- 448 1. Customer Surveys August 2020
- 449 2. Written Communications: 2 letters were read.
- 450 3. MERA Update
- 451 4. Upcoming Dates:
 - 452 a. Finance Committee Meeting November 17, 2020 9 a.m.
 - 453 b. Regular Board Meeting November 4, 2020 6 p.m.

454

455 **ADJOURNMENT**

456 There being no further business to conduct, President Silverman adjourned the meeting at
457 7:39 p.m.

458

459 Submitted by,

460

461

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

462

463

464 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Board Meeting Minutes
November 4, 2020

The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in Novato CA, 94945.

ROLL CALL

President Lj Silverman, Directors Steve Metcho, Bill Davis and Bruce Goines

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

OTHERS PRESENT

District Counsel Riley Hurd, Novato Residents: Bruce Bartel

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Davis commented that the Pacheco Valle evacuation preparation presentation given by Deputy Fire Marshal Osgood and Chief Tyler was excellent.

Director Metcho noted that he had observed the new tower construction. He was very pleased with the progress.

Director Goines commented that he had received inquiries regarding the MWPA tax exemption for seniors. He noted many felt they merited the exemption, but upon further investigation, it was pointed out that there is an income test as well. He believes some of the seniors who requested the exemption were mistaken about the full qualifications.

CHIEF'S REPORT

Calendar:

November 3rd Elections Day: Presidential, State, and local races + ballot measures

November 4th, BOD Monthly Directors Meeting

November 5th, FASIS Meeting Via WebEx

November 11th, Veteran's Day Holiday—Admin Office is closed

November 12th Novato Chief Officers Association Negotiations Meeting

November 13th Fire Safe Marin Meeting

November 13th MWPA Staffing FC/CM Discussion

November 16th Novato Professional Firefighters Association Negotiations Meeting



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November 16th Meeting with Dennis Rodoni, West Novato Public Office Hours, 6:00pm to 7:30 pm Zoom Meeting (NOV CM + Special District Managers)

November 17th Novato Fire Finance Committee Meeting

November 19th NFD/NPD Get Ready Zoom: Discussion on low income independent seniors

November 21st OPS NFD Meeting

November 26th & 27th THANKSGIVING HOLIDAY—Admin office is closed

Administrative Items:

B/C Robert LaCroix has retired from NFD. He needed to move up his separation date by approx. 30 days in order to accommodate his family and the move to his new position as Fire Chief with the City of Tremonton, Utah. He will be Chief in Box Elder County, which is a combination Fire Department of paid and volunteer, The population is 8,800, the area encompasses 7.8 sq/miles, has 1 fire station, and 36 personnel. We wish him well! The project management of the tower rebuild has been assigned to B/C Erich Mesenburg.

MCERA retirement board gave an agency presentation workshop this week and notified us that there will be changes to certain assumptions based on the percentage changes in the assumed discount rate and other variables. Chiron will be presenting the actual dollar amounts in the MCERA Preliminary Actuarial Valuation results in December 2020, so we will have a much clearer picture then.

Here are our key takeaways and potential impacts to NFD based on the changes:

The MCERA board is recommending a reduction in the discount rate from 7.0% to 6.75%. This will reduce our funded ratio from 88% in the 2019 valuation to just under 85%. This is still well above the 2019 inactive-only funded ratio of 67.9% required to fund the liabilities of inactive members only (those currently retired, disabled, terminated with vested benefits, and their beneficiaries.)

Our Unfunded Liability (UAL) was reported as \$24.7M in the 2019 valuation. This was an increase of \$3.6M from the \$21.1M reported in 2018. We would expect a similar increase in the UAL for 2020.

Any increases in the UAL would be amortized over time, so the impact of that and any other assumption changes would be phased in over various periods of time. As a result, we would expect any increases to our contribution rates and UAL amortization to be gradual over the next few years, i.e. around 1%. Without knowing the distribution of the rate increases by member class, the rough estimate would be an additional \$200K-\$400K per year in district contributions.



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We set aside reserves specifically to address the unfunded liability. We currently have \$2.5M in reserves, so we are well-positioned to address any increases over the next 3-5 years and beyond.

FEMA is requesting additional information on some of the costs we submitted for reimbursement. We provided additional details, documentation, and rationale on the COVID-19 reimbursement items.

Capt. Marc Teldeschi has completed and submitted a \$300,000 California OES PSPS grant for some new fire station generators. The fund is dedicated to help localities better prepare for delivering services during public safety power shutoffs (PSPS) and other outages. The funding is reserved for special districts that can be identified as critical facilities or that provide critical infrastructure. The terms 'critical facilities' and 'critical infrastructure' have been broadly defined, "as essential to public safety that require additional assistance and advance planning to ensure resiliency during de-energization events" and includes fire stations and infrastructure. Please thank Marc the next time you see him for his extra efforts to secure these funds without impacting our budget. Fingers crossed.

OPS: D/C Menzel

All Pre-positioned units have been disbanded, and all red Flag Warnings and Watches have ended this week.

Election Day Response IAP is complete and updated—working with Law Enforcement as needed. We have upstaffed and will participate as needed. B/C McCarthy is the Fire Liaison.

Training: B/C Mesenburg— COVID 19 Logistics Chief related communication and activities: Continued to secure more disposables through MHOAC.

He completed the plan and are exercising it for 2020 acting engineer manipulative review, assisted by Engineers Peck, Pannell, Larkin, & Brody.

Safety Committee meeting--Based on review of AD-69s and member feedback, the committee is investigating: Proper exercise body mechanics class taught by our Fitness Committee, BPPE rolling cart and storage solutions, safety message regarding N95 use while operating extrication tools and chainsaws: Two recent incidents show that use of these masks during intense tool work caused communication and vision issues.

Chief Mesenburg met with Chief LaCroix regarding the hand-off of training tower project.



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EMS Divisions: B/C Kyle Dague

Marin COVID update: CDPH moved Marin County this week from Tier 2 (Red) to Tier 3 (Orange). The county has 99 active cases, down from 136 last week with 5 hospitalized.

There was no change from last week (1 ICU down from 2 last week) and 99 deaths.

No SNFs with minor or major impacts in Novato per the Web EOC Dashboard.

There will be a Lucas Mechanical CPR Device and video laryngoscopy training on A and B shift. Stryker has loaned us 2 devices for a 60-day trial. After the trial, an application for CARES grant to fund the purchase of 3 devices and 8 video laryngoscopes. FF/PM Keena is taking the lead.

The PS Trax contract renewal is in process with early pricing locked in for a 6-year term. Annual pricing has increased 100% for other agencies but NFD was offered an opportunity to lock in the pricing at an annual savings of \$5,400 per year.

RN Katie Grossman is in the process of administering flu shots across the shifts.

COVID 19 testing contract with Color labs is projected to terminate November 7, 2020. We are researching Curative and Binex by Abbot as possible solutions.

Prevention Division: Acting B/C John Dicochea

He has assumed supervisory responsibilities for the Prevention Division. Capt. Barrett Smith has returned to his shift.

The Division has completed the final version of the staff report for the Fee Schedule. The Division has completed the new WMS onboarding, including Fire Road and area familiarization.

WMS Nicholas Barlupe had his one-year evaluation and it was reviewed with him and Yvette Blount, the WMS Supervisor.

Hiring of WMS application review. 12 have been selected to move on to interviews. HR is setting interviews for the week before Thanksgiving.

NOAA hazard/weather radios arrived and are labeled for NFD and Fire Safe Marin. Rich Shortall was notified and initial 250 was picked up for San Rafael Fire. Inspector Macdonald provided updates to engine companies.

Inspection result/form.

The Division is working on fine tuning the engine company Inspection process (Denise is doing the follow up).



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The Division completed additional 10 School Inspections.

The Division started the Ring Neighborhood notification set up process.
They also responded/assisted in Fatal Fire Investigation for MCFIT.

They worked with Joe Valenti on FEMA grant PPE/Inventory documentation.
They assisted Southern Marin Fire District with a review of a new citation process, with Captain John Dicochea taking the helm

Facilities: Chief Mesenburg

Tower: Metal framing sticks are in the air! Feel free to go out to station 62 to watch the progress.

Fleet: Chief Whittet

All apparatus are in service. U45 (Menzel's truck) is going to Blakes Autobody on Monday for repairs to rear bumper sustained while assisting evacuations in Sonoma lighting complex fires.

Vacations:

11/2- 11/9 D/C Menzel is on vacation
11/2- 11/6 B/C Dague is on vacation
11/2- 11/6 DFM Lynne Osgood is on vacation
11/2- 11/6 Mechanic Ken Forks on vacation

--End of Report--

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting 10/7/20
2. Ambulance Fee Debt Write Off Due to Hardship
Board approval was requested to approve a write-off of the designated ambulance billing accounts. The request is claiming financial hardship. The amount is \$487.50.
3. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts.
The Board was requested to write off the designated multi -year uncollectible ambulance billing accounts totaling \$85,436.25.

There was no public comment.



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M/s Davis/Goines to approve consent calendar items 1-3.

Roll call vote.

Ayes: Metcho, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 4-0-0

NEW BUSINESS

1. Bank Signature Cards Changes

Board approval was requested to accept Staff's recommendation to make the following revisions to the bank signature cards listed below, and direct the Finance Director to revise the necessary documents.

- Account#XX0057 Bank of America Novato Fire District Operating Fund Signature Card: Remove Jim Galli; Add Erich Mesenburg
- Accounts#XX3538, XX4988, XX6422 Westamerica Bank Novato Fire District Payroll and Lockbox and FSA Signature Card: Remove Jim Galli; Add Erich Mesenburg
- Account#XX7723 Bank of Marin Novato Fire District Merchant Account Signature Card: Remove Jim Galli, Jeff Veliquette; Add Dmitri Menzel, Erich Mesenburg
- Account#XX1510 Umpqua Bank Novato Fire District FEMA Grant Signature Card: Remove Jim Galli; Add Erich Mesenburg

There was no public comment.

M/s Metcho/Davis to accept Staff's recommendation to make the listed revisions to the bank signature cards, and direct the Finance Director to revise the necessary documents.

Roll call vote.

Ayes: Metcho, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 4-0-0

2. Ladder Truck Financing

Board approval was requested to accept Staff's recommendation to fund the purchase of the ladder truck with a 5-year lease purchase agreement, and advance the funds to the vendor in order to obtain a discount of \$42,910 off the contract price, with subsequent reimbursement by the lender.



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Finance Director Valenti reviewed the details of the financing options, which can lead to a discount on the full price of the purchase of a new ladder truck. He reviewed the 5, 7- and 10-year options. There is no pre-pay penalty on any of the options. The full funds for the ladder truck are included in the 2020-2021 budget.

Director Goines asked if there is an option to pay back the loan with Municipal Financing on a semi -annual basis? And could the District consider an early prepayment to save costs since there is no penalty.

Chief Tyler commented that the financing plan can be added to the Finance Committee meeting agendas so that there is a quarterly review.

There was no public comment.

M/s Metcho/Davis to accept Staff's recommendation to fund the purchase of the ladder truck with a 5-year lease purchase agreement with Municipal Financing, and advance the funds to the vendor in order to obtain a discount of \$42,910 off the contract price, with subsequent reimbursement by the lender.

Roll call vote.

Ayes: Metcho, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 4-0-0

3. Standards of Cover Study Bid Award

Board approval was requested to authorize the Fire Chief to enter into an agreement with City Gate Associates, LLC to conduct a Standards of Cover Study.

Chief Tyler reviewed the need for an updated Standards of Cover. The previous Standards of Cover was published in 2009. Hazards and threats have changed since 2009, most notably the addition of train traffic through Novato.

Bruce Bartel asked what is a Standards of Cover. Chief Tyler thoroughly reviewed the elements of a Standards of Cover.

Director Goines asked if the Standards of Cover takes into consideration the types of risk the MWPA is concerned with. Chief Tyler responded that it does.

There was no public comment.

M/s Goines/Davis authorize the Fire Chief to enter into an agreement with City Gate Associates, LLC to conduct a Standards of Cover Study.



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Roll call vote.

Ayes: Metcho, Galli, Davis, Goines and Silverman

Noes: None

Absent: None

Motion carried 4-0-0

COMMITTEE REPORTS

1. MERA (Directors Metcho and Silverman) – Director Metcho noted the MERA update is in the Information section, but added that the cutover dates to the Next Generation system is September 2023.
2. Finance Committee (Directors Davis and Goines) – No Report. The next meeting is November 17, 2020.
3. Marin Wildfire Prevention Authority Board (Director Goines). Director Goines noted they have agreements for audit services, legal services, and a work plan for finance and admin services until the end of the year. The MWPA has also selected 9 citizens for the Citizen Oversight Committee. There were 32 applicants. The Citizen Oversight Committee meetings begin next month. The MWPA received a legal opinion regarding CEQA compliance. Director Goines also noted that some citizens who requested and were due a tax exemption may not have properly received it. The MWPA will resolve the issue and reimburse taxes paid if needed.

FINANCIAL REPORTS

There were no questions.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, September, 2020
2. Revenues and Expenditures Detail Financial Report September, 2020
3. Vendor Summary Financial Report, September, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) September, 2020
5. District Monthly Contracts Information September, 2020
6. Covid Related Purchases Over \$10K: None to report.

INFORMATION

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

1. Customer Surveys September 2020
Chief Tyler noted the thank you from one of the customer surveys thanking the crew of Engine 61 who helped a couple install a smoke alarm at 1 a.m.



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Director Goines also noted that his neighbors who have used the ambulance service a few times are really appreciative of the care and concern they receive from Novato Fire personnel.

2. Written Communications: None
3. MERA Update
4. Upcoming Dates:
 - a. Finance Committee Meeting November 17, 2020 9 a.m.
 - b. Regular Board Meeting December 2, 2020 6 p.m.

Before entering the Closed Session, District Counsel Hurd noted an update to the closed session information: updates in italics.

Conference with legal counsel - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)

1. City of Sanger v. Novato Fire District Case # *20CECG02710*

President Silverman closed the open session of the meeting at 6:54 p.m.

CLOSED SESSION

The Board entered Closed Session at 6:55 p.m.

Conference with legal counsel - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)

1. City of Sanger v. Novato Fire District Case # *20CECG02710*

ADJOURNMENT

There being no further business to conduct, President Silverman re-entered the open session of the meeting at 7:40 p.m.

There was no reportable action.

The meeting was adjourned the meeting at 7:41p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors
Board Meeting Minutes
December 2, 2020**

The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in Novato CA, 94945.

ADMINISTRATION OF OATH OF OFFICE

Chief Tyler gave the Oath of Office to Directors Silverman, Metcho, and Francisco.

ROLL CALL

Roll call of Directors was completed. Directors Lj Silverman, Steve Metcho, Bill Davis, Shane Francisco and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Deputy Chief Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne Villa. Also present: WMS Supervisor Yvette Blount, WMS Gary Musante and Dan Russo, Deputy Fire Marshal Osgood, Purchasing Administrator Walraven, BC Whittet, Fire Inspector Macdonald, Acting BC Dicochea.

OTHERS PRESENT

District Counsel Riley Hurd, David Alvey of Maze and Associates, and Novato Residents: Bruce Bartel and Nina Zhito

ELECTION OF OFFICERS

Director Goines nominated Steve Metcho president. Director Silverman nominated Bill Davis for vice president. Director Silverman nominated Bruce Goines for secretary.

There was no public comment

M/s Davis/Metcho to install the officers as nominated.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

PRESENTATIONS

Chief Tyler presented Yvette Blount, the District WMS supervisor to The Board Of Directors. Chief Tyler also presented Gary Musante and Dan Russo our new wildfire mitigation specialists.



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ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Silverman commented that he attended the toy drive and had a lot of fun sorting the toys. He also visited the tower to see its progress.

Director Davis commented he visited the tower as well. He found its progress amazing.

Director Francisco also visited the tower. He was very excited to see the new training tower and its possibilities.

CHIEF'S REPORT

Calendar:

1. December 3rd: MWPA OPS Committee Meeting
2. December 4th: NPFA Negotiations Meeting
3. December 4th: A few good elves needed--Bicycle Assembly at 8:00 am at station 62
4. December 5th: Toy Drive at the Hamilton SMART Train Station at 3:00 pm
5. December 8th: FASIS & FDAC Employment Benefits Authority (EBA) Joint Board Meeting to discuss a shared services agreement.
6. December 9th: MWPA TAC Onboarding
7. December 10th: Virtual Meeting Re: Home Hardening Standards and Wildfire Catastrophe Modeling in Ratemaking—State Insurance Office
8. December 11th: Fire Safe Marin meeting
9. December 16th: Special Board meeting CAFR review and accept
10. December 24th is a half day holiday for office staff, and the Admin Office is closed all day for Christmas
11. December 30th: OPS meeting

Administrative Items:

New Cal/OSHA emergency regulations were adopted in California this week. We are working with our legal and associations to implement. The regulations require a new COVID-19 Prevention Program to be implemented with specific categories to address.

We are working with the Controller for Hi-Tech Emergency Vehicle Service, Inc., to resolve outstanding noncompliance with the Master Services Agreement with respect to timely delivery of three fire engines.

Our EMS Billing Analyst will be on leave from Dec 16th to Feb 1st. We have two temporary hires covering her duties so there is coverage in that division in her absence.



Novato Fire District Board of Directors Board Meeting Minutes December 2, 2020

We are in possession of a fully executed contract with Citygate to initiate a Standards of Cover document. Our internal team is being formed now and we anticipate the entire process to take no more than 5 months to complete.

We completed the onboarding of new director Shane Francisco

B/C Kyle Dague has moved from EMS B/C to A shift.

Promotions: Scott Freedman to EMS B/C, Nick Zagaris to Captain, Eli Peck to Captain, Jeff Kenna, Ryan Hamilton, Ricky Godoy, & Matt Allman to engineer.

We completed AHA CPR & defibrillator training for all admin staff

OPS: D/C Menzel

Last Friday NFD crews responded to a structure fire after a vehicle drove into a home on Puffin Ct., in Pacheco Valle. The vehicle struck the gas meter and caused the fire. The two occupants of the vehicle were transported with injuries to a local hospital. A bystander played a significant role, risking his own wellbeing, in rescuing the two victims who were trapped in the burning vehicle. We are in the process of contacting and inviting the bystanders to be recognized for their extraordinary efforts in saving two lives.

Last Sunday NFD crews responded to a garage fire on San Carlos Way. Crews did a great job in containing the fire to the garage and off the adjacent structure which was an exposure concern. In both cases our Fire Prevention staff supported the incidents and assisted in the investigations of both incidents.

Training: B/C Mesenburg

COVID 19 Logistics Chief activities - Lance is maintaining stocked PPE at Station 61. We have good supply chains in place and have no needs at this time.

Training coordinated an R&D Committee meeting--Researching Oasis Value to assist with friction loss issues in 4" supply. We are researching ladder wrap currently on E64 ladders for a district-wide project

Training worked on Acting Captain refresher training material for two full days.

Training is working with C61 on updating our RIC & Mayday policies

Training helped the Prevention Division with WMS introductions via Video Teleconference to A Shift



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Training confirmed with instructor and facility that our FBOR class in December is on for now. We will reschedule if Marin converts back to “purple” level

Training worked with Gretchen on FF/P hiring announcement and timeline

Training is working with Vicki Parker, Community Development Director for the City of Novato, regarding use of buildings scheduled for demolition for NFD training opportunities

EMS Divisions:

B/C Kyle Dague moved to shift this week, and Scott Freedman will move to EMS January 1, 2020.

Pinnacle Physicals being conducted across the shifts this week

My Sidewalk Zoom orientation/training scheduled and added to the MBO across all shifts. (12/7,9,11)

In discussion with Fire Branch directors - weekly meetings recommencing Monday,

December 7th: COVID vaccine planning/distribution, Surge Planning, OSHA guidelines, CDC quarantine guidelines being reduced

Curative Contract being signed and implemented this week

180 test kits in process of being shipped to admin and are stored at room temperature. B/C Dague to coordinate training, storage, workflow and notifications of results to HR.

Prevention Division: Acting B/C John Dicochea

Researching Bluebeam electronic plan review system

Researching online payment options for prevention fees

Updated comments to new draft CWPP

Reviewed 6 cannabis business permit applications for the City of Novato

Burn Pile planned by Tam Fuels Crew at Aries Lane this week as burn permit guidelines allow.

Added one new Firewise neighborhood to Novato; Pleasant Valley 44



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WMS making great progress. There is an increase on grants for vegetation management and home hardening is picking up momentum. Will report out quarterly on activities, per Director Goines request beginning in January.

Facilities:

Kyle Dague is assuming responsibilities for facilities. Met with ABM for a reassessment of our facilities and an update on letter of intent. Will bring to the BOD at a future meeting.

Tower: Chief Mesenburg is working on the tower and construction is progressing. Met with third party building official on next steps for permit inspection & completion.

Meeting with Directors Metcho & Silverman Thursday to update on progress with our general contractor.

Fleet: Chief Whittet
All vehicles in service

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting 11/4/2020
2. Board of Directors 2021 Meeting Schedule
3. Finance Committee 2021 Meeting schedule

There was no public comment.

M/s Silverman/Goines to approve consent calendar items 1-3.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

NEW BUSINESS

1. Renewal of NASPO contract with Verizon for Discounted Wireless Services
Board approval was requested to approve Staff's recommendation to renew the National Association of State Procurement Officials (NASPO) contract with Verizon for discounted government wireless service rates effective January 1, 2021.

There was no public comment.



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M/s Silverman/Davis to approve Staff's recommendation to renew the National Association of State Procurement Officials (NASPO) contract with Verizon for discounted government wireless service rates effective January 1, 2021.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

2. Purchase of Four 2021 Chevy Colorado pickups for the Wildland Mitigation Specialists. Board approval was requested to accept staff's recommendation to purchase four 2021 Chevy Colorado pickups from Winner Chevrolet, under the State of California Contract # 1-18-23-20D, in an amount not to exceed \$120,000.

Chief Tyler explained the use of the pickups by the wildland mitigation specialists. Acting Battalion Chief Dicochea detailed the reason the Colorados were chosen. It was a great deal, practically a two-for-one purchase.

Director Goines asked if the vehicles would have a push bar installed. Acting Battalion Chief Dicochea noted they will have lights and sirens and a lockable cover on the back, but no push bars.

Chief Tyler commented that the MWPA will cover the cost.

There was public comment.

Nina Zhito commented: "these sound like command vehicles. and what are emissions implications? light bar but are the EMS equipped personnel?"

Counsel Hurd clarified that the comment period is not for questions, but we will take comments via audio or via the chat function.

Director Silverman asked if the WMS's will carry auto defibrillators.

Chief Tyler commented that they will not at this time.

M/s Goines/Silverman to accept staff's recommendation to purchase four 2021 Chevy Colorado pickups from Winner Chevrolet, under the State of California Contract # 1-18-23-20D, in an amount not to exceed \$120,000.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None



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Motion carried 5-0-0

A review of how to unmute a phone using *9 was announced.

3. Review of the Draft of Audited Financial Statements from Maze and Associates. Board considered the Finance Committee's recommendation to accept the draft audited financial statements for the fiscal year ended June 30, 2020.

David Alvey of Maze And Associates described the audit process. He noted the District received a clean, and modified opinion, which is the best.

Director Silverman noted there was a substantial increase of reserves from six months to 11 months in operating costs. Mr. Alvey commented it is actually eight months that have increased to 11 months of operating costs.

Director Francisco asked in the current Covid times is there a projected shortfall?

Finance Director Valenti noted the report ends on June 30, 2020, so it won't take into account all of the effects of Covid. He noted the impact will be in the future. The majority of the revenue, property taxes, will lag by 1 to 2 years. The District expects 75% Covid expenses reimbursement.

Chief Tyler noted that OPEB and pensions may be affected due to a decrease in the rate of return by .25%.

Finance Director Valenti was asked about the extra 4 million. He noted that spending in the fiscal year that was audited was 4 million less than budgeted. Some projects were delayed and deferred, so that expenses in the capital budget were also delayed and deferred. Property tax was within 300,000 of the expected amount.

Chief Tyler noted the tower expenses were deferred and vehicle expenses were deferred.

Public comment from Nina Zhito: "confused why expenditures need to be high when we are unemployed. we. the public. the taxpayers."

M/s Silverman/Goines to accept the draft audited financial statements for the fiscal year ended June 30, 2020.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0



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4. Memorandum of Internal Controls (MOIC)

This report addresses the internal controls in the District's financial reporting. Board considered the Finance Committee's recommendation to accept the MOIC and direct District Management to provide Maze with a management response to the internal control report if applicable.

David Alvey discussed the MOIC. He noted there were no material weaknesses and no significant deficiencies. In the category of other matters Maze commented that there are new GASB standards.

Regarding the required communication, Mr. Alvey noted there are no disagreements with management. There are no transactions without proper authority. The GASB 95 pushes back the implementation of various regulations one year due to the Covid situation.

Public comment: Nina Zhito commented: what does pushing back one year mean? Specific implications of pushback described where.

Director Goines asked to the common man what does this mean?

Mr. Alvey noted the audit is to protect the public. The financial statements must be free from error. He noted the District has no weaknesses or deficiencies. And the GASB 95 delays GASB 87 rules until June 30, 2022.

Director Davis' asked about the GASB 95 one year push back.

Mr. Alvey commented it gives one extra year to become compliant.

M/s Davis/Francisco accept the MOIC and direct District Management to provide Maze with a management response to the internal control report if applicable.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

5. Independent Accountant's Report on Applying Agreed-Upon Procedures – Ambulance Billing.

Board considered the Finance Committee's recommendation to accept the report in regards to the District's Ambulance Billings and Related Revenue Collection Cycle, during the calendar year 2019.



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Mr. Alvey commented the EMS billing audit is done on a calendar year. They tested 116 transactions. There were no exceptions.

There was no public comment.

M/s Silverman/Davis to accept the report in regards to the District's Ambulance Billings and Related Revenue Collection Cycle, during the calendar year 2019.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

6. Independent accountant's report on applying agreed upon procedures for the Novato Fire Protection District in regards to certain disbursements made by the District during the calendar year ended December 31, 2019

Board considered the Finance Committee's recommendation to accept the report in regards to the certain disbursements made by the District during the calendar year ended December 31, 2019.

Mr. Alvey noted 100 transactions were reviewed. 31 were credit card transactions, and there were 70 others transactions. He noted there were no exceptions.

Public comment: Nina Zhito: "Covid19 but for that pesky public component. "ease of covid 19 environment."

M/s Silverman/Francisco to accept the report in regards to the certain disbursements made by the District during the calendar year ended December 31, 2019.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

7. Ladder Truck Financing Revision



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Board approval was requested to accept Staff's revised recommendation to suspend the advance payment with the 5-year lease purchase of the ladder truck and delay payment until delivery. Additional information was received regarding increased financing costs of the original recommendation. The prepayment discount of \$42,910 would be forfeited, but the higher than anticipated cost of the required performance and payment bond in addition to the interest costs make this option less desirable.

Finance Director Valenti reviewed the three-party arrangement between the dealer, the financial institution, and the District. He noted there is no collateral because the truck is not yet built. The bank wanted a rider, a surety bond of 2% of the total price, which equaled \$22,000. The \$22,000 extra cost eroded potential savings.

There were three options: Option 1 is to pay in cash in December 2021 when the truck is delivered. Option number 2 is to wait until the truck is built, then finance at that time which eliminates the bond or the District can choose to pay cash. Option number 3 is to pay cash in advance, which would result in a \$42,000 discount. However option 3 means there would be a loss of interest and a loss of cash reserve, and there would be no option to finance.

Finance Director Valenti noted that there is no real benefit to the five-year financing option and he recommended option 1.

Chief Tyler commented that he felt the board wanted to preserve cash and/or get the discount. Securing the discount would result in quite a bit more work. He noted the District has the ability to pay cash if the Board wants to take advantage of the discount. He noted that this truck purchase is an emergency purchase due to the troubles we've had with the current truck.

Counsel Hurd commented the issue with the bond leads to additional fees as well as legal fees with a third-party in the contract. He also noted the procedure to bring the specific financing process to the board was unusual. The manner of purchase was chosen by the board. Staff came back with an update regarding all of the costs as they became known. He advised a flexible motion in case options change that will allow staff to acquire the best deal.

Director Davis' commented 1 to 2 years in the future, will the company still be around, despite the discount? Finance Director Valenti noted the funds stay in the reserves earning interest, and if there is no truck, there is no payment. Financing is still an available option upon delivery of the truck.

Director Silverman asked if there was a down payment. Finance Director Valenti noted that it's a contract.



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Director Francisco asked about assurances of the price with inflation.
Finance Director Valenti noted the contract establishes the maximum price.

Chief Tyler also commented the vendor has timeframes to meet.

There was no public comment.

M/s Davis/Goines to accept Staff's revised recommendation to suspend the advance payment with the 5-year lease purchase of the ladder truck and delay payment until delivery.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

COMMITTEE REPORTS

MERA (Directors Metcho and Silverman) – There was no meeting. The next meeting is December 9, 2020. Director Metcho noted that he will be the alternate representative and Director Silverman will be the primary.

Finance Committee (Directors Davis and Goines) – No Report. The information is on the agenda tonight.

MWPA Committee: (Director Goines) Director Goines noted that the MWPA had authorized a parcel tax with an exemption for low-income seniors. They have received a couple hundred inquiries. They developed a process of appeal. They created an ad hoc committee to review exemption requests, and will reimburse taxes paid if the homeowners are eligible. The MWPA will allow appeals annually.

Regarding CEQA compliance, the MWPA received a 22-page legal opinion about compliance. They were advised to use the California vegetation EIR. It is problematic to do a programmatic EIR. The MWPA will follow existing protocols. If they are not working well, the MWPA will get an updated legal review. A programmatic EIR is very costly and would have tremendous impact on the workforce.

An executive committee representing the five areas, each of which has a representative, will funnel information to the MWPA Board. The Board retreat has been set for January 21, 2021. The topics will include education on WUI, hazards, strategic planning, vision, goals, objectives; and establishing the metrics.

The next upcoming MWPA board meeting is December 17, 2020 at 3 PM.



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FINANCIAL REPORTS

There were no questions.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, October 2020
2. Revenues and Expenditures Detail Financial Report October, 2020
3. Vendor Summary Financial Report, October, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) October, 2020
5. District Monthly Contracts Information October, 2020
6. Covid Related Purchases Over \$10K: None to report.

INFORMATION

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

1. Customer Surveys October 2020
2. Written Communications: one letter was read
3. MERA Update – the next meeting is 12/9/2020 at 3:30 p.m.

CLOSED SESSION

None

ADJOURNMENT

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

Submitted by,

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

Jeanne Villa, Recording Secretary



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The Virtual Teleconferenced meeting was called to order by President Silverman at 10:00 a.m. in Novato CA, 94945.

ROLL CALL

Roll call of Directors was completed. Directors Lj Silverman, Steve Metcho, Bill Davis, Shane Francisco and Bruce Goines were present

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Deputy Chief Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Senior Accountant Maldonado, Purchasing Administrator Walraven.

OTHERS PRESENT

ABM, Inc: Mike Kempa, Bruce Wright, Josh Sarpotdar, Tony Roehrick and Bruce Dickinson.

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

PRESENTATION

ABM Building Solutions, LLC will make a presentation to the District.
Accessing Alternative Resources for Infrastructure Improvements - Preliminary Feasibility Assessment for CA Government Code 4217

The presentation addressed the District's aging infrastructure, and the rising cost of energy. About one year ago, the District Staff hired ABM to perform a preliminary energy audit. Over the past year, ABM has collected data of the District's energy consumption, costs, and equipment conditions to determine viable energy conservation measures, and to assess the potential of adding renewable sources of power such as solar pv, and battery energy storage. ABM presented their Bundled Energy Solutions Program that guarantees the savings of a design-build process, and will manage, and advise the District on funding resources, along with optional energy saving projects.

ABM representatives covered funding options, lighting, HVAC, roofing, Solar PV and battery storage, networked security cameras, backup generators, optional EV charging stations.

The next step would be a Letter of Intent following Board approval, then design, engineering and pricing, as well as contract development.



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ABM guarantees the savings, up to 20 years, to the District, or the project does not proceed.

Chief Tyler commented about the financial commitment.

Mike Kempa noted there is a “break fee”, which is not a fee that is paid prior to the design and engineering. The break fee is paid if ABM moves to step 2, produces a plan with savings, and the District decides not to move forward. If ABM does not produce a plan with savings, there is no break fee owed.

Director Goines asked about the process moving forward.

Mike Kempa commented that ABM is not just a broker, but the General Contractor. They run the entire project.

Director Goines asked about assuming debt and present net value; action vs no action taken.

Mike Kempa noted that ABM works with banks to create cash flows, and that it’s the Board who will choose any final financing plans.

Director Metcho asked about the battery power, and the heavy load on the generators, maintenance and battery disposal.

Tony Roehrick commented that the batteries can provide energy also during high peak hours.

Director Francisco asked about the District breaking even after all costs are paid, is there a risk of hacking the remote smart devices, and does ABM limit which sub contractors are used, or is the project open to any contractor/vendor with the best product/service for the project?

Mike Kempa noted the savings begin as soon as the project starts with construction savings in light upgrades, for example. The project has to be funded, grants can be used, and the recovered savings also cover the project costs. ABM recommends self funding the project.

Bruce Wright noted that ABM will look to match the best quality product to its use. They use RFQs for the best contractor for the project.

Mike Kempa noted that smart devices are optional, if there is a concern. They can be left off.

Director Davis asked about the timeline to move forward and to be on the Board’s agenda.

Mike Kempa recommended the sooner the better, as the next phase will take several months.



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Chief Tyler noted that Staff has been planning, reviewing and studying the energy savings for a long time, but does not have the internal staffing and knowledge to handle this project internally. The District is looking to partner with a well established company to ensure a quality project.

Deputy Chief Menzel commented about his experience as the Facilities Manager, and how challenging it is to oversee multiple projects while trying to fulfill his primary role.

Bruce Wright commented that the piecemeal type of process leads to extra costs and a lack of coordination wastes time.

Director Metcho commented that he would like this item on the January agenda. Chief Tyler asked for questions of ABM to be sent to him and he will make sure they are answered at the January meeting.

The option of creating a subcommittee was discussed.

There was no public comment.

CHIEF'S REPORT

Chief Tyler reported that internal COVID-19 testing begins today with Curative, Inc. All employees except the 4 known positive cases are cleared to work.

The North Bay Incident Management Team will plan the vaccination rollout for first responders for Fire personnel, Law Enforcement and Parks officers.

The District liaison is BC Erich Mesenburg. A roster of District members has been provided. The shots will be given as members are going off shift, to avoid adverse reactions of members while on shift. There will be a mobile team for West Marin personnel.

The Health Department has asked for Paramedics to deliver the vaccinations, and Chief Tyler is encouraging the HD to vaccinate first those who have been asked to deliver the vaccinations.

Director Silverman asked for the Board to be added to the Curative testing list.

CONSENT CALENDAR ITEMS

1. Minutes of Regular Board of Directors Meeting 12/2/2020

There was no public comment.

M/s Silverman/Davis to approve consent calendar item 1.



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Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

NEW BUSINESS

1. Comprehensive Annual Financial Report – Fiscal Year Ended June 30, 2020
Board considered the staff's recommendation to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2020.

Finance Director Joe Valenti described the process for compiling the District's 13th CAFR. It will go to the Government Finance Officers Association for review, and it contains the financial statements and the audit completed by Maze and Associates.

The CAFR demonstrates fiscal responsibility and accountability.

The Board offered their kudos to the Staff.

There was no public comment.

M/s Silverman/Francisco to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2020.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

2. Novato Fire District Call for Priority Access to COVID-19 Vaccines – Verbal Report
Board considered sending a letter to the Marin County Board of Supervisors urging them to make Marin firefighters, EMTs, and paramedics a top priority level for COVID-19 vaccines.

Chief Tyler noted that firefighters need to be included in the Tier 1A vaccinations according to the scientific data in the IAFC report.

Director Davis noted that vaccinating first responders is critically important.

Director Goines asked about the practical implications of the letter. Chief Tyler noted that the local officials have control and that Dr. Willis will see the letter immediately.

Director Francisco asked if firefighters are not already in the first tier. Chief Tyler confirmed they are not.



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There was no public comment.

M/s Goines/Davis to send President Metcho's letter to the Board of Supervisors and to Dr. Willis of Marin County Health and Human Services.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

INFORMATION

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

1. 2021 Finance Committee Meeting Dates
2. 2021 Board Meeting Dates
3. Upcoming Local Event: Paint the Town Red – January 22, 2021

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 11:20 a.m.

Submitted by,

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

Jeanne Villa, Recording Secretary