



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
JANUARY 6, 2021**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

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During Open Time for public expression item

Public comment period on agenda items.

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COMMITTEE SELECTION

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

PRESENTATIONS

1. Recognize 20+ years of service
 - a. B/Cs Freedman and Whittet – 22 years
 - b. Engineers Boals and Sheline, FF/PM Gaulke, ASM/IT Villa – 21 years
 - c. B/C Dague, Captains Valuch, Taul and Black, Engineer Wehr – 20 years
2. Promotions
 - a. Engineers Allman, Keena, Godoy, Hamilton
 - b. Captains Peck and Zagaris
 - c. B/C Freedman
3. Employee of the Year
4. Brown Act Review with Legal Counsel Riley Hurd
5. MWPA Update

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Special Board of Directors Meeting 12/16/2020
2. Request to Attend Virtual Conference: Protecting Your City From Wildfire for Director Goines.



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NEW BUSINESS

1. Bank Signature Card Changes
Board approval is requested to accept Staff's recommendation to remove Robert LaCroix and add Director Francisco to the bank signature cards, and direct the Finance Director to revise the necessary documents.
2. County of Marin 2020/2021 Annual Statement of Investment Policy
Board approval is requested of the County of Marin 2020/2021 Annual Statement of Investment Policy.
3. Consolidated Trailers, Inc. quote for propane fueled fire training simulator equipment, installation, and training.
Board approval is requested for purchase of propane fueled firefighting training equipment manufactured by Pro-Safe Fire Training Systems, Inc. sold by Consolidated Trailers, Inc. on GSA #GS30F0025R.
4. Letter of Intent for Engineering Study under the Bundled Energy Solutions Program offered by ABM Building Solutions, LLC.
Board approval is requested to accept staff's recommendation to sign the Letter of Intent (LOI) for ABM to provide an energy-savings engineering study as the second step in ABM's Bundled Energy Solutions (BES) Program. The BES Program guarantees energy savings through a design-build process, and will manage, and advise the District on funding resources.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Metcho and Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)



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FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, October, 2020
2. Revenues and Expenditures Detail Financial Report November, 2020
3. Vendor Summary Financial Report, November, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) November, 2020
5. District Monthly Contracts Information
6. MWPA Profit/Loss Statement
7. 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
3. Firefighter Hero Award: January 13, 2021 10 a.m., Station 61
4. Paint the Town Red Virtual Party: January 22, 2021

CLOSED SESSION

1. None

ADJOURNMENT



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CLOSED SESSION

1. None

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
FEBRUARY 3, 2021**

Time: 6:00p.m.

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Novato, CA 94945

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
FEBRUARY 3, 2021**

Time: 6:00p.m.

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Novato, CA 94945

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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1. Minutes of Regular Board of Directors Meeting 1/6/21

NEW BUSINESS

1. Verbal Report - Establish Ad Hoc Committee for ABM Infrastructure Improvement Project
2. Surplus Vehicles – Unit 9 2013 Spartan/Hi-Tech Tillered Aerial Apparatus.
Board approval is requested to accept Staff's recommendation to declare Unit 9 as surplus and to dispose of the apparatus per District policy.
3. Surplus Vehicles – Unit 37 2002 Chevrolet Pickup
Board approval is requested to accept Staff's recommendation to declare unit 37 as surplus and to dispose of the apparatus per District Policy.
4. AllStar Fire Equipment Open Purchase Order
Staff requests Board approval to issue an open Purchase Order in the amount of \$90,000 for a period of one (1) year for the purchase of fire equipment from AllStar Fire. Equipment ("AllStar"). With the anticipated hiring of four (4) firefighter/paramedics this year, it is anticipated that the District spend for turnout gear will increase.
5. Annual Onsite Physicals and Wellness Program
Board approval is requested for Staff's recommendation to contract with Pinnacle Training Systems ("Pinnacle") for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.
6. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2020/21
Board approval is requested to accept staff's recommendation to fund the OPEB contribution for 2020/21 in the amount of \$1,194,970 and to establish the OPEB Funding Policy to be 100% of the Actuarially Determined Contribution.
7. Resolution 2021-1: Annual State Fire Marshal Occupancy Inspection Report
Board approval is requested to accept by resolution the Annual State Fire Marshal Occupancy Inspection Report regarding the inspection of certain State Fire Marshal regulated occupancies required to receive annual inspections pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.



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FEBRUARY 3, 2021**

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COMMITTEE REPORTS

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1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)

FINANCIAL REPORTS

Informational items for review. No action needed.

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2. Revenues and Expenditures Detail Financial Report December, 2020
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4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) December, 2020
5. District Monthly Contracts Information
6. MWPA Year to date expenditures
7. 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 December 2020
2. MERA Update
3. Written Communications
4. Upcoming Meetings - Retreat Dates for Board of Directors. All at 10:00 a.m.:
 - a. 2/09/21
 - b. 2/12/21
 - c. 2/23/21
 - d. 2/25/21
5. Board Meeting: March 3, 2021 at 6:00 p.m.

CLOSED SESSION

1. None

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
FEBRUARY 12, 2021**

Time: 9:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

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AGENDA ADJUSTMENTS

NEW BUSINESS - DISCUSSION

1. Financial Overview
2. Assigned and Unassigned Reserve funds review
3. Rainy Day Fund Balance review

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
MARCH 2, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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AGENDA ADJUSTMENTS

NEW BUSINESS

1. EMS Billing Review

EMS Billing Analyst Shannon Wager will give a comprehensive review of EMS Billing: Terminology, billing process and flow, fees, payer mix effects and claims aging reports.

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SPECIAL BOARD MEETING AGENDA
MARCH 2, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

INFORMATION

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

1. Regular Board Meeting: 3.3.21 at 6 p.m. via Zoom



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 3, 2021**

Time: 6:00 p.m.

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CHIEF'S REPORT

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CONSENT CALENDAR ITEMS

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1. Minutes of Regular Board of Directors Meeting 02/03/2021
2. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
3. 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 \$108,594.87
4. Minutes of Special BOD meeting 2/12/2021

NEW BUSINESS

1. Re-allocation of Assigned and Unassigned Fund Balances
Board approval is requested to approve the Finance Committee's recommendation to re-allocate assigned and unassigned fund balances as follows:
2. Rainy Day Fund – Committed Fund Balance
Board approval is requested to approve the Finance Committee's recommendation to increase the Rainy Day Fund Balance by \$385,928, from \$4,199,942 to \$4,585,870.
3. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2020
Board to accept the Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2020. The Actuarial Valuation Report was adopted by the MCERA Board at their February 10, 2021 meeting.
4. Purchase of 3 Dodge Ram 2500 Pickup Trucks from Elk Grove Auto/Winner Chevrolet in an amount not to exceed \$180,000.00
Board approval is requested to approve Staff's recommendation to purchase the 3 pickup trucks from Elk Grove Auto/Winner Chevrolet under the State of California Contract # 1-18-23-20B.



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5. Resolution No. 2021-2, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist James MacDougall.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist James MacDougall.
6. Resolution No. 2021-3, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Samantha Siebert.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Samantha Siebert.
7. Bank Signature Cards Changes
Board approval is 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.
8. Arborist for Vegetation Management
Staff recommends Board approve a contract with Sonoma-Marín Arborists, Inc. for tree trimming and removal services for the purpose of creating defensible space withing the Novato Fire District on a project-by-project basis.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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CLOSED SESSION

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



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

APRIL 7, 2021

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Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

PRESENTATION

1. Introduction of new Wildland Mitigation Specialists Samantha Siebert and James MacDougall.

AGENDA ADJUSTMENTS

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
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During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

APRIL 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 3.3.21
2. Minutes of Special Board of Directors Meeting 3.2.21
3. EMS Billing Hardship Write Off Request.

The flowing account has submitted written request for write off consideration from the Board of Directors. The request is claiming financial hardship.

- ▶ F19011448-1 \$790.00
- ▶ F20016563 \$3,623.04

4. Minutes of Special Board of Directors Meeting 3.30.21

NEW BUSINESS

1. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2020
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
2. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2020
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
3. Communications Center Cost Increase
Staff recommends approving a proposed amendment from the County of Marin Sheriff's Office for an increase in the cost for emergency dispatch, 911, and related CAD based services.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

APRIL 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, February, 2021
2. Revenues and Expenditures Detail Financial Report February 2021
3. Vendor Summary Financial Report, February 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) February 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures February 2021
7. 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 Month 2021
2. MWPA Customer Surveys Month 2021
3. Written Communications
4. MERA Update
5. LAFCO Workshop Flyer: 4.29.21
6. Quarterly MWPA Update

CLOSED SESSION

None

ADJOURNMENT



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

April 20, 2021 at 9:00 AM

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

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org

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

ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three minute time limit.)

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

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 2.25.2021
2. Review of Fire Chief's credit card expenses: February 2021
3. Review of Deputy Fire Chief credit card expenses: None for February 2021

NEW BUSINESS

1. Revision to Policy 216, Credit Card Purchases
Board approval is requested to accept staff's recommendation to accept the policy update.
2. Revision to Board of Directors Policy #225 Regarding Gifts
Board approval is requested to accept staff's recommendation to accept the policy update.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

April 20, 2021 at 9:00 AM

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

3. Revision to Policy 214, District Check Writing and Electronic Fund Transfers
Board approval is requested to accept staff's recommendation to accept the policy update.
4. Update Disposition of Surplus Property Policy # 221
Staff recommends updating the Disposition of Surplus Property Policy by adding three new options: 1) Sealed bid, 2) Negotiated sale 3) Selling for scrap.
5. Special Assessment Tax Rate 2021/2022
Finance Committee to review and discuss the Special Assessment Tax Rate and Consumer Price Index adjustment for 2021/2022 and make a recommendation to the full Board

INFORMATIONAL ITEMS

1. Finance Committee Meeting on July 20, 2021 at 9 a.m.
2. Regular Board of Directors Meeting May 5, 2021 at 6 p.m.
3. Special Board of Directors Meeting May 19, 2021 at 10 a.m.

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

May 24, 2021 at 10:00 AM

Location: Virtual Via Zoom

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

NEW BUSINESS

1. Review of Draft Preliminary Budget for FY 2021-2022

The Finance Committee to review the Draft Preliminary Annual Budget 2021/2022, and to make a recommendation to the full Board of Directors.

Zoom Conference Information

Join at Zoom.com

Meeting ID: 232 811 1856

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Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

May 24, 2021 at 10:00 AM

Location: Virtual Via Zoom

INFORMATIONAL ITEMS

None

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

PRESENTATION

1. Introduction of the District's new Firefighter/Paramedics – Firefighter/Paramedics Justin Duchscher, Anthony Lopez, Greg Meyer, Ryan Przestrzelski, and Gabe Wilkosz

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NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 4.7.21
2. 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 \$49,030.21
3. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts

NEW BUSINESS

1. 2021 Voting District Reapportionment
Receive staff report and entertain and approve a motion providing staff direction on how to complete state-mandated reapportionment of voting districts.
2. Fuel Tank Maintenance Costs
Staff recommends increasing the not-to-exceed amount of the District's three-year term contract with Armour Petroleum from \$25,000 to \$60,000. The District has reached the contract's not-to-exceed amount sooner than expected due to repairs, and the replacement of two pumps, hoses, and the addition of a pedestal/stand for the new diesel pump at Station 61.
3. Resolution 2021-6 Arson Awareness Week May 2-8, 2021
Staff recommends adoption of Resolution 2021-6: a resolution of the Board Of Directors of the Novato Fire Protection District declaring May 2-8, 2021 to be Arson Awareness Week.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

4. Adoption of Resolution 2021-7 Proclaiming May 2 – 8, 2021 as Wildfire Preparedness Week.
Board approval is requested to adopt Resolution 2021-7 proclaiming May 2 – 8, 2021 as “Wildfire Preparedness Week”.
5. Revision to Policy 216, Credit Card Purchases
Board approval is requested to accept staff’s recommendation to accept the policy update.
6. Revision to Board of Directors Policy #225 Regarding Gifts
Board approval is requested to accept staff’s recommendation to accept the policy update.
7. Revision to Policy 214, District Check Writing and Electronic Fund Transfers
Board approval is requested to accept staff’s recommendation to accept the policy update.
8. Update Disposition of Surplus Property Policy # 221
Staff recommends updating the Disposition of Surplus Property Policy by adding three new options: 1) Sealed bid, 2) Negotiated sale 3) Selling for scrap.
9. Establish special tax rate for 2021/2022
Finance Committee reviewed and discussed the Special Assessment Tax Rate and Consumer Price Index adjustment for 2021/2022 and gave direction to Staff to bring the item to the full Board of Directors. Staff makes the following recommendation:
 - a. Adopt Resolution 2021-04, increasing the current Special Assessment Tax rate of 9.82 cents per square foot for Residential and 14.73 cents per square foot for Commercial to 9.99 cents per square foot for Residential and 14.98 cents per square foot for Commercial to adjust for inflation. The measurement used for inflation is the Consumer Price Index (CPI) published by the U.S. Bureau of Labor Statistics and represents the changes in prices of all goods and services purchased for consumption by urban households. The annual increase in the CPI for 2020 was 1.72%.
 - b.
10. CEQA and Biological Services for Marin Wildfire Prevention Authority
Staff recommends contracting with WRA, Inc. (Environment Consultants) for CEQA and Biological Services for Marin Wildfire Prevention Authority to perform fuel abatement work at selected sites throughout twenty-nine (29) sites in Novato’s open space areas.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, March 2021
2. Revenues and Expenditures Detail Financial Report March 2021
3. Vendor Summary Financial Report, March 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) March 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures March 2021
7. 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 March 2021
2. Written Communications
3. MERA Update

CLOSED SESSION

1. Conference with legal counsel - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)
City of Sanger v. Novato Fire District Case # 20CECG02710
2. CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION
(Gov. Code section 54956.9(d)(4).): (1 Case).

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS SPECIAL BOARD MEETING AGENDA

MAY 19, 2021

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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During Open Time for public expression item

Public comment period on agenda items.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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NEW BUSINESS

1. MWPA Proposed Novato Work Plan

The Board will review the MWPA workplan for Novato projects for the upcoming year

2. 2021-2022 Budget Review

The Board will review the 2021-2022 Novato Fire District budget

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis

Director Shane Francisco

Director Bruce Goines

Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Special Board of Directors Meeting 5/19/21
2. Minutes of Regular Board of Directors Meeting 5/5/21
3. EMS Billing Hardship

NEW BUSINESS

1. Renewal of IT Support Services Contract with Marin IT
Board approval is requested to accept Staff's recommendation to renew the IT Support Services contract for another twelve (12) months with Marin IT for a total cost of \$150,000.00 annually.
2. Marin Emergency Radio Authority (MERA) JPA Renewal
Board approval is requested to accept Staff's recommendation to renew the MERA JPA.
3. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS Membership
Board approval is requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Agencies Self Insurance System ("FASIS"). The coverage period ends on July 1, 2021.
4. Fuel Delivery Contract
Board approval is requested to accept Staff's recommendation to award a contract to North Bay Petroleum for the District's fuel delivery service in an amount not to exceed \$330,000 for a three (3) year term.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April, 2021
2. Revenues and Expenditures Detail Financial Report April 2021
3. Vendor Summary Financial Report, April 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) April 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures April 2021
7. 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 April 2021
2. Written Communications

CLOSED SESSION

1. Conference with legal counsel - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)
 - a. City of Sanger v. Novato Fire District Case # 20CECG02710
2. CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION (Gov. Code section 54956.9(d)(4).): (1 Case).
3. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA**

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

Represented Employee group: Novato Professional Firefighters Association

4. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli

Represented Employee group: Novato Chief Officers Association

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

NEW BUSINESS

1. Adoption of the Preliminary Budget for Fiscal Year 2021/2022

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

- a) Adopt the Preliminary Budget for Fiscal Year 2021/2022
- b) Establish the date for adopting the Final Budget for Fiscal Year 2021/2022 on the August 4, 2021 regular Board meeting.

2. Classroom recommendation for Station 62 training grounds

Board approval is requested for purchase of one new construction 24' x 40' modular classroom sold by Williams Scotsman, Inc. (WillScot).

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

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During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 6/2/21
2. Minutes of Special Board of Directors Meeting 6/21/21
3. Budget Adjustments – May 2021
Board approval is requested to accept Staff's recommendation to make the following FY 2020/21 budget adjustments:
 - a. Increase Intergovernmental Transfers budget account 8500 by \$118,564
 - b. Increase Other State Aid, Grant budget account 9367 by \$717,098

NEW BUSINESS

1. Approval of Updated Policy 203 Regarding the District Conflict of Interest Code
Board approval is requested to approve the updates to the District Policy #203 regarding the District Conflict of Interest Code.
2. Resolution 2021-8: CAA FSA Plan amendment to the Novato Fire Protection District Flexible Benefits Plan.
The Novato Fire Protection District has amended its Plan to temporarily adopt the changes: Carryover of Unused Funds for Health Flexible Spending Arrangements (Health FSAs) for plan years ending in 2020 and 2021. A plan that includes a health FSA may allow any unused benefits or contributions remaining to be carried over from such plan year to the plan year ending in 2021.
3. Fuel reduction Crew Vegetation Management
Staff recommends Board approve a contract with Conservation Corps North Bay, for fuel reduction and vegetation mitigation services for the purpose of creating defensible space in the City of Novato's open space on a project-by-project basis.
4. Approval of the Advancement of Gerald McCarthy and Approval of Employment Agreement between the Novato Fire Protection District and Deputy Chief Gerald McCarthy
Board approval is requested to: Approve the advancement record promoting Gerald McCarthy from Battalion Chief to Deputy Fire Chief, effective July 16, 2021; and to



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

- adopt Resolution 2021-9, adopting the Employment Agreement between the Novato Fire Protection District and Deputy Chief Gerald McCarthy
5. Board to discuss returning to in person regular monthly meetings – verbal report
 6. Board to discuss regular monthly BOD meeting time change – verbal report

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, May, 2021
2. Revenues and Expenditures Detail Financial Report May, 2021
3. Vendor Summary Financial Report, May, 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) May, 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures May, 2021

INFORMATION

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

1. Customer Surveys May, 2021
2. MERA Update: June
3. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli
Represented Employee group: Novato Professional Firefighters Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA**

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli
Represented Employee group: Novato Chief Officers Association

3. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief
Represented Employee group: Non-Sworn Administrative Staff

ADJOURNMENT



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

August 10, 2021 at 10:00 AM

Location: Administration Building – via Zoom
95 Rowland Way, Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org

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

ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three minute time limit.)

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

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 4.20.2021
2. Minutes of Special Finance Committee Meeting 5.24.21
3. Review of Fire Chief's credit card expenses: June 2021. No expenses for July 2021
4. Review of Deputy Fire Chief credit card expenses: None to report

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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2. Public comment period on agenda items.
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Novato Fire District Board of Directors

Finance Committee Meeting Agenda

August 10, 2021 at 10:00 AM

Location: Administration Building – via Zoom
95 Rowland Way, Novato, CA 94945

NEW BUSINESS

1. Purchasing Policy Revisions to Match County of Marin Procedures

Staff recommends revising the District's Purchasing Policy and Procedures so that they are aligned with the County of Marin's contract and purchasing procedures. This is in accordance with the California Public Contract Code 20812(b) "In the case of a district which has a final budget in excess of one million dollars (\$1,000,000), the district shall follow the contracting and purchasing procedures which apply to the county government of its principal county..."

2. Final Annual Budget 2021-2022

Finance Committee to review the Draft Final Annual Budget 2021/2022, and to make a recommendation to the full Board of Directors.

3. Five Percent (5%) Allowance Added to Contracts for Small Change Orders

Staff recommends that the Finance Committee review the suggestion to create a new policy which would permit the Fire Chief's approval of small change orders totaling no more than five percent (5%) of the contract value without Board approval.

INFORMATIONAL ITEMS

1. Finance Committee Meeting on October 19, 2021 at 9 a.m.

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 12, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

CHIEF'S REPORT

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 12, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 7/7/21
2. Fire Chief Travel Request
Board is asked to approve travel for the Fire Chief to attend the Cal Chiefs' Conference in San Diego from 9/14/21 to 9/16/21.
3. EMS Billing Write off Uncollectible Accounts
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$126,862.03

NEW BUSINESS

1. Resolution 2021-10 Adopting a Change of Time to Regular Board Meetings
Staff recommends the Board of Directors adopt Resolution 2021-10, changing the Regular Meeting Time from 6 p.m. to 10 a.m. on the first Wednesday of each month; and adding the meeting date and time to the Board Policy #225.
2. Options for Open and Public Board Meetings
Given the increase in positivity among the unvaccinated, along with the possibility of breakthrough cases, Staff recommends a continuation of virtual meetings until such time as the exceptions to the Bagley-Keene act are rescinded.
3. Adoption of Annual Budget for Fiscal Year 2021/2022
Board approval is requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2021/2022.
4. Aerotek Contract Extension
Staff recommends that the Board extend the master services agreement with Aerotek, a staff augmentation firm, for the temporary assistance of an EMS Biller to June 30, 2022.
5. Bank Signature Cards Changes
Board approval is 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.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 12, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

6. District's Property & Casualty insurance.

Board approval is 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, 2021 through August 31, 2022.

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June 2021
2. Revenues and Expenditures Detail Financial Report June 2021
3. Vendor Summary Financial Report, June 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) June 2021
5. District Monthly Contracts Information, June 2021
6. MWPA Revenues and Expenditures June 2021

INFORMATION

1. MERA Update July 2021

CLOSED SESSION

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*

CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION (Gov. Code section 54956.9(d)(4).): (1 Case).

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 24, 2021**

Time: 10:00 A.M..

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

CHIEF'S REPORT

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

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 24, 2021**

Time: 10:00 A.M..

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

INFORMATION

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

1. Regular Board Meeting: September 1, 2021

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli
Represented Employee group: Novato Professional Firefighters Association

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
SEPTEMBER 1, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

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ROLL CALL

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
SEPTEMBER 1, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ELECTION OF BOARD OFFICERS

The Board welcomes volunteers. If there are insufficient volunteers, the Board invites nominations.

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

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Special Board Meeting 8/12/21
2. Minutes of Special Board Meeting 8/24/21

NEW BUSINESS

1. Options for Filling Vacancy of President Metcho
Receive staff report and entertain and approve a motion providing staff direction on how to proceed with filling the vacancy of former Board President Steven Metcho.
2. Resolution 2021-10 Changing the Regular Meeting time for Board of Directors meetings.
Staff recommends adopting Resolution 2021-10, changing the Regular Meeting Time from 6 p.m. to 10 a.m. on the first Wednesday of each month; and adding the meeting date and time to the Board Policy #225.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
SEPTEMBER 1, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

3. Resolution 2021-12, Resolution of the Board of Directors of the Novato Fire District Determining the 2021/2022 Appropriations Limit
Board approval is requested to adopt Resolution 2021-12.
 - a) The Appropriations Limit for 2021 / 2022 has been calculated to be \$69,898,563 (Exhibit A).
 - b) Adopt Resolution 2021-12 establishing the Appropriations Limit for 2021 / 2022 (Exhibit B).

4. Resolution No. 2019-15, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Nicholas Barlupe.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Nicholas Barlupe

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Director Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

July Financial reports will be in the October Board packet.

1. Contracts report for July 2021

INFORMATION

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

1. Customer Surveys June and July 2021
2. MERA Update August 2021
3. Written Communications
4. Upcoming:
 - a. September 1, 2021 – Kickoff of the Novato Chamber of Commerce Leadership Academy at Station 62
 - b. Early morning ring down all stations - 9-11 Remembrance, 6:59 a.m.
 - c. Stations 61, 62, and 63 will be polling places for the 9/14/21 election

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

1. Adoption of Resolution 2021-13 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-13, a resolution of the Board of Directors of the Novato Fire Protection District proclaiming a local emergency, ratifying the proclamation of a State Of Emergency by Executive Order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period October 6, 2021 – November 5, 2021 pursuant to Brown Act provisions.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

PRESENTATION/RESOLUTION

Resolution 2021-18, Pacheco Valle Firewise 5-year anniversary.

Board approval is requested to adopt Resolution 2021-18 acknowledging Pacheco Valle's five-year anniversary as a designated USA Firewise Community. Pacheco Valle has worked collaboratively with their neighbors and the Novato Fire District to take important proactive steps to protect their homes against the threat of wildfire and to work towards creating a fire adaptive community.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board meeting 9/1/21.

NEW BUSINESS

1. Appointment of New Director for Vacant Board Position. Verbal Report
The Board will hear statements from, and ask questions of, the following applicants for the vacant Board position:



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

- Michael Hadfield
- Tomas Kaselionis
- Jonathan Gasson
- Alison Vetrano Crawford
- Edward Schulze

The Board will then consider appointing a new Director to fill the vacant position, and administer the oath of office if consensus on an applicant is reached.

2. Discussion of By-District Elections boundaries based upon the 2020 Census. The Board to review a presentation from Q2, Data & Research, LLC as the contractors selected to assist in the professional and technical drawing of the new electoral district lines for Novato Fire District's Board of Directors. The review of the five current districts is needed to determine if the 2020 census data will lead to boundary updates.
3. Resolution 2021-14 Breast Cancer Awareness Month October 2021
Board approval is requested to adopt Resolution 2021-14 designating October 2021 as National Breast Cancer Awareness Month.
4. Resolution 2021-16, Great California Shake Out
Board approval is requested to adopt Resolution 2021-16 acknowledging the District's desire to participate in the Great California Shakeout and continue our work toward making our community safer.
5. Resolution 2021-17, Fire Prevention Week
Board approval is requested to adopt Resolution 2021-17 proclaiming October 3-9, 2021 as Fire Prevention Week.
6. Resolution 2021-15, Employment Agreement for WMS Kaitlyn Henry
Staff recommends approving the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Kaitlyn Henry.
7. Transfer of Funds from EMS Designated Reserves for Purchase of Mechanical CPR Devices and Video Laryngoscopes to EMS Capital Budget.
Staff recommends the transfer of \$94,500 from EMS designated reserves to the EMS Capital Budget account 4810, as well as authorization to purchase the following:



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

- 4 LUCAS mechanical CPR devices and related peripheral equipment (batteries, chargers, etc.)
- 4 McGrath video laryngoscopes and related peripheral equipment (batteries, blades, etc.)
- 4 four-year preventative maintenance contracts for LUCAS devices
- 1 LifeNet cloud management system license for asset tracking and CQI data storage

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, July 2021
2. Revenues and Expenditures Detail Financial Report July 2021
3. Vendor Summary Financial Report, July 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) July and August 2021
5. District Monthly Contracts Information August
6. MWPA Revenues and Expenditures July 2021

INFORMATION

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

1. Customer Surveys August 2021
2. MERA Update: September 2021
3. Written Communications

CLOSED SESSION



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

1. Conference with legal counsel - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. City of Sanger v. Novato Fire District Case # *20CECG02710*

2. Conference with legal counsel - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. Trent Construction v. Novato Fire District Case # *CIV 2102192*



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

1. Adoption of Resolution 2021-19 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-19, a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period November 3, 2021 – December 2, 2021 pursuant to Brown Act provisions.

ADMINISTRATION OF OATH OF OFFICE

Oath of Office to be administered by President Silverman to Director Michael Hadfield.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board meeting 10/6/21

NEW BUSINESS

1. Verbal Report - Discussion of By-District Elections boundaries based upon the 2020 Census.
The Board to review the District map boundaries and hear public comment.
Q2, Data & Research, LLC will be in attendance to answer questions.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

2. Resolution No. 2021-20, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Kyle Nicholes.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Kyle Nicholes.
3. FY 2021/22 Budget Adjustment – Training Tower
Board approval is requested to accept Staff's recommendation to make the following FY 2021/22 budget adjustments:
 - a. Increase Operating budget Facilities capital purchase account 4048 by \$180,000
 - b. Decrease Unassigned Fund Balance by \$180,000
4. Bank Signature Cards Changes
Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature cards, and direct the Finance Director to revise the necessary documents.
5. MWPA Advertising Campaign
Staff recommends entering into a master services agreement with Kiosk Creative, LLC, a marketing agency, to continue to develop an advertising campaign aimed at increasing resident and business participation in the Marin Wildfire Prevention Authority (MWPA) funded property assessments for matching grants.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August 2021; Revenues and Expenditures Detail Financial Report August 2021; Vendor Summary Financial Report, August 2021
2. Revenues, Expenditures and Changes in Fund Balance Financial Report, September 2021; Revenues and Expenditures Detail Financial Report September 2021; Vendor Summary Financial Report, September 2021
3. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) August and September 2021
4. District Monthly Contracts Information September 2021
5. MWPA Revenues & Expenditures for FYE 2021, FYE 2022 YTD thru 10.28.2021, and since Inception

INFORMATION

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

1. Customer Surveys September 2021
2. Written Communications



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

November 22, 2021 at 2:00 PM

Location: Administration Building – Via Zoom
95 Rowland Way, Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org

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

ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 8.10.2021
2. Review of Fire Chief's credit card expenses: July/August. None for September
3. Review of Deputy Fire Chief credit card expenses: July/August/September
4. 2022 Finance Committee Meeting Schedule

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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1. During Open Time for public expression item
2. Public comment period on agenda items.
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Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

November 22, 2021 at 2:00 PM

Location: Administration Building – Via Zoom
95 Rowland Way, Novato, CA 94945

NEW BUSINESS

1. Cap On Change Orders

Finance Committee to review and discuss a five percent (5%) allowance for change orders to contracts that were previously approved by the Board.

2. Purchasing and Contracting Procedures Review and Alignment with County of Marin Procedures

In accordance with the California Public Contract Code 20812(b) District staff recommends that the Finance Committee review the current procedures as compared to the County's procedures and determine how closely the District is able to align with the County's procedures. A summary of the comparisons is attached hereto in Exhibits A, B and C.

INFORMATIONAL ITEMS

None

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

1. Adoption of Resolution 2021-22 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-22 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period December 1, 2021- December 31, 2021 pursuant to Brown Act provisions.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ELECTION OF BOARD OFFICERS

Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite nominations. Seek public comment, followed by a Board motion. Board may deliberate/comment, then vote.

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

PRESENTATION

1. Scott Freedman was selected as the Employee of the Year in 2020. Due to Covid 19 restrictions, the District has not been able to properly celebrate this honor for BC Freedman.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 11.3.2021
2. EMS Hardship Write Off Request
3. 2022 Regular Board Meeting Schedule



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

NEW BUSINESS

1. Resolution No. 2021-21, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Vegetation Management Program Manager Michael Swezy.

Staff recommends approving the Employment Agreement between the District and Vegetation Management Program Manager Michael Swezy.

2. Resolution 2021-23 Novato Professional Firefighters Association Memorandum of Understanding (MOU)

Board approval is requested to adopt Resolution 2021-23 approving the Novato Professional Firefighters Association MOU.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

The monthly Revenue, Expenditures and Vendor reports will be included in the next Board of Directors meeting.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August 2021; Revenues and Expenditures Detail Financial Report August 2021; Vendor Summary Financial Report, October 2021
2. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) October 2021
3. District Monthly Contracts Information
4. MWPA Revenues and Expenditures Month 2021



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

INFORMATION

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

1. Customer Surveys October 2021
2. MERA Update: November 2021
3. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and James Galli
Represented Employee group: Novato Professional Firefighters Association
2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and James Galli
Represented Employee group: Novato Chief Officers Association
3. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief
Represented Employee group: Non-Sworn Administrative Staff
4. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. City of Sanger v. Novato Fire District Case # *20CECG02710*
5. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. Trent Construction v. Novato Fire District Case # CIV 2102192

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

Adoption of Resolution 2021-24 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-24 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period December 21, 2021- January 20, 2022 pursuant to Brown Act provisions.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 12.1.2021
2. 2022 Regular Board Meeting Schedule updated with a meeting on February 2, 2022 replacing February 9, 2022

NEW BUSINESS

1. Resolution 2021-25 Non Sworn Administrative Staff Memorandum of Understanding (MOU)
Board approval is requested to adopt resolution 2021-25 approving the Non Sworn Administrative Staff MOU.
2. Selection of Negotiator on behalf of the District with the Novato Chief Officers' Association – Verbal Report
3. Next One Staffing, Inc. Contract
Staff recommends the approval of additional funds added to the Next One Staffing, Inc. contract in support of the temporary accounts payable and payroll processing position in the Finance Department. Staff recommends adding funds to the contract to bring the contract to \$100,000.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Chief Officers Association

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
FEBRUARY 3, 2021**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
FEBRUARY 3, 2021**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 1/6/21

NEW BUSINESS

1. Verbal Report - Establish Ad Hoc Committee for ABM Infrastructure Improvement Project
2. Surplus Vehicles – Unit 9 2013 Spartan/Hi-Tech Tillered Aerial Apparatus.
Board approval is requested to accept Staff's recommendation to declare Unit 9 as surplus and to dispose of the apparatus per District policy.
3. Surplus Vehicles – Unit 37 2002 Chevrolet Pickup
Board approval is requested to accept Staff's recommendation to declare unit 37 as surplus and to dispose of the apparatus per District Policy.
4. AllStar Fire Equipment Open Purchase Order
Staff requests Board approval to issue an open Purchase Order in the amount of \$90,000 for a period of one (1) year for the purchase of fire equipment from AllStar Fire. Equipment ("AllStar"). With the anticipated hiring of four (4) firefighter/paramedics this year, it is anticipated that the District spend for turnout gear will increase.
5. Annual Onsite Physicals and Wellness Program
Board approval is requested for Staff's recommendation to contract with Pinnacle Training Systems ("Pinnacle") for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.
6. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2020/21
Board approval is requested to accept staff's recommendation to fund the OPEB contribution for 2020/21 in the amount of \$1,194,970 and to establish the OPEB Funding Policy to be 100% of the Actuarially Determined Contribution.
7. Resolution 2021-1: Annual State Fire Marshal Occupancy Inspection Report
Board approval is requested to accept by resolution the Annual State Fire Marshal Occupancy Inspection Report regarding the inspection of certain State Fire Marshal regulated occupancies required to receive annual inspections pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
FEBRUARY 3, 2021**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, December, 2020
2. Revenues and Expenditures Detail Financial Report December, 2020
3. Vendor Summary Financial Report, December, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) December, 2020
5. District Monthly Contracts Information
6. MWPA Year to date expenditures
7. 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 December 2020
2. MERA Update
3. Written Communications
4. Upcoming Meetings - Retreat Dates for Board of Directors. All at 10:00 a.m.:
 - a. 2/09/21
 - b. 2/12/21
 - c. 2/23/21
 - d. 2/25/21
5. Board Meeting: March 3, 2021 at 6:00 p.m.

CLOSED SESSION

1. None

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
FEBRUARY 12, 2021**

Time: 9:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

NEW BUSINESS - DISCUSSION

1. Financial Overview
2. Assigned and Unassigned Reserve funds review
3. Rainy Day Fund Balance review

Zoom Conference Information
Join at Zoom.com

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Password: 959595

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
MARCH 2, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

NEW BUSINESS

1. EMS Billing Review

EMS Billing Analyst Shannon Wager will give a comprehensive review of EMS Billing: Terminology, billing process and flow, fees, payer mix effects and claims aging reports.

Zoom Conference Information
Join at Zoom.com

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
MARCH 2, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

INFORMATION

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

1. Regular Board Meeting: 3.3.21 at 6 p.m. via Zoom



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 3, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
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For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 3, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 02/03/2021
2. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
3. 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 \$108,594.87
4. Minutes of Special BOD meeting 2/12/2021

NEW BUSINESS

1. Re-allocation of Assigned and Unassigned Fund Balances
Board approval is requested to approve the Finance Committee's recommendation to re-allocate assigned and unassigned fund balances as follows:
2. Rainy Day Fund – Committed Fund Balance
Board approval is requested to approve the Finance Committee's recommendation to increase the Rainy Day Fund Balance by \$385,928, from \$4,199,942 to \$4,585,870.
3. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2020
Board to accept the Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2020. The Actuarial Valuation Report was adopted by the MCERA Board at their February 10, 2021 meeting.
4. Purchase of 3 Dodge Ram 2500 Pickup Trucks from Elk Grove Auto/Winner Chevrolet in an amount not to exceed \$180,000.00
Board approval is requested to approve Staff's recommendation to purchase the 3 pickup trucks from Elk Grove Auto/Winner Chevrolet under the State of California Contract # 1-18-23-20B.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
MARCH 3, 2021**

Time: 6:00 p.m.

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5. Resolution No. 2021-2, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist James MacDougall.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist James MacDougall.
6. Resolution No. 2021-3, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Samantha Siebert.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Samantha Siebert.
7. Bank Signature Cards Changes
Board approval is 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.
8. Arborist for Vegetation Management
Staff recommends Board approve a contract with Sonoma-Marine Arborists, Inc. for tree trimming and removal services for the purpose of creating defensible space within the Novato Fire District on a project-by-project basis.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. District Infrastructure Improvement Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, Month, 2020
2. Revenues and Expenditures Detail Financial Report January, 2020
3. Vendor Summary Financial Report, January, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) January, 2020
5. District Monthly Contracts Information
6. MWPA Year to date expenditures



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA**

MARCH 3, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

7. 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 January 2020
2. MERA Update
3. Written Communications

CLOSED SESSION

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA**

APRIL 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

PRESENTATION

1. Introduction of new Wildland Mitigation Specialists Samantha Siebert and James MacDougall.

AGENDA ADJUSTMENTS

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Join at Zoom.com

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Password: 959595

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NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

APRIL 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 3.3.21
2. Minutes of Special Board of Directors Meeting 3.2.21
3. EMS Billing Hardship Write Off Request.

The flowing account has submitted written request for write off consideration from the Board of Directors. The request is claiming financial hardship.

- ▶ F19011448-1 \$790.00
- ▶ F20016563 \$3,623.04

4. Minutes of Special Board of Directors Meeting 3.30.21

NEW BUSINESS

1. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2020
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
2. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2020
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
3. Communications Center Cost Increase
Staff recommends approving a proposed amendment from the County of Marin Sheriff's Office for an increase in the cost for emergency dispatch, 911, and related CAD based services.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

APRIL 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, February, 2021
2. Revenues and Expenditures Detail Financial Report February 2021
3. Vendor Summary Financial Report, February 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) February 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures February 2021
7. 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 Month 2021
2. MWPA Customer Surveys Month 2021
3. Written Communications
4. MERA Update
5. LAFCO Workshop Flyer: 4.29.21
6. Quarterly MWPA Update

CLOSED SESSION

None

ADJOURNMENT



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

April 20, 2021 at 9:00 AM

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

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org

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ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three minute time limit.)

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

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 2.25.2021
2. Review of Fire Chief's credit card expenses: February 2021
3. Review of Deputy Fire Chief credit card expenses: None for February 2021

NEW BUSINESS

1. Revision to Policy 216, Credit Card Purchases
Board approval is requested to accept staff's recommendation to accept the policy update.
2. Revision to Board of Directors Policy #225 Regarding Gifts
Board approval is requested to accept staff's recommendation to accept the policy update.

Zoom Conference Information
Join at Zoom.com

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2. Public comment period on agenda items.
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Novato Fire District Board of Directors

Finance Committee Meeting Agenda

April 20, 2021 at 9:00 AM

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

3. Revision to Policy 214, District Check Writing and Electronic Fund Transfers
Board approval is requested to accept staff's recommendation to accept the policy update.
4. Update Disposition of Surplus Property Policy # 221
Staff recommends updating the Disposition of Surplus Property Policy by adding three new options: 1) Sealed bid, 2) Negotiated sale 3) Selling for scrap.
5. Special Assessment Tax Rate 2021/2022
Finance Committee to review and discuss the Special Assessment Tax Rate and Consumer Price Index adjustment for 2021/2022 and make a recommendation to the full Board

INFORMATIONAL ITEMS

1. Finance Committee Meeting on July 20, 2021 at 9 a.m.
2. Regular Board of Directors Meeting May 5, 2021 at 6 p.m.
3. Special Board of Directors Meeting May 19, 2021 at 10 a.m.

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

May 24, 2021 at 10:00 AM

Location: Virtual Via Zoom

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

NEW BUSINESS

1. Review of Draft Preliminary Budget for FY 2021-2022

The Finance Committee to review the Draft Preliminary Annual Budget 2021/2022, and to make a recommendation to the full Board of Directors.

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Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

May 24, 2021 at 10:00 AM

Location: Virtual Via Zoom

INFORMATIONAL ITEMS

None

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

PRESENTATION

1. Introduction of the District's new Firefighter/Paramedics – Firefighter/Paramedics Justin Duchscher, Anthony Lopez, Greg Meyer, Ryan Przestrzelski, and Gabe Wilkosz

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NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 4.7.21
2. 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 \$49,030.21
3. Ambulance Fee Debt Write Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts

NEW BUSINESS

1. 2021 Voting District Reapportionment
Receive staff report and entertain and approve a motion providing staff direction on how to complete state-mandated reapportionment of voting districts.
2. Fuel Tank Maintenance Costs
Staff recommends increasing the not-to-exceed amount of the District's three-year term contract with Armour Petroleum from \$25,000 to \$60,000. The District has reached the contract's not-to-exceed amount sooner than expected due to repairs, and the replacement of two pumps, hoses, and the addition of a pedestal/stand for the new diesel pump at Station 61.
3. Resolution 2021-6 Arson Awareness Week May 2-8, 2021
Staff recommends adoption of Resolution 2021-6: a resolution of the Board Of Directors of the Novato Fire Protection District declaring May 2-8, 2021 to be Arson Awareness Week.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

4. Adoption of Resolution 2021-7 Proclaiming May 2 – 8, 2021 as Wildfire Preparedness Week.
Board approval is requested to adopt Resolution 2021-7 proclaiming May 2 – 8, 2021 as “Wildfire Preparedness Week”.
5. Revision to Policy 216, Credit Card Purchases
Board approval is requested to accept staff’s recommendation to accept the policy update.
6. Revision to Board of Directors Policy #225 Regarding Gifts
Board approval is requested to accept staff’s recommendation to accept the policy update.
7. Revision to Policy 214, District Check Writing and Electronic Fund Transfers
Board approval is requested to accept staff’s recommendation to accept the policy update.
8. Update Disposition of Surplus Property Policy # 221
Staff recommends updating the Disposition of Surplus Property Policy by adding three new options: 1) Sealed bid, 2) Negotiated sale 3) Selling for scrap.
9. Establish special tax rate for 2021/2022
Finance Committee reviewed and discussed the Special Assessment Tax Rate and Consumer Price Index adjustment for 2021/2022 and gave direction to Staff to bring the item to the full Board of Directors. Staff makes the following recommendation:
 - a. Adopt Resolution 2021-04, increasing the current Special Assessment Tax rate of 9.82 cents per square foot for Residential and 14.73 cents per square foot for Commercial to 9.99 cents per square foot for Residential and 14.98 cents per square foot for Commercial to adjust for inflation. The measurement used for inflation is the Consumer Price Index (CPI) published by the U.S. Bureau of Labor Statistics and represents the changes in prices of all goods and services purchased for consumption by urban households. The annual increase in the CPI for 2020 was 1.72%.
 - b.
10. CEQA and Biological Services for Marin Wildfire Prevention Authority
Staff recommends contracting with WRA, Inc. (Environment Consultants) for CEQA and Biological Services for Marin Wildfire Prevention Authority to perform fuel abatement work at selected sites throughout twenty-nine (29) sites in Novato’s open space areas.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

MAY 5, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, March 2021
2. Revenues and Expenditures Detail Financial Report March 2021
3. Vendor Summary Financial Report, March 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) March 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures March 2021
7. 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 March 2021
2. Written Communications
3. MERA Update

CLOSED SESSION

1. Conference with legal counsel - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)
City of Sanger v. Novato Fire District Case # 20CECG02710
2. CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION
(Gov. Code section 54956.9(d)(4).): (1 Case).

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS SPECIAL BOARD MEETING AGENDA

MAY 19, 2021

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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Public comment period on agenda items.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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NEW BUSINESS

1. MWPA Proposed Novato Work Plan

The Board will review the MWPA workplan for Novato projects for the upcoming year

2. 2021-2022 Budget Review

The Board will review the 2021-2022 Novato Fire District budget

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Special Board of Directors Meeting 5/19/21
2. Minutes of Regular Board of Directors Meeting 5/5/21
3. EMS Billing Hardship

NEW BUSINESS

1. Renewal of IT Support Services Contract with Marin IT
Board approval is requested to accept Staff's recommendation to renew the IT Support Services contract for another twelve (12) months with Marin IT for a total cost of \$150,000.00 annually.
2. Marin Emergency Radio Authority (MERA) JPA Renewal
Board approval is requested to accept Staff's recommendation to renew the MERA JPA.
3. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS Membership
Board approval is requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Agencies Self Insurance System ("FASIS"). The coverage period ends on July 1, 2021.
4. Fuel Delivery Contract
Board approval is requested to accept Staff's recommendation to award a contract to North Bay Petroleum for the District's fuel delivery service in an amount not to exceed \$330,000 for a three (3) year term.



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April, 2021
2. Revenues and Expenditures Detail Financial Report April 2021
3. Vendor Summary Financial Report, April 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) April 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures April 2021
7. 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 April 2021
2. Written Communications

CLOSED SESSION

1. Conference with legal counsel - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)
 - a. City of Sanger v. Novato Fire District Case # 20CECG02710
2. CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION (Gov. Code section 54956.9(d)(4).): (1 Case).
3. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA**

JUNE 2, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

Represented Employee group: Novato Professional Firefighters Association

4. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli

Represented Employee group: Novato Chief Officers Association

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the “raise hand” zoom feature or press *9 if connecting only by phone.

ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
JUNE 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

NEW BUSINESS

1. Adoption of the Preliminary Budget for Fiscal Year 2021/2022
Board approval is requested to accept the Finance Committee's recommendation to:
 - a) Adopt the Preliminary Budget for Fiscal Year 2021/2022
 - b) Establish the date for adopting the Final Budget for Fiscal Year 2021/2022 on the August 4, 2021 regular Board meeting.

2. Classroom recommendation for Station 62 training grounds
Board approval is requested for purchase of one new construction 24' x 40' modular classroom sold by Williams Scotsman, Inc. (WillScot).

ADJOURNMENT



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

Zoom Conference Information
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NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 6/2/21
2. Minutes of Special Board of Directors Meeting 6/21/21
3. Budget Adjustments – May 2021
Board approval is requested to accept Staff's recommendation to make the following FY 2020/21 budget adjustments:
 - a. Increase Intergovernmental Transfers budget account 8500 by \$118,564
 - b. Increase Other State Aid, Grant budget account 9367 by \$717,098

NEW BUSINESS

1. Approval of Updated Policy 203 Regarding the District Conflict of Interest Code
Board approval is requested to approve the updates to the District Policy #203 regarding the District Conflict of Interest Code.
2. Resolution 2021-8: CAA FSA Plan amendment to the Novato Fire Protection District Flexible Benefits Plan.
The Novato Fire Protection District has amended its Plan to temporarily adopt the changes: Carryover of Unused Funds for Health Flexible Spending Arrangements (Health FSAs) for plan years ending in 2020 and 2021. A plan that includes a health FSA may allow any unused benefits or contributions remaining to be carried over from such plan year to the plan year ending in 2021.
3. Fuel reduction Crew Vegetation Management
Staff recommends Board approve a contract with Conservation Corps North Bay, for fuel reduction and vegetation mitigation services for the purpose of creating defensible space in the City of Novato's open space on a project-by-project basis.
4. Approval of the Advancement of Gerald McCarthy and Approval of Employment Agreement between the Novato Fire Protection District and Deputy Chief Gerald McCarthy
Board approval is requested to: Approve the advancement record promoting Gerald McCarthy from Battalion Chief to Deputy Fire Chief, effective July 16, 2021; and to



NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

- adopt Resolution 2021-9, adopting the Employment Agreement between the Novato Fire Protection District and Deputy Chief Gerald McCarthy
5. Board to discuss returning to in person regular monthly meetings – verbal report
 6. Board to discuss regular monthly BOD meeting time change – verbal report

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, May, 2021
2. Revenues and Expenditures Detail Financial Report May, 2021
3. Vendor Summary Financial Report, May, 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) May, 2021
5. District Monthly Contracts Information
6. MWPA Revenues and Expenditures May, 2021

INFORMATION

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

1. Customer Surveys May, 2021
2. MERA Update: June
3. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli
Represented Employee group: Novato Professional Firefighters Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA**

JULY 7, 2021

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli
Represented Employee group: Novato Chief Officers Association

3. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and Deputy Fire Chief
Represented Employee group: Non-Sworn Administrative Staff

ADJOURNMENT



Novato Fire District Board of Directors

Finance Committee Meeting Agenda

August 10, 2021 at 10:00 AM

Location: Administration Building – via Zoom
95 Rowland Way, Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org

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ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three minute time limit.)

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

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 4.20.2021
2. Minutes of Special Finance Committee Meeting 5.24.21
3. Review of Fire Chief's credit card expenses: June 2021. No expenses for July 2021
4. Review of Deputy Fire Chief credit card expenses: None to report

Zoom Conference Information
Join at Zoom.com

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Password: 959595

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Novato Fire District Board of Directors

Finance Committee Meeting Agenda

August 10, 2021 at 10:00 AM

Location: Administration Building – via Zoom
95 Rowland Way, Novato, CA 94945

NEW BUSINESS

1. Purchasing Policy Revisions to Match County of Marin Procedures

Staff recommends revising the District's Purchasing Policy and Procedures so that they are aligned with the County of Marin's contract and purchasing procedures. This is in accordance with the California Public Contract Code 20812(b) "In the case of a district which has a final budget in excess of one million dollars (\$1,000,000), the district shall follow the contracting and purchasing procedures which apply to the county government of its principal county..."

2. Final Annual Budget 2021-2022

Finance Committee to review the Draft Final Annual Budget 2021/2022, and to make a recommendation to the full Board of Directors.

3. Five Percent (5%) Allowance Added to Contracts for Small Change Orders

Staff recommends that the Finance Committee review the suggestion to create a new policy which would permit the Fire Chief's approval of small change orders totaling no more than five percent (5%) of the contract value without Board approval.

INFORMATIONAL ITEMS

1. Finance Committee Meeting on October 19, 2021 at 9 a.m.

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 12, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

President Steve Metcho

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

CHIEF'S REPORT

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 12, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board of Directors Meeting 7/7/21
2. Fire Chief Travel Request
Board is asked to approve travel for the Fire Chief to attend the Cal Chiefs' Conference in San Diego from 9/14/21 to 9/16/21.
3. EMS Billing Write off Uncollectible Accounts
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$126,862.03

NEW BUSINESS

1. Resolution 2021-10 Adopting a Change of Time to Regular Board Meetings
Staff recommends the Board of Directors adopt Resolution 2021-10, changing the Regular Meeting Time from 6 p.m. to 10 a.m. on the first Wednesday of each month; and adding the meeting date and time to the Board Policy #225.
2. Options for Open and Public Board Meetings
Given the increase in positivity among the unvaccinated, along with the possibility of breakthrough cases, Staff recommends a continuation of virtual meetings until such time as the exceptions to the Bagley-Keene act are rescinded.
3. Adoption of Annual Budget for Fiscal Year 2021/2022
Board approval is requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2021/2022.
4. Aerotek Contract Extension
Staff recommends that the Board extend the master services agreement with Aerotek, a staff augmentation firm, for the temporary assistance of an EMS Biller to June 30, 2022.
5. Bank Signature Cards Changes
Board approval is 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.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 12, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

6. District's Property & Casualty insurance.

Board approval is 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, 2021 through August 31, 2022.

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June 2021
2. Revenues and Expenditures Detail Financial Report June 2021
3. Vendor Summary Financial Report, June 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) June 2021
5. District Monthly Contracts Information, June 2021
6. MWPA Revenues and Expenditures June 2021

INFORMATION

1. MERA Update July 2021

CLOSED SESSION

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*

CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION (Gov. Code section 54956.9(d)(4).): (1 Case).

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 24, 2021**

Time: 10:00 A.M..

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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ROLL CALL

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

CHIEF'S REPORT

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

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
AUGUST 24, 2021**

Time: 10:00 A.M..

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

INFORMATION

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

1. Regular Board Meeting: September 1, 2021

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief and Deputy Fire Chief and James Galli
Represented Employee group: Novato Professional Firefighters Association

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
SEPTEMBER 1, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

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ROLL CALL

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

OPEN TIME FOR PUBLIC EXPRESSION

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AGENDA ADJUSTMENTS



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
SEPTEMBER 1, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ELECTION OF BOARD OFFICERS

The Board welcomes volunteers. If there are insufficient volunteers, the Board invites nominations.

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

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Special Board Meeting 8/12/21
2. Minutes of Special Board Meeting 8/24/21

NEW BUSINESS

1. Options for Filling Vacancy of President Metcho
Receive staff report and entertain and approve a motion providing staff direction on how to proceed with filling the vacancy of former Board President Steven Metcho.
2. Resolution 2021-10 Changing the Regular Meeting time for Board of Directors meetings.
Staff recommends adopting Resolution 2021-10, changing the Regular Meeting Time from 6 p.m. to 10 a.m. on the first Wednesday of each month; and adding the meeting date and time to the Board Policy #225.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
SEPTEMBER 1, 2021**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

3. Resolution 2021-12, Resolution of the Board of Directors of the Novato Fire District Determining the 2021/2022 Appropriations Limit
Board approval is requested to adopt Resolution 2021-12.
 - a) The Appropriations Limit for 2021 / 2022 has been calculated to be \$69,898,563 (Exhibit A).
 - b) Adopt Resolution 2021-12 establishing the Appropriations Limit for 2021 / 2022 (Exhibit B).

4. Resolution No. 2019-15, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Nicholas Barlupe.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Nicholas Barlupe

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Director Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

July Financial reports will be in the October Board packet.

1. Contracts report for July 2021

INFORMATION

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

1. Customer Surveys June and July 2021
2. MERA Update August 2021
3. Written Communications
4. Upcoming:
 - a. September 1, 2021 – Kickoff of the Novato Chamber of Commerce Leadership Academy at Station 62
 - b. Early morning ring down all stations - 9-11 Remembrance, 6:59 a.m.
 - c. Stations 61, 62, and 63 will be polling places for the 9/14/21 election

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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ROLL CALL

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Lj Silverman

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

1. Adoption of Resolution 2021-13 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-13, a resolution of the Board of Directors of the Novato Fire Protection District proclaiming a local emergency, ratifying the proclamation of a State Of Emergency by Executive Order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period October 6, 2021 – November 5, 2021 pursuant to Brown Act provisions.

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
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For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the “raise hand” zoom feature or press *9 if connecting only by phone.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

PRESENTATION/RESOLUTION

Resolution 2021-18, Pacheco Valle Firewise 5-year anniversary.

Board approval is requested to adopt Resolution 2021-18 acknowledging Pacheco Valle's five-year anniversary as a designated USA Firewise Community. Pacheco Valle has worked collaboratively with their neighbors and the Novato Fire District to take important proactive steps to protect their homes against the threat of wildfire and to work towards creating a fire adaptive community.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board meeting 9/1/21.

NEW BUSINESS

1. Appointment of New Director for Vacant Board Position. Verbal Report
The Board will hear statements from, and ask questions of, the following applicants for the vacant Board position:



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

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Novato, CA 94945

- Michael Hadfield
- Tomas Kaselionis
- Jonathan Gasson
- Alison Vetrano Crawford
- Edward Schulze

The Board will then consider appointing a new Director to fill the vacant position, and administer the oath of office if consensus on an applicant is reached.

2. Discussion of By-District Elections boundaries based upon the 2020 Census. The Board to review a presentation from Q2, Data & Research, LLC as the contractors selected to assist in the professional and technical drawing of the new electoral district lines for Novato Fire District's Board of Directors. The review of the five current districts is needed to determine if the 2020 census data will lead to boundary updates.
3. Resolution 2021-14 Breast Cancer Awareness Month October 2021
Board approval is requested to adopt Resolution 2021-14 designating October 2021 as National Breast Cancer Awareness Month.
4. Resolution 2021-16, Great California Shake Out
Board approval is requested to adopt Resolution 2021-16 acknowledging the District's desire to participate in the Great California Shakeout and continue our work toward making our community safer.
5. Resolution 2021-17, Fire Prevention Week
Board approval is requested to adopt Resolution 2021-17 proclaiming October 3-9, 2021 as Fire Prevention Week.
6. Resolution 2021-15, Employment Agreement for WMS Kaitlyn Henry
Staff recommends approving the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Kaitlyn Henry.
7. Transfer of Funds from EMS Designated Reserves for Purchase of Mechanical CPR Devices and Video Laryngoscopes to EMS Capital Budget.
Staff recommends the transfer of \$94,500 from EMS designated reserves to the EMS Capital Budget account 4810, as well as authorization to purchase the following:



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

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- 4 LUCAS mechanical CPR devices and related peripheral equipment (batteries, chargers, etc.)
- 4 McGrath video laryngoscopes and related peripheral equipment (batteries, blades, etc.)
- 4 four-year preventative maintenance contracts for LUCAS devices
- 1 LifeNet cloud management system license for asset tracking and CQI data storage

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, July 2021
2. Revenues and Expenditures Detail Financial Report July 2021
3. Vendor Summary Financial Report, July 2021
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) July and August 2021
5. District Monthly Contracts Information August
6. MWPA Revenues and Expenditures July 2021

INFORMATION

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

1. Customer Surveys August 2021
2. MERA Update: September 2021
3. Written Communications

CLOSED SESSION



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
OCTOBER 6, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

1. Conference with legal counsel - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. City of Sanger v. Novato Fire District Case # *20CECG02710*

2. Conference with legal counsel - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. Trent Construction v. Novato Fire District Case # *CIV 2102192*



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

1. Adoption of Resolution 2021-19 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-19, a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period November 3, 2021 – December 2, 2021 pursuant to Brown Act provisions.

ADMINISTRATION OF OATH OF OFFICE

Oath of Office to be administered by President Silverman to Director Michael Hadfield.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board meeting 10/6/21

NEW BUSINESS

1. Verbal Report - Discussion of By-District Elections boundaries based upon the 2020 Census.
The Board to review the District map boundaries and hear public comment.
Q2, Data & Research, LLC will be in attendance to answer questions.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

2. Resolution No. 2021-20, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Kyle Nicholes.
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Kyle Nicholes.
3. FY 2021/22 Budget Adjustment – Training Tower
Board approval is requested to accept Staff's recommendation to make the following FY 2021/22 budget adjustments:
 - a. Increase Operating budget Facilities capital purchase account 4048 by \$180,000
 - b. Decrease Unassigned Fund Balance by \$180,000
4. Bank Signature Cards Changes
Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature cards, and direct the Finance Director to revise the necessary documents.
5. MWPA Advertising Campaign
Staff recommends entering into a master services agreement with Kiosk Creative, LLC, a marketing agency, to continue to develop an advertising campaign aimed at increasing resident and business participation in the Marin Wildfire Prevention Authority (MWPA) funded property assessments for matching grants.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
NOVEMBER 3, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August 2021; Revenues and Expenditures Detail Financial Report August 2021; Vendor Summary Financial Report, August 2021
2. Revenues, Expenditures and Changes in Fund Balance Financial Report, September 2021; Revenues and Expenditures Detail Financial Report September 2021; Vendor Summary Financial Report, September 2021
3. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) August and September 2021
4. District Monthly Contracts Information September 2021
5. MWPA Revenues & Expenditures for FYE 2021, FYE 2022 YTD thru 10.28.2021, and since Inception

INFORMATION

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

1. Customer Surveys September 2021
2. Written Communications



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

November 22, 2021 at 2:00 PM

Location: Administration Building – Via Zoom
95 Rowland Way, Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org

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

ROLL CALL

Director William Davis, Director Bruce Goines

STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti, Admin. Services Manager/IT Jeanne Villa

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 8.10.2021
2. Review of Fire Chief's credit card expenses: July/August. None for September
3. Review of Deputy Fire Chief credit card expenses: July/August/September
4. 2022 Finance Committee Meeting Schedule

Zoom Conference Information
Join at Zoom.com

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Password: 959595

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1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

November 22, 2021 at 2:00 PM

Location: Administration Building – Via Zoom
95 Rowland Way, Novato, CA 94945

NEW BUSINESS

1. Cap On Change Orders

Finance Committee to review and discuss a five percent (5%) allowance for change orders to contracts that were previously approved by the Board.

2. Purchasing and Contracting Procedures Review and Alignment with County of Marin Procedures

In accordance with the California Public Contract Code 20812(b) District staff recommends that the Finance Committee review the current procedures as compared to the County's procedures and determine how closely the District is able to align with the County's procedures. A summary of the comparisons is attached hereto in Exhibits A, B and C.

INFORMATIONAL ITEMS

None

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jeanne Villa at jvilla@novatofire.org.

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Public comment period on agenda items.

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

1. Adoption of Resolution 2021-22 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-22 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period December 1, 2021- December 31, 2021 pursuant to Brown Act provisions.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ELECTION OF BOARD OFFICERS

Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite nominations. Seek public comment, followed by a Board motion. Board may deliberate/comment, then vote.

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

PRESENTATION

1. Scott Freedman was selected as the Employee of the Year in 2020. Due to Covid 19 restrictions, the District has not been able to properly celebrate this honor for BC Freedman.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 11.3.2021
2. EMS Hardship Write Off Request
3. 2022 Regular Board Meeting Schedule



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

NEW BUSINESS

1. Resolution No. 2021-21, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Vegetation Management Program Manager Michael Swezy.

Staff recommends approving the Employment Agreement between the District and Vegetation Management Program Manager Michael Swezy.

2. Resolution 2021-23 Novato Professional Firefighters Association Memorandum of Understanding (MOU)

Board approval is requested to adopt Resolution 2021-23 approving the Novato Professional Firefighters Association MOU.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. ABM Infrastructure Committee (Directors Francisco and Silverman)

FINANCIAL REPORTS

Informational items for review. No action needed.

The monthly Revenue, Expenditures and Vendor reports will be included in the next Board of Directors meeting.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August 2021; Revenues and Expenditures Detail Financial Report August 2021; Vendor Summary Financial Report, October 2021
2. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) October 2021
3. District Monthly Contracts Information
4. MWPA Revenues and Expenditures Month 2021



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING AGENDA
DECEMBER 1, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

INFORMATION

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

1. Customer Surveys October 2021
2. MERA Update: November 2021
3. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and James Galli
Represented Employee group: Novato Professional Firefighters Association
2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and James Galli
Represented Employee group: Novato Chief Officers Association
3. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief
Represented Employee group: Non-Sworn Administrative Staff
4. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. City of Sanger v. Novato Fire District Case # 20CECG02710
5. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)*) (formally initiated)
 - a. Trent Construction v. Novato Fire District Case # CIV 2102192

ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

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ROLL CALL

President Lj Silverman

Director William Davis
Director Shane Francisco

Director Bruce Goines
Director Michael Hadfield

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

Adoption of Resolution 2021-24 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2021-24 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period December 21, 2021- January 20, 2022 pursuant to Brown Act provisions.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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AGENDA ADJUSTMENTS

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 12.1.2021
2. 2022 Regular Board Meeting Schedule updated with a meeting on February 2, 2022 replacing February 9, 2022

NEW BUSINESS

1. Resolution 2021-25 Non Sworn Administrative Staff Memorandum of Understanding (MOU)
Board approval is requested to adopt resolution 2021-25 approving the Non Sworn Administrative Staff MOU.
2. Selection of Negotiator on behalf of the District with the Novato Chief Officers' Association – Verbal Report
3. Next One Staffing, Inc. Contract
Staff recommends the approval of additional funds added to the Next One Staffing, Inc. contract in support of the temporary accounts payable and payroll processing position in the Finance Department. Staff recommends adding funds to the contract to bring the contract to \$100,000.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
DECEMBER 21, 2021**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Chief Officers Association

ADJOURNMENT