



**Novato Fire District Board of Directors
Board Meeting Minutes
January 6, 2021**

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

ROLL CALL

Directors Lj Silverman, Steve Metcho, Bill Davis, Shane Francisco and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Deputy Chief Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne Villa. Also present: WMS Supervisor Yvette Blount, WMS Gary Musante, Deputy Fire Marshal Osgood, Purchasing Administrator Walraven, Acting BC Dicochea, Fire Inspector Macdonald, BC Dague, Captain Nick Zagaris, Engineers Matt Allman and Jeff Keena, Admin Assistant Stacey Hoggan, .

OTHERS PRESENT

District Counsel Riley Hurd, Novato Residents: Bruce Bartel. ABM representatives Tony Roehrick, Mike Enzler and Mike Kempka.

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

COMMITTEE SELECTION

Nominated for the Finance Committee were Director Goines and Director Davis.
Nominated for MERA were Director Silverman with Director Metcho as the alternate.
Nominated to the MWPA committee was Director Goines, with Director Davis as the alternate.

There was no public comment

M/s Silverman/Francisco to install the Directors to serve on the Board committees as nominated.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

PRESENTATIONS

1. Recognition of 20+ Years of Service

Chief Tyler introduced the names of the District members who have served 20+ years.



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Recognized were BC Freedman, BC Dague, BC Whittet; Engineers Boals, Sheline and Wehr; Captains Valuch, Taul and Black; FF/PM Gaulke, and ASM/IT Villa. Each will receive a custom Novato Fire challenge coin.

2. Promotions

Chief Tyler introduced the members who have been recently promoted: BC Freedman; Captains Peck and Zagaris; Engineers Allman, Keena, Godoy and Hamilton.

3. Employee of the Year

Chief Tyler spoke of the 2019 Employee of the Year, Deputy Fire Marshal Lynne Osgood. Captain Osgood normally would have been recognized at a Board meeting, but due to Covid, no such presentation has been able to occur. Captain Osgood has been instrumental in securing grants, educating homeowners about defensible space, working with other agencies on shaded fuel break and other projects.

Captain Lynne Osgood received congratulations and thanks from the board for her hard work which earned her employee of the year for 2019.

President Steve Metcho offered his congratulations to all of the service year recognize ease and to all those who have been recently promoted.

4. Brown Act Review.

District Counsel Riley Hurd reviewed the basics of the Brown act law as it pertains to open and transparent board meetings. Counsel Hurd reviewed the open meeting law and close session rules, teleconferencing, virtual meeting notices, and agenda requirements.

Director Davis asked the about the process to call an important and urgent meeting.

Counsel Hurd responded you can use the fire chief as a conduit to schedule a meeting.

Director Goines asked about how the Brown Act applies to standing committees versus ad hoc committees.

Counsel Hurd replied that the Brown Act applies to standing committees, but does not apply to ad hoc committees. Counsel Hurd also enumerated the definitions of an ad hoc committee.

1. The topic to be discussed is discrete and specific and the timeframe is short. Those are the perfect conditions for an ad hoc committee.
2. A Standing Committee is better for longer-term issues or continuous district items.

Director Goines asked if you have to publicly declare the need for an ad hoc committee at an open meeting.



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Counsel Hurd confirmed that the Board does have to publicly announce the creation of an ad hoc committee.

There was public comment about subcommittees. Counsel Hurd reiterated the Brown Act applies for all standing committees. An ad hoc committee is typically two or fewer board members and optionally often includes staff members. Counsel Hurd continued with a review of Rosenberg's rules of order, and public comment procedures. There were no further public comments.

5. MWPA Update.

Acting Battalion Chief John Dicochea reviewed the details of the wildland mitigation specialist assessments.

Director Silverman asked if the Wildland Mitigation Specialists contact homeowners and also include discussions about evacuation routes.

ABC Dicochea noted that the assessments include a roadside assessment, followed by a letter sent to the homeowner, which hopefully results in a full home 360° assessment. During the full home assessments, the specialist can talk about grants that are available and evacuation routes. Dicochea went on to review each of the directors' districts and the assessments that have been achieved therein.

He also reviewed the grants program.

1. vegetation management grant: a 50-50 split up to \$500.
2. home hardening grants.
3. homeowner's association grants.
4. outside grants and funding from PG&E for shaded fuel breaks, fuel reduction, or to supplement expenses of low-income seniors.

The MWPA has funded projects such as chipper days and fuel reduction in many neighborhoods such as the Marin Highlands, Ignacio, Michelle Circle, and Seventh Street locations.

ABC Dicochea also reviewed the NOAA weather radio program. To date about 40 radios have been distributed to residents, typically after a home assessment. He hopes to distribute all 1250 radios within the next few months.

There were many compliments from the Board Of Directors to the Prevention team for their diligence and hard work.

Director Goines asked if after an initial assessment, will the specialist return to review homes that received an assessment to see their progress.



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Dicochea noted that the plan is for the specialist to return and re-review homes that have received an assessment; and they will continuous to cycle around the district homes every couple of years.

Director Silverman asked if other agencies are this far along.

Dicochea responded he's not sure, but feels other agencies may just be doing defensible space evaluations. While the Novato Prevention team is covering assessments, fuel breaks, grant information, radio distribution, and evacuation route information.

ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Silverman commented that he attended the toy drive and assisted with bike building, toy organizing and delivery.

Director Davis commented that he recently had surgery and is doing better.

CHIEF'S REPORT

Calendar:

- Wednesday Jan 6th Monthly BOD meeting
- Friday January 8th Firesafe Marin Meeting
- Tuesday January 12th Pacheco Valle Firewise meeting
- Wednesday Jan 13th First Responder Round 2 vaccine doses
- begin at Marin Center POD through Saturday January 16th.
- Wednesday January 13th National Fallen Firefighters Foundation and Maglite to honor Novato Fire Protection District FF/PM Nicole Scott with Firefighter Hero Award. 10:00 am
- Thursday January 21st MCFCA Monthly meeting
- Thursday January 21st MWPA Elected Officials Retreat
- Wednesday February 3rd BOD monthly meeting

Administrative Items:

One NFD shift member remains symptomatic for Covid-19. We are still down 1 employee who is experiencing COVID related issues; 5 employees still out on Non-Covid W/C leave; 4 FF/PM vacancies.

All employees who were excluded as exposures have returned to work. All fire stations are currently fully staffed with ALS personnel.



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Weekly NFD COVID-19 Testing is in progress. All shifts plus Admin have been tested via our Curative contract. No positives have been identified through several rounds now. Covid-19 tests are voluntary.

First responder round one vaccinations are complete. Of 76 total NFD members, 55 have received the first vaccination dose, which is a rate of 72%. 44 sworn members were vaccinated at the Marin Center POD. 1 additional sworn member currently on W/C wants the vaccine, but was told to wait until after surgery by his physician. 11 non-sworn NFD members were vaccinated at our PODs. The vaccinations are voluntary.

Round two vaccine administration is tentatively planned to begin on Wednesday Jan 13th through Saturday January 16th. The signups to volunteer at the POD and the sign ups for receiving a 2nd dose have not been opened yet.

Communication: I have initiated the scheduling of shift listening sessions. Chief Menzel and I will visit with each station on each shift beginning in mid-January to get feedback from our employees on current policy, programs, and projects. We will ask for feedback on what crews feel we should continue doing, stop doing, or start doing in order to be the best organization we can possibly be.

Executive staff has also initiated a Strength, Weakness, Opportunity, & Threat (SWOT) analysis from the various divisions and admin staff to update the BOD on our progress with certain strategic initiatives and course adjustments to make in our organization.

Chief Officer listening sessions and team building was initiated during our most recent OPS meeting. In addition, I requested a SWOT analysis from each Chief Officer.

OPS: D/C Menzel

OPS has completed the draft OSHA mandated COVID-19 Prevention Program requirements and policies. I have forwarded the draft to all labor groups and asked for feedback and to identify any impacts, to successfully mitigate them and work together to implement those things that are not already in place. I am satisfied that the draft covers all requirements and hopeful to get everyone onboard soon.

NFD responded to a 2nd alarm structure fire last week on San Joaquin Place off Sutro Ave. B/C Mesenburg lives just a couple doors down and was first on scene and took command, working with arriving units. No injuries were reported. The cause is under investigation.



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Our OP area has received a request from OES Region 2 for 4 EMT-P's and 5 EMT-B's to support Petaluma Valley Hospital. Marin was unable to fill the request, but it was covered by Sonoma Fire agencies. Later additional requests were placed for Kern county. Region II has deployed 30 paramedics and EMT's in all to assist state wide with the hospital personnel shortages.

On 12/31 at approx. 6:00 am, there was a 3.7 magnitude earthquake 7 miles southwest of Bolinas. B64 got in Unified Command with NPD and "Earthquake mode yellow" and all units performed station, apparatus and zone assessments. All stations, apparatus and zones were classified as green—useable with no visible damage & resumed normal operations.

Training: B/C Mesenburg

Block one training begins in January.
Annual PPE Inspections
Annual Night Drill—basic competencies
The annual training plan is completed

EMS Divisions: EMS position transitioned from B/C Kyle Dague to B/C Scott Freedman.

Prevention Division: Acting B/C John Dicochea

NFD was selected to participate in a NFPA Community Risk Reduction Pilot Project to create customized dashboards experience with community-level data aligned to the 9 profiles in NFPA 1300 (Standard on Community Risk Assessment & Community Risk Reduction Plan Development). There were 5 other fire agencies selected in California: Chino Valley, El Dorado Hills, Kern County, Oxnard, and Seaside. Chelsea Rubadou, Community Risk Reduction Strategist at NFPA stated, "We are confident that this project will help you complete your CRA as well as support grant-writing and partnership building activities. There's a million things the tool will show you, just you wait."

Facilities: BC Kyle Dague

BOD questions were requested, received, collated and forwarded to ABM. Answers to those questions were completed and forwarded to each director for further discussion and action tonight.



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Tower: Chief Mesenburg

Completed staff report for BOD approval to purchase the 100% NFPA compliant 3rd party NRTL listed approved burn system. Determined placement of sprinklers, propane props, control panels, and smoke generator. We are currently reviewing our training water collection and run-off situation in order to conform the County of Marin comments and project conditions.

Fleet: Chief Whittet

All Units in Service.

CONSENT CALENDAR ITEMS

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.

There was no public comment.

M/s Davis/Silverman to approve consent calendar items 1-2.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

NEW BUSINESS

1. Bank Signature Card Changes

Board approval was 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.

There was no public comment.

M/s Goines/Davis 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.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None



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Abstain: None

Motion carried 5-0-0

2. County of Marin 2020/2021 Annual Statement of Investment Policy.

Board approval was requested of the County of Marin 2020/2021 Annual Statement of Investment Policy.

Finance Director Joe Valenti explained the annual approval requirement. The County manages the investment pool, and agencies are required to approved the County policy. The main responsibilities listed in the policy are:

- a. Preserve capital
- b. Keep assets liquid
- c. Get a rate of return to meet goals a. and b.

The policy aims for low risk, which can result in a lower rate of return but is safer for agencies' funds.

There was no public comment.

M/s Silverman/Davis to accept the County of Marin 2020/2021 Annual Statement of Investment Policy.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

3. Consolidated Trailers, Inc. quote for propane fueled fire training simulator equipment, installation, and training.

Board approval was 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.

Chief Tyler reviewed the specific of the purchase.

Director Francisco asked if the purchase was for the trailer or the equipment inside the building.

Chief Tyler noted that it's for the equipment inside.

Director Francisco asked if there can be multiple rooms of fire



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Deputy Chief Menzel commented that there are three different props: one for a kitchen fire, one for a rollover, and one for a bedroom.

Director Davis asked if the structure has movable walls.

Deputy Chief Menzel noted that the floor plan can be changed using the movable walls.

Director Silverman asked about the car prop.

Deputy Chief Menzel noted he had no information yet.

Director Silverman asked if the Tower would meet the January deadline.

Chief Tyler noted that it's possible.

There was no public comment.

M/s Francisco/Silverman to approve the purchase of propane fueled firefighting training equipment manufactured by Pro-Safe Fire Training Systems, Inc. sold by Consolidated Trailers, Inc. on GSA #GS30F0025R.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

4. Letter of Intent for Engineering Study under the Bundled Energy Solutions Program offered by ABM Building Solutions, LLC.

Board approval was 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.

Chief Tyler reviewed the history of the work done by staff with ABM. He noted that the Board submitted 21 questions, which were forwarded to ABM and answered. The questions and answers are attached at the end of the minutes.

Chief Tyler noted the next phase is accepting the Letter of Intent.

Director Silverman asked if after the report is received by ABM, and the District does not continue, will the District have to pay the \$25,000 fee?

Mike Kempa of ABM clarified that if ABM does not provide the data that shows the project is cost neutral or has savings, there is no fee if the District does not proceed.



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Director Metcho suggested creating an Ad Hoc Committee with 2 Board members and staff members.

Director Silverman asked if Riley's firm will review the Letter of Intent. Counsel Hurd noted that his office can do that.

Director Davis asked if the Ad Hoc committee can be formed now or should we place on the February agenda.

Chief Tyler noted that there is time to form the committee and time for District Counsel to review the Letter of Intent, as this will be a months long process.

The formation of an Ad Hoc Committee will be placed on the February agenda.

There was no public comment.

M/s Goines/Davis 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.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

COMMITTEE REPORTS

MERA (Directors Metcho and Silverman) – Director Silverman reported that there were budget adjustments, and site leases were discussed. There is a January 2021 meeting.

Finance Committee (Directors Davis and Goines) – No Report. The next meeting is 2/16/21.

MWPA Committee: (Director Goines) Director Goines noted that the MWPA tax proceeds will be about \$4.8 million for the District.

The board will hold a virtual strategic planning retreat on 1/21/21.

They plan to set their Vision, Mission, Goals/Objectives, and also how to monitor metrics, and follow how the money is spent.



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The board also approved a \$1 million evacuation study.

FINANCIAL REPORTS

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

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 7:56p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



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**Post ABM Presentation Feedback—BOD Questions
with ABM Responses Updated 12/31/2020**

Questions:

1. How do we know we are not paying a premium price (all eggs in one basket)?

Answer: One of the many advantages of utilizing CA 4217 is that by bundling as many solutions as possible its overall cost is actually less than if you decided to bid out each individual project. Each project would require its own RFPs start-up cost and engineering fees. There are also NO Change Orders with the final approved project. Typically, stand-alone bidding drives contractors to a low bid then with the knowledge they will require change orders because something was missed in the bid. Once ABM and Novato Fire Protection District Agree on a final scope of work, ABM holds the risks for any potential cost on the project. Finally implementing these measures individually would not be prudent under CA 4217 thus the Fire District would not have anyone guaranteeing the annual savings for up to 20 years.

2. Is it better to do all or most of the phases at once? So that all technology issues are the same for all District properties? This could lead to a “big” bill every 20-30 years... kind of like buying 5 fire engines all at once and replacing all of them every 15 years.

Answer: As stated in Answer #1 and this CA 4217 must have enough savings to pay for the project including any financing cost if the District does decide to utilize low interest financing. It was also stated during our last board meeting presentation that the Fire District does not have the in-house resources to take on these projects on their own which means you would need to hire a construction management firm. This would be an expensive investment with no guarantees of savings or performance of what is installed.

The Fire District currently has a variety of old lighting and HVAC equipment at each site. By utilizing ABM and CA 4217, the wholistic approach during the next Investment Grade Audit Stage will provide universal solutions for all of the sites thus allowing for your staff to choose the manufactures of the equipment. This uniformity will reduce long term maintenance and purchased parts cost.

3. Is it better to, for example, do one station at a time? But by the time the last property is completed, the first one may be outdated due to new technology or time lapse? Then the first station could potentially have different technology than the last.

Answer: In addition to the reasons stated above, its important to realize that doing these projects together, and sooner than later, provides the Novato Fire Protection District with energy savings once completed. Delaying projects will result in thousands of dollars of energy savings being deferred.

4. What are the monetary Break-even points? Based on the cafeteria menu provided.



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Answer: At this point, ABM has only provided a feasibility review to evaluate if Novato Fire Protection District can proceed with a CA 4217 program. We do not have costs as of yet. During the next stage we will have two key work sessions. One at the 60% progress milestone and one at the 90% progress milestone. At the 60% we will review with the District what the potential improvement measures will be with estimated cost and savings. This is an opportunity for the District to decide on what measures they want to keep in the program based upon operational and financial benefits.

5. Battery replacement costs? Time frames for life expectancy and replacement?

Answer: ABM will include the battery maintenance and replacement costs for the duration of the financing in the proforma analysis. The information we gather from the manufacturer warranties, recommended maintenance procedures, and ASHRAE useful life data will be used to inform this analysis.

6. Are the battery back-up systems capable of supplying the EOC during a disaster? For how long?

Answer: At this point, ABM has included the backup power requirements for the EOC as a base criteria for design. To date we have only provided a feasibility review to evaluate the battery backup capacity requirement to adequately power the EOC for less than one day (if not tied to a solar PV system). During the next stage of analysis after the LOI is signed, we will engage in a detailed analysis of this energy backup option.

7. What is the current state and capability of the Admin Building generator? Can it support the EOC?

Answer: ABM has only limited information on the generator currently in use other than it is not in compliance with new air quality requirements. ABM will provide a detailed specification and design for a replacement system that will meet the now current code requirements. The Admin Building generator can be sized to meet the electrical needs of the EOC should the Fire District desire that being included in the project design.

8. Obviously, Solar is great for energy independence and theoretically, could provide power if the PGE grid fails and hopefully, we'd be able to get off of the grid with solar, is that the plan? Will solar provide enough power to run the essential systems for stations? Such as: dispatch equip., Radio, Comms, exhaust extractors, to plug in apparatus, etc... (I understand that emergency generators are the immediate back-up intended for exactly that purpose, but the solar system could make the back-up almost not needed, if the solar system were capable of handling the power requirements independently).



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Answer: Yes, the goal is to design a solar plus backup generation and storage system that will power the critical functions at the EOC and the other stations during a power outage. We will assess the risk and probability of longer-term outages by reviewing the historical PG&E data and also taking into account proposed changes in the PG&E system operation during high risk weather events. During the next stage detailed study, ABM will investigate the optimal PV and storage sizing capacities, durations and costs to reliably power the EOC and other fire stations' critical systems.

9. Remote operation of HVAC systems is nice, is there a need? Does it introduce an unnecessary vulnerability? Is there much of a cost associated with remote operation installment? Remote operation can be very useful if there is a Bldg. engineer contract or employee? I suspect that Bldg. systems issues are just handled on an individual basis as needed?

Answer: If the Fire District does not want us to evaluate this Energy Conservation Measure due to the concerns above, we will not pursue spending any engineering time on savings or pricing of this measure. However, during this next stage we can work to provide the District on the potential vulnerability if there is one. This is typically a worthy energy conservation measure with additional operational cost savings by utilizing technology versus manpower and travel cost.

10. IF Solar charging for vehicles is installed:

- a. Available for public use? For a fee? Could this be a revenue stream?
Public entities may charge for use of charging stations.

Answer: This is a local decision on who may use the charging stations and whether or not to charge a fee. The Novato Fire Protection District may want to consult with its legal counsel on best practices in this area.

- b. Would employees be allowed to charge for free? A fee? Could this be a Public Relations problem if the public saw District employees charging for free? Whether the charging stations were paid for with grants or tax payer funds...

Answer: Public entities may charge its employees for use of a charging station, as well as provide access at no cost for charging personal vehicles. However, free use of the charging stations for personal vehicles may need to be considered compensation with tax implications due to gift of public funds limitations. The Novato Fire Protection District may want to consult with its legal counsel on best practices in this area.

11. How far away are Electric Fire Engines? Charging requirements? Plan for it now
(BD)

Answer: At this point, ABM's market information shows that Electric Fire Engines are not now commercially available, and are not expected to be during the term of this project.



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Additional Questions provided on 12/30/2020

1. What alternative approaches are there to entering into an agreement with ABM?

Answer: ABM offers an integrated project model. The alternative is to parcel the work out to multiple contractors. The benefit of this approach with ABM is that all aspects of the projects desired by the Fire District will be integrated in a single planning effort. This eliminates duplication of work and the related cost if done piecemeal. Also, all infrastructure needs for the projects will be considered and planned for. A piecemeal approach will undoubtedly result in having to redo or undo work from prior projects because they don't meet the needs of the next project.

2. Why ABM and not some other contractor?

Answer: ABM is a State Qualified Provider of CA 4217 Guaranteed Energy Conservation Programs. We have also been engaged with the Fire District on the CA 4217 Feasibility Assessment for over (16) months and received (2) Letters of Authorization over that time to complete the CA 4217 Feasibility Assessment which was presented at the last board meeting. The District also did a thorough investigation into our experience, contractors licenses to perform the work and qualifications over this period.

ABM is a well-established company with the resources locally to deliver the agreed upon results. ABM does much of the work in-house, eliminating costs and wasted time that results in a sub-contractor-based approach. We are also vendor neutral allowing the District to choose the manufacture of whatever equipment will be installed. The actual Savings will be determined in the next stage. Our model includes guaranteed energy and operational savings that are established prior to signing a contract. If those energy savings do not materialize, ABM is fiscally responsible to reimburse the Fire District for any savings gap that materializes.

3. What Administrative burden would NFPD be responsible for under a Design and Build agreement? I.e. Grants application and management, financial tracking, accounting and project management?

Answer: Minimal to Positive because we are de-risking the project versus spending District funds at this development stage for architects, engineers to develop individual projects. ABM is responsible for Engineering, Design, Grant and Utility Incentive applications, Project Management, accounting and final tracking of the actual savings and cost.



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4. What are the benefits associated with this agreement?

Answer: The benefits from this approach are many. The reasons most public entities choose this procurement method is that allows them to upgrade their facilities, utilize Solar PV and deploy new technology to their assets without the use of Capital Dollars.

This integrated approach also reduces overall costs and implementation time, guaranteed savings that can be used to fund any need to finance, the ability to begin realizing the energy savings as quickly as possible, and the opportunity to meet the facility/infrastructure needs of the Fire District without over-burdening Fire District staff.

5. What are the vulnerabilities associated with this agreement?

Answer: Minimal. At this point the “Agreement” is just a “Letter of Intent”. We are not asking the board to make a decision on any “Project” at this time. The Letter of Intent begins the Investment Grade Audit Stage. This allows us to bring in all the engineering resources to develop the list of measures, the savings from those measures and the cost of those measures so that the District can decide what fits your financial and operational needs. The Guaranteed Savings Performance Contract negotiation would begin at the end of this Investment Grade Audit Stage, assuming we have met all of the Fire District’s buying criteria.

6. How will this agreement affect our yearly financial bottom line?

Answer: The plan is to determine if there is a Budget Neutral Program using CA 4217. Using exiting wasted dollars on utility, maintenance cost, grants and utility incentives to fund the project cost.

As noted, we will work with the Fire District to ensure the cost of the projects fit comfortably within existing resources. Through our next phase, we will fine tune the exact aspects of the project, the costs, and amount of annual savings. Through this process, we will collectively determine the nexus between savings and cost to determine the best finance option. The final contract will guarantee the savings, thus ensuring those savings comfortably cover the cost of finance. Our model is designed to reduce the risk to your ongoing fiscal well-being.

7. What if installed systems fail to preform to promised efficiency levels, or fail during their promised performance periods. Who bears the burden. Impacts and potential, adverse consequences?



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Answer: AMB is ultimately responsible for the systems we would be installing for the entire time of the guarantee, which could be as long as 20 years. AMB guarantees the savings, so if they do not materialize, AMB will pay the Fire District the difference between actual and guaranteed energy savings. AMB also provides equipment warranties and can provide service on the new systems for a term to be negotiated with the Fire District.

8. Can AMB explain the process a little further to the board so we understand, whatever size of the project we go ahead with, we need to feel comfortable with the bottom line and what we (NFD) might be on the hook for if things go south. I think some board members think that we will be entering into contract at our next board meeting.

Answer: See below:

Step 1 - The District has already authorized AMB to evaluate the potential for a Guaranteed Saving Contract under CA 4217. That was initiated by "Letter of Authorization" over the last year. We recently provide our evaluation of the potential for the District to utilize favorable legislation to help fund infrastructure projects with savings, grants and incentives. The preliminary feasibility assessment, which was at no cost to the District, showed it was favorable.

Step 2 – AMB is now asking the Fire District to approve a standard "Letter of Intent" to authorize AMB to begin the "Investment Grade Audit Stage" (IGA) of the process. During this stage AMB will muster all the resources needed to develop a list of improvement measures, final cost, final savings and how each measure will be guaranteed and audited during the term of the guarantee. There will be several key milestone work sessions with the District Staff to insure we are all heading in the right direction. Measures can be added or removed by Staff during this Stage.

As we approach the end of the (IGA) Stage, the final project scope of work and savings will be agreed upon by the District and the "Design Build" contractual document will be developed for review by the District and its legal counsel.

This (IGA) Stage typically takes from 60 to 90 days.

9. Can AMB provide a timeline and steps at each phase might be in order?

Answer: See above answer for Steps

Timeline - Once Letter of Intent is signed

- (IGA) Stage 60 to 90 days
- Installation Period is totally dependent of the Final Scope of Work at this point.



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- After ABM Contract is signed, the Guarantee Period is up to 20 years.

10. What is the approximate cost of putting charging stations at admin is worth it??

Answer: At this stage the charging stations presented in our feasibility review was just an idea for the District to consider. During the (IGA) stage we will begin to evaluate the charging stations and present their feasibility preliminary cost and savings at the 60% work session. We do not currently know where the power sources are located, where stations will be located, the amount of conduit required, and details regarding current electrical service infrastructure.

As stated earlier, this is another good reason to allow ABM with this holistic approach to determine the size of the of the Solar PV based upon the new electric load of the District office.



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

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

ROLL CALL

Directors Lj Silverman, Steve Metcho, Bill Davis, Shane Francisco and Bruce Goines were present.

STAFF MEMBERS PRESENT

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

OTHERS PRESENT

District Counsel Peter Spoerl, Novato Residents: Bruce Bartel, Nina Zee

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Silverman commented that he did a walkthrough of the very nearly complete Tower.

Director Francisco commented that he viewed Rescue 64 with Director Metcho.

Director Goines commented that he attended the 2 day virtual conference of Protecting Your City From Wildfire. It was an affirmation of the progressive work being accomplished by NFD.

Director Davis commented that he recently received his Covid vaccination at the Marin Center. He noted that it was an impressive operation. He gave a shout out to ASM/IT Villa for her work at the site.



Novato Fire District Board of Directors Board Meeting Minutes February 3, 2021

CHIEF'S REPORT

Calendar:

- Wednesday February 3rd Monthly NFD BOD meeting Via Zoom, 6:00 pm
- Thursday February 4th 10:00 am ABM Kick-Off Meeting
- Thursday February 4th MWPA ATC Meeting 3-5pm
- Tuesday February 9th RESCHEDULE BOD Retreat meeting
- Friday February 12th BOD Retreat Finance Outlook, 10:00 am
- Monday February 15th Presidents Day Admin Office is Closed
- Tuesday February, 16th Finance Committee Meeting
- Monday February 22nd BOD Retreat Date, 10:00 am (jury notice)
- Tuesday February 23rd Leadership Novato Event, Guest Speaker
- Tuesday February 23rd CalJAC Meeting
- Wednesday February 24th NFD OPS Meeting
- Thursday February 25th BOD Retreat Date, 10:00 am
- Wednesday March 3rd Monthly BOD meeting, 6:00 pm

Highlights:

Administrative Items:

This week we completed the initial 3-day virtual interviews of 25 qualified FF/PM new hire candidates. A no contact new hire Meet And Greet for the 13 finalists is underway at station 64 by crews from E64, E65 and M65. We anticipate making job offers to the 4 or 5 top candidates immediately following those meetings. The group will then go into background with an anticipated academy start date of April 1st.

Our two new WMS will complete all elements of their pre-employment process next week and we anticipate a start date for them in mid to late February.

We have received our first disbursement check from the MWPA in the amount of \$1,039,331; which is approximately 55% of our Defensible space and local category fund allocations for the year. Joe Valenti is continuing to work with Alyssa at the MWPA to set up the special revenue and reserve accounting. We are also working to compile and submit all of our expenses to date.

I was a guest speaker at a recent webinar presentation for Fire Safe Marin on the topic of Fire Adaptive Community. Video available here: [Fire Adapted Communities and Home Hardening Strategies - YouTube](#)



Novato Fire District Board of Directors Board Meeting Minutes February 3, 2021

I chaired the first MWPA OPS meeting of 2021 and received updates on the countywide evacuation study RFP, the recently authorized MWPA purchase of a new Zonehaven evacuation platform tool [Zonehaven](#), 2020 CWPP final document [Marin County CWPP | Community Wildfire Protection Plan \(firesafemarin.org\)](#), and creation of the workplan and finance Adhoc subcommittees.

Behavioral Health Station visits by Kerith the therapy dog and his handler Heide have been approved. These visits will occur outside the stations in an area that allows for social distancing and masks as needed. Nicole Scott will be the contact person for setting up these visits.

Save the date: ABM Kickoff meeting is scheduled for Thursday February 4th. The BOD will select two Directors to join the meeting at the February 3, 2021 BOD meeting.

OSHA Covid-19 Prevention Plan Training and update: Dmitri and I attended the 4-hour OSHA training webinar this week. We have received comments on potential impacts from the Chief Officers and from admin staff group. The NPFA has not provided any feedback to date despite multiple requests over the approx. past 60 days. Although we already have 90% of the required actions in place, we anticipate implementing the final items next week.

MERA Member Briefings took place this week. For your reference or in case you were unable to attend, the following links are provided:

Member Briefing Video, Session Two:

https://www.dropbox.com/s/z0o8i5ssq3f54je/GMT20210128-180250_MERA-Membe_2560x1600.mp4?dl=0

Member Briefing Slides:

<https://www.dropbox.com/s/we2us4ngrqd2mbg/MERA%20Member%20Briefing%2001%2026-28%202021%20Final.pdf?dl=0>

OPS: D/C Menzel—

OPS meeting completed mid-week. Topics included: Group discussion regarding the reintroduction of admin job shadowing. This would help introduce floor personnel to administrative tasks/divisions and would assist with our succession planning.

Introduction + discussion of adding the Type 6 model to our fleet for out of county. A PowerPoint presentation was given by Chief Whittet addressed the benefits, cost analysis and possible build-outs. The group agreed these would augment current fleet/Type 3s which would represent a potential cost savings in the future if we swapped a Type 3 for a Type 6 in the future.



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

Training: B/C Mesenburg—

COVID 19 Logistics Chief activities, communications, meetings, and action items completed.

Supported New Hire Virtual Interview processes this week.

Met with MCFCA training officers via Zoom

Planning Haz Mat IC for 4/22 and 4/23

Captain Bargiacchi and Engineer Allman currently at 2-week Rio Hondo Truck Academy

EMS Divisions: B/C Scott Freedman:

Dr. Konik virtual office hours: Do you have a burning medical question that you've been meaning to ask but never got the chance (will the vaccine give me superpowers?) Want to review an EMS topic that confuses you but you're too nervous to bring it up in class? Then we have the solution for you! Virtual Office Hours! Dr. Konik will be holding virtual office hours, one hour a week, via Zoom. Feel free to drop in, hang out, ask questions, discuss various medical topics, say hello! When: Tuesdays from 1330-1430, Where: Zoom Meeting Code 4158782513

Prevention Division: Acting B/C John Dicochea—

Placed the sign trailer for storm messaging

Attended meeting with Star Creek Land Stewards grazing to sign an MSA for future vegetation management work (goat and sheep grazing)

Secured a new Master Service Agreement with Tree Masters

Participated in City of Novato Development Coordination meeting

Inspector lance McDonald in a class all week- Arson Investigation 1C

Prevention Admin Assistant Denise Wade in a class all week – Plan Review

All WMS preparing for CWMS Certification

13 Full Home Assessments Completed

160 Roadsides Assessments Completed

5 Vegetation Grants Completed

0 Home Hardening Grant Completed

3 NOAA weather radios handed out and trained the resident its purpose/use.



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

Facilities: Kyle Dague

It was brought to OPS attention that some personnel are charging their personal electric vehicles at stations from existing, nonconforming outlets using an extension cord. This poses a safety hazard to the electrical system of the building: Currently no policy is in place that addresses this use. We have an appointment for next Friday, 2/5/21 to evaluate each station for a location that makes sense. According to Tom from Fowler electric, each particular vehicle manufacturer has different types of plug configuration (prongs, cords, etc.) and the more permanent pedestal solutions installed in Parking lots offer all the available options to accommodate each manufacturer. Also, some plugs, for example the Tesla, require 50 amp rather than 20 amp and 220 rather than 110. We are researching with Fowler to find out if there is a universal adapter or extension cord available. We will get a cost on upgrading an outlet in each station to a 20-amp or higher circuit to accommodate safe charging and complete a policy on this topic.

Tower: Chief Mesenburg— Tower project work:

Final walk through with the contractor for the training tower structure was completed Wednesday. Directors Metcho and Silverman were present. A small punch list has been identified that will be addressed by the contractor. The tower manufacturer is scheduled to soon come out and provide and in-service on certain components of the structure. We will soon begin the install of the burn room props and fuel supply, and electrical panel, lights and outlets, TBD.

Received an in-service on the fire sprinkler and standpipe system

Fleet: Chief Whittet:

U3- out of service in our shop still; routine maintenance led to the discovery of some electrical and water pump issues that now need to be addressed.

We start hose and ladder testing next Monday.

CONSENT CALENDAR ITEMS

1. Minutes of Special Board of Directors Meeting 1.6.21.

There was no public comment.

M/s Silverman/Davis to approve consent calendar items 1.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

NEW BUSINESS

1. Verbal Report - Establish Ad Hoc Committee for ABM Infrastructure Improvement Project

Director Goines nominated Directors Francisco and Silverman to serve on the ABM Infrastructure Improvement Project Committee.

There was no public comment.

M/s Goines/Davis to accept Directors Francisco and Silverman as members on the ABM Infrastructure Improvement Project Committee.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

2. Surplus Vehicles – Unit 9 2013 Spartan/Hi-Tech Tiller 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.

Chief Tyler explained the reason for surplus the Tiller Truck, and the process by which the District will sell the vehicle.

Director Francisco asked if the truck is unavailable for use by the District. Chief Tyler noted that it is unavailable. He also noted that the District can call for trucks from San Rafael, Kentfield and Southern Marin if needed.

Director Silverman asked if the Tiller is in running condition. Chief Tyler noted that it is.

There was no public comment.

M/s Silverman/Francisco to accept Staff's recommendation to declare Unit 9 as surplus and to dispose of the apparatus per District policy.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

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.

Chief Tyler noted the unit has 18 total years on the front line and as a support utility vehicle. The repairs needed are extensive.

There was no public comment.

M/s Silverman/Metcho to accept Staff's recommendation to declare unit 37 as surplus and to dispose of the apparatus per District Policy.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

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.

Chief Tyler explained the need for an open purchase order due to the fact that throughout the year, the spend with All Star Fire Equipment may exceed the \$35,000 limit, which triggers the need for the Board to approve the spend.

There was no public comment.

M/s Silverman/Goines 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").

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

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.



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

Chief Tyler noted that due to the amount of expenditure annually, this item went out for bid. The only proposal received was from Pinnacle.

Director Francisco asked about the level of participation.

Chief Tyler noted that for physicals, it's 100%. For the other activities such as fitness, functional movement and cancer screening, the level of participation varies but is very popular.

Director Francisco asked if the services are used to red-flag members for scheduling of shifts and/or overtime.

Chief Tyler noted that any information that could result in a member being taken off duty is shared only between Pinnacle, the member and the member's physician. The District does not receive any information. If the member's physician approves the member for duty, the District will not restrict the member. Chief Tyler noted that the process has discovered cardiac issues, which were treatable. There have been no complaints.

Director Goines noted that at last year's Board retreat, the Association thanked the District for its Wellness Program, and noted the District was very supportive of members' health.

There was no public comment.

M/s Davis/Silverman to contract with Pinnacle Training Systems ("Pinnacle") for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

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.

Director Metcho recused himself from discussion and voting on item 6, stating that he is a member of the class that receives OPEB benefits. Time: 18:37.

Finance Director Valenti explained the funding of OPEB. The District funding at 100% of its annual obligation allows the District to utilize the 7% discount rate. Funds have been set aside in the 2020/2021 budget for this expenditure.

There was no public comment.



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

M/s Silverman/Goines 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.

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None

Abstain: Metcho

Motion carried 4-0-1

Director Metcho returned to the meeting at 18:42.

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.

Chief Tyler explained the details of the annual inspections mandated by the State Fire Marshal's office. Some E class inspections were not performed due to the entities being closed due to Covid.

There was no public comment.

M/s Davis/Francisco to accept Resolution 2021-1 - Annual State Fire Marshal Occupancy Inspection Report.

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None

Abstain: Metcho

Motion carried 5-0-0

COMMITTEE REPORTS

MERA (Directors Silverman and Metcho) – Director Silverman reported that the Federal Government dropped the requirement for T band, which was the reason that MERA started the Next Generation project. Marin County will move ahead with the Next Gen radios. There have been RFPs for sites, and a deal made with ATT to cover the cost of trenching at a Tomales site, and it will save about \$68,000. The portable radios are coming soon. The new radios can be updated and programmed remotely, which will save days of labor.



**Novato Fire District Board of Directors
Board Meeting Minutes
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Finance Committee (Directors Davis and Goines) – No Report. The next meeting is 2/16/21.

MWPA Committee: (Director Goines) Director Goines noted that the MWPA has allocated funds to member agencies for 2020 projects. The MWPA is also advertising for the position of a Project and Planning Manager, as well as a CEQA consultant. Member agencies will need the expertise of these 2 positions as they do not have the expertise in house.

Director Goines noted that the Board was able to move through a well-structured agenda that contained 18 consent calendar items. He also attended a 3 hour virtual strategic planning meeting.

FINANCIAL REPORTS

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.

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 6:54 p.m.

Submitted by,



**Novato Fire District Board of Directors
Board Meeting Minutes
February 3, 2021**

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

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 12, 2021

1 The meeting was called to order by President Metcho at 9:00 a.m. virtually via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, , Directors Shane Francisco, Lj Silverman, Bill Davis and Bruce Goines

5

6 **STAFF MEMBERS PRESENT**

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

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 None.

12

13 **AGENDA ADJUSTMENTS**

14 None

15

16 **NEW BUSINESS**

17 1. Financial Overview

18 Finance Director Valenti reviewed the financial position of the District, providing background
19 and context for the discussion of assigned and unassigned reserve funds.

20

21 Highlights:

22 83% of the District revenue comes from property tax: approximately \$28,000,000.

23 2020 real estate transactions are down 17%, which could impact future revenue.

24 We are at the 10th year of growth, but pandemic uncertainties could mean result in a fiscal
25 downturn.

26

27 To date the District has received 57% of expected revenue, and expenditures are at 43%. Ladder
28 truck expenditures will fall into the next fiscal year.

29

30 Chief Tyler noted that past few MOUs have had raises tied to increases in the “secured” property
31 tax revenue portion.

32

33 Valenti noted that other revenues total about \$3 million dollars from EMS billing and the
34 Paramedic tax.

35

36 Director Goines asked about a Novato resident who did receive a bill, but his understanding is
37 that residents do not get balanced billed.

38

39 Chief Tyler noted that sometimes a resident may receive a document that appears to be a bill, but
40 is actually a statement. A payment is made, but is then returned to the payee by the District.

41

42 Director Goines will investigate with the neighbor and the District will resolve the issue, if still
43 pending.

44



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 12, 2021

45 The 2021-2022 pending tax increase looks to be about ½ of 1%, so fairly flat.
46
47 Valenti noted that 80% of the funds are for Salaries, benefits, services and supplies.
48
49 Valenti discussed remaining debt of \$2.2 million for Station 64 and the Admin building, which
50 will be paid off by 2024.
51
52 Director Silverman asked about paying off the Admin building to save the interest.
53 Valenti noted that he can investigate the pros/cons of an early payoff.
54
55 Valenti discussed the potential reimbursement from the County of Marin and/or FEMA for
56 Covid 19 expenses. The District has requested \$382k from FEMA, but they are being very strict
57 on what will be reimbursed. The District expects to recover 75% of covid 19 expenses.
58
59 Chief Tyler noted that quarantined members are on ATO to preserve their sick time.
60
61 Valenti discussed the MCERA Actuarial Valuation
62
63 The rate has been lowered to 6.75% from 7%. The District will have to contribute an extra
64 \$200,000 in 2021-22 and an extra \$185K for the next 2 years.
65
66 The District contribution rates are at 54% and will remain in the 50% range until 2029. They
67 drop to 34% in 2030.
68
69 Director Francisco asked about the drop in funding ratio from 88 to 84%, and what is the District
70 doing to prepare for the downturn?
71
72 Valenti noted that funding ratios in the 80s are healthy. 70% or lower is much riskier for
73 covering inactive member liabilities. Valenti noted that we could stretch out the amortization
74 time, but we do have reserve funds to cover, and that buys the District more time. He noted the
75 District is in a good position.
76
77 Chief Tyler noted that the District pays 100% of its actuarial determined calculation (ADC), and
78 that leaves us in good shape.
79
80 Director Davis asked about the employee contribution dropping from 16% to 15% in 2025.
81 Valenti will check on why that is. There was no reason stated in the report.
82
83 Director Francisco asked about actions needed to cover the next 10 years. Valenti noted that the
84 District set aside funds now to ensure we don't need to dip into operating expenses, and the
85 District would need to continue to carefully manage their funds.
86
87 Valenti discussed OPEB (Other Post Employment Benefits), Retiree Health Benefits



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 12, 2021

88 The OPEB is funded at 58%, and has a \$7.6 million liability. The discount rate is currently at 7%
89 but will be recalculated in July 2021.

90

91 The District pays 100% of the actuarially determined calculation.

92

93 Director Goines asked about the impact of the MWPA funds and costs?

94 Valenti noted those are tracked separately. MWPA funds allocated but not spent will be tracked
95 in a separate MWPA reserve fund.

96

97 Chief Tyler noted that the MWPA revenue takes pressure off of District funding of mitigation
98 work.

99

100 Director Silverman asked about the \$750k set aside last year.

101 Valenti noted that the money has been returned to the unassigned funds and can be re-allocated.

102

103 There was no public comment.

104

105 2. Unassigned and Assigned Reserve Funds

106

107 Chief Tyler noted that the Finance Committee will review the funds in greater detail at their
108 meeting. The recommendation will be brought to the full board at the March 2, 2021 meeting.

109

110 Valenti reviewed each of the assigned reserve funds, the amount proposed, and the details of the
111 funding needs. He noted that the District has 9.27 months' worth of expenses of reserve funds.

112

113 Highlights:

114 \$738K of mitigation funding was returned to unassigned reserves.

115

116 EMS: \$938,000. EMS will be seeking grant money as well

117 Director Francisco noted that IFG is a good source for grant funding. He asked about purchasing
118 15 heart monitors. DC Menzel commented that the 15 units will outfit the front line fleet and the
119 reserve engines.

120

121 Unemployment Insurance: \$35,000, which is the amount recommended by the EDD.

122

123 Apparatus: \$2,600,000, representing a 5-year plan and includes ambulance remounts, engines
124 and a possible Type 6 engine purchase, which would save over a Type 3 purchase. The Chief
125 noted that the vehicle replacement plan can be extended if needed due to an economic downturn.

126

127 Facilities: \$500,000. The Tower expenses will be paid in this fiscal year.

128

129 Management Information Systems: \$456,000, which is also a 5-year plan.

130



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 12, 2021

131 Worker's Compensation: \$345,000 to cover non – Fasis related tail claims. This represents
132 funding at 70%. The District plans to increase to a 100% funding level over the next few years.

133
134 Protective Equipment: \$250,000

135 Director Francisco asked if the thermal imagers are NFPA compliant, which means they are
136 more expensive.

137 DC Menzel noted that they are. The current brand is ISG, and he will have to look up what the
138 new brand will be.

139
140 Director Francisco noted that he has been satisfied with Flair. He also asked how long heart
141 monitors are kept in service.

142 DC Menzel noted they are used for 8 years. He also noted the District is working on EMS and
143 Facilities replacement plans, akin to the vehicle replacement plan.

144
145 Director Francisco asked about buying 8 now and 8 in 4 years?

146 DC Menzel noted that it's important for the medics to have complete familiarity and
147 commonality on the monitor, and they want to avoid the reserve apparatus having different
148 models.

149
150 Compensated Absences: The reserve fund holds 40% of the \$2.7 million total, which represents
151 all accrued leaves. The proposed amount is \$1,100,000.

152
153 Retiree Health: \$2,400,000, which is 200% of the ADC.

154
155 Debt Sinking Fund: \$0

156
157 Retiree Unfunded Liability: 10% funding level is \$3,500,000. The funding liability is
158 \$35,000,000. The District will try to increase the funding level over the next few years.

159
160 The total proposed funding of assigned reserves is \$12,800,000, requiring an addition of
161 \$4,300,000 from unassigned funds. This equals 7.2 months of District expenses.

162
163 There was no public comment.

164
165 3. Rainy-Day Fund

166
167 Valenti commented the goal of the Rainy-Day fund is to cover expenses should the District lose
168 revenue of 15% or more. \$4,500,000 is equal to 2 months of District expenses. The fund sits at
169 \$4,200,000, and needs an additional \$386,000.

170
171 Director Silverman asked if the Board needed 3/5 votes to use the Rainy Day funds? Lexipol
172 policy 225 was reviewed, and confirmed that 3 Board members can vote to expend funds.
173 (*Correction - 3 votes to replenish the fund. 4 votes to expend funds*). This change from 4
174 Directors to 3 was made to cover an emergency situation where 4 members might not be
available to vote.



Novato Fire District Board of Directors
Special Board Meeting Minutes
February 12, 2021

175 There was no public comment.

176

177 Director Francisco noted that it's good that the District is supporting members with ATO for
178 Covid - 19 quarantine time.

179

180 **INFORMATION**

181 1. Directors asked for topics to be discussed at future retreats: MWPA relationship with
182 NFD, Zonehaven, ignition and evacuation simulations, EMS billing overview (past and
183 present),

184

185 **ADJOURNMENT**

186 There being no further business to conduct, President Metcho adjourned the meeting at
187 11:24 a.m.

188

189 Submitted by,

190

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

191

192 Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
February 25, 2021**

The Virtual Teleconferenced meeting was called to order by Director Davis at 9:00 a.m. in Novato CA, 94945.

ROLL CALL

Directors Bill Davis and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Admin. Asst. Lauren Galli.

OPEN TIME FOR PUBLIC EXPRESSION

None

CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 11.23.2020
2. Review of Fire Chief's credit card expenses: November, December, January (none)
3. Review of Deputy Fire Chief credit card expenses: November, December, January

M/s Goines/Davis to approve consent calendar items 1-3.

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0

NEW BUSINESS

1. Re-allocation of assigned and unassigned fund balances
Finance Committee reviewed and discussed the re-allocation of assigned and unassigned fund balances and made a recommendation to the full board.

Finance Director Valenti reviewed the assigned and unassigned fund balances as an opportunity for the Finance Committee to have a secondary review of the details prior to making a recommendation to the full board.

Director Davis asked if \$500,000 was adequate for the Facilities fund.

Valenti noted that it has been and is expected to be adequate for urgent issues.



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
February 25, 2021**

1

Valenti noted that the Compensated absence fund is funded at 40%. It represents 40% of the amount needed if every member of the District were to terminate employment, which is highly unlikely.

Chief Tyler noted that it is important to fund this account due to the aging workforce of the District. It covers a payout of accumulated Sick and Vacation Leave.

Valenti noted that the funding level could be increased or decreased depending upon analysis of future retirements.

Regarding the MCERA valuation study, Valenti noted that it's a conservative position. The MCERA report will be reviewed in greater detail at a future meeting.

In summary, the recommendation is to move \$4.2 million from unassigned funds to the various assigned funds. The amount remaining in unassigned funds is \$4.5 million. The current budget reserves translate to 9 months of operating expenses. The proposed amount will cover 7.82 months of operating expenses. The recommendation is to have 6 or more months of operating expenses.

There was no public comment.

1. M/s Goines/ Davis to recommend to the full board to approve a reallocation of the unassigned funds to the assigned funds as detailed by the Finance Director (spreadsheet attached).

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0

2. Rainy Day Fund – Committed Fund Balance 6/30/2020

Finance Committee considered whether to increase the Rainy Day Fund Balance by \$385,928 from \$4,199,942 to \$4,585,870.

Finance Director Valenti reviewed the detailed calculations of the Rainy Day fund, which is based upon the audited financials. Rainy Day funds require Board approval for expenditure, to be used in case of disaster or a 15% or greater decrease in revenue.

The fund should hold 2 months of operating expenses, which would total \$4.585 million. The current fund balance is \$4.2 million. To bring up the fund balance to the \$4.585 million would require an additional \$385,928.



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
February 25, 2021**

Director Goines and Davis agreed with the recommendations as presented.

Chief Tyler confirmed the District does recommend the fund be supplemented.

There was no public comment.

1. M/s Goines/ Davis to recommend to the full board to increase the Rainy Day Fund Balance by \$385,928 from \$4,199,942 to \$4,585,870.

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0

INFORMATIONAL ITEMS

1. Special Board of Directors Meeting – Retreat March 2, 2021 at 10:00 a.m.
 - a. The topic will be EMS Billing.
2. Regular Board of Directors Meeting March 3, 2021 at 6 p.m.
3. Finance Committee Meeting April 20, 2021 at 9 a.m.

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

Finance Director Valenti noted that future Finance Committee topics will be the preliminary budget and the MCERA valuation report.

Director Goines asked about the status of the contract negotiations and its budget implications. Chief Tyler noted that negotiations are on pause but expects they made start up in a month or so. Status updates will be discussed in closed session at regular board meetings.

Director Goines also asked if the Finance Committee is a good point of intake for MWPA funding discussion.

Chief Tyler noted that we can place that topic on future agendas. He noted he plans to update the full board on the activities of the Wildfire Mitigation division in late March/early April.



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
February 25, 2021**

ADJOURNMENT

There being no further business to conduct, President Silverman adjourned the meeting at 9:49 a.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
March 2, 2021

1 The meeting was called to order by President Metcho at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
8 Secretary Jeanne Villa, EMS Billing Analyst Shannon Wager, Admin. Asst. Stacey Hoggan.

9

10 **OTHERS PRESENT**

11 District Counsel Riley Hurd.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 None

15

16 **AGENDA ADJUSTMENTS**

17 None

18

19 **NEW BUSINESS**

20 1. EMS Billing Review

21

22 EMS Billing Analyst Shannon Wager (SW) gave a comprehensive review of the EMS Billing
23 practices and processes performed by the District.

24

25 Copies of the PowerPoint slides are attached for greater detail.

26

27 Highlights of the discussion:

28

29 Director Goines asked about the definition of hardship write-off qualification.

30 SW noted it's a federal poverty guideline, and each County has its own set of guidelines.

31

32 Counsel Hurd asked about the base rate.

33 SW noted it's \$2,447.16, and that the District writes off the deductible and coinsurance amounts
34 so there is no Out Of Pocket expense for Novato residents.

35

36 Director Davis asked if anyone pays in full.

37 SW noted about 5% do.

38

39 Director Silverman asked if the local hospitals are helpful supplying info needed to bill.

40 SW noted that the face sheets have good information, and she can always perform a skip trace to
41 secure insurance information.

42

43 Chief Tyler asked how long bad debt is carried?



Novato Fire District Board of Directors
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44 SW noted that bad debt going through the phase of attempting to gather insurance information,
45 billing the patient before moving on to collections, then into the collection phase could be more
46 than 1 year. SW noted that the Board receives requests to write off bad debt 4 times annually.

47
48 Chief Tyler asked how long it takes to receive Medicare and Medi-Cal payments.
49 SW noted it takes Medicare +/- 25 days. MediCal takes much longer.

50
51 Director Metcho asked about the amount Medicare reimburses for a transport.
52 SW noted it's about \$386-\$496.

53
54 Counsel Hurd asked about other sources of revenue for EMS services.
55 SW noted the District receives funds from the paramedic tax. There are also 2 government
56 reimbursement programs that make up some of the difference of the low Medicare and MediCal
57 payments known as GEMT and IGT.

58
59 Counsel Hurd noted that the District should as a government entity no profit from its services nor
60 lose money for delivering service.

61
62 Director Silverman asked if we are paid for AMA (non transports).
63 SW noted Medicare does not pay, and MediCal and HMOs pay about \$300.

64
65 Director Goines asked how the rates are derived, and are they comparable to other agencies.
66 SW noted the rates were established years ago, back in 1996, and have risen with inflation. For
67 supplies, there has been analyzation of the average cost per call, which has increased with
68 inflation.

69
70 Director Goines asked if it's ok to charge these fees and can we ensure we are not making a
71 profit?

72 Counsel Hurd noted a true fully burdened cost might be about \$3,500 per trip. Board members
73 noted that seems high. Counsel Hurd noted the District can set rates lower than cost when there
74 is a public benefit.

75
76 Director Goines asked about the history of the data used to set the base rate.
77 Counsel Hurd remembered there was historical data used initially.
78 SW noted that other agencies charge similar rates.

79
80 Chief Tyler commented that the Board may want to ask Staff to perform a study on the true
81 costs.

82
83 Director Metcho remembers discussion of rate setting in 2003, and could we review the minutes
84 from that year?

85
86 Counsel Hurd noted that 18 year old minutes might not be valid data to consider today, and
87 recommended an updated study.



Novato Fire District Board of Directors
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88
89 Director Francisco asked what happens when a good Samaritan calls for an ambulance that the
90 patient does not feel was necessary?
91 SW noted that no bill is sent for a refusal of treatment, no full assessment is performed, or dry
92 runs. The billing is based upon the details in the patient care report.
93
94 Chief Tyler asked what happens when a patient sends a payment in error.
95 SW noted the payment is posted, then immediately refunded.
96
97 There was a 10-minute break at 11 a.m.
98
99 The meeting resumed at 11:10 a.m.
100
101 Regarding payor mix, Chief Tyler noted that Novato is constructing a lot of senior housing. The
102 Medicare population in Novato will be increasing and so will the call volume, all while
103 reimbursements will decrease.
104 SW noted that billable calls have increased, while revenue has decreased.
105
106 Director Goines commented that total revenue from Medicare/MediCal has decreased from 3-5
107 years ago and it's a financial burden on the District. It's a troubling trend and the District will
108 need revenue to cover the real expenses.
109
110 Counsel Hurd noted as the payor mix changes, the District may need to get creative to cover
111 costs.
112
113 Director Francisco asked about the Wakefield fee.
114 SW noted it's 30% and the industry standard is 50%.
115
116 Director Goines asked if there are any internal issues affecting billing?
117 SW noted crews sometimes neglect to obtain a signature which can take a lot of time to secure
118 after the call. Face sheets that are missing can take 6 weeks to receive. Getting info from Kaiser
119 is a long and arduous process.
120
121 Chief Tyler asked about the high number of MediCal paper claims.
122 SW reviewed the timeframes to receive funds and why it can take over 180 days to receive
123 payment. MediCal blames its slow payments on Covid 19 staffing reductions, but Wager has
124 noticed "quick" denials. Eventually MediCal claims are getting paid, and a former EMS Biller
125 with the District has worked on the MediCal paper claims and reduced them by half.
126
127 Counsel Hurd noted that putting staffing on collections tasks seems worth the effort to recover
128 the fees.
129
130 Director Goines asked about the approach to attack claims.



Novato Fire District Board of Directors
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131 SW noted that you have to submit MediCal within 90 days or the claim is denied. With
132 Medicare, you have 1 year to submit.
133
134 Director Francisco had to leave the meeting at 11:50 a.m. due to a noon appointment.
135
136 The Board expressed their appreciation for Shannon Wager's diligence and hard work.
137
138 Counsel Hurd noted the institutional knowledge rests with 1 person. He noted it might be
139 valuable to do a cost/benefit to have a 2nd person in the division. Or consider a 3rd party service.
140
141 SW noted that 3rd party services take at least 10% of the revenue. When the District had a 3rd
142 party biller, the District received about \$1.2 million. With Wager processing the billing, the
143 District now receives \$1.6 million with no rate increases.
144
145 Chief Tyler noted that the District runs lean on staff. Wager noted that even with a 3rd party
146 billing service, the District still requires an "inside" member. Wager noted that Admin. Asst.
147 Stacey Hoggan is learning ambulance billing coding.
148
149 The Board agreed the presentation was well done and asked what future items should the Board
150 discuss.
151
152 Chief Tyler noted that the District can perform a rate study and bring it back to the Board for
153 review.
154
155 Finance Director Valenti noted that it's a cumbersome process to receive GEMT funds, and IGT
156 funds are a bit less complex.
157
158 SW noted that there is an upcoming training to ensure complete PCR completions by the crews
159 which will assist in the billing process.
160
161 Counsel Hurd left the meeting at 12:04 p.m.
162
163 There was no public comment.
164
165 Future topics to discuss were noted: 4-5 million in funding from the MWPA .

166
167
168 **ADJOURNMENT**

169 There being no further business to conduct, President Silverman adjourned the meeting at
170 12:08 p.m.

171
172 Submitted by,
173
174



Novato Fire District Board of Directors
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A handwritten signature in black ink, appearing to read "J Villa".

175
176
177 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Regular Board Meeting Minutes
March 3, 2021

1 The meeting was called to order by President Metcho at 6:00 p.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

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

9

10 **OTHERS PRESENT**

11 District Counsel Riley Hurd. Residents via zoom: Bruce Bartel and Nina Zee.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 Resident Bruce Bartel noted the Admin Office roof is looking good.

15 Resident Nina Zee asked if the Board recordings can be posted on the website.

16

17 **AGENDA ADJUSTMENTS**

18 None

19

20 **ASSOCIATION PRESIDENTS' REPORT**

21 None

22

23 **DIRECTOR MATTERS**

24 Director Silverman visited the Tower and noted the progress of the propane and electrical
25 installs.

26

27 Director Davis commented that 83% of the population over age 75 in Marin have been
28 vaccinated, and that 23% of the total population has been vaccinated.

29

30 Director Metcho noted that he also visited the Tower to see its progress.

31

32 **CHIEF'S REPORT**

33 Calendar Items:

34

- 35 • March 3rd Monthly BOD Directors Meeting
- 36 • March 4th Novato Fire Foundation Annual Meeting
- 37 • March 4th Update Negotiations Date with Jim Galli
- 38 • March 8th NFD SOC – Staff Start Up meeting
- 39 • March 11th ABM Update Meeting (AM TBD)
- 40 • March 18th Marin County Fire Chiefs Meeting
- 41 • March 24th NFD OPS Meeting
- 42 • March 25th FASIS Board Meeting
- March TBD, B/C Summit Preparation Meeting



Novato Fire District Board of Directors
Regular Board Meeting Minutes
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- 43 • March TBD Negotiations Meetings Restart

44 Highlights:

45 **Administrative Items:**

46 5 Candidates for NFD FF/PM have accepted conditional job offers. The candidates will go
47 through an extensive law enforcement background check, including lie detector, psychological,
48 and physical evaluations. It is anticipated that their in-house fire academy will begin mid-April
49 and last approx. 6 weeks.

50 Labor/Management Summit: Preparations are taking place for the proposed 2021
51 labor/management summit. B/Cs will meet first in March TBD, then members from the entire
52 represented groups will meet together in April. The focus of the facilitated meeting will be
53 organizational communication, trust, leadership, transparency & accountability. The anticipated
54 outcomes include a principled campaign plan to measure actualized improvements in those 5
55 stated priorities. In addition, the items will be integrated into our new 3-to-5-year organizational
56 strategic plan.

57 New WMS started March 1st: Samantha Seibert and James McDougall will be formally
58 introduced to the Directors at the April BOD meeting.

59 MCSO Dispatch Services: MCSO has proposed additional costs increases for next year. We are
60 currently being invoiced \$101,997 per quarter for dispatch services or \$407,986 per year. They
61 are proposing to increase our cost by \$164,279, which would raise our annual fees to
62 \$572,265. This is a significant increase of 40%; and does not include maintenance of our new
63 Tablet Command platform. I believe the increase is in response to the BOS reducing the Sheriff's
64 budget by over \$1.7M. He is trying to make up over \$700K by increasing fees on fire agencies.
65 We have notified MCSO to vacate the NFD Office space as they occupy the space at no cost for
66 back up dispatch consoles. The space is more important to us at the moment as we are expanding
67 our MWPA team. The MCFCA is currently looking at options for standing up a fire-based
68 dispatch which would provide us with better service, but would likely be more expensive to fund
69 and manage.

70 **OPS: D/C Menzel**

71 4 Structure Fires in the last 30 days:



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72 02/08/2021 at 06:56 - 1530 Armstrong Ave #16: (Mobile Home Park) 2 Alarm Fatal Fire with
73 another resident left in critical condition with burns. Mobile home fully involved with 2
74 exposures. The origin of fire was space number 16. There was heavy fire from all sides of the
75 front half of the mobile home and the roof had partially collapsed before we arrived making
76 entry not an option and the survivability profile zero. There were 2 trucks, 1 motorcycle and one
77 car that were fully or partially on fire as we arrived. There was a large fire load inside the mobile
78 home which made evacuation of the occupants and extinguishment of the fire difficult.

79 On 02/16/2021, at 05:42:34 hours 8 Oliva Drive, NFD responded code 3 for a report of a
80 structure fire with smoke in a building. Engine 63 discovered an extinguished kitchen fire with
81 two residents with possible smoke inhalation. The resident stated he was sleeping when he heard
82 the smoke alarm and went downstairs. He stated he saw a large pot on the stove with the kitchen
83 on fire and then used one and a half fire extinguishers to put the fire out.

84 02/23/2021 at 01:02 – 723 Bradley Ave., NFD responded to a reported single-story residence
85 with fire showing through the roof. Structure was vacant and under construction for an interior
86 remodel. E63 arrived at scene and was assigned Interior group by the IC. E63 notified the IC of a
87 partial roof collapse in the center of the structure.

88 03/01/2021 at 17:47 – 410 San Paulo Way, (Mobile Home Park) E64 arrived to find a single-
89 story mobile home with no smoke showing and a resident out on the front deck. Resident stated
90 there was an electrical fire in her wall by the kitchen. We could now smell smoke and heard a
91 smoke alarm sounding. E64 entered and found a flaming electrical outlet with smoke coming
92 from it and several switch plates.

93 **Promotions:** John Dicochea was promoted to B/C of Prevention beginning March 1st. Jeff
94 Lemelin was promoted to Captain beginning June 1st, to coincide with the new FF/PM going to
95 shift.

96 **Training: B/C Mesenburg**— Erich was on a family vacation this week.

- 97 • FF/PM Elaney Karabetsos and FF/PM Devon Solar completed and passed their 12-month
98 probationary exams.
- 99 • FF/PM Kevin Larson became qualified as an acting engineer on April 1st.
- 100 • B/C Mesenburg and B/C Freedman are working on preparations for the new recruit
101 academy with an anticipated start in mid-April. Capt. Mario Bernardini and Eng. Marvin
102 Blandon have been selected to assist with the upcoming recruit academy.
- 103 • Working on a new RIC/Mayday policy
- 104 • Completed the Block 2 training plan and pushed out to all members. Includes Annual
105 Driver Training, Vehicle Fire Evolution, Patient Packaging, Airbags and vehicle
106 stabilization, Prevention Training for fire sprinkler systems, traffic incident management,
107 MPMP/URVI training.



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- 108 • Hosted multi-company garden apartment manipulative drill and tower walk-through for B
109 shift.
110 • Completed Cal JAC Meeting

111 **EMS Divisions: B/C Scott Freedman:**

- 112 • Meet with crews for Q&A of NFD Covid Prevention Plan
113 • Standards of Cover Project Work
114 • Covid Testing, Collection and Shipping
115 • Working with Pinnacle to determine Wellness & Physical schedule for 2021
116 • Work with Shannon Wager on Notice of Privacy Practices Distribution Plan
117 • Worked with EMS Billing to resolve signature issue on PCR's

118 **Prevention Division: B/C John Dicochea:**

- 119 • Delivered smoke alarm flyers to Armstrong Mobile home park
120 • Bahia Firewise Homeowner Association Fire Adaptive Community Presentation
121 • CCAI Arson Training Completed—Lynne Osgood
122 • Fire Investigation Completed for Bradley Ave SF
123 • Fire Investigation Completed for Armstrong Mobile Home Park Fatal Structure Fire
124 • Updated our FEMA Grant—home hardening
125 • 73 Roadside assessments completed
126 • 20 Full home assessments completed
127 • 8 NOAA weather radios handed out and trained the resident its purpose/use
128 • 3 Vegetation management grants approved
129 • 2 Home hardening grants approved

130 **Facilities: Kyle Dague— Nothing to report**

131 **Tower: Chief Mesenburg**

- 132 • Water Use at tower issue resolved by MC Building Official
133 • Electrical Panel installed
134 • Working with Bargiacchi to build Fire Control instructor cadre
135 • Working with Pablo at NMWD to solve dichlorination issue
136 • Working with Lauren on plaque purchase, Pacheco on plaque installation
137 • Met with B64 - developing use agreement and fee schedule
138 • Working with Colleen on contractor to install bollards around propane tank

139 **Fleet: Chief Whittet:**

- 140 • U3- OOS in our shop with continued repairs (E62, Type I).
141 • U41 - OOS at Hi-Tech with repairs (E663, Type III). All other units in service.



Novato Fire District Board of Directors
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142 **CONSENT CALENDAR**

- 143 1. Minutes of Regular Board of Directors Meeting 02/03/2021
144 2. Ambulance Fee Debt Write Off Due to Hardship
145 Board approval is requested to approve a write-off of the designated ambulance billing
146 accounts.
147 3. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
148 Board approval of staff’s recommendation to write off the designated multi-year
149 uncollectible ambulance billing accounts totaling \$108,594.87
150 4. Minutes of Special BOD meeting 2/12/2021

151
152 There was no public comment.
153 M/s Silverman/Davis to approve Consent Calendar items 1-4
154 Roll Call Vote:
155 Ayes: Davis, Goines, Francisco, Silverman and Metcho
156 Noes: None
157 Abstain: None
158 Motion carried 5-0-0.

159
160 **NEW BUSINESS**

- 161 1. Re-allocation of Assigned and Unassigned Fund Balances
162 Board approval was requested to approve the Finance Committee’s recommendation to re-
163 allocate assigned and unassigned fund balances.

164
165 Finance Director Joe Valenti detailed the various fund balances that had been previously reviewed at the
166 Board Retreat on 2.12.21, and again by the Finance Committee on 2.25.21.

167 Highlights and Questions:
168 Chief Tyler noted there are mileage and age triggers for the replacement of apparatus and vehicles, but
169 that the District can extend the life span.

170
171 Director Silverman asked about grants for Thermal Imaging Cameras.
172 Chief Tyler noted that we always apply when eligible for grant funds, but the reserve account funds
173 would be spent if the District did not receive grant money.
174 Director Francisco noted that AFG grants are available for equipment over 10 years old or for newer
175 technology.

176
177 Valenti recommends a transfer from Unassigned to the various assigned funds totaling \$4,200,000. The
178 total of the unassigned fund balance covers 7.82 months of District operating expenses, which includes
179 the Rainy Day funds. Six months or greater is a good indicator of financial stability.

180
181 There was no public comment.
182 M/s Silverman/Francisco to approve the Finance Committee’s recommendation to re-allocate
183 assigned and unassigned fund balances.

184



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185 Roll Call Vote:
186 Ayes: Davis, Goines, Francisco, Silverman and Metcho
187 Noes: None
188 Abstain: None
189 Motion carried 5-0-0.

190
191

2. Rainy Day Fund – Committed Fund Balance

193 Board approval was requested to approve the Finance Committee’s recommendation to increase
194 the Rainy Day Fund Balance by \$385,928, from \$4,199,942 to \$4,585,870.

195

196 Valenti reviewed the Rainy Day fund balance and endorsed the recommended increase, to bring the fund
197 to the equivalent of 2 months of operating expenses.

198

199 Director Silverman asked about the voting requirements of 3 board members to increase the fund, 4
200 unanimous votes are needed to expend the funds – what if the Board cannot gather 4 members for a
201 vote?

202 Counsel Hurd noted there are emergency procedures in a crisis, whereas the Rainy Day funds would be
203 used for unbudgeted but important expenditures. In an emergency, there are many
204 procedures/waivers/processes to ensure continuity of the District. Rainy Day funds might be used if the
205 District saw a revenue decrease of 15% or greater. The Board would have time to gather and vote on
206 expenditures. Rainy Day funds might be considered a “last resort”.

207

208 Director Davis asked about a change in policy to voting of 4-1-0?

209 Counsel Hurd commented that extensive discussions were held on this issue. 3/5 to add funds, and a
210 unanimous vote by the board, of those present? Of 5/5? Counsel Hurd noted that post Covid members of
211 the public may be able to attend electronically, and the Brown Act will be updated.

212

213 There was no public comment.

214 M/s Silverman/Metcho to approve the Finance Committee’s recommendation to increase the
215 Rainy Day Fund Balance by \$385,928, from \$4,199,942 to \$4,585,870.

216

217 Roll Call Vote:

218 Ayes: Davis, Goines, Francisco, Silverman and Metcho

219 Noes: None

220 Abstain: None

221 Motion carried 5-0-0.

222

3. Marin County Employees’ Retirement Association Actuarial Valuation Report as of June 30,
2020

225 Board was requested to accept the Marin County Employees’ Retirement Association Actuarial
226 Valuation Report as of June 30, 2020. The Actuarial Valuation Report was adopted by the
227 MCERA Board at their February 10, 2021 meeting.

228



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229 Valenti reviewed excerpts of the MCERA report dated 6.30.2020. Notable highlights include:
230 A reduction in the investment return rate from 7% to 6.75%.
231
232 Director Silverman asked if that was standard across the industry.
233 Valenti noted that it follows the Cal Pers standard.
234
235 Valenti reviewed the trends and noted the County expects about a .75% increase in property tax revenue,
236 which is about \$150,000-\$175,000 for the District.
237
238 Director Silverman asked about the year 2024 when levels might equal 2020 regardless of the
239 performance of the stock market?
240 Chief Tyler noted that employment levels, income, revenues, etc, that it would be 2024 by the time we
241 would reach 2020 levels.
242
243 Director Silverman asked if the economic downfall is attributed to Covid?
244 Chief Tyler noted that the decline was steeper than the great recession, but the recovery will be faster.
245 Chief Tyler did not know if the Covid relief funds included special districts.
246 Counsel Hurd noted he has not heard of Covid funds available for pension funds.
247 Valenti noted that money has poured into the market, and there's been a 10 year bull market, but
248 MCERA is more conservative.
249
250 Director Silverman asked if the count of PEPRA employees is 22?
251 Valenti confirmed.
252
253 There was no public comment.
254 M/s Silverman/Goines to accept the Marin County Employees' Retirement Association Actuarial
255 Valuation Report as of June 30, 2020.
256
257 Roll Call Vote:
258 Ayes: Davis, Goines, Francisco, Silverman and Metcho
259 Noes: None
260 Abstain: None
261 Motion carried 5-0-0.
262
263 The Board paused for a brief break at 7:36 p.m.
264 4. Purchase of 3 Dodge Ram 2500 Pickup Trucks from Elk Grove Auto/Winner Chevrolet in an
265 amount not to exceed \$180,000.00
266 Board approval was requested to approve Staff's recommendation to purchase the 3 pickup
267 trucks from Elk Grove Auto/Winner Chevrolet under the State of California Contract # 1-18-23-
268 20B.
269
270 Deputy Chief Menzel confirmed that the cost is based on a government bid, and noted that the
271 current vehicles will be auctioned off.
272



Novato Fire District Board of Directors
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273 Director Metcho asked if the new vehicles will go to Battalion Chiefs.
274 Menzel noted that the vehicles start with the BCs and the current vehicles become utility
275 vehicles. The current utility vehicles are then surpluses.
276
277 Director Francisco asked there will be a shell and command table?
278 Menzel noted there is a diamondback cover, and the BCs set up their command unit as they
279 prefer.
280
281 There was no public comment.
282 M/s Goines/Metcho to approve Staff s recommendation to purchase the 3 pickup trucks from Elk
283 Grove Auto/Winner Chevrolet under the State of California Contract # 1 -18-23-20B.

284 Roll Call Vote:
285 Ayes: Davis, Goines, Francisco, Silverman and Metcho
286 Noes: None
287 Abstain: None
288 Motion carried 5-0-0.
289

290 5. Resolution No. 2021-2, a Resolution of the Novato Fire Protection District Ratifying the
291 Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist
292 James MacDougall.
293 Staff recommended approving the Employment Agreement between the District and Wildfire
294 Mitigation Specialist James MacDougall.
295

296 There was no public comment.
297 M/s Silverman/Davis to approve the Employment Agreement between the District and Wildfire
298 Mitigation Specialist James MacDougall.

299 Roll Call Vote:
300 Ayes: Davis, Goines, Francisco, Silverman and Metcho
301 Noes: None
302 Abstain: None
303 Motion carried 5-0-0.
304

305 6. Resolution No. 2021-3, a Resolution of the Novato Fire Protection District Ratifying the
306 Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist
307 Samantha Siebert.
308 Staff recommends approving the Employment Agreement between the District and Wildfire
309 Mitigation Specialist Samantha Siebert.
310

311 There was no public comment.
312 M/s Davis/Silverman to approve the Employment Agreement between the District and Wildfire
313 Mitigation Specialist Samantha Siebert.



Novato Fire District Board of Directors
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314 Roll Call Vote:

315 Ayes: Davis, Goines, Francisco, Silverman and Metcho

316 Noes: None

317 Abstain: None

318 Motion carried 5-0-0.

319

320 7. Bank Signature Cards Changes

321 Board approval was requested to accept Staff's recommendation to make the following revisions
322 to the bank signature cards listed below, and direct the Finance Director to revise the necessary
323 documents.

324

325 There was no public comment.

326 M/s Silverman/Davis to accept Staff's recommendation to make the following revisions to the
327 bank signature cards listed below, and direct the Finance Director to revise the necessary
328 documents.

329

330 Roll Call Vote:

331 Ayes: Davis, Goines, Francisco, Silverman and Metcho

332 Noes: None

333 Abstain: None

334 Motion carried 5-0-0.

335

336 8. Arborist for Vegetation Management

337 Staff recommended Board approve a contract with Sonoma-Marine Arborists, Inc. for tree
338 trimming and removal services for the purpose of creating defensible space within the Novato
339 Fire District on a project-by-project basis.

340

341 Chief Tyler noted that the contract amount needs to be raised for the projects where arborists are
342 needed for MWPA projects.

343 Director Silverman asked if these are MWPA projects.

344 Chief Tyler confirmed.

345 Director Goines noted that the projects cover multiple properties in the existing work plan.

346 Chief Tyler noted it will cover existing projects not yet completed, and future projects that the
347 MWPA approves.

348

349 There was no public comment.

350 M/s Goines/Silverman to approve a contract with Sonoma-Marine Arborists, Inc. for tree
351 trimming and removal services for the purpose of creating defensible space within the Novato
352 Fire District on a project-by-project basis.

353 Roll Call Vote:



Novato Fire District Board of Directors
Regular Board Meeting Minutes
March 3, 2021

354 Ayes: Davis, Goines, Francisco, Silverman and Metcho
355 Noes: None
356 Abstain: None
357 Motion carried 5-0-0.

358

359 **COMMITTEE REPORTS**

360

361 1. MERA (Directors Silverman and Metcho)

362 Director Silverman commented that at last week's meeting, they discussed contract RFPs for
363 several sites, there was an issue with the Motorola contract regarding the language of the site
364 prep responsibility.

365

366 2. Finance Committee (Directors Davis and Goines)

367 Director Davis noted all Finance Committee business was on this agenda.

368

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

370

371 Director Goines noted that there are 17 Board members and that 21 members of the public
372 attended. He noted that Chief Tyler is leading the Operations committee for the 2021-2022
373 program of work; and Captain Lynne Osgood is doing great work on the technical committee.
374 They are finalizing the administrative procedures, the code of conflict and bidding, etc. There are
375 many applicants for the Planning and Program Manager position. An RFP for CEQA compliance
376 assistance is out to bid. The Grand Jury has issued a report on *Roadblocks to Safe Evacuation in*
377 *Marin*. The MWPA has adopted zonehaven software, has done an assessment of the needs and
378 modeling ignitions, fires and consequences. Responded to the Grand Jury that the MWPA is
379 taking a leadership role, and is funding numerous projects, and is doing what needs to be done.
380 Strategic Planning is underway. Nearly all critical parts are coming together.

381

382 4. District Infrastructure Improvement Committee (Directors Francisco and Silverman)

383 Director Silverman noted that ABM did an initial walk through. Directors Francisco and
384 Silverman and the ABM group will meet on 3.11.2021, where they will get a report on the
385 assessment and findings and funding.

386

387 There was no public comment.

388

389 **FINANCIAL REPORTS**

390 There were no questions or public comment.

391 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, Month, 2020

392 2. Revenues and Expenditures Detail Financial Report January, 2020

393 3. Vendor Summary Financial Report, January, 2020

394 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
395 Bank Statement) January, 2020

396 5. District Monthly Contracts Information



Novato Fire District Board of Directors
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March 3, 2021

- 397 6. MWPA Year to date expenditures
398 7. Covid Expenditures over \$10,000: None
399

400 **INFORMATION**

- 401 1. Customer Satisfaction Survey Report, January 2020
402 2. Written Communications: 3 letters were read.
403 3. MERA Update
404

405 **CLOSED SESSION**

406 The Board entered closed session at 8:05 p.m. and re-entered open session at 8:38 p.m. There
407 was no reportable action.
408

409 **ADJOURNMENT**

410 There being no further business to conduct, President Silverman adjourned the meeting at
411 8:39 p.m.
412

413 Submitted by,
414

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

415
416
417 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
March 30, 2021

1 The meeting was called to order by President Metcho at 11:15 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

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

9

10 **OTHERS PRESENT**

11 District Counsel Riley Hurd.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 None

15

16 Villa exited the meeting at 11:16 as the Board entered closed session.

17

18 **CLOSED SESSION**

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

21 The Board -re-entered open session at 12:19. There was no reportable action.

22 **ADJOURNMENT**

23 There being no further business to conduct, President Silverman adjourned the meeting at
24 12:20 p.m.

25

26 Submitted by,

27

28

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

29

30

31 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

1 The meeting was called to order by President Metcho at 6:00 p.m. via Zoom.

2
3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5
6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording
8 Secretary Jeanne Villa, Battalion Chiefs Jeff Whittet and John Dicochea, WMS Supervisor
9 Yvette Blount, WMSs Siebert and MacDougall, Fire Inspector Lance Macdonald

10
11 **OTHERS PRESENT**

12 District Counsel Peter Spoerl. Residents via zoom: Bruce Bartel and Nina Zhito.

13
14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 Resident Nina Zhito stated “I just wanted to express my hope as we introduce more members of
16 your wildfire authority, and as they take oaths, that they are expressed with the fluency, that with
17 perhaps more fluency than we’ve heard before, and I’ll leave it at that. Just, so, as we I’d like
18 there to be an almost verbatim recitation of the oath of office, and we’ve heard some of your
19 previous recruits stumble over that. Some others have done, have taken those words quite to
20 heart and expressed them with this member of the public at least takes to be a faithful belief in
21 their commitment to public service. Thank you so much for all you do for public service.”

22
23 **PRESENTATION**

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

25 WMS Supervisor Yvette Blount introduced the District’s 2 new Wildfire Mitigation Specialists,
26 Samantha Siebert and James MacDougall. Ms. Blount read the bios of each, and they were
27 warmly welcomed to the District by the Board members.

28 **AGENDA ADJUSTMENTS**

29 Information on the MWPA quarterly report will be verbal.

30
31 **ASSOCIATION PRESIDENTS’ REPORT**

32 None

33
34 **DIRECTOR MATTERS**

35 Director Francisco commented that he and Director Silverman met with the ABM personnel, and
36 have another meeting at the end of the month. He noted it’s exciting to see the progress and the
37 new technology.

38
39 Director Davis commented that 25% of the total population has been fully vaccinated and
40 businesses are reopening.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

42 Director Metcho noted that he attended a CSFA webinar on equity and diversity talk given by
43 Chief Jeff Meston. He also completed his Knowbe4 and Target Solutions assignments.

44

45 **CHIEF'S REPORT**

46 Calendar:

47 April 7th Monthly BOD meeting

48 April 9th Fire Safe Marin Meeting

49 April 15th MCFCFA Retreat: Topics Fire Based Dispatch, Shared Services for Fleet Maintenance,
50 and a County Wide Emergency Preparedness Coordinator. MWPA Directors Meeting

51 April 16th: Welcome of 5 New FF/PM—Academy being held at Station 62 Tower.

52 April 19th: FDAC/FASIS Strategic Planning Meeting

53 April 21st ABM Adhoc Committee Update Scoping Meeting

54 April 27th MWPA Workplan Adhoc Subcommittee meeting

55 April 28th NFD OPS Meeting

56 April 29th Code Save Reunion Meeting—Survivor, bystander, and crews Station 61

57 April 29th MWPA OPS Committee—Work Plan Update

58

59 **Administrative Items:**

60 Deputy Chief Dmitri Menzel has announced his retirement date of July 16th

61 May 1st of this year will mark Chief Menzel's 30th year in the fire service. This is a combined
62 total time from my 4.7 years with the City of Sonoma and 25.5 years with NFD.

63 Budget Preparation Continues—items due for 1st draft by the end of the week. One of the goals
64 from our current Strategic Plan is that the Novato Fire District will plan and act for a sustainable
65 future. In support of that goal, we have committed to the following 4 strategies:

66 a. NFD will prepare responsible and accountable budgets that are tied to the Fire District's
67 adopted mission, goals, and strategies; and

68

69 b. NFD will identify and implement efficiencies in existing expenditures in order to reduce
70 existing costs when possible; and

71

72 c. NFD will fund reserves in such a way that provides for some level stability during
73 economic downturns (COMPLETED, March 3, 2021); and

74

75 d. NFD will provide evidence to justify the community benefit of its adopted budgets,
76 expenditures, and reserves.

77

78 As we prepare your expense items division heads and program supervisors are asked to be
79 prepared to demonstrate our approved strategies. If possible, try to keep your proposed division
80 expenditures at or below last year's levels.



Novato Fire District Board of Directors
 Regular Board Meeting Minutes
 April 7, 2021

	Item	Dates	Notes
1	2021/22 budget template released	March 15, 2021	All Divisions
2	Requested return date of preliminary division expenditures	March 29, 2021	All Divisions
3	Compilation of division expenditures	March 29 th to April 9 th , 2021	Finance Division
4	Version 1 Budget Review Meeting	Week of April 12 th	C60, C61, Finance Director Meeting
5	Additional versions, reviews, meetings	April 12 th to April 23 rd , 2021	Division Heads
6	Draft version to SPECIAL Finance Committee	May TBD	Special Meeting if needed
7	Additional revision & review	May 15 th to May 29 th , 2021	C60, C61 & Finance Director
8	Final Preliminary Budget to Finance Committee-SPECIAL MEETING	June TBD	If Needed
9	Final Preliminary Budget to BOD (SPECIAL MEETING if required)	June TBD	BOD must adopt by June 30 th
10	Changes of Substance, Significant Updates Review to Final Budget	July 2021	Revisions such as CalPERS health care, MOU, etc itemized by Joe into staff report prior to final
11	Final Budget to Finance Committee	July 20, 2021	Regular Finance Committee Meeting
12	Final Budget to BOD	August 4, 2021	Regular meeting Assumes a Quorum—provides for a full 2-3-weeks reschedule if necessary

- 81
- 82 B/C Negotiations will restart on April 13th. It is anticipated that we will also restart talks with
- 83 the NPFA and NSAS groups.
- 84 Finance Division is working with the County of Marin Finance Division providing additional
- 85 information for cost recovery for COVID support roles and functions.
- 86 Finance Division is supporting interim audit—testing ahead of year end—internal controls,
- 87 policy adherent. Information fed into year-end audit. In addition, Department of healthcare
- 88 services audit of the 2018 GEMT Cost Report is going on concurrently.
- 89 Standards of Cover analysis continues--BOD Directors to be interviewed for stakeholders
- 90 interview in our SOC document: Directors Francisco and Silverman have stepped up to
- 91 participate.
- 92 NFD has signed on to a letter urging the legislature to dedicate a portion of the State’s allocation
- 93 of the American Rescue Plan Act funds to fire districts in desperate need of relief funding.
- 94 California’s fire protection districts continue to serve tirelessly as vital frontline responders
- 95 during the ongoing COVID-19 pandemic; however, access to relief funding for our agencies has
- 96 been limited, causing an undue burden on fire protection and emergency medical services. This
- 97 has been especially true for agencies that are special districts, whose work alongside other
- 98 government agency partners to gain direct access to federal stimulus funding has been
- 99 disappointingly unsuccessful to date.



Novato Fire District Board of Directors
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100 Chief Menzel & I have followed up with our contact at Insurance Services organization (ISO)
101 and provided additional clarifying information on our operations deployment, staffing, and water
102 supply. We are waiting for confirmation to maintain as a class 1 ISO rating agency. We should
103 hear back in the next few weeks if they are satisfied with our submission.

104 Marin County Fire Chiefs' Association will meet April 15th for a brief goal setting session, will
105 receive year end reports from its OPS, Training, Prevention subcommittees, and will focus on
106 two possible shared services initiatives: Fire Based Dispatch & Fleet Mechanics Services.

107 College of Marin—Fire Technologies Advisory Meeting: I participated in a meeting with this
108 group to learn more about possible future college-based programs that may be offered locally to
109 help with training for future workforce (Paramedic, Wildland Fuels Reduction Crews, Prevention
110 tracks).

111 Saturday, April 3rd Rucker Baseball Field Clean Up Day at Olive School was a success. Helping
112 to prep the field for the start of little league season.

113 **OPS: D/C Menzel**

114 Structure Fire Tuesday Night in Ignacio Area—Single Family Dwelling, room and contents fire,
115 origin: bedroom, cause: electrical.

116 **OPS monthly meeting:**

117 Discussed the new installation of a “hyper sight” device on one of the command vehicles. Will
118 be adding to type III and Out of County Type I units as well as command vehicles. Hyper sight
119 allows the crews to see through smoke. It is an enhanced situational awareness tools that helps
120 direct the attack and enable the quickest escape when needed. [HYPERSIGHT - Vehicle-
121 Mounted TIC \(hyper-sight.com\)](#). Also discussed R&D’s recommendation to purchase Oasis
122 Valves (OV) to replace our existing tri-wye configuration. This device is being recommended to
123 help solve the pressure and flow from friction loss and elevation challenges when we went from
124 5-inch large diameter hose to four inch supply line, without interruption of waterflow in an initial
125 attack. [TFT Oasis Hydrant Valve on Vimeo](#) . We also introduced the command team to Nate
126 Kowalski, our labor counsel and did a 30 min discussion with Nate on FBOR related issues.
127 Lastly, we continued our discussions on command team performance and consistency related to
128 covid mask wearing in the fire stations and during EMS training sessions.

129 Chief Menzel is working on updating our policies and procedures for a Line of Duty Death or
130 serious injury

131 **Training: B/C Mesenburg**

132 Academy planning with Bernardini and Blandon

133 Block 3 planning

134 E64 task book training - vent and auto x



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

135 Meeting with BioMarin, MCHMRT, and Prevention
136 Performed EOC training with Jeffries
137 Worked on Red Card flow sheet with Lauren
138 Worked on Training Grounds re-supply system with trigger points
139

140 **EMS Divisions: B/C Scott Freedman:**

141 Planning for CPR Re-Cert for all members
142 Narcotic Restocking
143 COVID Test Collections & Shipping
144 Research on Vehicle Disinfection System
145 Planning for Peer Support Suicide Intervention Class
146 Research on Vehicle Narcotic Storage system
147 Attended Marin EMS STEMI Advisory Committee meeting
148

149 **Prevention Division: B/C John Dicochea:**

150 Met with C60, C61, and P61 to layout the MWPA work plan and hiring of Vegetation Manager
151 Attended FireSafe Marin meeting to plan future workshops: Novato volunteered to host the May
152 19th meeting
153 Presented a Fire Adaptative presentation to the P.E.O. Woman's group
154 Planning meeting for Crew block training at Millworks
155 30 Home assessments completed (1 HOA)
156 123 Roadside assessments completed
157 22 NOAA weather radios handed out and trained the resident on its purpose/use
158 4 Vegetation management matching grants processed
159 3 Home hardening matching grants processed
160

161 **Facilities: Kyle Dague**

162 ABM Zoom meeting Monday regarding solar options. Solar Storage & City of Montebello BES
163 Case Study. The discussion will be a deeper dive into solar storage. Second full ABM &
164 Committee meeting set for April 21st with additional review on the full scope of the assessment.
165

166 **Tower: Chief Mesenburg**

167 Step landing is ready for install. Date being set with Trent Construction to complete.

168 **Fleet: Chief Whittet**

169 All units are currently in service. Surplus Update--Advertised at Unit 5 Engine 64 \$25K Offer
170 \$17,500 Fire College in Washington. Advertised Tiller Truck \$400K, & Ambulance at \$3,500.
171 All offered on Firefighter daily dispatch.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

172 --End of Report--

173 **CONSENT CALENDAR**

174 1. Minutes of Regular Board of Directors Meeting 3.3.21

175 2. Minutes of Special Board of Directors Meeting 3.2.21

176 3. EMS Billing Hardship Write Off Request.

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

179 ▶ F19011448-1 \$790.00

180 ▶ F20016563 \$3,623.04

181 4. Minutes of Special Board of Directors Meeting 3.30.21

182

183 There was no public comment.

184 M/s Silverman/Davis to approve Consent Calendar items 1-4

185 Roll Call Vote:

186 Ayes: Davis, Goines, Francisco, Silverman and Metcho

187 Noes: None

188 Abstain: None

189 Motion carried 5-0-0.

190

191 **NEW BUSINESS**

192 1. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2020

193 Board approval was requested to accept staff's recommendation to perform the audit with a 3%
194 sample size.

195

196 There was no public comment.

197 M/s Davis/Goines to accept staff's recommendation to perform the audit with a 3% sample size.

198

199 Roll Call Vote:

200 Ayes: Davis, Goines, Francisco, Silverman and Metcho

201 Noes: None

202 Abstain: None

203 Motion carried 5-0-0.

204

205 2. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar
206 Year 2020

207 Board approval was requested to accept staff's recommendation to perform the audit with a 3%
208 sample size.

209

210 There was no public comment.

211 M/s Silverman/Francisco to accept staff's recommendation to perform the audit with a 3% sample size.

212

213 Roll Call Vote:



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

214 Ayes: Davis, Goines, Francisco, Silverman and Metcho

215 Noes: None

216 Abstain: None

217 Motion carried 5-0-0.

218

219 3. Communications Center Cost Increase

220 Staff recommended approving a proposed amendment from the County of Marin

221 Sheriff's Office for an increase in the cost for emergency dispatch, 911, and related CAD

222 based services.

223 Chief Tyler detailed the amendment regarding the contract for dispatching services received
224 from the Marin County Sheriff's Office (MCSO). He noted they have been our dispatchers for
225 over 25 years. The MCSO has vacated our extra office where they had installed a backup
226 dispatch office years ago. Legal counsel has reviewed the document.

227 Director Silverman asked if the MCSO costs have been audited.

228 Chief Tyler commented that they have done internal audits only.

229

230 Director Francisco asked what the current costs are.

231 Chief Tyler responded they are \$481,000, and the increase is \$91,500, or about 19%. He noted
232 the price tag is a bargain, and that a Fire only dispatch would cost more.

233 Director Francisco asked if the Fire Agencies are looking into a fire dispatch only solution.

234 Chief Tyler commented that the Marin Fire Chiefs are looking into it.

235 Director Metcho asked if the contract is annual.

236 Chief Tyler noted it is.

237 Director Francisco commented that the control and training is better with a fire only dispatch, but
238 in the case of Active Shooter, the coordination is important.

239 Director Davis commented that it would be good to review with other agencies.

240 Chief Tyler noted that they will, and will research the efficiencies and the cost savings.

241 Director Francisco asked if NFD is no longer the backup dispatch

242 Chief Tyler noted they have a mobile unit, and NFD is not certain that the backup dispatch room
243 had been kept up to date.

244 Director Francisco asked if the County can handle a Tubbs-like incident.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

245 Chief Tyler noted that a BC can go to dispatch to help
246 Chief Menzel noted that a fire only dispatch would lead to better control, and the District has no
247 ability under the current situation to add dispatchers.
248 Director Silverman noted the personnel alone could run over \$1,000,000.
249 Chief Tyler noted MCSO has 10 dispatchers and are moving to hire 2 more. MCSO is a cheaper
250 alternative, but with fire based dispatch, there is better control of calls, training and management.
251 Director Francisco asked if there are any Lessons Learned after Tubbs
252 Chief Menzel noted that we have MDTs and Tablet Command and Chief Tyler added that all
253 Marin agencies have Tablet Command or are planning to use it soon.
254 There was public comment from Bruce Bartel: are other agencies paying the increase
255 proportionally, and what would be the timeframe to create a fire-based solution
256
257 Chief Tyler noted the increase is proportional and based upon the population served. He noted it
258 could be 2-3 years before a fire-based solution was complete.
259
260 Nina Zhito commented Do I understand correctly a private contractor is being proposed?
261
262 Director Metcho responded “no”.
263
264 M/s Silverman/Davis to approve a proposed amendment from the County of Marin Sheriff’s
265 Office for an increase in the cost for emergency dispatch, 911, and related CAD based services.
266
267 Roll Call Vote:
268 Ayes: Davis, Goines, Francisco, Silverman and Metcho
269 Noes: None
270 Abstain: None
271 Motion carried 5-0-0.

COMMITTEE REPORTS

275 1. MERA (Directors Silverman and Metcho)

276 Director Silverman commented that at the last meeting, the Executive Director Maureen
277 Cassingham announced her retirement at the end of April. Contracts will be going out soon for
278 bid and site work is looming. There was a surplus donation from Sacramento to keep us running
279 until Next Gen is up and running.
280

281 2. Finance Committee (Directors Davis and Goines)



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

282 Director Davis noted there was no meeting but the next meeting is 4.20.21.

283

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

285

286 Director Goines noted that all 5 areas reported out on their work plans. There's a lot of work
287 being done. He noted the incredible work done by Deputy Fire Marshal Lynne Osgood on the
288 technical advisory committee. He also noted the work of Chief Tyler who is leading the
289 operations committee. The MWPA is close to a draft of the next work plan for the coming year.
290 The MWPA has conditionally offered a job for an assistant to Mark Brown. The environmental
291 consulting groups have been narrowed to 2. The strategic plan with metrics is coming along. On
292 4/24/21 at 9 a.m. Director Goines will be a speaker representing Northern California with a them
293 of *What Are We Doing to Make A Difference*. Director Goines will forward the link to the
294 webinar.

295

296 District Infrastructure Improvement Committee (Directors Francisco and Silverman)

297 Director Francisco commented under Director Reports.

298

299 There was no public comment.

300

301 FINANCIAL REPORTS

302 There were no questions or public comment.

303 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, February, 2021

304 2. Revenues and Expenditures Detail Financial Report February 2021

305 3. Vendor Summary Financial Report, February 2021

306 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
307 Bank Statement) February 2021

308 5. District Monthly Contracts Information

309 6. MWPA Revenues and Expenditures February 2021

310 7. Covid Related Purchases Over \$10K: None to report.

311

312 INFORMATION

313 1. Customer Surveys Month 2021

314 2. MWPA Customer Surveys Month 2021

315 3. Written Communications: 3 letters were read.

316 4. MERA Update

317 5. LAFCO Workshop Flyer: 4.29.21

318 6. Quarterly MWPA Update: Battalion Chief John Dicochea reviewed the progress of the
319 MWPA projects in process or completed as of the first quarter of 2021.

320 BC Dicochea noted the Mill Valley evacuation simulation in conjunction with Google was not an
321 MWPA event. He also noted that he is working to have Zonehaven accept the already configured
322 35 zones that Novato has created for evacuation routes. He also commented that the WMS are
323 working on Round 1 of assessments, which is leading to grant requests, which will then lead to a
324 round 2 assessment of homes.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 7, 2021

325
326 **CLOSED SESSION**
327 None.

328
329 **ADJOURNMENT**
330 There being no further business to conduct, President Metcho adjourned the meeting at
331 7:10 p.m.

332
333 Submitted by,
334

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

335
336
337 Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors
Finance Committee Meeting Minutes
April 20, 2021**

The Virtual Teleconferenced meeting was called to order by Director Davis at 9:00 a.m. in Novato CA, 94945.

ROLL CALL

Directors Bill Davis and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Admin. Asst. Lauren Galli, Deputy Fire Chief Dmitri Menzel, Contracts Administrator Colleen Walraven.

OPEN TIME FOR PUBLIC EXPRESSION

None

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

M/s Davis/Goines to approve consent calendar items 1-3.

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0

NEW BUSINESS

1. Revision to Policy 216, Credit Card Purchases

Board approval was requested to accept staff's recommendation to accept the policy update.

Finance Director Valenti discussed the proposed changes to the Credit Card Purchases policy.

There was no public comment.

M/s Goines/ Davis to recommend to the full board to approve changes to Credit Card Purchases Policy 216.



**Novato Fire District Board of Directors
Finance Committee Meeting Minutes
April 20, 2021**

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0

2. Revision to Board of Directors Policy #225 Regarding Gifts

Board approval is requested to accept staff's recommendation to accept the policy update.

Finance Director Valenti discussed the updates to Policy 225 Regarding Gifts.

Director Goines and Davis agreed with the recommendations as presented.

Chief Tyler confirmed the District does recommend the fund be supplemented.

There was no public comment.

M/s Goines/ Davis to recommend to the full board to accept changes to Policy 225 Regarding Gifts.

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0

3. Revision to Policy 214, District Check Writing and Electronic Fund Transfers

Board approval was requested to accept staff's recommendation to accept the policy update.

Finance Director Valenti discussed the importance of updating this policy to address procedural updates.

Chief Tyler answered questions regarding transfers and reiterated the importance of the updated policy.

There was no public comment

M/s Goines/ Davis to recommend approval to the full board.



**Novato Fire District Board of Directors
Finance Committee Meeting Minutes
April 20, 2021**

Roll call vote.
Ayes: Goines, Davis
Noes: None
Abstain: None
Motion carried 2-0-0

4. Update Disposition of Surplus Property Policy #221
Staff recommended updating the Disposition of Surplus Property Policy by adding three new options: 1) Sealed bid, 2) Negotiated sale 3) Selling for scrap.

Contracts Administrator Colleen Walraven briefed the committee on her findings after review the current policy and found updates were required to include an additional option.

There was no public comment

M/s Goines/ Davis to recommend approval to the full board.

Roll call vote.
Ayes: Goines, Davis
Noes: None
Abstain: None
Motion carried 2-0-0

5. Special Assessment Tax Rate 2021/2022
Finance Committee reviewed and discussed the Special Assessment Tax Rate and Consumer Price Index adjustment for 2021/2022 to make a recommendation to the full Board.

Committee discussed the implications of the adjustment during the Covid-19 pandemic.

There was no public comment

Direction given to staff to take item to the full Board with a more in depth presentation on the matter.



**Novato Fire District Board of Directors
Finance Committee Meeting Minutes
April 20, 2021**

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 had no further items to discuss or request for Committee consideration.

ADJOURNMENT

There being no further business to conduct, Director Davis adjourned the meeting at 9:41 a.m.

Submitted by,

A handwritten signature in cursive script, appearing to read "J Villa".

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Regular Board Meeting Minutes
May 5, 2021

1 The meeting was called to order by Vice President Davis at 6:00 p.m. via Zoom.

2

3 **ROLL CALL**

4 Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 President Steve Metcho was Absent.

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Battalion Chief John Dicochea, Finance Director Joe Valenti, HR Manager
10 Gretchen Felciano, Engineer Marvin Blandon, Purchasing Administrator Colleen Walraven,
11 Recording Secretary Jeanne Villa.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd and Peter Spoerl. Residents Bruce Bartel and Susan Nadler.

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 Ms. Nadler of Pleasant Valley commented about the PGE's tree cutting program that left a lot of
18 detritus to be cleaned up by residents. Recology did not want to pick it up either. Ms. Nadler
19 asked for the Fire District to see if they can help in any way. The Fire Marshal will reach out.

20

21 **AGENDA ADJUSTMENTS**

22 None.

23

24 **PRESENTATION**

25 Chief Tyler introduced the 5 new Firefighter/Paramedics who are currently completing their fire
26 academy training. He read a brief bio on each new member. The Board welcomed Gabriel
27 Wilkosz, Anthony Lopez, Justin Duchscher, Ryan Przestrzelski, and Greg Meyer to the Novato
28 Fire Family.

29

30 **ASSOCIATION PRESIDENTS' REPORT**

31 None

32

33 **DIRECTOR MATTERS**

34 Director Davis commented that he was very impressed with the WMS assessment at the Marin
35 Valley Mobile Home Park. They did a great job of educating and assisting residents. It is an
36 exceptional program.

37

38 Director Francisco commented that he attended a meeting with ABM, and received better info,
39 and the process is moving along.

40

41 **CHIEF'S REPORT**

42 Calendar Items:

- 43
 - Friday May 7th: MWPA Workplan subcommittee meeting



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- 44 • Tuesday May 11th: Code save Reunion 0900 hrs IFO Station 61
- 45 • Wednesday May 12th: FASIS Special Board Meeting
- 46 • Wednesday May 12th: Leadership Novato, Novato Chamber Online Graduation 5:00 pm
- 47 • Thursday May 13th: Labor/Management COVID-19 Plan Updates
- 48 • Friday May 14th: Monthly Fire Safe Marin Meeting
- 49 • Monday May 17th: Remembering Steven Rucker Golf Tournament, Marin County Club
- 50 • Wednesday May 19th: Special Board Meeting—Study Session: Budget and Novato
- 51 Proposed Priorities for MWPA Workplan
- 52 • Wednesday May 19th: Wildfire Preparedness Community Zoom Workshop: Novato
- 53 • Thursday May 20th: MCFCA Monthly Meeting
- 54 • Friday May 21st: Community Wildfire Safety Program (CWSP) Wildfire Safety
- 55 Working Session for Marin Public Safety Partners, with a focus on PG&E's safety plans
- 56 and preparedness efforts for Marin County for the 2021 year. Topics for this working
- 57 session may include: Key focus areas for 2021 Public Safety Power Shutoffs (PSPS),
- 58 Marin feedback implemented into workplans, Progress on local wildfire safety projects,
- 59 Customer and community support, & PSPS preparedness and planning.
- 60 • Tuesday May 25th: Fire Season and workplan presentation to the Novato City Council
- 61 • Wednesday May 26th: NFD OPS meeting
- 62 • Thursday May 27th: NPFA Negotiations Meeting
- 63 • Tuesday June 1st: Chamber of Commerce Government Affairs Committee Meeting
- 64 • Wednesday June 2nd: Monthly NFD BOD meeting

65
66 Highlights:

67
68 Administrative Items:

69 2021/22 NFD Budget: Items have been submitted for consideration. We are working on
70 completing the draft for the BOD to review in a study session on May 19th. We have also
71 scheduled a Finance Committee meeting for May 24th. We anticipate then bringing it back to the
72 BOD at the June Monthly meeting. If we need additional preparation time we will schedule a
73 special BOD meeting later in June.

74
75 We have one NFD fire captain currently off on Covid leave. There were no known or reported
76 work related exposures as a result. He is symptomatic. It is anticipated that he will be off one
77 additional set.

78
79 B/C Negotiations continue. We have met twice since the restart and exchanged proposals. We
80 will meet again the end of May.

81
82 NPFA Negotiations: I have asked NPFA Pres. Dan Peters for their availability to restart
83 negotiations with our rank and file. May 27th.

84



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85 The Labor/Management Summit is being rescheduled (likely June now). This is due to
86 prioritizing the desire to make progress on the negotiations over Organizational Strategic
87 Planning. This was at the request of both labor groups.
88

89 MWPA 2021/22 Workplan: Priority items have been submitted to the OPS Ad hoc committee for
90 review. There were approx. 130 projects and programs submitted over the 5 geographical areas.
91

92 We will share our Novato proposed items with you all at the May 19th Special BOD meeting.
93 The Fire Academy for 5 new FF/PM is progressing well. They are entering week 3 of 8.
94

95 Workers Comp: We currently have 4 employees out on W/C. 1 of the 4 is on light duty (LD).
96

97 Last year NFD applied and was accepted to participate in a free NFPA Community Risk
98 Assessment Pilot Program in partnership with My Sidewalk. We worked with NFPA to build a
99 dashboard that outlines our demographics and can be used to target risk reduction efforts to
100 different audiences based on demographics or types of calls. Below is the link to the NFPA CRA
101 Pilot program, the only way to access the dashboard is through the link. Take a look at some of
102 the demographic charts and maps.

103 [https://dashboards.mysidewalk.com/template-commprox1-template-phase-ii-
104 5903d36572fa/welcome](https://dashboards.mysidewalk.com/template-commprox1-template-phase-ii-5903d36572fa/welcome)

105
106 ABM Meetings have resumed. The committee received additional information on all scoped
107 items and high-level “all-in” cost estimates discussed to date. Emphasis was on solar installs and
108 locations. Battery storage is not feasible at this time and was removed from their
109 recommendations based on system sizing, rising costs and lower anticipated savings. All projects
110 identified to date were just under \$7M. After additional discussions we can see a path forward to
111 reduce the scope that brings the project in at just over \$6M with a 20-year 2.5% finance strategy.
112

113 The committee will meet again the week of May 10th to discuss further. Joe Valenti will be
114 advising on the budget and financing assumptions.
115

116 Small Gas-Powered Engine Ordinance: We were contacted by the City of Novato Community
117 Development Division to inquire about potential impacts to the Fire District based on draft
118 language to eliminate certain small gas-powered engine equipment in Novato City limits (mainly
119 leaf blowers and other landscaping tools). This appears to be mostly driven due to noise
120 complaints from citizens from landscape maintenance work primarily on the weekends, but I
121 understand that the California Governor is also putting forward legislation (AB 1346) that would
122 eliminate the sale of new gas-powered small engine equipment by 2024. We will be working
123 with the city to carve out an exemption for certain NFD uses for various equipment. This may
124 have an impact on equipment used for future fire fuels vegetation reduction projects as well. [CA
125 bill to ban sale of gas-powered leaf-blowers, lawnmowers | The Sacramento Bee \(sacbee.com\)](#)
126

127 OPS: D/C Menzel— Chief Menzel conducted our monthly OPS meeting. Topics included but
128 not limited to: All division updates, a 2021 Fire Season Overview, Tower, MWPA, COVID,



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129 Hyper sight installs, Tablet Command, shift transfer requests. We also had a FBOR spotlight
130 training on supervisor notes.

131
132 May 1st signifies the start of the 2021 Wildland Fire Season. Lack of rainfall and higher than
133 normal temperatures continue to dry out fuels, which affects fuel moistures and increase high
134 energy release rates. We are preparing for another challenging fire season. Training for May
135 focuses on RT-130 which is the refresher training and engine company field training exercises.

136
137 To provide the best, most efficient, rapid and safe response to a wildfire in a station's first due
138 area, all stations that cross staff type III engines (63 & 65) should respond in the apparatus that
139 best meets this goal. The intent is to get the first due apparatus to the fire without delays of
140 switching gear to a crossed staff unit.

141
142 Training: B/C Mesenburg—

- 143 • Supported academy activities with Bernardini and Blandon
- 144 • Completed draft of 2.5" aloft JPR
- 145 • Academy continued to improve the grounds - felled three dead trees for saw training
- 146 • Participated in Explorer drill night
- 147 • Finalized Block 3 training plan & pushed out to all members
- 148 • Met with new shift A/C trainers - Pacheco, Taul, Bargiacchi
- 149 • Developed yearly A/C training plan
- 150 • Assisted Macdonald with Millworks training for C Shift
- 151 • Assisted B65 with MPMP / URVI training for A Shift
- 152 • Completed After Action Report for 2nd Alarm SF at 805 Diablo Ave
- 153 • Completed draft and submitted update of RIC policy to C61 for review
- 154 • Hosted R&D Committee meeting
- 155 • Oasis valve implementation plan created
- 156 • Investigating less expensive option for wrapping ladder tips in reflective tape
- 157 • Coordinating with B17 on countywide wildland training May 10-15 at St. Vincent's
158 property

159
160 EMS Divisions: B/C Scott Freedman:

- 161
- 162 • Worked on contract for Joel Fay, Psychologist BH training
- 163 • Worked on Tablet Command Policies and Release Form
- 164 • Collection and shipping of COVID tests
- 165 • Marin County EMS Authority in conjunction with the Fire Branch has completed field
166 guide 10.0 updates for PPE considerations in the field.
- 167 • Work on push out of Death Communication class to members via Target Solutions
- 168 • Meeting with NCH staff regarding PPE issue / Stroke notification / Pulsara notification
- 169 • Meeting with AT&T FirstNet Rep regarding billing platform
- 170 • Worked on command vehicle ID plate project



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- 171 • Worked on disposal of expired narcotics
172 • Worked on project to move narcotic restocking downstairs at Sta. 61
173 • Follow-up with KNOX rep regarding Med Vault and Key Retention quotes
174
175 Prevention Division: B/C John Dicochea:
176
177 • Kickoff meeting with Kreativz on strategic multi media plan for MWPA services
178 • Follow up on access problem on Capilano Dr. driveway angle of departure issue
179 • Met with San Rafael Fire regarding Engineers test next week (Dicochea proctor)
180 • Zonehaven meeting- Scheduled a meeting with NPD on 5/10/21
181 • Met with Housesavers regarding Hydrant paint MSA
182 • Participated in the ATC MWPA meeting to discuss the 2021-2022 projects
183 • Coordinated work crews in Wild Horse Valley to pull broom following bird nesting
184 survey.
185 • Revised NFD program submittals for MWPA
186 • Working with CAL OES on FEMA Grant
187 • Final Training – Millworks (C-Shift)
188 • Worked on Diablo Fire Investigation
189 • Completed Fire Investigation 17 Monroe
190 • Updated “Spot fire” Investigation file/map etc. (shared via GOOGLE DRIVE)
191 • 2 Weed abatement follow ups
192 • 12 Plans returned to city or county or contractors for the week
193 • Bluebeam electronic plan review testing and fine-tuning
194 • Two Lunches at the Park with community Leaders
195 • Correspondence with Novato residents, contractors, window companies, HOA’s
196 • Roadside ERS Report development
197 • 78 Home assessments completed
198 • 245 Roadside assessments completed
199 • 68 NOAA weather radios handed out and trained the resident on its purpose/use
200 • 6 Vegetation management matching grants processed
201 • 2 Home hardening matching grants processed
202

203 Facilities: Kyle Dague

- 204 • Dedicated electrical circuit and outlets install complete at all fire stations and admin to
205 accommodate existing employee EV charging. Working on policy for EV charging in
206 review.
207 • Tower: Chief Mesenburg—updates:
208 • Step installed by Trent Construction
209 • Classroom options being gathered
210 • Bollard installation scheduled for Monday
211

212 Fleet: Chief Whittet: All units are in service.



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213 **CONSENT CALENDAR**

- 214 1. Minutes of Regular Board of Directors Meeting 4.7.21
215 2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
216 Board approval of staff’s recommendation to write off the designated multi-year
217 uncollectible ambulance billing accounts totaling \$49,030.21
218 3. Ambulance Fee Debt Write Off Due to Hardship
219 Board approval is requested to approve a write-off of the designated ambulance billing
220 accounts.

221
222 There was no public comment.

223
224 M/s Goines/Francisco to approve Consent Calendar items 1-3.

225
226 Roll Call Vote
227 Ayes: Davis, Francisco, Goines, Silverman
228 Noes: None
229 Absent: Metcho

230
231 M/c 4-0-1
232

233 **NEW BUSINESS**

- 234 1. 2021 Voting District Reapportionment
235 The Board received staff report and entertained a motion to provide staff direction on how to
236 complete state-mandated reapportionment of voting districts.

237
238 District Counsel Spoerl reviewed the history of the previous redistricting actions. The districts’
239 boundaries will need to be re-evaluated based on the new census data that was just released. This
240 will need to be done by 11/1/21, and will require 2 public hearings: one to consider the proposed
241 boundaries, and the second to adopt the boundaries.

242
243 The District can hire a consultant to devise the districts into equal populations, or involve 3 other
244 options:

- 245 1. An advisory committee can be appointed to make recommendations to the Board
246 2. A Hybrid committee of appointees makes 2 recommendations, and the Board must accept
247 1 of them.
248 3. The Board appoints an independent body who proposed any necessary changes to
249 boundaries. There is no Board approval.

250
251 Counsel recommended retaining a redistricting consultant to review the data, propose changes in
252 compliance with the requirements, and the Board can select the best option.

253
254 Counsel recommended that the Board direct staff to contract with a redistricting consultant. Use
255 of the prior consultant might be efficacious as they will have the data from 2 years ago.
256



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257 Director Francisco asked if the District has the prior data and is a review necessary?
258 Counsel Spoerl noted that the process is necessary and we do have the prior data. If there is no
259 change in population by district, the borders might remain as is.
260
261 Director Goines noted that he remembers that there is a percentage threshold that would trigger a
262 change in boundaries.
263 Counsel Spoerl will look into what the percentage change might be.
264
265 Director Francisco asked about the cost of the consultant.
266 Counsel Spoerl noted it may have been about \$60,000, but should be less this time.
267 Counsel Hurd noted that the District was forced to redistrict to avoid fines and penalties, and we
268 knew the District would be repeating the exercise in a couple of years. Covid 19 may have
269 affected population numbers in each District. He also noted there are many watchdog groups that
270 will keep their eye on agencies to compliance.
271
272 There was no public comment.
273
274 M/s Silverman/Goines to receive the staff report and to authorize Staff to get into contract with a
275 redistricting consultant to complete state-mandated reapportionment of voting districts.
276
277 Roll Call Vote
278 Ayes: Davis, Francisco, Goines, Silverman
279 Noes: None
280 Absent: Metcho
281
282 M/c 4-0-1
283
284 2. Fuel Tank Maintenance Costs
285 Staff recommended increasing the not-to-exceed amount of the District's three-year term
286 contract with Armour Petroleum from \$25,000 to \$60,000. The District has reached the
287 contract's not-to-exceed amount sooner than expected due to repairs, and the replacement of two
288 pumps, hoses, and the addition of a pedestal/stand for the new diesel pump at Station 61.
289
290 Purchasing Administrator Walraven noted that there are about \$6,000 in maintenance and about
291 \$35,000 in repairs that could be incurred by the end of the year.
292
293 Director Francisco asked about tank replacement.
294 Chief Tyler noted that a tank replacement schedule is an item to be added to the Strategic Plan.
295
296 There was no public comment.
297
298 M/s Silverman/Francisco to approve increasing the not-to-exceed amount of the District's three-
299 year term contract with Armour Petroleum from \$25,000 to \$60,000
300



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301 Roll Call Vote
302 Ayes: Davis, Francisco, Goines, Silverman
303 Noes: None
304 Absent: Metcho

305
306 M/c 4-0-1

307
308 3. Resolution 2021-6 Arson Awareness Week May 2-8, 2021
309 Staff recommended adoption of Resolution 2021-6: a resolution of the Board Of Directors of the
310 Novato Fire Protection District declaring May 2-8, 2021 to be Arson Awareness Week.

311
312 Battalion Chief Dicochea outlined the details of the resolution.
313 Director Francisco asked about use of 3D laser mapping and drones.

314
315 Chief Dicochea and Chief Tyler noted that the District does not own this type of tech, but has
316 access to it via Marin County Sheriff and other fire agencies.

317
318 There was no public comment.

319
320 M/s Silverman/Goines to adopt Resolution 2021-6: a resolution of the Board Of Directors of the
321 Novato Fire Protection District declaring May 2-8, 2021 to be Arson Awareness Week.

322
323 Roll Call Vote
324 Ayes: Davis, Francisco, Goines, Silverman
325 Noes: None
326 Absent: Metcho

327
328 M/c 4-0-1

329
330
331 4. Adoption of Resolution 2021-7 Proclaiming May 2 – 8, 2021 as Wildfire Preparedness
332 Week.

333 Board approval is requested to adopt Resolution 2021-7 proclaiming May 2 – 8, 2021 as
334 “Wildfire Preparedness Week”.

335
336 Battalion Chief Dicochea detailed the content of the resolution, and noted the educational
337 campaign and the public outreach that the District is performing. He also noted the Resource
338 Center for the public that is available on the Novato Fire website.

339
340 The Board gave their kudos to the WMS Division for their hard work.

341
342 There was no public comment.

343



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344 M/s Goines/Francisco to adopt Resolution 2021-7 proclaiming May 2 – 8, 2021 as “Wildfire
345 Preparedness Week”.

346

347 Roll Call Vote

348 Ayes: Davis, Francisco, Goines, Silverman

349 Noes: None

350 Absent: Metcho

351

352 M/c 4-0-1

353

354 5. Revision to Policy 216, Credit Card Purchases

355 Board approval was requested to accept staff’s recommendation to accept the policy update.

356

357 There was no public comment.

358

359 M/s Goines/Francisco to accept the policy update.

360

361 Roll Call Vote

362 Ayes: Davis, Francisco, Goines, Silverman

363 Noes: None

364 Absent: Metcho

365

366 M/c 4-0-1

367

368 6. Revision to Board of Directors Policy #225 Regarding Gifts

369 Board approval was requested to accept staff’s recommendation to accept the policy update.

370

371 There was no public comment.

372

373 M/s Goines/Silverman to accept the policy update.

374

375 Roll Call Vote

376 Ayes: Davis, Francisco, Goines, Silverman

377 Noes: None

378 Absent: Metcho

379

380 M/c 4-0-1

381

382 7. Revision to Policy 214, District Check Writing and Electronic Fund Transfers

383 Board approval was requested to accept staff’s recommendation to accept the policy update.

384

385 Finance Director Valenti detailed the changes made to the policy regarding electronic fund
386 transfers: use of a bank token, updated controls, limited staff authorization, and a limit on
387 receiving funds. He noted that in an emergency, expenditures would fall under the emergency



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388 procurement guidelines. For non-emergency exceptions to the policy, the Finance Committee
389 and Board of Directors would need to review and approve.

390
391 There was no public comment.

392
393 M/s Silverman/Francisco to accept the policy update.

394
395 Roll Call Vote
396 Ayes: Davis, Francisco, Goines, Silverman
397 Noes: None
398 Absent: Metcho

399
400 M/c 4-0-1

401
402 8. Update Disposition of Surplus Property Policy # 221
403 Staff recommended updating the Disposition of Surplus Property Policy by adding three new
404 options: 1) Sealed bid, 2) Negotiated sale 3) Selling for scrap.

405
406 Counsel Hurd noted his approval of the policy updates and recommended the Board add
407 direction to Staff to add language indicating that this surplus policy does not apply to real
408 estate/land. There is a different process required for disposition of real estate.

409
410 There was no public comment.

411
412 M/s Silverman/Goines to accept the policy update.

413
414 Roll Call Vote
415 Ayes: Davis, Francisco, Goines, Silverman
416 Noes: None
417 Absent: Metcho

418
419 M/c 4-0-1

420
421 9. Establish special tax rate for 2021/2022
422 Finance Committee reviewed and discussed the Special Assessment Tax Rate and
423 Consumer Price Index adjustment for 2021/2022 and gave direction to Staff to bring the
424 item to the full Board of Directors. Staff made the following recommendation:

425
426 a. Adopt Resolution 2021-04, increasing the current Special Assessment Tax rate of
427 9.82 cents per square foot for Residential and 14.73 cents per square foot for
428 Commercial to 9.99 cents per square foot for Residential and 14.98 cents per square
429 foot for Commercial to adjust for inflation. The measurement used for inflation is the
430 Consumer Price Index (CPI) published by the U.S. Bureau of Labor Statistics and



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431 represents the changes in prices of all goods and services purchased for consumption
432 by urban households. The annual increase in the CPI for 2020 was 1.72%.

433
434 Director Davis commented that with Covid and unemployment, he would like clarity on the need
435 for the increase, and could the District do without the increase for inflation?

436
437 Finance Director Valenti detailed the need to stay current with inflation. He noted that for a
438 2,000 sq foot home, the annual increase is approximately \$3.40. For a 1,000 sq foot home, the
439 increase would be about \$1.70 annually.

440
441 Chief Tyler noted that if the inflationary increase is not applied, in 10 years, it results in an
442 aggregate loss of about \$1,000,000 for the District.

443
444 The District has about \$400,000 in pandemic related costs, and has not yet received any federal
445 or state reimbursements. There are also about \$1,100,000 in wildfire costs that have yet to be
446 reimbursed by FEMA.

447
448 The Chief also noted that when the ordinance was written and voted on by the citizens of
449 Novato, the inflationary costs were factored into the ordinance language.

450
451 Counsel Hurd noted that the Board has a fiduciary duty to the citizens of Novato to not charge
452 more or less than is required to provide services.

453
454 Director Francisco asked about an option to defer the tax with a bigger increase next year.
455 Counsel Hurd noted the District has done a “catch up” in the past, and while public relations
456 should not be a deciding factor, the District might not be able to catch up if inflation is really
457 high.

458
459 Chief Tyler noted that previous boards have always preferred smaller annual increases.

460
461 Public Comment: Bruce Bartel noted that he is OK with the increase, and is very aware of the
462 Board’s continual efforts to keep costs down. He felt the modest increase was not offensive.

463
464 M/s Goines/Silverman to adopt Resolution 2021-04, increasing the current Special Assessment
465 Tax rate of 9.82 cents per square foot for Residential and 14.73 cents per square foot for
466 Commercial to 9.99 cents per square foot for Residential and 14.98 cents per square foot for
467 Commercial to adjust for inflation.

468
469 Director Goines noted that 3-4 months ago, he might have not voted for an increase. But more
470 recently he has noted a drop in the public’s need for assistance from charitable organizations that
471 he is familiar and associated with. The burden is lifting and the increase is modest.

472 Roll Call Vote

473 Ayes: Davis, Francisco, Goines, Silverman

474 Noes: None



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475 Absent: Metcho

476

477 M/c 4-0-1

478

479 10. CEQA and Biological Services for Marin Wildfire Prevention Authority

480 Staff recommended contracting with WRA, Inc. (Environment Consultants) for CEQA and

481 Biological Services for Marin Wildfire Prevention Authority to perform fuel abatement work at

482 selected sites throughout twenty-nine (29) sites in Novato's open space areas.

483

484 Chief Tyler detailed the contract which will be funded by the MWPA.

485

486 There was no public comment.

487

488 M/s Silverman/Francisco to approve contracting with WRA, Inc. (Environment Consultants) for

489 CEQA and Biological Services for Marin Wildfire Prevention Authority to perform fuel

490 abatement work at selected sites throughout twenty-nine (29) sites in Novato's open space areas.

491

492 Roll Call Vote

493 Ayes: Davis, Francisco, Goines, Silverman

494 Noes: None

495 Absent: Metcho

496

497 M/c 4-0-1

498

499 **COMMITTEE REPORTS**

500

501 MERA (Directors Silverman and Metcho)

502 Director Silverman commented that Executive Director Maureen Cassingham has retired. The

503 ED is Mary Morris Morago. Contracts and bid packages have moved forward. Radios have been

504 distributed. Fire apparatus will have radios installed.

505

506 Finance Committee (Directors Davis and Goines)

507 Director Davis noted that the Finance Committee agenda items are on this agenda.

508

509 Marin Wildfire Prevention Authority Board (Director Goines)

510 Director Goines noted that he gave a presentation and although he couldn't provide a link, he

511 does have a PowerPoint. The MWPA hired an assistant to Mark Brown. Also in discussion is

512 hiring an environmental consultant, as each agency will not be hiring their own.

513

514 MWPA is considering adopting the 18 recommendation for environmentally sound practices for

515 wildfire mitigation.

516

517 There are about 130 projects in the works. Chief Tyler and Captain Osgood are playing a major

518 role in getting these projects moving forward.



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519 District Infrastructure Improvement Committee (Directors Francisco and Silverman)
520 Comments given by Director Francisco in Director Matters section.

521
522 **FINANCIAL REPORTS**

- 523 There were no questions or comments.
- 524 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, Month, 2020
 - 525 2. Revenues and Expenditures Detail Financial Report Month, 2020
 - 526 3. Vendor Summary Financial Report, Month, 2020
 - 527 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
528 Bank Statement) Month, 2020
 - 529 5. District Monthly Contracts Information
 - 530 6. MWPA Year to date expenditures
 - 531 7. Covid Related Purchases Over \$10K: None to report.

532
533 **INFORMATION**

- 534 1. Customer Satisfaction Survey Report, March 2021
- 535 2. Written Communications – 2 letters were read.
- 536 3. MERA Update

537
538 **CLOSED SESSION**

539 The Board entered closed session at 7:52 p.m.

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

547
548 The Board re-entered open session at 8:32 p.m. There was nothing to report.

549
550 **ADJOURNMENT**

551 There being no further business to conduct, Vice President Davis adjourned the meeting at
552 8:32 p.m.

553
554 Submitted by,

555
556


557
558
559 Jeanne Villa, Recording Secretary



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1 The meeting was called to order by President Metcho at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording

8 Secretary Lauren Galli, Prevention Battalion Chief John Dicochea, Deputy Fire Marshal Lynne

9 Osgood, ASM Jeanne Villa.

10

11 **OTHERS PRESENT**

12 Single call in member of the public

13

14 **OPEN TIME FOR PUBLIC EXPRESSION**

15 None

16

17 **AGENDA ADJUSTMENTS**

18 None

19

20 **NEW BUSINESS**

21 1. MWPA Proposed Novato Work Plan

22

23 Deputy Fire Marshal Lynne Osgood gave a comprehensive review of proposed Novato projects
24 for the upcoming year.

25

26 Copies of the projects are attached for greater detail.

27

28 Highlights of the discussion:

29

30 DFM Osgood discussed the 7 core projects and their estimated cost. She explained how all
31 projects will be environmentally compliant per CEQA (California Environmental Quality Act)
32 guidelines.

33

34 Director Silverman asked if the District owned a chipper machine.

35

36 DFM Osgood explained that we don't own one, and it's best for the District to hire a professional
37 tree company who is trained to operate the machine for the proposed NFD chipper days to reduce
38 liability.

39

40 Further discussion regarding the projects ensued.

41

42

43

44



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45 2. 2021-2022 Budget Review

46
47 Fire Chief Bill Tyler, Finance Director Joe Valenti and the Board had a high level discussion on
48 the budget for 2021-2022. Chief Tyler informed the group that the upcoming Finance meeting
49 would offer a deeper dive into the budget process.

50
51 Finance Director Joe Valenti informed the Board he would go over more details in the Finance
52 Committee meeting on May 24, 2021.

53
54 New Business Item 2 was tabled for discussion at the special finance committee meeting. No
55 action taken.

56
57 There was no public comment.

58
59
60 **ADJOURNMENT**

61 There being no further business to conduct, President Silverman adjourned the meeting at
62 11:03 a.m.

63
64 Submitted by,

65
66


67
68
69 Lauren Galli, Recording Secretary



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
May 24, 2021**

1

The Virtual Teleconferenced meeting was called to order by Director Davis at 10:00 a.m. in Novato CA, 94945.

ROLL CALL

Directors Bill Davis and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Deputy Chief Menzel, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, Admin. Asst. Lauren Galli.

OPEN TIME FOR PUBLIC EXPRESSION

None

NEW BUSINESS

1. Review of draft preliminary budget for fiscal year 2021/2022

Finance Committee reviewed and discussed the revenues and expenditures drafted for the preliminary 2021/2022 budget. and made a recommendation to the full board.

Chief Tyler noted his goal is to have the budget remain flat and conservative, and to focus on the strategic initiatives.

Finance director Joe Valenti reviewed the revenue sources and upcoming expenditures in detail.

Highlights:

The District is hoping to receive 100% of Covid related costs from the County of Marin exclusive of standby time. Other expenses may be recovered at 75%.

Director Goines noted the preliminary budget does not include the fiscal effects yet of the upcoming negotiated contracts.

Finance Director Valenti noted the upcoming budget year in the salary and benefits category will have a higher mix of lower step firefighter/paramedics who are also lower benefit cost Pepra employees.

Director Davis asked what is the cost difference between a top step firefighter paramedic in the classic benefit tier versus a new firefighter/paramedic in the Pepra tier.



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
May 24, 2021**

1

Finance Director Valenti noted some expense categories that seem to represent a large increase actually represent an increase back to pre-Covid spending such as seminars, school, and conferences.

Another category with a large expenditure increase is Prevention marketing and education and outreach.

Finance Director Valenti noted that in regard to MWPA related expenses, he will be working on a comprehensive plan to make sure Novato is in alignment with other agencies as to how MWPA related expenses are calculated.

Director Davis asked about the category of equipment testing. Deputy Chief Menzel noted that we need to bring tank storage up to current code, and there's also annual testing of ladders and other equipment like SCBA's.

Another category with a large increase is consulting fees, a good portion of which will be spent on a consultant to assist with the mandatory redistricting survey that the District must complete in 2021, following the results of the latest census that was wrapped up in 2021

Director Goines asked about the Zonehaven launch and its value-added elements.

The Directors asked about the closing of Fireman's fund impact.

It was noted that at some point the RDA's in the District will convert to property tax.

After a thorough review of the revenue and expenditures, the Finance Committee agreed to call a special board meeting in late June, to recommend the full board review and adopt the 2021/2022 Final Preliminary draft budget.

There was no public comment.

1. M/s Davis/Goines to recommend the full board approve the final preliminary budget at a special meeting to be set in late June.

Roll call vote.

Ayes: Goines, Davis

Noes: None

Abstain: None

Motion carried 2-0-0



**Novato Fire District Board of Directors
Finance Committee Special Meeting Minutes
May 24, 2021**

ADJOURNMENT

There being no further business to conduct, Director Davis adjourned the meeting at 11:49 a.m.

Submitted by,

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

Jeanne Villa, Recording Secretary

2021 / 2022 ANNUAL BUDGET SUMMARY

Operating Budget Expenditures (Pages 1 - 6)	\$ 29,721,235
Capital Budget Expenditures (Page 7)	1,779,400
Inter Governmental Transfers	<u>1,000,000</u>
Total Expenditures	<u>32,500,635</u>
Revenues (Page 9)	\$ 33,805,035
Decreases to Assigned Fund Balances (Page 8)	
Building Facilities	107,000
Apparatus Replacement	1,630,000
Management Info Sys Reserve	<u>42,400</u>
Total Decreases to Assigned Fund Balances	1,779,400
(Increase) to Unassigned Fund Balance	<u>(3,083,800)</u>
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u>\$ 32,500,635</u>

Special Tax 9.99 cents per square foot residential and 14.98 cents per square foot commercial

2021 / 2022 ANNUAL BUDGET SUMMARY

	Adopted Budget 2020 / 2021	Proposed Budget 2021 / 2022	Percentage Change
<u>Program Expenditures</u>			
Emergency Medical Services	\$ 7,925,349	\$ 8,221,886	
Risk Reduction Prevention & Mitigation Operations	1,187,039	1,214,455	
Organizational Resources & Support	11,192,746	11,093,133	
Training	8,360,850	8,659,276	
	<u>517,275</u>	<u>532,485</u>	
Total Program Expenditures	<u>\$ 29,183,259</u>	<u>\$ 29,721,235</u>	1.84%
<u>Summary by Category</u>			
Personnel	\$ 24,081,967	\$ 24,408,720	1.36%
Services and Supplies	4,523,444	4,734,527	4.67%
Debt Service	<u>577,848</u>	<u>577,988</u>	0.02%
Total Summary by Category	<u>\$ 29,183,259</u>	<u>\$ 29,721,235</u>	1.84%
<u>Personnel (Allocated Positions)</u>			
Full Time	77	77	
<u>Revenues</u>			
General Funds	<u>\$ 33,838,820</u>	<u>\$ 33,805,035</u>	-0.10%
<u>Capital Outlay</u>			
Emergency Medical Services	\$ -	\$ -	
Risk Reduction Prevention & Mitigation Operations	-	-	
Organizational Resources & Support	3,716,500	1,779,400	
Training	<u>-</u>	<u>-</u>	
Total Capital Outlay	<u>\$ 3,716,500</u>	<u>\$ 1,779,400</u>	-52.12%



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

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

ROLL CALL

Directors Lj Silverman, Steve Metcho, Bill Davis, Shane Francisco and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa. Also present: Purchasing Administrator Walraven, Admin Assistant Lauren Galli.

OTHERS PRESENT

District Counsel Riley Hurd, Novato Residents: Bruce Bartel.

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Silverman, Director Metcho and Director Davis commended Director Francisco on his Rotary presentation.

Director Francisco discussed the firing operations class he participated in with the District at Lake Sonoma. He also mentioned the MWPA webinar and found the information to be very useful.

Director Goines wanted to share that his neighbors and friends have expressed their appreciation of the Wildfire Mitigation Specialist program and all the work their doing for Novato residents.

Director Metcho mentioned the code save reunion that took place on May 11th, 2021 and that he was happy to see a good outcome. Director Metcho also expressed his sympathy for the firefighter killed in Los Angeles.

CHIEF'S REPORT

Calendar:



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

June 2 Regular BOD Monthly Meeting
June 2-3 FBOR Training
June 3 Fire Chief Chamber of Commerce Zoom Presentation, 11:30 am
June 7th Meet & Greet with Ismaili Community—Mayor & Police Chief
June 8 NCOA Negotiations
June 15 SOC Update Meeting to review the Community Risk Assessment section
June 16 NPFA Negotiations
June 17th MCFCA Monthly Meeting
June 21 SPECIAL BOD BUDGET ADOPTION Meeting
June 22 NSAS Negotiations Meeting
June 23 OPS Meeting
June 23-25 MCFD Control Burns—H Ranch
June 24 FASIS Board Meeting
June 26-27 Novato ART STROLL, Grant Ave. NFD Booth Wildfire Prevention

Administrative Items:

We are thrilled to announce Firefighter/Paramedic Nicole Scott has been selected by the California State EMS Authority as a 2020 recipient of a California EMS Award for her extraordinary contributions to EMS in California. She is one of only 38 others throughout the state to be recognized. Nicole has been chosen for the “EMS Cross” award. This award recognizes a uniformed EMT who by act and deed represents the most outstanding achievement or accomplishment in EMS over an extended period of time. This is the highest award that can be conferred in the absence of extreme conditions and extraordinary circumstances. Nicole has been chosen to receive this award for her dedication, leadership, and innovative thinking to address the behavioral health of firefighters. Nicole is dedicated to the community she serves and provides a high-level care to all patients. As the District's 2017 Employee of the Year, Nicole genuinely cares about the health and safety of all our firefighters and actively seeks new and innovative ways to share what she has learned with her colleagues. Nicole has found local and regional qualified and culturally competent clinicians and resources to connect with fellow firefighters in beneficial and meaningful ways. Selected by the Northern California Fire Chiefs Association to participate on the Behavioral Health Task Force, Nicole has participated in many hours of training, and has now become one of the leading voices in the State for peer support. A virtual awards ceremony is being scheduled for early July 2021. Details are still being finalized. Up to date information on the awards ceremony can be found at: www.emsa.ca.gov/awards

NPFA Negotiations on May 27th was constructive and collaborative. NCOA Negotiations meeting is rescheduled to June 8th. The BOD will receive an update on negotiations in closed session next Wednesday.



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

I made a presentation on the fire season outlook and work plan update to the Novato City Council on Tuesday May 25th. You can watch the presentation here--Follow the link and then select C.2: https://novato.granicus.com/MediaPlayer.php?view_id=7&clip_id=1711

MWPA 2021/22 Workplan and budget has been adopted by the MWPA!

We have submitted letters again this week to our regional congressman, senator, and the governor as they and their colleagues negotiate the final budget and how to allocate the nearly \$100 billion in additional funds, between the state's unanticipated surplus and the \$27 billion in federal COVID-19 relief funds, we are urging them to dedicate funding to special districts providing critical fire protection services to local communities who have been impacted by pandemic response. While cities and counties have received multiple billions in relief --appropriately so -- our districts are unique in that they have received none.

Workers Comp: No change--currently have 4 employees out on W/C. 2 of the 4 is on light duty (LD).

OPS: D/C Menzel— The Marin County Fire Department completed several controlled burns scheduled in Novato for May 26, 27, and 28. These controlled burns are part of the annual training regimen for seasonal firefighters and a way to reduce wildfire fuels. We sent our new hires to participate. We will debrief on the event and any public feedback before additional burns are completed.

Training: B/C Mesenburg—

Followed up on R&D committee and Safety committee projects

RT-130 didactic delivered to A Shift

Recorded version of RT-130 sent as a Vector Solutions assignment to the seven members unable to attend one of the three live versions

Prepped for FBOR class - MBO, printed materials, set up space, organized w instructor

Training Burns: Coordinated training burn plan with shift BCs and media with PIO

Participated all three days with MRN organizers

Completed Blandon ENGB task book firing requirement

Completed FFT1 task books for all 5 new hires - excellent live fire training

EMS Divisions: B/C Scott Freedman:

Follow-up on NCH ICU Interfacility Transfer Issue

Work on compiling stats for NPD on homeless calls at Lee Garner Park

Assisted with RT-130 Class for A Shift

Work on finalizing Tablet Command Mobile Memo and push-out

Attended ACLS Re-Cert class

Work on updating Tablet Command on several apparatus



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

Work on procuring FirstNet demo phones for shift/admin B/C's
Participated in URVI training drill for new hires
Purchase and research of Hypersight camera and mounting system
Research on keyless narcotic storage system for apparatus
Work on new hire evaluation form for 6 shift ride along
Meeting with B62 regarding router & camera installs on apparatus
Took new hires to County EMS for intro and to take accreditation test
Work on Command Vehicle ID Project
Create survey for new hires regarding EMS training portion of academy
Meeting with Pulsara rep to determine integration with Image Trend
Narcotic restocking

Prevention Division: B/C John Dicochea:

Followed up with MCFD B/C Graham Groneman regarding public notifications of H-Ranch training burns
Attended and participated in A-shift RT130
Attended Statutes/Regulations and LRFC classes Dicochea & Wade (3 days)
Followed up on Chevy Colorado pickups and stopped by LEHR Electric to check on the progress
Zoom meeting with Chief Tyler and Kristin (Kreativz) regarding the Branding/marketing plan for the WMS program
Completed bird surveys for Marin Highland Park grass cutting & Lined out crews in Marin Highland Park to cut 100' from homes on Blanca, Plata, Cabro Court and Marin Highland Park
Participated in the MCFIT monthly meeting
Participated as a panel member for the MCF Fire Inspector oral board
WMS NFPA Certification test this Saturday in Santa Rosa 5/29
39 Home assessments completed
109 Roadside assessments completed
23 NOAA weather radios handed out and trained the resident on its purpose/use
26 Vegetation management matching grants processed
7 Home hardening matching grants processed

Facilities: Kyle Dague—Working on Station 63-bathroom fix

Tower: Chief Mesenburg—updates:

Purchased portable restroom x 2
Plaque hung with care
Emergency exit door installed on smoke maze

Fleet: Chief Whittet:



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

U3- OOS with cracked frame, status of parts from Spartan still unknown.

U40- Is ready to go back in service once the Academy finishes with it at the training burn

All other units are in service



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

CONSENT CALENDAR ITEMS

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 Write-off

There was no public comment.

M/s Goines/Davis to approve consent calendar items 1-3.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

NEW BUSINESS

1. Renewal of IT Support Services Contract with Marin IT

Board approval was 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.

Chief Tyler detailed the contract specifics. Questions regarding security and software were answered by IT Analyst Villa.

There was no public comment.

M/s Silverman/Davis 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.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

2. Marin Emergency Radio Authority (MERA) JPA Renewal

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

It was noted that the MERA bond has been fully paid.

There was no public comment.



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

M/s Francisco/Goines to accept Staff's recommendation to renew the MERA JPA.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

3. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS Membership

Board approval was 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.

Chief Tyler noted that having gone to the market every 2 years for price comparison, FASIS remains the best price for coverage and service.

There was no public comment.

M/s Davis/Silverman 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").

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

4. Fuel Delivery Contract

Board approval was 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.

Chief Tyler noted the fee over the rack rate increased but is locked in for 3 years.
There was no public comment.



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

M/s Goines/Francisco 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.

Roll call vote.

Ayes: Davis, Francisco, Goines, Metcho and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

COMMITTEE REPORTS

MERA: Director Silverman discussed the transition with the new Executive Director of MERA and how she seems to be doing well in the position.

Finance Committee (Directors Davis and Goines) – Director Goines informed the group that they reviewed the preliminary budget at the most recent finance meeting. The final preliminary budget will come before the full board on June 21, 2021. The next regular FC meeting is 7/20/2021.

MWPA Committee: (Director Goines) Director Goines informed the group on MWPA's administration growth and his confidence in their abilities. He was impressed with the 17 agencies work plans.

ABM Committee: (Directors Silverman and Francisco) - A meeting has been set for June 8th, 2021, the group will be discussing the roof costs of the administration building.

FINANCIAL REPORTS

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 – 3 letters were read.



**Novato Fire District Board of Directors
Board Meeting Minutes
June 2, 2021**

The Board ended open session and entered closed session at 6:52 p.m.

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

The Board re-entered open session at 9:21 p.m. There was nothing to report.

ADJOURNMENT

There being no further business to conduct, President Metcho adjourned the meeting at 9:21 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "J Villa", is written over a light blue horizontal line.

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 21, 2021

1 The meeting was called to order by President Metcho at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Battalion Chiefs Mesenburg and

8 Dicochea, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 None

12

13 **NEW BUSINESS**

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

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

16 a) Adopt the Preliminary Budget for Fiscal Year 2021/2022

17 b) Establish the date for adopting the Final Budget for Fiscal Year 2021/2022 on the August 4,
18 2021 regular Board meeting.

19 Finance Director Valenti reviewed the Summary of the budget revenue and expenses, the 2020-2021 vs
20 2021-2022, the division level budget and the detail budget categories.

21

22 Finance Director Valenti answered the Director questions:

23 Silverman: the large sick time payout is due to 4 retirements

24 Yes

25

26 Francisco: When can the District expect FEMA reimbursement

27 Approximately 2 months

28

29 Staffing the new truck – will it require 3 new positions?

30 No, it will be cross staffed

31

32 Goines: are the redistricting consultant costs in the budget

33 Yes

34 Are the historical hazard mitigation funds shown anywhere in the budget, seeing that previous
35 year of \$47,000 is now showing at \$0. The MWPA funds should “augment” the historical agency
36 expenditures.

37

38 Chief Tyler responded that the \$47,000 included costs above and beyond the historical amount
39 that the District expended on hazard mitigation via grant funds. The true figure over the past few
40 years is \$10,000. That can be shown in the final budget.

41



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 21, 2021

42 Francisco: Will the ABM plan need a budget line?

43 Yes, it will be added to the debt service figure, once known.

44

45 Goines: will there be extra costs for upstaffing for the potential bad fire season ahead?

46 Chief Tyler noted that historic assumptions are carried forward in the budget lines of overtime
47 and worker's compensation, and are offset somewhat by OES reimbursements. There are no
48 extra hires or extra apparatus.

49

50 Silverman: does the State cover Out of County injuries?

51 Chief Tyler – District Workers Compensation covers them

52 FD Valenti – the WC expenditures are built in to the billing rate sent to OES for reimbursement.

53

54 Francisco: was there staff loss when the truck was down staffed?

55 Chief Tyler – there was not as the truck had been cross staffed. The only personnel loss has been
56 through attrition, not layoffs. With the new truck, there will be no upstaffing, due to the new
57 truck also being cross staffed.

58

59 There was no public comment.

60 M/s Silverman/Goines to adopt the Preliminary Budget for Fiscal Year 2021/2022

61 Roll Call Vote

62 Ayes; Silverman, Goines, Davis, Francisco, Metcho

63 Noes: None

64 Abstain: None

65 Motion carried 5-0-0.

66

67 There was no public comment.

68 M/s Silverman/Davis to establish the date for adopting the Final Budget for Fiscal Year 2021/2022 on
69 the August 4, 2021 regular Board meeting, and motion modified to include adding the historical budget
70 amount of \$10,000 for vegetation management.

71 Roll Call Vote

72 Ayes; Silverman, Goines, Davis, Francisco, Metcho

73 Noes: None

74 Abstain: None

75 Motion carried 5-0-0.

76

77 2. Classroom recommendation for Station 62 training grounds

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

80 Chief Mesenburg detailed the purchase of 1 classroom. The vendor honored the May 2021
81 pricing. The District considered used units, but agreed a new unit was a better purchase. A
82 second classroom can be added later if needed. The room may be installed by September. The IT
83 costs and other ancillary costs were included in the original budget estimate.



Novato Fire District Board of Directors
Special Board Meeting Minutes
June 21, 2021

84
85 There was no public comment.
86 M/s Goines/Silverman to purchase of one new construction 24' x 40' modular classroom sold by
87 Williams Scotsman, Inc. (WillScot).
88 Roll Call Vote
89 Ayes; Silverman, Goines, Davis, Francisco, Metcho
90 Noes: None
91 Abstain: None
92 Motion carried 5-0-0.
93
94

95 **ADJOURNMENT**

96 There being no further business to conduct, President Silverman adjourned the meeting at
97 11:03 a.m.

98
99 Submitted by,
100
101

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

102
103
104 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Regular Board Meeting Minutes
July 7, 2021

1 The meeting was called to order by President Metcho at 6:00 p.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Battalion Chief Jeff Whittet, Deputy Fire Marshal Lynne Osgood, Finance
8 Director Joe Valenti, Administrative Services Manager/IT Jeanne Villa,

9

10 **OTHERS PRESENT**

11 James Galli, Bruce Bartel, District Council Peter Spoerl, And employees of ABM.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 None

15

16 **AGENDA ADJUSTMENTS**

17 None

18

19 **ASSOCIATION PRESIDENTS' REPORT**

20 None

21

22 **DIRECTOR MATTERS**

23 Director Goines commented that he attended the Novato Art Stroll. He thought the event was
24 great, and noted that the Prevention Division did terrific work distributing educational
25 information. He also noted that that around the IVC area, Pacific Madrone and Bay trees are in
26 great distress. The drought index will be tracked. He also noted the Marin Municipal Water
27 District in conjunction with the MWPA looked at work on Mount Tam. He commended the work
28 being done.

29

30 Director Silverman noted he participated in a walk-through of the new tower with approximately
31 12 crewmembers. He saw how it worked and they even fired off a prop.

32

33 Director Steve Metcho also commented that he participated in the tower walk-through.

34

35 Director Francisco noted that he was present at the H Ranch control burn. He noted it was a great
36 learning opportunity and the burn was carried out well. He noted it was also a good opportunity
37 for incident management training. He commented that the homeowners were welcoming of the
38 exercise and that it was good to see the Novato Fire crews training up there as well.

39

40 **CHIEF'S REPORT**

41 Calendar Items:

42

- 43
 - Monday July 5th Independence Day Observed



Novato Fire District Board of Directors
Regular Board Meeting Minutes
July 7, 2021

- 44 • Tuesday July 6th Novato Chamber of Commerce Government Affairs Meeting
- 45 • Wednesday July 7th July Regular BOD meeting
- 46 • Thursday July 8th Facility Committee Meeting to Discuss ABM response to June follow
- 47 up questions.
- 48 • Friday July 9th Fire Safe Marin Monthly Meeting
- 49 • Friday July 9th Alert wildfire Mountain Top Cameras Detection Capability Meeting: San
- 50 Geronimo with Chief Weber & Mark Brown
- 51 • Tuesday July 13th WRAP Meeting Residential Insurance Focus (Wildfire Risk Reduction
- 52 and Asset Protection) Zoom Meeting 1pm - 2pm
- 53 • Wednesday July 14th NPFA Labor Negotiations Meeting
- 54 • Thursday July 15th Deputy Chief Dmitri Menzel's Last Day
- 55 • Thursday July 15th MCFCA Monthly Meeting
- 56 • Friday July 16th Deputy Chief Gerald McCarthy's First Day
- 57 • Tuesday July 27th FSM Webinar: Insurance - Chief Tyler hosts 6pm - 7:15pm
- 58 • Wednesday August 4th TBD Reschedule Monthly Meeting

59 Administrative Items:

60
61 New Deputy Chief: Chief McCarthy has been offered the promotion to Deputy Fire Chief
62 effective July 16th. We have reached terms on his contract and it is included in the BOD packet
63 for board approval of the employment agreement and advancement.

64
65 NPFA Negotiations: Staff is coming back to the BOD in closed session on July 7th with a
66 modified formula that increases the amounts discussed last month. Next scheduled negotiations
67 meeting is July 14th.

68
69 Staff met with the NSAS administrative group and initiated negotiations.

70
71 NFD/MWPA Vegetation Manager Position Hire: This week we completed the interviews and
72 assessment for this new program manager position. We made a job offer to Tim Moreno who is a
73 very highly qualified candidate. Tim has initiated the background process and we hope to have in
74 onboarded within the next 4 weeks.

75
76 NFD Staff met and discussed the final scope for the ABM projects. We landed on a final scope
77 and had follow up questions given to ABM. We have received responses to those scope
78 questions and will meet one last time next week before asking ABM to proceed to the final
79 calculations.

80
81 NFD Staff met with the Standards of Cover (SOC) consultant Citygate to clarify draft
82 deployment and risk assessment information.

83



Novato Fire District Board of Directors
Regular Board Meeting Minutes
July 7, 2021

84 We were contacted by ISO indicating that NFD will retain its Class 1 ISO rating. This is a
85 welcome change from the initial retrogression letter we received and demonstrates our sustained
86 excellent service level to the community.

87
88 MWPA Media campaign is progressing well--landing page promoting our home assessments and
89 grant programs: Home & Business Assessment videos, post card, newsletter, social media posts,
90 etc.

91
92 OPS: D/C Menzel—All fire agencies are currently evaluating various Fire Agency based 9-1-1
93 dispatch services. The goal is to drill down into governance, location, staffing, and costs.

94
95 Training: B/C Mesenburg:

96
97 Facilitated 7-hour successful A/BC test for Capt. Taul - exhausting but incredibly impactful for
98 all involved. We will be doing final propane prop operations training with manufacturer &
99 Bargiacchi. An Acting Captain exam scheduled for July 12

100
101 EMS Divisions: B/C Scott Freedman:

- 102
103 1. Worked on multiple issue with regard to Tablet Command and iPads
104 2. Zoom meeting with Tech Committee members regarding electronic apparatus checks
105 system options. Watched demo by rep from PSTrax.
106 3. Attended Marin County Peer Support Team Meeting
107 4. Attended meeting with C60 and Stewart Gary from City Gate regarding SOC Project
108 5. Managed installs of Hypersight Cameras, routers and antennas into apparatus and
109 command vehicles
110 6. Implemented new narcotic tracking/use system across all stations and apparatus

111
112 Prevention Division: B/C John Dicochea:

- 113
114 1. Attended an Art Stroll on Grant where we had a booth set up with educational materials,
115 handouts and provided a point of contact for home owners interested in scheduling a
116 Wildfire Mitigation Assessment.
117
118 2. Launched NO fireworks media information for the 4th of July. Including but not limited
119 to Posters, social media, newspaper article, electronic sign boards, freeway sign board
120 messaging, and cooperation with local law enforcement on fireworks seizures and
121 citations. NPD reports 33 fireworks calls for service (waiting on MCSO to report out)—
122 No fires reported on the 4th.
123
124 3. Drafted the Electronic plan review process for website
125
126 4. R1/R2 2021 letters for Captains sent
127



Novato Fire District Board of Directors
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- 128 • 40 Home assessments completed
129 • 73 Roadside assessments completed
130 • 27 NOAA weather radios handed out and trained the resident on its purpose/use
131 • 22 Vegetation management matching grants processed
132 • 11 Home hardening matching grants processed

133
134 Facilities: Kyle Dague—No Report
135

136 Tower: Chief Mesenburg—updates:

- 137
138 • Manage propane prop install, including over weekend
139 • Classroom purchase progressing
140 • Obtained final engineers letter of general conformance
141 • Hosted Fire Facilities in-service walk through and obtained a punch list
142 • Working with Bargiacchi to create burn prop cadre operator task book
143 • Met with Inspector Bob Geno and C60...close to finishing tower permit
144

145 Fleet: Chief Whittet:

146
147 Update on the potential sale of Truck 64. Chief Whittet met with Deputy Chief Frank Soto along
148 with an Engineer (Tom) from the Spokane Valley Fire District on Monday 6/28. We met for
149 approximately 6 hours at 62 where we completed a thorough in service and operational testing of
150 all aspects of the truck. The truck operated without any issues. We took 2 extended road tests to
151 allow operation of both the Tractor and Tiller by Tom who is on their apparatus committee. Both
152 Deputy Chief Soto and Tom were very pleased with the unit. We want to hold firm to the \$299K
153 price tag. The Coronado Tiller sold for \$250K and was not as solid as our unit.
154

155 **CONSENT CALENDAR**

- 156 1. Minutes of Regular Board of Directors Meeting 6/2/21
157 2. Minutes of Special Board of Directors Meeting 6/21/21
158 3. Budget Adjustments – May 2021

159 Board approval is requested to accept Staff's recommendation to make the following FY
160 2020/21 budget adjustments:

- 161 a. Increase Intergovernmental Transfers budget account 8500 by \$118,564
162 b. Increase Other State Aid, Grant budget account 9367 by \$717,098
163

164 There was no public comment.

165
166 M/S Davis/Francisco to approve all Consent Calendar items.
167

168 There was a roll call vote.

169 Ayes: Davis, Francisco, Goines, Metcho and Silverman



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170 Noes: None
171 Abstain: None
172 Motion Carried.

173
174 **NEW BUSINESS**

175 1. Approval of Updated Policy 203 Regarding the District Conflict of Interest Code
176 Board approval was requested to approve the updates to the District Policy #203 regarding the
177 District Conflict of Interest Code.

178
179 Chief Tyler reviewed the details of the updated policy.

180
181 There was no public comment.
182 M/S Silverman/Davis to approve the updates to the District Policy #203 regarding the District
183 Conflict of Interest Code.

184 There was a roll call vote.
185 Ayes: Davis, Francisco, Goines, Metcho and Silverman
186 Noes: None
187 Abstain: None
188 Motion Carried.

189
190 2. Resolution 2021-8: CAA FSA Plan amendment to the Novato Fire Protection District Flexible
191 Benefits Plan.
192 The Novato Fire Protection District amended its Plan to temporarily adopt the changes:
193 Carryover of Unused Funds for Health Flexible Spending Arrangements (Health FSAs) for plan
194 years ending in 2020 and 2021. A plan that includes a health FSA may allow any unused benefits
195 or contributions remaining to be carried over from such plan year to the plan year ending in
196 2021.

197
198 There was no public comment.

199
200 M/S Francisco/Goines to adopt Resolution 2021-8, adopting the changes: Carryover of Unused Funds
201 for Health Flexible Spending Arrangements (Health FSAs) for plan years ending in 2020 and 2021. .

202
203 There was a roll call vote.
204 Ayes: Davis, Francisco, Goines, Metcho and Silverman
205 Noes: None
206 Abstain: None
207 Motion Carried.



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- 208
209 3. Fuel reduction Crew Vegetation Management
210 Staff recommended the Board approve a contract with Conservation Corps North Bay, for fuel
211 reduction and vegetation mitigation services for the purpose of creating defensible space in the
212 City of Novato's open space on a project-by-project basis.
213
214 There was no public comment.
215
216 M/S Davis/Francisco to approve a contract with Conservation Corps North Bay, for fuel reduction and
217 vegetation mitigation services for the purpose of creating defensible space in the City of Novato's open
218 space on a project-by-project basis.
219
220 There was a roll call vote.
221 Ayes: Davis, Francisco, Goines, Metcho and Silverman
222 Noes: None
223 Abstain: None
224 Motion Carried.
225
226 4. Approval of the Advancement of Gerald McCarthy and Approval of Employment Agreement
227 between the Novato Fire Protection District and Deputy Chief Gerald McCarthy
228 Board approval was requested to: Approve the advancement record promoting Gerald McCarthy
229 from Battalion Chief to Deputy Fire Chief, effective July 16, 2021; and to adopt Resolution
230 2021-9, adopting the Employment Agreement between the Novato Fire Protection District and
231 Deputy Chief Gerald McCarthy
232
233 Director Davis asked if he should recuse himself as he has had a personal relationship with
234 Gerald McCarthy since Gerald was a firefighter/paramedic.
235
236 District Counsel Spoerl noted the level of their relationship did not constitute a conflict.
237
238 Resident Bruce Bartel commented it was a privilege to work with Gerald McCarthy. He noted
239 the Chief McCarthy is an asset to Novato Fire and the community. He extended his
240 congratulations to both the District and to Chief McCarthy.
241
242 M/S Davis/Silverman to adopt resolution 2021-9, adopting the Employment Agreement between
243 the Novato Fire Protection District and Deputy Chief Gerald McCarthy
244
245 There was a roll call vote.
246 Ayes: Davis, Francisco, Goines, Metcho and Silverman
247 Noes: None
248 Abstain: None
249 Motion Carried.
250



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251 It was noted that the CTO hours listed on page 5 of the employment agreement read 116 hours.
252 The correct amount is 120 hours. District Counsel Spoerl noted there was no need for a revote if
253 all the Directors had no objection to the correction. No Directors objected to the correction.
254
255 Part 2 of the New Business #4 item: The advancement record to Deputy Chief for Gerald McCarthy.
256
257 There was no public comment.
258
259 M/S Silverman/Davis to approve the advancement record promoting Gerald McCarthy from Battalion
260 Chief to Deputy Fire Chief, effective July 16, 2021.
261
262 There was a roll call vote.
263 Ayes: Davis, Francisco, Goines, Metcho and Silverman
264 Noes: None
265 Abstain: None
266 Motion Carried.
267
268 5. Board discussed returning to in person regular monthly meetings – verbal report
269
270 Director Metcho commented he is ready for in person meetings.
271
272 Director Silverman noted that all of the board members have been vaccinated.
273
274 Director Davis asked if there would be a need to substantiate vaccine status.
275
276 Director Francisco noted he is OK with the idea.
277
278 Director Goines commented that he is OK with the idea, but has a concern about the public. He
279 would like proof of vaccination status. If the district can require proof and receive it, then he's
280 OK with in person meetings. If that's not possible, he prefers to continue zoom at this time.
281
282 Chief Tyler noted there may be some way to offer a hybrid board meeting. District Counsel
283 Spoerl noted other agencies are moving forward. He noted the other agencies use the honor
284 system regarding vaccination status. He commented we need to check on the logistical details
285 before returning to in person meetings.
286
287 Director Francisco noted concerned about the Delta variant of covid 19. He commented that a
288 hybrid might work or we would delay the decision to return to in person meetings for a bit.
289
290 Director Davis noted there's a lot of moving parts, and the Delta variant complicates things. He
291 suggested we delay the decision for 30 days.
292
293 The Board gave staff direction to research the Brown act rules and allowances, and the rules
294 regarding proof of vaccination.



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295

296 6. Board discussed regular monthly BOD meeting time change – verbal report

297

298 Director Metcho discussed the idea of changing the meeting times from 6 PM in the evening to
299 10 AM.

300

301 Director Davis noted he is OK with 10 AM.

302

303 Resident Bruce Bartel commented that the grand jury starts early and goes till about 4 PM on
304 occasion.

305

306 Director Goines, Director Francisco, and Director Silverman all commented that they were OK
307 with a 10 AM meeting start.

308

309 Direction was given to staff to research the process by which meetings originally were scheduled
310 at 6 PM, and what needs to be undertaken to change regular meetings to 10 AM. It may require a
311 resolution or an ordinance.

312

313 **COMMITTEE REPORTS**

314

315 1. MERA (Directors Silverman and Metcho)

316 Director Silverman noted that a question was asked if solar panels would interfere with the ring
317 down process. Consultant Dave Jeffries stated there would be no problem. The type threes
318 apparatus have a new radio system. The Motorola subcontractor left, but a replacement has been
319 hired. Motorola is testing the system and found it to be all good whereas Nokia had some issues.
320 \$74 million has been spent so far. District Counsel Spoerl noted that the regarding the Mount
321 Burdell, facility there has been a lot of progress, and should be finalized in about two months.

322

323 2. Finance Committee (Directors Davis and Goines)

324 There was no meeting.

325

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

327 Director Goines noted everything is going well. There are 111 projects approved. Novato Fire
328 projects are progressing well. He noted there are now 54 WMS in the county. He also noted that
329 the CEQA approval process takes time. They are working on project software and project
330 tracking. They are talking with ITam, which is a mapping system. It will be used to identify and
331 track projects: homes improvements, home hardening, and vegetation management.

332

333 4. District Infrastructure Improvement Committee (Directors Francisco and Silverman)

334 Director Francisco noted they were close to finalizing the scope of work. There is one more
335 meeting. Chief Tyler commented that the committee has made great progress and they have had
336 robust discussions. He also noted that ABM has been very responsive.

337



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338 **FINANCIAL REPORTS**

339 There were no questions. There was no public comment.

- 340 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, May, 2021
341 2. Revenues and Expenditures Detail Financial Report May, 2021
342 3. Vendor Summary Financial Report, May, 2021
343 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica
344 Bank Statement) May, 2021
345 5. District Monthly Contracts Information
346 6. MWPA Revenues and Expenditures May, 2021
347

348 **INFORMATION**

- 349 1. Customer Surveys May, 2021
350 2. MERA Update: June
351 3. Written Communications
352

353 **CLOSED SESSION**

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

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

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

366 The Board entered closed session at 7:07 p.m.

367 The Board re-entered open session at 8:33 p.m. There was nothing to report.
368

369 **ADJOURNMENT**

370 There being no further business to conduct, President Metcho adjourned the meeting at
371 8:33 p.m.
372

373 Submitted by,
374

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

375
376
377 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
August 10, 2021

1 The meeting was called to order by Director Davis at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Finance Director Joe Valenti, Recording
8 Secretary Jeanne Villa, Contracts Administrator Colleen Walraven

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 No public comments were made.

12

13 **CONSENT CALENDAR**

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

18

19 No public comment.

20 M/s Goines/Davis to accept consent calendar items 1-4.

21 Roll Call Vote.

22 Ayes: Davis and Goines

23 Noes: None

24 Abstain: None

25 Motion carried

26

27 **NEW BUSINESS**

- 28 1. Purchasing Policy Revisions to Match County of Marin Procedures

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

35 Finance Director Joe Valenti reviewed the matrix of approval authority. The County has a
36 centralized system, while NFD has a decentralized purchasing system. There is not a like for like
37 match up in purchasing processes.

38 NFD will update the matrix to show the current purchasing authority levels next to the proposed
39 match up with the County of Marin authority levels. The chart shows types of
40 purchases/contracts, along with who is allowed to make purchases and at what spending level.



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41 At the next Finance Committee meeting, Ms. Walraven will review the current District
42 purchasing process.

43 Director Goines noted that the budget is BOD approved, and expenditures are fairly detailed, if
44 purchasing procedures are followed, he is comfortable with alignment with County purchasing
45 authority levels.

46 Director Goines noted there is no commodity level buyer in the County structure.

47 Walraven commented that the County has procurement software, wherein a buyer can requisition
48 items, a supervisor can approve, and procurement staff can then effect the purchase. NFD has
49 commodity level buyers with low purchasing limits, typical less than \$5,000.

50 Chief Tyler will check with MCFD to see if their captains have purchasing authority.

51 NFD captains have up to \$10,000, typically needed for Out of County (OOC) type events.

52 Chief Tyler noted that if purchasing levels were raised, the District can set a limit at which the
53 Board must ratify after the purchase. It was also noted that each month, every purchase is
54 itemized for Board review.

55 FD Valenti noted that other controls can be adopted. Is the item budgeted or not, a limit on the
56 number of occurrences of high dollar purchases, etc.

57 Chief Tyler commented that staff will modify the table, adding in a like for like comparison, do a
58 review of emergency spending authority levels; and the item will come back to the FC for
59 review.

60 2. Final Annual Budget 2021-2022

61 Finance Committee reviewed the Draft Final Annual Budget 2021/2022, and made a
62 recommendation to adopt by the full Board of Directors.

63 FD Valenti reviewed the changes from the preliminary budget.

- 64 1. There was an increase in revenue due to an increase in EMS billing revenue
65 2. There was a 6% increase in health premiums
66 3. There was a decrease in the retirement sick/vacation cashouts
67 4. There was an increase in overtime due to Covid and OOC responses
68 5. There was an increase in CTO payouts

69 Changes had a net decrease in expenditures of \$169,000, and \$100,000 net increase in revenue
70 for a total change of \$269,000, which will go into the unassigned fund balance.

71 On the Revenue side, the notable differences were:

- 72 1. \$685,000 more than predicted was due to redevelopment fees and a PSPS grant.
73 2. EMS fees were \$400,000 more than predicted.
74 3. OES reimbursements of \$600,000 were received.



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75 It was noted that these are one-time occurrences.

76 Reductions in expenses were also due to a delay in filling the 5 open Firefighter/Paramedic
77 vacancies, and those hired are at the lower end of the FF/PM pay scale.

78 Services and supplies were down in 2020 due to cancellation of events, conferences and
79 trainings. Resumption of normal activities is expected to increase future service/supply
80 expenditures.

81 Capital expenditures were also down last year due to a postponement of the purchase of 5 utility
82 vehicles. This was a supply chain issue, not a District delay.

83 Chief Tyler noted the final budget does not include any changes in associations' contracts, which
84 are still under negotiation.

85 No public comment.

86 M/s Goines/Davis to recommend adoption of the Final Annual Budget by the full Board of
87 Directors.

88 Roll Call Vote.

89 Ayes: Davis and Goines

90 Noes: None

91 Abstain: None

92 Motion carried

93

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

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

98 Chief Tyler reviewed the options to consider to make small change orders more efficient.
99

100 FD Valenti noted that the District is not suggesting a bypass of approvals, but is looking at more
101 timely flexibility with the goal of saving money. Often a delay while awaiting Board approval, or
102 calling special meetings that occur a cost, a small percentage with a dollar cap on projects the
103 Board has already approved and are budgeted can be fiscally efficient.

104

105 Directors Davis and Goines were comfortable with the 5% and \$10,000 cap on budgeted items.
106

107 FD Valenti will review the concept with the District's attorney, and bring to the full Board for
108 approval.

109

110 No public comment.

111 M/s Goines/Davis to recommend approval by the full Board of Directors to have the proposed
112 5% change order with a \$10,000 cap approval process by the Fire Chief after review by District
113 counsel.



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114 Roll Call Vote.
115 Ayes: Davis and Goines
116 Noes: None
117 Abstain: None
118 Motion carried

119
120 **INFORMATIONAL ITEMS**

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

122
123 Director Davis noted that he cannot make the 10/19/21 meeting. Staff will plan for a special
124 meeting in early November.

125
126 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

127 Director Goines asked to add a report into the New Business section for a few meetings. He
128 would like to see a detailed cost report with project numbers/details for the MWPA.

129 Ms. Walraven was asked to review the current district purchasing process.

130
131 **ADJOURNMENT**

132 There being no further business to conduct, Director Davis adjourned the meeting at
133 11:43 a.m.

134
135 Submitted by,

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

136
137 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
August 12, 2021

1 The meeting was called to order by President Metcho at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Steve Metcho, Directors Bill Davis, Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,

8 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven

9

10 **OTHERS PRESENT**

11 District Counsel Riley Hurd.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 None.

15

16 **AGENDA ADJUSTMENTS**

17 Chief Tyler used this time to present a proclamation to President Steven Metcho, who has
18 announced his retirement from the Board of Directors. President Metcho has served the
19 community of Novato and the Novato Fire District for over 45 years. His contributions are
20 innumerable.

21

22 President Metcho will officially retire effective August 16, 2021.

23

24 Chief Tyler presented a framed proclamation on behalf of the Board, along with a fire helmet.

25

26 All present thanked President Metcho for his decades of service.

27

28 **ASSOCIATION PRESIDENTS' REPORT**

29 None

30

31 **CHIEF'S REPORT**

32 Calendar:

33 August 13, Friday NFPA Negotiations

34 August 14, Saturday 10 am to 2pm--Hands only CPR training Vintage Oaks and Matt & Jeffs

35 August 17, Tuesday Novato Covid Response & Recovery Team North Marin Community

36 Services

37 August 18, Wednesday FY 20-21 CPR Program Allocation to Special Districts Progress and

38 Expenditure of Funds Report Training

39 August 21-22, 11am-7pm Sat/Sun Art & Wine Downtown Novato

40 August 24, Tuesday WRAP Meeting (Wildfire Risk Reduction and Asset Protection Project

41 August 25, Wednesday NFD OPS meeting

42 September 1, Leadership Novato Retreat and Team Building: Osgood and Taul

43 September 1, Regular Monthly BOD meeting, Time TBD

44



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45 **Administrative Items:**

- 46 • Released from Probation: one of our new hire FF/PM
- 47 • Received a resignation notification from Senior Accountant
- 48 • Completed interview for new WMS positions and made two job offers which were
- 49 accepted and move to backgrounds; to replace Sam and Gary who accepted positions at
- 50 SFFD.
- 51 • We are reviewing applications for our MWPA Funded Vegetation Management
- 52 Position—interviews will be held asap.
- 53 • Covid-19 update: We are following all local health department protocols. We are
- 54 completing updates to the OSHA mandated Covid-19 prevention plan. Discussions are
- 55 progressing between the MCFCA and Labor on a county wide approach to vaccination
- 56 verifications. This is an evolving issue and we will continue to follow it closely.
- 57 • ISO Rating project being updated—responding to a request for additional data

58
59 **OPS: D/C McCarthy:**

60 Notable calls for service:

- 61 • SF 2 Garden Ct., accumulation of lint in the dryer – no extension
- 62 • SF 800 Diablo AKA 7-11, smoke from the exhaust fan. No damage
- 63 • SF 52 Montego Keys, under investigation
- 64 • Vehicle fire with extension into the vegetation, Harbor Drive
- 65 • Extrication assignment NB101 JSO San Antonio Rd.
- 66 • Near drowning, 1 y/o male Bel Marin Keys: The 1-year-old near drowning was released
- 67 from Children’s Hospital yesterday without neurological deficits. Excellent pre-hospital
- 68 CPR and aggressive ALS care contributed to the successful outcome.
- 69 • Statewide Fires: Cal Fire
- 70 • 15 fires statewide of interest
- 71 • Dixie Fire >510K Acres, 30% contained as of 0800 hrs

72
73 This year close to 1 million acres burned, 6347 incidents

74 No fatalities confirmed

75 1692 structures damaged or destroyed

76 We are well above last year & the 5-year average (double the acres) at the same time in the fire

77 season

78
79 Resources / Personnel assigned to the Dixie Incident – ST2141C (John Dicochea) STEN-T

80
81 RACES Test (RACES stands for "Radio Amateur Civil Emergency Service," a protocol created

82 by the Federal Emergency Management Agency (FEMA) and the Federal Communications

83 Commission).

84
85 New MERA radio installation: 10 more mobile to complete, Portable radios have been

86 distributed

87



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88 Fire Weather Forecast: Key Points - Expected Impacts--Monitoring two items this week:

89
90 Two potential surges of monsoon moisture and instability midweek that may result in a slight
91 risk of thunderstorms

92
93 A strong high-pressure system dominates late week into the weekend that may result in well
94 above average temperatures, particular inland

- 95
96 **Training: B/C Mesenburg—**
- 97 • Chris Goodspeed’s passed his Acting Captain exam
 - 98 • Worked on Actor training for all levels
 - 99 • Confined Space Drills
 - 100 • Built out Block 5 training plan and related MBO entries and prep work with personnel
 - 101 • Elevator rescue class in the works for November at Fireman’s Fund

- 102
103 **EMS Divisions: B/C Scott Freedman—**
- 104 • Worked 3 shifts as on duty shift B/C for 24 hours
 - 105 • Morning meeting with shift Captains
 - 106 • Work on COVID Prevention Plan
 - 107 • Picked up PPE from Marin County EMS (MHOAC)
 - 108 • Attended OSHA Webinar on Emergency Temp. Standards
 - 109 • Additional work with City Gate, C60 and C61 regarding SOC Project
 - 110 • Delivery of new HEPA filters to all stations for portable air purifiers

- 111
112 **Prevention Division: B/C John Dicochea—Deployed to Dixie Fire**
- 113 • Participated in a planning session with WRA to review 2021/2022 projects.
 - 114 • Completed FEMA grant revisions.
 - 115 • Attended the first public community planning for the Fireman’s Fund property
116 development.
 - 117 • Started processing returned surveys
 - 118 • Customer Support / Weed Complaints
 - 119 • Processed Grants
 - 120 • News Cover Story—NBC Nightly News reporter ride along for news story on
121 Insurance/home hardening TBD
 - 122 • Will get an update on home assessments completed, Roadside assessments completed,
123 NOAA weather radios handed out and trained the resident on its purpose/use,
 - 124 • Vegetation management matching grant processed & Home hardening matching grant
125 processed

126
127 **Facilities: Kyle Dague:**
128 Working on ABD proposal to BOD
129



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130 **Fleet: Chief Whittet:**

131

- 132 • U3- OOS- Frame Cracked Update: remains at Hi-Tech for frame repair.
- 133 • Truck 64 has been SOLD! to Spokane Valley Fire District for \$299K.
- 134 • All other units in service.

135

136 --End of Report--

137

138 Director Metcho expressed his congratulations to Gerald McCarthy on his promotion to Deputy
139 Chief.

140

141 **CONSENT CALENDAR**

142 1. Minutes of Regular Board of Directors Meeting 7/7/21

143

144 2. Fire Chief Travel Request

145 Board is asked to approve travel for the Fire Chief to attend the Cal Chiefs' Conference
146 in San Diego from 9/14/21 to 9/16/21.

147

148 3. EMS Billing Write off Uncollectible Accounts

149 Board approval of staff's recommendation to write off the designated multi-year
150 uncollectible ambulance billing accounts totaling \$126,862.03

151 There was no public comment.

152 M/s Silverman/Davis to approve Consent Calendar items 1-3.

153 Roll Call Vote.

154 Ayes: Davis, Francisco, Goines, Silverman and Metcho

155 Noes: None

156 Abstain: None

157 Motion carried 5-0-0.

158

159 **NEW BUSINESS**

160

161 1. Resolution 2021-10 Adopting a Change of Time to Regular Board Meetings

162 Staff reviewed the research regarding a request from the Board of Directors to change the Regular
163 Meeting Time from 6 p.m. to 10 a.m. on the first Wednesday of each month; and adding the
164 meeting date and time to the Board Policy #225.

165

166 Counsel Hurd noted that there was no prohibition to adopting a resolution at a special meeting, but the
167 preference for a big change with lasting implications is to adopt such a change at a regularly scheduled
168 board meeting.

169

170 Directors had no opposition to the time change.



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171 There was no public comment.

172

173 Counsel Hurd noted that this change of meeting time has been discussed twice in open meetings, and
174 will be discussed again on September 1, 2021.

175

176 Staff was directed to bring a resolution to the Board for adoption at the next regularly scheduled meeting
177 to be held September 1, 2021.

178

179 2. Options for Open and Public Board Meetings

180 The Board discussed the options for holding open and public meetings.

181

182 Counsel Hurd noted that other agencies who had been preparing to go to in person meetings have
183 returned to virtual meetings due to the spread of the Delta variant of Covid 19. He also noted some
184 potential changes in laws that may affect the Brown Act that may include a requirement for agencies to
185 hold hybrid in person meetings with an ability to attend virtually.

186

187 The Board took a 2-minute break from 10:46-10:48 a.m.

188

189 There was no public comment.

190 M/s Silverman/Francisco to continue with virtual meetings.

191 Roll Call Vote.

192 Ayes: Davis, Francisco, Goines, Silverman and Metcho

193 Noes: None

194 Abstain: None

195 Motion carried 5-0-0.

196

197 3. Adoption of Annual Budget for Fiscal Year 2021/2022

198 Board approval was requested to adopt the Annual Budget for Fiscal Year 2021/2022.

199

200 Finance Director Valenti reviewed the summary of changes from the preliminary budget. The
201 final budget does not include changes that may occur once negotiations with the labor groups are
202 complete.

203 The significant changes from the Preliminary budget to the Final budget are as follows (total
204 increase in Unassigned Fund Balance of \$269,000):

205 Revenue increase of \$100,000 for ambulance service fees (from \$2.2 million to \$2.3 million)

206 Net expense reduction of approximately \$169,000:

207 • Health Insurance (MDV&L) - \$136,000 expense decrease



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August 12, 2021

- 208 • Retirement, sick and vacation cash outs - \$292,000 decrease
209 • Vegetation management - \$50,000 increase
210 • Overtime - \$149,000 increase
211 • CTO - \$60,000 increase

212

213 The estimated net increase in fund balance for the year ended 2020/21 is approximately \$5.0
214 million, primarily due to the following:

215 Higher than budgeted revenue +\$1,961K:

- 216 • Redevelopment agency residuals and ERAF redistribution +\$685K
217 • State of California PSPS Grant +\$276K
218 • Ambulance Service Fees +\$400K
219 • OES reimbursements +\$600K

220

221 Lower than budgeted expenses +\$1,275K:

- 222 • Salaries and benefits +\$400K (delays in filling open FFPM positions)
223 • Services and supplies +\$875K (delays in training, conferences, and facilities projects due
224 to COVID and pursuit of comprehensive energy infrastructure improvement project)

225

226 Lower than budgeted capital outlay +\$1,787K:

- 227 • Delays in ladder truck, 3 utility vehicles, and Type 3 engine purchase (rolled into 2021/22
228 budget)

229

230 As of June 30, 2021, the District had estimated Unassigned Fund Balance of approximately \$4.5
231 million. Adoption of the 2020/21 budget would increase Unassigned Fund Balance to
232 approximately \$8.7 million.

233 Chief Tyler and the Board thanked Finance Director Valenti and staff for their hard work on the
234 budget.

235 There was no public comment.

236 M/s Silverman/Metcho to adopt the Annual Budget for Fiscal Year 2021/2022.

237 Roll Call Vote.

238 Ayes: Davis, Francisco, Goines, Silverman and Metcho

239 Noes: None

240 Abstain: None

241 Motion carried 5-0-0.

242



Novato Fire District Board of Directors
Special Board Meeting Minutes
August 12, 2021

243
244 4. Aerotek Contract Extension
245 Staff recommended that the Board extend the master services agreement with Aerotek, a staff
246 augmentation firm, for the temporary assistance of an EMS Biller to June 30, 2022.

247
248 There was no public comment.
249 M/s Silverman/Davis to extend the master services agreement with Aerotek, a staff augmentation
250 firm, for the temporary assistance of an EMS Biller to June 30, 2022.

251 Roll Call Vote.
252 Ayes: Davis, Francisco, Goines, Silverman and Metcho
253 Noes: None
254 Abstain: None
255 Motion carried 5-0-0.

256
257 5. Bank Signature Cards Changes
258 Board approval is requested to accept Staff's recommendation to make the following revisions to
259 the bank signature cards listed below, and direct the Finance Director to revise the necessary
260 documents.

261
262 There was no public comment.
263 M/s Goines/Francisco to accept Staff's recommendation to make the following revisions to the
264 bank signature cards listed below, and direct the Finance Director to revise the necessary
265 documents.

266 Roll Call Vote.
267 Ayes: Davis, Francisco, Goines, Silverman and Metcho
268 Noes: None
269 Abstain: None
270 Motion carried 5-0-0.

271
272 6. District's Property & Casualty insurance.
273 Board approval was requested to accept Staff's recommendation to purchase the District's
274 property and casualty insurance policies from VFIS through the District's insurance broker Arthur
275 J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2021 through
276 August 31, 2022.

277
278 There was no public comment.

279
280 Director Davis asked is the District's 75% loss ratio was worse than other agencies?



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281
282 Counsel Hurd noted anecdotally that compared to losses of other agencies, Novato Fire’s losses appear
283 to be way less.

284
285 Chief Tyler noted that due to Covid, wildfires, drought, etc., many carriers simply will not bid the
286 insurance.

287
288 M/s Goines/Francisco to accept Staff’s recommendation to purchase the District’s property and
289 casualty insurance policies from VFIS through the District’s insurance broker Arthur J.
290 Gallagher & Company (“Gallagher”) for the period beginning September 1, 2021 through
291 August 31, 2022.

292 Roll Call Vote.
293 Ayes: Davis, Francisco, Goines, Silverman and Metcho
294 Noes: None
295 Abstain: None
296 Motion carried 5-0-0.

297
298 **FINANCIAL REPORTS**
299 There were no questions. There was no public comment.
300 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June 2021
301 2. Revenues and Expenditures Detail Financial Report June 2021
302 3. Vendor Summary Financial Report, June 2021
303 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank
304 Statement) June 2021
305 5. District Monthly Contracts Information, June 2021
306 6. MWPA Revenues and Expenditures June 2021

307
308 **INFORMATION**
309 1. MERA Update July 2021
310 Director Silverman noted that progress is being made regarding sites and the installation of
311 radios.

312 There was no public comment.



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August 12, 2021

313

314 **CLOSED SESSION**

315 The Board entered closed session at 11:22 a.m.

316 The Board re-entered open session at 12:01.

317 There was nothing to report.

318 **ADJOURNMENT**

319 There being no further business to conduct, President Metcho adjourned the meeting at
320 12:01 p.m.

321

322 Submitted by,

323

324

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

325

326

327 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors
Special Board Meeting Minutes
August 24, 2021

1 The meeting was called to order by Vice President Davis at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 Vice President Bill Davis, Directors Shane Francisco, Bruce Goines and Lj Silverman,

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa

8

9 **OTHERS PRESENT**

10 James Galli

11

12 **OPEN TIME FOR PUBLIC EXPRESSION**

13 None.

14

15 **AGENDA ADJUSTMENTS**

16 None

17

18 **CHIEF'S REPORT**

19 None

20

21 **INFORMATION**

22 Upcoming Dates: September 1, 2021 at 6 p.m. – Regular Board Meeting

23

24 **CLOSED SESSION**

25 **CONFERENCE WITH LABOR NEGOTIATORS**

26 Government Code Section 54957.6

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

28 Represented Employee group: Novato Professional Firefighters Association

29

30 The Board entered closed session at 10:03.

31

32 The Board re-entered open session at 11:29.

33 There was nothing to report.

34

35 **ADJOURNMENT**

36 There being no further business to conduct, Vice President Davis adjourned the meeting at

37 11:29 p.m.

38

39 Submitted by,

40

41

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

42

43

44 Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 1, 2021**

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

ROLL CALL

Directors Lj Silverman, Bill Davis, Shane Francisco and Bruce Goines were present.

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa.
Also present: WMS Nick Barlupe.

OTHERS PRESENT

District Counsel Riley Hurd, ABM's Tony Roehrick, Novato Residents: Bruce Bartel and Nina Zhito.

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

ELECTION OF OFFICERS

The Board discussed filling the President Vacancy created by the resignation of Steve Metcho.

M/s Davis/Goines to fill a new slate of officers: President Lj Silverman, Vice President Bill Davis, and Secretary Bruce Goines.

Roll Call Vote.

Ayes: Davis, Goines, Francisco, and Silverman

Noes: None

Abstain: None

Motion carried 4-0-0

President Silverman assumed the gavel and lead the remainder of the board meeting.

ASSOCIATION PRESIDENTS' REPORT

No Report

DIRECTOR MATTERS

Director Davis attended a Firewise meeting and webinar. He was pleased about the amount of vegetation management work accomplished.



Novato Fire District Board of Directors Regular Board Meeting Minutes September 1, 2021

Director Goines commented that with Chief Tyler and Chief McCarthy, he covered the MWPA work with the Battalion Chiefs at the Ops meeting. With Ray Moritz, they discussed the fire history of Marin. Discusses were the 1923 fire that burned to Stinson Beach. They also did a site visit at IVC to view the state of the vegetation, its transition, and its vigor. Bays, Oaks and Madrones are dying, and the BCs got to see the transformation. They also got to see simulations.

CHIEF'S REPORT

Thanks to Deputy Chief McCarthy for handling District business while Chief Tyler was out of the office.

Calendar:

September 1, Wednesday Leadership Novato Retreat & Team Building
September 1, Wednesday Monthly BOD meeting, Zoom
September 7, Tuesday Chamber Government Affairs Committee
September 11, Saturday 20th anniversary 9/11, Memorial Ring Down (6:59 am)
September 14th -16th, Tues-Thurs, Cal Chiefs Conference San Diego
September 22nd to 24th Wed-Fri, 2021 League of California Cities Annual Conference—
C60 presenting with a panel on MWPA formation & implementation

Administrative Items:

NFD was notified by Central Marin Fire that Retired Fire Chief Bob Fox passed away at home this past Sunday. At this time we do not have any details or know the circumstances surrounding his death. I will keep everyone posted once we know details on possible services.

Conditional offers have been made for the Wildfire Mitigation Specialist. One candidate is going through background now. Of the first two candidates, one was unable to make it through backgrounds. We made another conditional offer, which was accepted, but the candidate later withdrew due to some family issues they needed to focus on. The next candidate on the list is being contacted today.

Interviews were conducted for Vegetation Management Program Manager, and a conditional offer has been made. The candidate accepted, but will be on vacation for about 2 weeks, so they will turn in all of their background information by September 15.

We posted for the position of Firefighter/Paramedic. The application deadline is October 15, 2021. We have received only 7 apps so far, but this is expected as many people that may apply are out of county at this time.



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We have been working on the COVID 19 vaccination policy in order to be compliant with the Marin County Health Order that goes into effect on September 15.

HR is working on preparing for Open Enrollment, which begins on September 20, 2021. CalPERS has made some changes to health plans for 2022, so communicating this to active and retired members will be important. Gretchen will be sending out information the week of September 6, 2021.

We are receiving outside service support for our Finance Division for individual project work and payroll. We are in the process of finding a full-time replacement for our prior senior accountant.

AB38 Resale Inspections: All Marin Fire Agencies working on implementing a coordinated program to support this requirement. We received real-estate sale data from the Assessor's office for calendar years 2019 and 2020 in an attempt to determine potential workload related to the new law. We have a breakdown of High and Very High in the SRA and Very High in the LRA. Marin County Fire under contract with CAL Fire is required to complete these inspections unless the local agency would prefer to do them on their own. NFD prefers to do them on our own. MCFD is in the process of building a web page that all agents/homeowners can go to and determine which agency to contact to schedule the inspection by typing in their address.

W/C Update: 5 employees are off on Workers Compensation (3 FF/PM, 2 Engineers). 1 of the 3 FF/PM is likely to retire by the end of the year. 1 of 3 FF/PM remain on light duty (LD). Of the 2 engineers, 1 remains convalescing at home after a recent surgery, the other is likely to retire later this year.

MWPA Residential and Business postcards were distributed last week, highlighting free programs. [Landing - Novato Fire - Wildfire Prevention \(stopwildfire.net\)](https://www.stopwildfire.net)

OPS: D/C McCarthy:

Vegetation Fire: Marinwood, approx. 30 acres. Local evacuations only converted to warnings only. NFD sent units to support suppression and overhead. Cause under investigation.

Commercial vehicle fire (garbage truck) on San Marin Dr.

Small veg fire – homeless area to the rear of the skate park. Reportedly started by a candle.

No reported structure fire(s): County Club / Ignacio Blvd – commercial debris box fire
Numerous smoke checks (smoke originating from Nor Cal fires)



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B62 to take over TF2140 (today) and the TF will become a full Charlie ST (2140C) with the addition of two type III engines E612 (swap for E8) E613 (swap for WT15) Crew rotation completed for TF2140 (E661): B/C Whittet is the Task Force Leader; crews are assigned to the Caldor Fire.

B64 (Dague) returned from the Dixie Fire

NOV EOC Emergency voice local radio test, regional data test and high frequency (Western United States) radio test.

Project work: Emergency Operations Center MESH network. COVID-19 plan and accompanying policy.

Meetings/Project work: OPS BC shift change meetings, Marin Co. Fire Chiefs sub-committee work / meetings. Monthly OPS meeting, meetings with Finance and HR, Monday Morning OPS briefing, Monday Morning Staff meeting. Labor Attorney meeting. Marin Co. emergency operations plan presentation.

Battalion Chief Training: Overview of the health of our forests, fire history of Marin and The Great Novato Fire of 1923 with field exercise. Special thanks to Director Goines for sharing critical information to our command team on local forest conditions.

Fire Weather: Warming trend starts today as the marine layer compresses and high-pressure builds. Inland areas turning hot Friday and Saturday under strong high pressure as dry northerly winds pass over the region. A few degrees of cooling by Sunday afternoon as onshore winds return then a West Coast trough brings temperatures back closer to seasonal values early next week while the forecast remains dry through the end of the month and likely into Labor Day weekend.

Regional Area Fires: None reported

Statewide Fires: Cal Fire

19 fires statewide of interest

Dixie Fire >819K Acres, 48% contained as of 2000 hrs. yesterday

Caldor Fire 200K Acres, 18% contained as of 2000 hrs. yesterday

This year 1,830,307 million acres burned, 6959 incidents

Training: B/C Mesenburg

Worked as Shift B/C Sunday

Attended Monday morning chief meeting

Completed letters to ENGBs for 2140C units - sent out with Peets gift cards

Assisted B62 with securing and inventorying training caches at Station 62 post theft

A/BC task book issuance and training with Peters

Worked on Disaster Response Plan

Conferenced with Dave Jeffries



Novato Fire District Board of Directors Regular Board Meeting Minutes September 1, 2021

Additional work on Elevator Rescue class for November at Fireman's Fund
Helped with Block 5 training at the tower
Started planning Block 6 items
Haz Mat drills
Earthquake drill - Great Shakeout 2021
Elevator rescue
Acting training
Truck Mondays
Began planning probationary FF 6-month tests
Checked in with Gretchen regarding hiring to start planning interviews, ride a longs, Academy, etc.
Working on R&D projects

Tower Update: No update

EMS Divisions: B/C Scott Freedman

NFD had one (fully vaccinated) employee (FF/PM) break through test positive for covid last week. All other members that he worked with in the previous 2 days are fully vaccinated and without symptoms and therefore may remain on duty and monitor for symptoms.

NFD is in the process of obtaining and installing MERV13 filters. Station 64 cannot use these filters, but all other locations can. Excluding all washable filters, the cost to replace filters with MERV13 filters is \$940 (@\$20/each) for all locations with the exception of Station 64. All filters are available to order except for about 12 which are a custom size 17x22x1 and which will take about two months to receive.

95 Rowland Way – 11 filters
450 Atherton Ave Station 62 – 6 filters
5 Bolling Drive Station 65 – 13 filters
65 San Ramon Way Station 63 – 5 filters
7025 Redwood Blvd Station 61 – 12 filters

Prevention Division: B/C John Dicochea

Fire Prevention Staff Worked hard Saturday and Sunday at the Novato Art and Wine Festival to help promote our program, schedule home assessments and be accessible for questions related to wildfire preparedness. It was a very well attended event.

Thirteen plan reviews completed
10 construction inspections
3 - 850 State licensing Inspection
20 home assessments completed,
92 Roadside assessments completed,



**Novato Fire District Board of Directors
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September 1, 2021**

20 NOAA weather radios
13 Vegetation management matching grant
2 Home hardening matching grant processed

Facilities: Kyle Dague was out of county, so no report

Fleet: Chief Whittet:

Ken, Mario and Ricky Godoy are in Ohio (SMEAL Ladder Truck visit)
U3 remains OOS at High Tech, U20 is out-of-service in Sacramento for repairs.
U19 is out of service at the shop for steering column damage
U24 (M65) is at Novato Ford for repairs. The warranty claims dept. has approved the cylinder head replacement and all parts were ordered. Ken is hoping for the end of next week.
We have no reserve Type 1 engine and one reserve medic unit.

--End of Report--

There was no public comment.

CONSENT CALENDAR ITEMS

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

There was no public comment.

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

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None

Abstain: None

Motion carried 4-0-0

NEW BUSINESS

1. Options for Filling Vacancy of President Metcho

The Board received the staff report and discussed staff direction on how to proceed with filling the vacancy of former Board President Steven Metcho.

Counsel Hurd detailed the process:

Post the vacancy in 3 places within the District.



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Option 1: take applications and make an appointment of an applicant in Steve Metcho's district #2. That applicant would remain in the seat until November 2022, at which point there is an election.

Option 2: Call a special election. This option would likely not occur until March 2022 and be very costly. The seat would be filled and sync in for re-election at the next General Election.

Option 3: Take no action and have the Marin County Board of Supervisors make a selection.

There was no public comment.

M/s Francisco/Davis to move forward with the appointment process.

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None

Abstain: None

Motion carried 4-0-0

2. Resolution 2021-10 Changing the Regular Meeting time for Board of Directors meetings.

Staff recommended 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.

There was a hand raised by NZ for public comment, but no comment was made, nor transmitted via the chat tool. The Board paused for 50 seconds to hear comment. No comments were made.

M/s Goines/Francisco to 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.

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None

Abstain: None

Motion carried 4-0-0



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3. Resolution 2021-12, Resolution of the Board of Directors of the Novato Fire District Determining the 2021/2022 Appropriations Limit

Board approval was 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).

Finance Director Valenti explained the Gann Limit which sets the maximum amount of tax revenue the District can collect. The District is well under the maximum limit.

There was public comment regarding an earlier new business item. Ms. Nina Zhito noted that the public does not have the level of tech support, which results in a chilling effect on the ability to weigh in. The public may not be fluent with acronyms, but that the public has opinions worth hearing.

M/s Goines/Davis to approve the appropriations limit and adopt Resolution 2021-12.

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None

Abstain: None

Motion carried 4-0-0

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 recommended approving the Employment Agreement between the District and Wildfire Mitigation Specialist Nicholas Barlupe.

There was no public comment.

M/s Davis/Goines to approve the Employment Agreement between the District and Wildfire Mitigation Specialist Nicholas Barlupe.

Roll call vote.

Ayes: Davis, Francisco, Goines, and Silverman

Noes: None



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Abstain: None

Motion carried 4-0-0

WMS Barlupe was congratulated by the Board.

Director Goines noted that he personally met and learned from WMS Barlupe, and the Nick is a great asset.

COMMITTEE REPORTS

MERA: Director Silverman noted the meeting was cancelled. He also noted that the Nokia test that went poorly the last time, went well this time. Bid package for the second phase has gone out. The portable radios have been distributed and we are just waiting for a couple of mobile installs.

Finance Committee (Directors Davis and Goines) – ASM/IT will send out the next Finance Committee date. There was no meeting this month.

MWPA Committee: (Director Goines) Director Goines noted that with \$19,500,000 financing 111 projects is moving along. The work is substantial. The vegetation management and reduction of fuel hazards covers hundreds of miles. The MWPA is building a manual for environmental concerns to keep compliant. Also in development is a standard project design, identifying best practices. This will be available to all member agencies. They are also developing a public project tracking database. Consultants are engaged with the crews so that compliance is met. There will also be bilingual instructions available soon. The advisory technical committee (ATC) (Captain Lynne Osgood) build out the project using budgeted funds. The ATC will now include ad hoc representation from major landowners in Marin County: PGE, Environmental Sound Practices Group, Point Reyes National Seashore, MMWD, Open Space District, and GGNRA.

Public Comment taken verbatim from the chat from resident Nina Zhito:

01:06:33 ummmm hand raised?

01:17:58 FOR THE RECORD . appropos new biz and change of time: it makes it difficult for people who work conventional hours to participate. note as well, those of us without a taxpayer-funded IT staff are laboring on our own to keep up.

01:18:08 appropos new biz and change of time: it makes it difficult for people who work conventional hours to participate. note as well, those of us without a taxpayer-funded IT staff are laboring on our own to keep up.

01:22:04 in other words it is inaccurate to state there was no public comment, instead the existing system makes it difficult



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01:24:58 if not impossible for even this motivated member of the public with a relevant background to be heard. we can do better. motivated member of

01:26:53 in an era when access to technology and equity are paramount, this is an "opportunity for improvement". lol.

ABM Committee: (Directors Silverman and Francisco) – There was no meeting. ABM's numbers are needed. There have been some delays due to staffing shortages. Legal is now reviewing the 7 lender proposals. It should be ready by October. Director Silverman noted that a meeting will occur before the October board meeting.

FINANCIAL REPORTS

July Financial reports will be in the October Board packet.

There was no public comment.

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 – several letters were read
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

There being no further business to conduct, President Silverman adjourned the meeting at 7:17 p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



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October 6, 2021

1 The meeting was called to order by President Silverman at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,
8 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, BC Scott
9 Freedman.

10

11 **OTHERS PRESENT**

12 District Counsel Riley Hurd and Peter Spoerl.

13 District members.

14 Pacheco Valle residents Gloria Violin, Kay White, Ginny Hanna, Tony Wicks, Neil Peterson,
15 Joanne Keenan and Patrick Woods.

16 Director Vacancy candidates Alison Crawford, Michael Hadfield, Tomas Kaselionis, Ed
17 Schulze.

18 Q2, LLC Jane Hood and Karin Mac Donald.

19 ABM representative Tony Roehrick.

20 Novato residents Bruce Bartel, Steven Metcho and Jeanne Macleamy.

21 Petaluma resident James Galli.

22

23 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

26

27 Staff recommended that the Board adopt Resolution 2021-13, a resolution of the Board of
28 Directors of the Novato Fire Protection District proclaiming a local emergency, ratifying
29 the proclamation of a State Of Emergency by Executive Order N-08-21, dated June 11,
30 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato
31 Fire Protection District for the period October 6, 2021 – November 5, 2021 pursuant to
32 Brown Act provisions.

33

34 There was no public comment.

35 M/s Davis/Goines to adopt Resolution 2021-13, a resolution of the Board of Directors of
36 the Novato Fire Protection District proclaiming a local emergency, ratifying the
37 proclamation of a State Of Emergency by Executive Order N-08-21, dated June 11, 2021,
38 and authorizing remote teleconference meetings of the legislative bodies of Novato Fire
39 Protection District for the period October 6, 2021 – November 5, 2021 pursuant to Brown
40 Act provisions.

41

42 Roll Call Vote

43 Ayes: Davis, Francisco, Goines and Silverman



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44 Noes: None
45 Abstain: None
46 Motion carried 4-0-0.
47

48 **PRESENTATION/RESOLUTION**

49 Resolution 2021-18, Pacheco Valle Firewise 5-year anniversary.
50 Board approval was requested to adopt Resolution 2021-18 acknowledging Pacheco
51 Valle's five-year anniversary as a designated USA Firewise Community. Pacheco Valle
52 has worked collaboratively with their neighbors and the Novato Fire District to take
53 important proactive steps to protect their homes against the threat of wildfire and to work
54 towards creating a fire adaptive community.

55 Fire Chief Tyler acknowledged the Pacheco Valle community for their hard work over the past 5
56 years creating and then maintaining a FireWise community.
57

58 Public comment: Gloria Dunn-Violin thanked Kay White for spearheading the formation of the
59 community committee, and for continued work for 5 years.
60

61 Kay White thanked the committee members and the Fire District for their support.
62

63 Director Davis noted that Pacheco Valley was the first to become FireWise, and served as an
64 inspiration to many other Novato neighborhoods.
65

66 M/s Davis/Francisco to adopt Resolution 2021-18, acknowledging Pacheco Valle's five-year
67 anniversary as a designated USA Firewise Community. Pacheco Valle has worked
68 collaboratively with their neighbors and the Novato Fire District to take important proactive
69 steps to protect their homes against the threat of wildfire and to work towards creating a fire
70 adaptive community.

71
72 Roll Call Vote
73 Ayes: Davis, Francisco, Goines and Silverman
74 Noes: None
75 Abstain: None
76 Motion carried 4-0-0.
77

78 **OPEN TIME FOR PUBLIC EXPRESSION**

79 None.
80

81 **AGENDA ADJUSTMENTS**

82 New Business item was discussed.
83

84 1. Appointment of New Director for Vacant Board Position. Verbal Report



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85 The Board heard statements from, and asked questions of, the following applicants for the vacant
86 Board position:

87 Alison Vetrano Crawford
88 Michael Hadfield
89 Edward Schulze
90 Tomas Kaselionis

91 Chief Tyler noted that the swearing in and oath would be performed at the November 3, 2021
92 meeting.

93
94 Counsel Hurd reviewed the question/answer/selection process for the Directors.

95
96 Applicant Crawford gave her statement.

97 Director Francisco asked about Crawford's HR experience.

98 Crawford noted she is currently and HR executive at a company with 500 employees, and
99 previous was an HR Manager at Uber, with 39,000 employees. She has handled EEOC issues,
100 worker complaints, employer/employee relations issues, etc.

101
102 Chief Tyler asked if she would be available for 10 a.m. weekday meetings. Crawford stated she
103 can be available.

104
105 Applicant Michael Hadfield gave his statement.

106
107 Director Davis asked if he had performed as a Fire Marshal.

108 Applicant Hadfield commented that he had performed as a Fire Marshal at Kentfield Fire District
109 (KFD).

110
111 Director Francisco noted that KFD is a special district and did Hadfield have experience in
112 managing facilities, and labor/management relations.

113 Hadfield commented he served as an Association President serving labor, and also oversaw
114 Fleet, Facilities and was project manager of the station remodel.

115
116 Director Silverman asked if Hadfield had been involved in the KFD budgetary process.

117 Hadfield comment that he did, and was involved with other chief officers in assigning priorities
118 within the budget.

119
120 Applicant Schulze gave his statement.

121
122 Director Francisco asked if he had budget experience.

123 Schulze noted that he served as treasure for a paramedic tax bond issue many years ago, and he
124 served as a treasure for KFD. He noted that his priority would be to ensure the District has the
125 best equipment and training.

126
127 Applicant Kaselionis gave his statement.



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128
129 Director Francisco asked if due to his previous board tenure, could he comment on what the
130 District does well and what could be improved.
131
132 Mr. Kaselionis noted that former Fire Chief Mark Heine was a strategic thinker, and that being
133 strategic was beneficial for executing priorities. He suggested keeping up with innovation to
134 keep the fire service moving forward.
135
136 Chief Tyler asked if Mr. Kaselionis had experience securing grants while at FEMA.
137 Mr. Kaselionis responded that he encourages the Marin County Fire Chiefs to have shovel ready
138 projects to have the best chance of securing FEMA grants.
139
140 There was no public comment.
141
142 The Directors discussed the expertise and talents of all of the candidates, and thanked the
143 applicants for their interest in public service.
144
145 M/s Davis/Francisco to appoint Michael Hadfield to fill the Director vacancy.
146
147 Roll Call Vote
148 Ayes: Davis, Francisco, Goines and Silverman
149 Noes: None
150 Abstain: None
151 Motion carried 4-0-0
152
153 **ASSOCIATION PRESIDENTS' REPORT**
154 Engineer Geoffrey Larkin representing the NPFA offered the Association's congratulation to
155 Michael Hadfield upon his appointment to the Board of Directors. The Association looks
156 forward to working with Mr. Hadfield.
157
158 **DIRECTOR MATTERS**
159 Director Silverman commented that he attended the 9/11 memorial at Station 61. He noted the
160 great job done by Chief Tyler. He noted that the Novato Police attended along with our fire
161 personnel.
162
163 Director Davis commented on the great Marin IJ article that expounded on the expertise of
164 Director Goines on the state of the drought and vegetation in Marin County.
165
166 Director Goines commented that he was pleased to be able to get the topic of the plight of the
167 County's vegetation into the press.
168
169 Director Francisco noted that he stopped by at the San Felipe fire, and was briefed. He noted the
170 crews performed really well.
171



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172 **CHIEF'S REPORT**

173 Calendar:

- 174 2. October is Breast Cancer Awareness Month
175 3. Oct 3-9 is Fire Prevention Week
176 4. Thursday, Oct 7th ADHOC Facilities Committee meeting, Updates to ABM Scope &
177 Costs
178 5. Friday Oct 8th, Fire Safe Marin Monthly Meeting
179 6. Saturday October 9th from 9am-12pm, Coffee with the Cops (and Firefighters) event is at
180 Marin Coffee Roasters.
181 7. Monday Oct 11th, MWPA Objectives and Metrics Working Group 1pm
182 8. Thursday Oct 21st, MCFCA meeting
183 9. Thursday Oct 21st at 10:21, The Great SHAKE OUT. Exercising our EQ protocols, duck,
184 cover hold, evacuate office building.
185 10. Tuesday Oct 26th, Pacheco Valle Firewise Meeting
186 11. Wednesday Oct 27th, NFD OPS meeting
187 12. Thursday Oct 28th, FASIS BOD Meeting
188 13. Friday Oct 29th is the 18th anniversary of NFD Fire Engineer Steven Rucker's line of
189 duty death during the Cedar Fire, in San Diego County.

190 **Administrative Items:**

191 Covid-19 protocols are working as designed. We have completed updating the plan to include
192 the Pfizer boosters per CDC guidelines for first responders.

193 NPFA Negotiations: Ongoing for all Labor Groups

194 New FF/PM Hires Process: 22 applications so far with a deadline of Oct 15th. The applications
195 are coming in waves and we anticipate an additional 30 by the deadline. Currently we have three
196 openings. Depending upon some potential retirements, we may have five openings.

197 New Hire WMS Kaitlyn Henry has completed all phases of here background and will start Oct
198 16th, pending final authorization by the BOD of her contract. The other WMS position is in
199 backgrounds should be ready to go by Nov 1st.

200 New Hire Vegetation Manager is still in background and we are also looking for an Oct 16th or
201 Nov 1st start.

202 We received a resignation letter from administrative assistant Stacey Hoggan. She is moving to a
203 finance position with the City of Novato. Her last day is Oct 14th. We wish her well in her new
204 job. We have currently have a temp in training while we prepare to look at our options to fill that
205 position.

206 Workers Comp: Three remain off on W/C.



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207 Last week I participated in a 90-minute presentation and Q & A panel discussion on the creation
208 of the MWPA, in Sacramento at the League of California Cities with MWPA Executive Director
209 Mark Brown, Mill Valley Mayor Shashi McEntee, and Corte Madera City Manager Dan
210 Schwartz. It was well received with an attendance of approx. 60 people.

211 ZONEHAVEN: KNOW YOUR EVACUATION ZONE: The Marin County Sheriff's Office,
212 along with all Marin municipalities and the Marin Wildfire Prevention Authority, are launching a
213 new web-based evacuation mapping tool and "Know Your Zone" campaign to help county
214 residents and businesses be better prepared for the next evacuation or emergency. The "Know
215 Your Zone" campaign will use social media, a video, advertising and other outreach materials to
216 help residents easily remember to visit the site. To be better informed and able to quickly map
217 their best path to safety, residents can visit the emergency.marincounty.org, pull down the
218 evacuation tab, enter their address in the "search" bar, and review zone details before the next
219 emergency. Residents should also subscribe to Alert Marin to receive evacuation notices via call,
220 text, email, or smartphone application. Zonehaven does not replace Alert Marin for notifications
221 of evacuations or orders, but it does provide an intuitive tool for residents during the next
222 evacuation or emergency.

223 **OPS: D/C McCarthy:**

224 We had a working Structure Fire this morning in the 200 block of San Felipe. Fire is
225 extinguished. No reports of any injuries.

226 Vegetation fires: Vehicle accident / vegetation fire Lamont Ave, vehicle fire into the vegetation
227 NB 101 on ramp from Rowland. Responded a water tender and agency rep to the Whites Hill
228 vegetation fire Monday in Woodacre.

229 Homeless encampment fire: None

230 Atypical Incident (An incident with unusual circumstances): None reported

231 Commercial Vehicle Fire: None

232 Out of County personnel: None

233 Fires to be aware of: Dixie Fire 94% contained, Fawn Fire 90% contained, KNP Complex 11%
234 contained, Windy Fire 35% contained and the Monument Fire 72% contained

235 Weekly test of the Marin RACES (Radio Amateur Civil Emergency Service) radio system at
236 NFD Admin. This test confirms reliable operation for local, regional, multi state voice and data
237 transmissions.

238 Fleet Status: Unit 7 (2003 Spartan/Hi-Tech-Type-1 reserve engine)

239 Novato remains in "exceptional drought" conditions

240 **Training: B/C Mesenburg**

241 Worked on draft earthquake response policy with Gretchen



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- 242 Worked on logistics of upcoming Haz Mat drill
- 243 Participated in Safety & Survival training, IAFF props, bailout training
- 244 Assisted with 6-month test preparation multiple times
- 245 Performed prep work for classroom delivery in December
- 246 Helped IT with Zoom bar training
- 247 Continued work on converting Standard Evolutions to JPRs
- 248 Began planning a D/O 1A class for December
- 249 Tower Update:
 - 250 Propane fueled training system inspection went great: we received the report back yesterday. We
 - 251 need to get some signage and an Earthquake valve installed on the gas feeder but we are very
 - 252 close.
 - 253 1st of the four 6-month tests was Monday...FF/PM Wilkosz passed and did great. FF/PM Meyer
 - 254 is supposed to be this morning but is at the Fire. Ryan is tomorrow. Lopez test has been moved
 - 255 to December 1.
- 256 Follow up work on some training grounds items
- 257 Forcible entry door reinforcement in tower - Fire Facilities warranty issue
- 258 Cleaned out Training storage container and prepped it to receive new tools
- 259 **EMS Divisions: B/C Scott Freedman**
- 260 Work on staff report for funds transfer and purchase of durable medical equipment
- 261 Logging, pick-up and shipping of COVID PCR tests
- 262 Work on iPad charging issue in B64's vehicle
- 263 Attended EMS Training on LifePak Monitors
- 264 Worked with Stryker Rep and FF/P Hamilton in configuring LifePak monitors for trial beginning
- 265 Friday; Zoom meeting with Stryker Innovations Team regarding new products and extended
- 266 contract for durable medical equipment
- 267 Creation of 2022 shift calendar
- 268 Work with to City Gate covering all items needing attention on review of draft SOC
- 269 Install of iPad at Station 63 for in station monitoring of Tablet Command
- 270 Meeting with HAAS Alert Rep and Chief McCarthy to look at product offerings
- 271 Restock of narcotic boxes



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- 272 Research and purchase Breast Cancer Month masks for our members
- 273 **Prevention Division: B/C John Dicochea**
- 274 BC Dicochea has been on 24hr BC coverage
- 275 Taught firefighter safety and survival
- 276 Completed the AB38 program and sent to Jeanne to upload it to the website
- 277 Completed meeting with Public Works regarding Capilano dr. EVA access
- 278 Follow up on the Craig 1300 Dashboard
- 279 Follow up on driveway access at the Miwok swimming pool-IVC
- 280 Completed seven plan reviews
- 281 Conducted two construction/building inspections
- 282 Coordinated a new Master Service Agreement with Small World Tree Service
- 283 Wildhorse Valley Broom documentation
- 284 Participated in a CalFire Grant Portal Training
- 285 NFD FI McDonald attended California Conference of Arson Investigators training
- 286 6 construction inspections
- 287 2 -850 state inspection follow ups
- 288 8 New Plan submittal received for the week
- 289 9 Plans returned to city or county or contractors for the week
- 290 2 Marin County Building self-service permitting received (PV. ESS, Generator)
- 291 Generated a Bluebeam and Agencies Manuals- still in progress.
- 292 August 2021 Calamity report
- 293 Meeting with Master Gardener's
- 294 Followed up on current weed Abatement Complaints
- 295 29-Home assessments completed
- 296 13-Roadside assessments completed
- 297 22-NOAA weather radios handed out and trained the resident on its purpose/use
- 298 12-Vegetation management matching grant processed
- 299 2-Home hardening matching grant processed



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300 **Facilities: Kyle Dague:**

301 Met with Fowler Electric regarding inoperable outdoor lighting station 62. (2) lights with loose
302 neutrals and fixtures that need replacing. Bid in process for the work.

303 Cagwin is in the process of disentangling from around irrigation valves at station 62 which were
304 damaged and repairing.

305 Ordered new hose dryer for Station 63, AD 59 completed and submitted to Colleen.

306 Window screen repair bid received for Stations 61, 62, 65. The work is scheduled for Tuesday,
307 10/5/21.

308 Beginning bid process for Station 62 removal of wall paper throughout the station and texturing
309 of walls and painting/new baseboard. Wallpaper and baseboards are in disrepair.

310 MERV filters have arrived from Simpson and in the process of installation.

311 **Fleet: Chief Whittet:**

312 U7- OOS in our shop with annual maintenance and repairs.

313 All other units are in service.

314 --End of Report--

315 Director Francisco asked if the District participates in the upcoming Nostalgia Days event on
316 10/8 and 10/9. Chief Tyler noted we do not staff a booth at that event. We do inspections to
317 ensure access and perform permit and safety checks of any booths.

318 Chief Tyler also noted that Open House will be postponed this year due to covid restrictions.

319 Resident Bruce Bartel asked about the District's vaccination status. Chief Tyler noted all are
320 vaccinated except for 10 members. Those members test(rapid test) upon arriving on shift, and
321 during the shift a PCR test), so that any positive result can be known as soon as possible, and
322 appropriate actions can be taken.

323 Director Davis asked that the District Covid status be placed on an upcoming agenda.

324

325 **CONSENT CALENDAR**

326 1. Minutes of Regular Board of Directors Meeting 9.1.21

327

328 There was no public comment.

329 M/s Davis/Francisco to approve Consent Calendar items 1.

330 Roll Call Vote

331 Ayes: Davis, Francisco, Goines, Silverman

332 Noes: None

333 Abstain: None

334 Motion carried 4-0-0.



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335

336 **NEW BUSINESS**

337 2. Discussion of By-District Elections boundaries based upon the 2020 Census.
338 The Board to review a presentation from Q2, Data & Research, LLC as the contractors
339 selected to assist in the professional and technical drawing of the new electoral district
340 lines for Novato Fire District's Board of Directors. The review of the five current
341 districts is needed to determine if the 2020 census data will lead to boundary updates.

342 Counsel Spoerl commented that the deadline for redistricting has been postponed to 4/17/2022.

343 Karin Mac Donald and Jane Hood of Q2, LLC detailed their research into the district boundaries,
344 reviewing the new geography and the new 2020 census data. The districts are currently based
345 upon data from the 2010 census, but are still very much within the acceptable population
346 deviation required by law. +/- 5% is the threshold and the current district boundaries are well
347 under 5%. The Voting Rights Act criteria are met, the districts are contiguous, and the criteria of
348 topography and geography are met.

349 Director Silverman asked what the next step would be.

350 Counsel Spoerl noted that he will review the required next steps regarding public comment and
351 the need to adopt a resolution adopting the district boundaries.

352 Chief Tyler asked other agencies are finding that they need to update their map lines.

353 Ms. Mac Donald noted one other agency is staying with current lines. She noted also that the
354 District can make changes, but is in compliance with the current boundaries, so updates are not
355 necessary.

356 No action was required on this item.

357

358 3. Resolution 2021-14 Breast Cancer Awareness Month October 2021

359 Board approval was requested to adopt Resolution 2021-14 designating October 2021
360 as National Breast Cancer Awareness Month.

361 There was no public comment.

362 M/s Davis/Francisco to adopt Resolution 2021-14 designating October 2021 as National Breast
363 Cancer Awareness Month.

364 Roll Call Vote

365 Ayes: Davis, Francisco, Goines, Silverman

366 Noes: None

367 Abstain: None

368 Motion carried 4-0-0.

369



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370 4. Resolution 2021-16, Great California Shake Out
371 Board approval was requested to adopt Resolution 2021-16 acknowledging the
372 District's desire to participate in the Great California Shakeout and continue our work
373 toward making our community safer.
374

375 There was no public comment.
376 M/s Silverman/Francisco adopt Resolution 2021-16 acknowledging the District's desire to
377 participate in the Great California Shakeout and continue our work toward making our
378 community safer.
379

380 Roll Call Vote
381 Ayes: Davis, Francisco, Goines, Silverman
382 Noes: None
383 Abstain: None
384 Motion carried 4-0-0.
385

386 5. Resolution 2021-17, Fire Prevention Week
387 Board approval was requested to adopt Resolution 2021-17 proclaiming October 3-9,
388 2021 as Fire Prevention Week.

389 There was no public comment.
390 M/s Francisco/Davis to adopt Resolution 2021-17 proclaiming October 3-9, 2021 as Fire
391 Prevention Week
392

393 Roll Call Vote
394 Ayes: Davis, Francisco, Goines, Silverman
395 Noes: None
396 Abstain: None
397 Motion carried 4-0-0

398 6. Resolution 2021-15, Employment Agreement for WMS Kaitlyn Henry
399 Staff recommended approving the Employment Agreement Between the Novato Fire
400 District and Wildfire Mitigation Specialist Kaitlyn Henry.

401 There was no public comment.
402 M/s Davis/Goines to approving the Employment Agreement Between the Novato Fire District
403 and Wildfire Mitigation Specialist Kaitlyn Henry.

404 Roll Call Vote
405 Ayes: Davis, Francisco, Goines, Silverman
406 Noes: None
407 Abstain: None
408 Motion carried 4-0-0
409



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410 7. Transfer of Funds from EMS Designated Reserves for Purchase of Mechanical CPR
411 Devices and Video Laryngoscopes to EMS Capital Budget.
412 Staff recommended the transfer of \$94,500 from EMS designated reserves to the EMS
413 Capital Budget account 4810, as well as authorization to purchase the following:

- 414 • 4 LUCAS mechanical CPR devices and related peripheral equipment (batteries,
415 chargers, etc.)
- 416 • 4 McGrath video laryngoscopes and related peripheral equipment (batteries, blades,
417 etc.)
- 418 • 4 four-year preventative maintenance contracts for LUCAS devices
- 419 • 1 LifeNet cloud management system license for asset tracking and CQI data storage

420

421 Chief Tyler detailed the need for the transfer and the need for the updated equipment.

422

423 Director Silverman asked if the Lucas devices were new. BC Freedman commented that they are
424 tried and true devices, and the crews were able to test them for three months.

425

426 Director Francisco asked if the devices will send telemetry to the hospitals. BC Freedman noted
427 the Lucas devices will not, but the Zoll monitors do. The Zoll devices are also due to be
428 upgraded. BC Freedman commented that the District did apply for grant funds, but was not
429 successful.

430

431 There was no public comment.

432

433 M/s Francisco/Silverman to the transfer of \$94,500 from EMS designated reserves to the EMS
434 Capital Budget account 4810, as well as authorization to purchase the following:

- 435 • 4 LUCAS mechanical CPR devices and related peripheral equipment (batteries,
436 chargers, etc.)
- 437 • 4 McGrath video laryngoscopes and related peripheral equipment (batteries, blades,
438 etc.)
- 439 • 4 four-year preventative maintenance contracts for LUCAS devices
- 440 • 1 LifeNet cloud management system license for asset tracking and CQI data storage

441

442 Roll Call Vote

443 Ayes: Davis, Francisco, Goines, Silverman

444 Noes: None

445 Abstain: None

446 Motion carried 4-0-0.

447

448



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449 **COMMITTEE REPORTS**

- 450
- 451 1. MERA (Director Silverman): Director Silverman commented that MERA is moving
452 ahead well. The Nokia test passed. Leases for the first round except for Pt. Reyes are
453 completed. Radios have been installed and portables are being programmed.
 - 454
 - 455 2. Finance Committee (Directors Davis and Goines). There was no meeting.
456
 - 457 3. Marin Wildfire Prevention Authority Board (Director Goines). Director Goines
458 commented that the board has approved a proposals format for evacuation assessment
459 and simulation of wildfire. This project will provide risk prioritization of evacuation
460 routes. The environmental groups' questions re: LRAD (goats are bad, LRAD disturbs
461 owls?) were answered, and since then there have been no challenges to MWPA projects.
462 Director Goines gave a presentation on the 2021 drought conditions, vegetation stress,
463 leaf loss, and contributed to the Marin IJ article. He noted that on 11/16/21 from 2-4 p.m.,
464 there will be a panel with the Environmental Sound Practices group regarding prescribed
465 fire. Chief Tyler and Marin County Fire Chief Weber will be present along with other
466 experts.
467
 - 468 4. District Infrastructure Improvement Committee (Directors Francisco and Silverman). The
469 next meeting is 10/7/21.

470

471 **FINANCIAL REPORTS**

472 There were no questions.

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

480

481 **INFORMATION**

- 482 1. Customer Surveys August 2021
- 483 2. MERA Update: September 2021
- 484 3. Written Communications: several letters were read

485

486 **CLOSED SESSION**

487 The Board entered closed session at 12:00 p.m. The re-entered open session at 12:27. There was
488 nothing to report.

489



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490 **ADJOURNMENT**

491 There being no further business to conduct, President Silverman adjourned the meeting at
492 12:27 p.m.

493
494 Submitted by,

495
496

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

497
498
499 Jeanne Villa, Recording Secretary



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1 The meeting was called to order by President Silverman at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Bruce Goines. Appointed Director Mike Hadfield

5

6 **ABSENT**

7 Director Shane Francisco

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa,
11 Purchasing Administrator Colleen Walraven, BC Scott Freedman, HR Manager Gretchen
12 Felciano.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd and Peter Spoerl, District member Geoff Larkin, Q2, LLC Jane
16 Hood and Novato residents Rebecca Suggs.

17

18 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

21

22 Staff recommended that the Board adopt Resolution 2021-19, a resolution of the Board of
23 Directors of the Novato Fire Protection District proclaiming a persistence of the local
24 emergency, ratifying the proclamation of a State Of Emergency by Executive Order N-
25 08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the
26 legislative bodies of Novato Fire Protection District for the period November 3, 2021 –
27 December 2, 2021 pursuant to Brown Act provisions.

28

29 There was no public comment.

30 M/s Goines/Davis to adopt Resolution 2021-19, a resolution of the Board of Directors of
31 the Novato Fire Protection District proclaiming a local emergency, ratifying the
32 proclamation of a State Of Emergency by Executive Order N-08-21, dated June 11, 2021,
33 and authorizing continuation of remote teleconference meetings of the legislative bodies
34 of Novato Fire Protection District for the period November 3, 2021 – December 2, 2021
35 pursuant to Brown Act provisions.

36

37 Roll Call Vote

38 Ayes: Davis, Goines and Silverman

39 Noes: None

40 Abstain: Hadfield (not yet sworn)

41 Absent: Francisco

42 Motion carried 3-0-1-1.

43



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44 **ADMINISTRATION OF OATH OF OFFICE**

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

46 **OPEN TIME FOR PUBLIC EXPRESSION**

47 None.

48

49 **AGENDA ADJUSTMENTS**

50 None

51

52 **ASSOCIATION PRESIDENTS' REPORT**

53 None

54

55 **DIRECTOR MATTERS**

56 Director Davis reported that he appreciates the detail and the quality of the Fire Chief's weekly
57 report.

58

59 Director Silverman agreed with Director Davis.

60

61 **CHIEF'S REPORT**

62 Calendar:

63 Monday Nov 1st: Fire Foundry station 62 tower & training ground tour

64 Tuesday-Thursday Nov 2-4: FF/PM new hire interviews

65 Tuesday Nov 2nd: Finance Committee, cancelled and rescheduling

66 Tuesday Nov 2nd: Chamber of Commerce--Government Affairs Committee

67 Tuesday Nov 2nd: WRAP Meeting

68 Tuesday Nov 2nd NSAS Negotiations Meeting

69 Wednesday Nov 3rd: Golden Eagle Exercise UASI Bay Area Wide Drill—NFD supporting with
70 injects

71 Wednesday Nov 3rd: Monthly BOD meeting 10:00 am Mike Hadfield being sworn in.

72 Thursday Nov 4th: North Marin Community Service Meeting to discuss Community Service
73 Team in Novato

74 Friday Nov 5th: Woodward Fire Tour/Meeting with One Tam Agencies/Land Tender
75 Presentation: 9:30 to 2:00 pm

76 Monday Nov 8th: Dennis Rondoni public office hours zoom presentation

77 Thursday November 11th: Veteran's Day, Office Closed

78 Monday Nov 15th: Open enrollment for health, vision, & dental plans ends.



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79 Wednesday Nov 24th: OPS meeting

80 Thursday, Nov 25th: Thanksgiving Holiday Office Closed

81 Friday, Nov 26th: Thanksgiving Holiday Office Closed

82 **Administrative Items:**

83 Remembering Steven Rucker: 18 years ago last Friday, Novato Fire Engineer Steve Rucker was
84 killed in the line of duty while defending a residence near the town of Julian, during the 2003
85 Cedar Fire in San Diego County. Steve continues to be in our thoughts, and we will not forget
86 the sacrifice that he and his family have made, nor the memory of a man, and of a life well lived.
87 We honor him through our association led golf tournament, foundation scholarship fund, and
88 little league field clean up days. I prepared and sent out a remembrance message to all NFD
89 members, and flowers have been placed in front of the memorial here at Admin.

90 Fire Foundry: Is a new public/private Marin County led equity initiative to help fire agencies
91 staffing become more diverse. Here is a link that helps explain the program that is being
92 supported by all fire agencies in Marin. <https://owlvans.com/pages/calfire-f-i-r-e-foundry-fundraiser-sponsored-by-owl-vans-and-tam-bikes>
93 I will provide additional information and have
94 a presentation to the board at a future scheduled monthly BOD meeting.

95 NPFA Negotiations: Working on drafts for NPFA & NSAS groups

96 MWPA \$100,000 Ad Campaign RFP Responses proposals reviewed and selection—Staff
97 reviewed 3 written responses to the RFP and selected two to advance to in person presentations.
98 The local Novato marketing firm Kiosk was selected to be recommended to receive the contract.

99 New FF/PM Hires Process: Initial in person interviews in progress at NFD Admin Tuesday, Nov
100 2nd through the 4th.

101 New IT position has been posted and we are in the process of receiving applications. The
102 position will be open until filled.

103 Admin Assistant/Specialist position: Staff is working on the creation of a job announcement and
104 position description for filling the open spot up front. It is anticipated that there will be an
105 emphasis supporting the finance division and front office duties.

106 Workers Comp: Four off duty on W/C.

107 Covid-19 protocols: Marin County Health Officials have modified their masking mandates for
108 indoor occupancies. Beginning Monday November 1st, all fully vaccinated individuals are now
109 no longer required to wear face coverings indoors. Unvaccinated individuals are still required to
110 wear masks indoors as earlier stipulated. [Marin to lift indoor mask mandate in public places on
111 Monday – Marin Independent Journal \(marinij.com\)](https://www.marinij.com/news/marin-to-lift-indoor-mask-mandate-in-public-places-on-monday)

112 **OPS: D/C McCarthy:**

113



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- 114 Calls for service during this reporting period: 181
- 115 Reported structure fire(s): None
- 116 Vegetation fire(s): None
- 117 Homeless encampment fire: None
- 118 Vehicle Accidents: 13 (speed unsafe for wet conditions)
- 119 Atypical Incident (an incident with unusual circumstances): None
- 120 Commercial Vehicle Fire: None
- 121 Out of County personnel: None
- 122 UASI Golden Eagle Exercise (November 3rd) planning meeting
- 123 Meetings/Project work: Monthly Operations Chiefs Meeting, OPS BC shift change meetings,
124 Marin Co. Fire Chiefs sub-committee work / meetings. Meetings with Finance, EMS, Fire
125 Prevention and HR. Bi-Weekly NFIRS report audit. Weekly test of the Marin RACES (Radio
126 Amateur Civil Emergency Service) radio system at NFD Admin.
- 127 Storm Response: The fire district responded 50 calls for service during the storm which began
128 impacting the fire district at 0530 Hrs. on Sunday October 24th. District owned and operated
129 Remote Automated Weather Stations (RAWS) measure between 5” and 8” of rainfall and
130 maximum-recorded wind gust of 57 MPH. Of note, the fire district responded to 13 weather
131 related motor vehicle accidents including one involving a parked CHP unit. To restate the
132 vehicle accident rate, 65% of the reported vehicle accidents with injuries in Marin County
133 occurred within the fire district.
- 134 During the storm, Marin Regional USAR Task Force-1 (including NOV BC Whittet and Captain
135 Bargiacchi) deployed to Santa Cruz for potential landslides.
- 136 Across the county, our communications center processed 650 calls for service, three water
137 rescues, 20 vehicle accidents, three structure fires, 163 tree down calls, 83 reports of wires down
138 and 185 flooding calls.
- 139 National Weather Service Synopsis: Rains return November 1-2! This system will not bring
140 nearly as much rain as our recent AR event and we will update the details on amounts as we get
141 closer to the event. For now, model guidance on rain totals suggests that this will be a low impact
142 event. The incoming storm may bring an enhanced NW swell, which could cause sneaker waves
143 for northwest facing beaches. Long-range models suggest the possibility of another rainmaker
144 arriving during the latter half of next week.
- 145 **Training: B/C Mesenburg**
- 146 Worked on hiring and finalized interview questions
- 147 Worked with Gretchen on interviewee list



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- 148 Worked with Gretchen and NPFA on interviewer panel selection and preparation
- 149 Worked on preparations for elevator rescue class
- 150 Worked on preparations for Driver Operator 1A
- 151 Meeting & training session with Lauren
- 152 Helped Spokane Valley with some TDA training material
- 153 Helped Novato Fire Foundation with museum donations by Brain Nolan (BC Walt Nolan's son)
- 154 Processed task books
- 155 Worked on new JPRs
- 156 Tower Update:
- 157 Finalized plan with Fire Facilities on fixing forcible entry prop on tower
- 158 Communicated with WillScot regarding delivery of classroom on November 16 (early)
- 159
- 160 **EMS Divisions: B/C Scott Freedman**
- 161 Follow-up on EMS call as requested by Marin County EMS
- 162 Research on COVID PCR Testing
- 163 Attended EMS class - Dr. Konik COVID lecture
- 164 Logging, pick-up and shipping of COVID PCR tests
- 165 Work on quotes for video laryngoscopes
- 166 Continued research on AEDs and prep for purchase
- 167 Review of Firefighter/ Paramedic hiring interview questions
- 168 Work on setting up meeting with new CQI Coordinator, Katie Grossman and Heather Price
- 169 Narcotic restock
- 170 Follow up with Tablet Command regarding incident sharing with Sonoma County
- 171 Logging, pick-up and shipping of COVID tests
- 172 Prep for Firefighter/Paramedic interviews next week
- 173
- 174 **Prevention Division: B/C John Dicochea**
- 175 Zonehaven training and OPS meeting



Novato Fire District Board of Directors
Regular Board Meeting Minutes
November 3, 2021

176 Career development meeting with Prevention Admin Assistant: Denise Wade testing for Fire
177 Inspector in Central Marin and Petaluma.

178 Completed five plan reviews

179 Novato Leadership project meeting

180 Completed MWPA Data Request for Bahia HOA

181 Collaborating with MCFD and NCOSD on Pacheco Valle tree removal project

182 Attended Pacheco Valle Fire Wise Monthly Board meeting

183 (3) 850 State Licensing Inspections.

184 Storm response support.

185 R1/R2 InspectER and inspection concepts training for Crews - C SHIFT.

186 11 Construction Inspections.

187 Follow up Crooked Oak - Code Enforcement (rotten post for Capt. Smith).

188 850 - State licensing release - OAKMONT Senior living.

189 MCFIT Team Leader.

190 7400 Redwood - Follow up for Crews R/1 R/2 support.

191 Processed Grants

192 Correspondence with Residents

193 Assigning Assessments and presentations

194 18-Home assessments completed

195 99-Roadside assessments completed

196 22-NOAA weather radios handed out and trained the resident on its purpose/use

197 10-Vegetation management matching grant processed

198 8-Home hardening matching grant processed

199

200 **Facilities: Kyle Dague:**

201 Crandall Roofing to visit stations 61, 62, 64, 65 Wednesday 11/3 to evaluate issues from recent
202 atmospheric river.

203



Novato Fire District Board of Directors
Regular Board Meeting Minutes
November 3, 2021

204 Site visits with contractor for the building envelope bid, still waiting for Admin roof bid.
205 Reached out to Abraxa Energy and Delta T. Energy for consulting to validate ABM Annual
206 Energy Cost Avoidance Agreement.
207 Generator permits can take up to 3-4 months for an authority to construct from BAAQM.
208 Deadline for bids is November 15th. Next step is to select Contractor and move forward with
209 BAAQM permit applications.
210 Bid approved for Fowler to repair/replace exterior lighting at Station 61 and 62, work moving
211 forward.

212 More clarifying questions from contractors answered and posted on website.

213 **Fleet: Chief Whittet:**

214 All other units in service.

215 -End of Report-

216 **CONSENT CALENDAR**

217 1. Minutes of Regular Board of Directors Meeting 10.6.21

218

219 There was no public comment.

220 M/s Davis/Goines to approve Consent Calendar item 1.

221

222 Roll Call Vote

223 Ayes: Davis, Goines, Silverman and Hadfield

224 Noes: None

225 Absent: Francisco

226 Motion carried 4-0-1.

227

228 **NEW BUSINESS**

229 1. Verbal Report - Discussion of By-District Elections boundaries based upon the 2020
230 Census.

231 The Board reviewed the District map boundaries and was available to hear public
232 comment. Q2, Data & Research, LLC was in attendance to answer questions.

233 Chief Tyler noted that the District map was on the District website. No comments have been
234 received.

235 Counsel Spoerl noted he can craft the resolution for adoption at the December 1, 2021 meeting,
236 as all requirements regarding public hearings have been met.

237 The Board directed staff to prepare a resolution for the next board meeting.

238 2. Resolution No. 2021-20, a Resolution of the Novato Fire Protection District Ratifying
239 the Employment Agreement Between the Novato Fire District and Wildfire Mitigation
240 Kyle Nicholes.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
November 3, 2021

241 Staff recommended approving the Employment Agreement between the District and
242 Wildfire Mitigation Specialist Kyle Nicholes.

243 There was no public comment.

244 M/s Goines/Davis to approve the Employment Agreement between the District and Wildfire
245 Mitigation Specialist Kyle Nicholes.

246

247 Roll Call Vote

248 Ayes: Davis, Goines, Silverman and Hadfield

249 Noes: None

250 Absent: Francisco

251 Motion carried 4-0-1.

252

253 3. FY 2021/22 Budget Adjustment – Training Tower

254 Board approval was requested to accept Staff's recommendation to make the following
255 FY 2021/22 budget adjustments:

256 a. Increase Operating budget Facilities capital purchase account 4048 by
257 \$180,000

258 b. Decrease Unassigned Fund Balance by \$180,000

259

260 There was no public comment.

261 M/s Silverman/Hadfield to accept Staff's recommendation to make the following FY 2021/22
262 budget adjustments:

263 a. Increase Operating budget Facilities capital purchase account 4048 by
264 \$180,000

265 b. Decrease Unassigned Fund Balance by \$180,000

266

267 Roll Call Vote

268 Ayes: Davis, Goines, Silverman and Hadfield

269 Noes: None

270 Absent: Francisco

271 Motion carried 4-0-1.

272

273 4. Bank Signature Cards Changes

274 Board approval was requested to accept Staff's recommendation to make revisions to
275 the bank signature cards, and direct the Finance Director to revise the necessary
276 documents.

277 There was no public comment.

278 M/s Goines/Davis to accept Staff's recommendation to make revisions to the bank signature
279 cards, and direct the Finance Director to revise the necessary documents.

280 Roll Call Vote



Novato Fire District Board of Directors
Regular Board Meeting Minutes
November 3, 2021

281 Ayes: Davis, Goines, Silverman and Hadfield
282 Noes: None
283 Absent: Francisco
284 Motion carried 4-0-1.
285

286 5. MWPA Advertising Campaign
287 Staff recommended entering into a master services agreement with Kiosk Creative,
288 LLC, a marketing agency, to continue to develop an advertising campaign aimed at
289 increasing resident and business participation in the Marin Wildfire Prevention
290 Authority (MWPA) funded property assessments for matching grants.

291 There was no public comment.
292 M/s Goines/Hadfield to enter into a master services agreement with Kiosk Creative, LLC, a
293 marketing agency, to continue to develop an advertising campaign aimed at increasing resident
294 and business participation in the Marin Wildfire Prevention Authority (MWPA) funded property
295 assessments for matching grants.

296 Roll Call Vote

297 Ayes: Davis, Goines, Silverman and Hadfield
298 Noes: None
299 Absent: Francisco
300 Motion carried 4-0-1.
301

302 **COMMITTEE REPORTS**

303
304 1. MERA (Director Silverman): Director Silverman commented that MERA cancelled its
305 last meeting but held an emergency meeting to pass the resolution regarding continuation
306 of teleconferenced meetings.

307
308 The new estimate of MERA coming online is September 2023. Pt. Reyes leases are
309 coming along. The next meeting is scheduled for 11/17/2021.

310
311 2. Finance Committee (Directors Davis and Goines). There was no meeting.
312

313 3. Marin Wildfire Prevention Authority Board (Director Goines). Director Goines
314 commented that the board has met environmental compliance for evacuation route work
315 in Black Point and roadside areas. Crews can begin clearing vegetation.
316

317 The Open Space District approved a project list. The Lucas Valley project is moving
318 ahead.
319



Novato Fire District Board of Directors
Regular Board Meeting Minutes
November 3, 2021

320 FireSafe Marin released a progress report, and it's a great document on work well done.

321
322 The MWPA revamped their website and their annual report is now available. The amount
323 spend on Administration is capped at 10%, and the MWPA was at 4.37%.

324
325 4. District Infrastructure Improvement Committee (Directors Francisco and Silverman). The
326 group met in October and discussed costs and checked competitive bids. Chief Tyler
327 noted the group is working on finalizing the scope. The District wants to ensure the price
328 is right to dive into this long term project. Director Goines asked about the guaranteed
329 cost savings. Chief Tyler commented that the projects are designed to save or be cost
330 neutral, but wants to do due diligence to ensure that outcome.

331
332 Director Goines asked about indemnification and consequences.

333
334 Counsel Hurd noted that his firm has an attorney specializing in contractors/contracting
335 and are doing due diligence on the promises made in earlier sales presentations.

336
337 Director Goines asked if the District has a prioritized list of projects. Chief Tyler
338 commented that we do.

339
340 Director Hadfield asked to be brought up to speed on the previously discussed public
341 information regarding the ABM project.

342
343 **FINANCIAL REPORTS**

344 There were no questions.

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

356
357 **INFORMATION**

- 358 1. Customer Surveys September 2021
- 359 2. Written Communications: several letters were read

360
361 **ADJOURNMENT**



Novato Fire District Board of Directors
Regular Board Meeting Minutes
November 3, 2021

362 There being no further business to conduct, President Silverman adjourned the meeting at
363 11:14 a.m.

364
365 Submitted by,

366
367

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

368
369
370 Jeanne Villa, Recording Secretary



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

The meeting was called to order by President Silverman at 10:00 a.m. via Zoom.

ROLL CALL

All Directors were present

President Lj Silverman

Director William Davis

Director Bruce Goines

Director Shane Francisco

Director Michael Hadfield

STAFF MEMBERS PRESENT

Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, BCs Scott Freedman and John Dicochea, HR Manager Gretchen Felciano, District Staff Mike Swezy and Brooke Kerrigan.

OTHERS PRESENT

District Counsel Peter Spoerl and Novato resident Bruce Bartel. James Galli.

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

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

Staff recommended 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.

There was no public comment

M/s Hadfield/Goines to adopt Resolution 2021-22.

Roll Call Vote.

Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

ELECTION OF BOARD OFFICERS

Director Davis made a motion to keep the existing slate of officers. Seconded by Director Goines.

There was no public comment

M/s Davis/Goines to elect officers:

President Silverman
Vice President William Davis
Secretary Bruce Goines

Roll Call Vote.

Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

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.

Chief Tyler detailed the extraordinary efforts of then Captain Freedman during the 2020 Covid outbreak. BC Freedman received a plaque and the gratitude of the District, the Fire Chief and the Board.

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

1. The 2 legal issues in closed session will not be discussed.

ASSOCIATION PRESIDENTS' REPORT

None

DIRECTOR MATTERS

Directors may report on their activities and meetings.



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

Director Goines commented that he attended the air curtain burner display. He noted a new Eddie Bauer vest was burned by falling embers.

CHIEF'S REPORT

The Fire Chief reported on District business activities and operations.

Calendar Items:

Wednesday, Dec 1st Monthly BOD meeting
Wednesday Dec 1st Moving Toys to Station 65
Thursday, Dec 2nd Special FASIS Meeting
Saturday Dec 4th Salvation Army Bell Ringing NFD vs NPD Lucky's
Saturday Dec 4th SMART Drive Thru Toy Drop Hamilton Station 2 pm to 4 pm
Saturday Dec 4th City Tree Lighting Event
Tuesday Dec 7th Toy Pick Up at Head Start Program
Tuesday Dec 7th Wildfire Watch Episode 4 Taping
Thursday Dec 9th Marin Country Club Women's Luncheon
Tuesday Dec 14th Toy Delivery at Lynwood School
Wednesday Dec 15th MWPA OPS meeting
Thursday Dec 16th Toy Delivery at Novato Youth Center, Wilson Ave.
Saturday Dec 18th Marin Country Club Toy Drive
Tuesday Dec 21st Special BOD Meeting--Tentative
Wednesday Dec 22nd NFD OPS Meeting (or 15th loose one director)
Friday Office Closed for Christmas Observed
Wed Jan 5th Monthly BOD Meeting

Administrative Items:

Conditional jobs offers for 5 new FF/PM were made and accepted. All candidates move to the background phase now.

IT Interview completed and conditional job offer made and accepted—IT candidate is now in backgrounds.

Release from Employment: We unfortunately had to release a probationary FF/PM from employment this week. We wish him success in the pursuit of his future employment goals.

Contract Tentative Agreement presentations were made to association members by the NPFA team this week. Voting was complete on 11/23/21. The contract passed.



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

NFD Staff met with Citygate to review the draft SOC. We are having them run additional data through the end of the year to include in the analysis. The goal is to present the completed SOC at the BOD retreat in February.

Covid-19 reimbursements update:

COVID-19 UNANTICIPATED COSTS FROM 8/19/20 TO 6/15/21					
	REGULAR WAGES	OVERTIME	MATERIALS	LODGING	TOTAL APPLIED FOR
CSDA COVID-19 Funds	112,717	95,154	15,779	3,399	227,049
APPLIED FOR FUNDS NOT YET RECEIVED					
FEMA - Initial Emergency Declaration Response	-	72,908	32,950	247	106,105
County EOC Support	13,072	116,351	-	-	129,423
Quarantine for exposed members	-	79,832	-	2,065	81,897
County MOA - Vaccination Center Support	-	41,639	-	-	41,639
Total Applied for	13,072	310,730	32,950	2,312	359,064
TOTAL COVID-19 ASSISTANCE APPLIED FOR	125,789	405,884	48,729	5,711	586,113

We submitted reimbursement claims for \$359K. Of that amount, we have only received \$41,639 from the County for the vaccination center support. There is a reasonable chance we will collect an additional \$129K for the County EOC support and some or all of the \$106K for the FEMA PA grant. However, the timing of those FEMA reimbursements is uncertain and we could experience significant delays. Additionally, we applied for the CSDA relief funds and submitted the remainder of our uncovered costs (\$586K less \$359K) or \$227K. The actual amount we will collect on that depends, since each eligible District’s share will be based on a proportionate share of revenue losses reported by all qualifying districts. Those funds are expected to be released to the County Auditor/Controllers on December 9, 2021 and they are supposed to release the funds to districts within 30 days, so likely sometime in January of 2022.

Workers Comp: Five employees are still off duty on W/C

OPS: D/C McCarthy:

Reported structure fire(s): None since last report

Vegetation fire(s): None

Homeless encampment fire: None

Vehicle Accidents: None to report

Atypical Incident (an incident with unusual circumstances): Thanksgiving Day pediatric near-drowning: our department has the highest number of pediatric drownings in the county. (Highest number of pool and highest number of children) Crews Responded to a man on Fire—Burn Victim 90%.

Vehicle Fire: None to report



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

Out of County personnel: None

Dec 15th End of Fire Season Declaration: CAL-Fire Units With the down-staffing plan in motion, the question was raised about terminating the declaration of fire season. Conditions in Marin are such that termination of the declaration of fire season is appropriate. This will allow for region-wide nuance with the termination of declarations, and will not affect our down-staffing plan. We will continue to staff resources consistent with our down-staffing plan.

Meetings/Project work: Monday morning briefing, OPS BC shift change meetings, Marin Co. Fire Chiefs meeting and sub-committee work. Meetings with Finance, EMS, Fire Prevention and HR. New firefighter/paramedic hiring support. Bi-Weekly NFIRS report audit and program work. Meeting with fire district labor attorney. Marin Communications Center Standards meeting. Weekly test of the Marin RACES (Radio Amateur Civil Emergency Service) radio systems (high frequency and very high frequency radios) at Admin.

Training: B/C Mesenburg—

Lots of work done for Acting Captain and Acting Engineer refresher training
4-hour A/E refresher completed for Keady
Behavioral Health and Cancer Awareness 1A class went well at Ultragenyx
Driver Operator 1A happening next week

Tower Update: Tower

Classroom

Main installation of building and ramp completed

Waiting for carpet professional to complete the seam

Electrical to be installed shortly

Working with IT for internet and phone and TV

Bathroom groundwork beginning

EMS Division B/C Scott Freedman—

Attended JWW COVID Webinar

Follow-up on College of Marin student ride along

Collection, logging and shipping of COVID tests

Work on "Notice of Privacy Practices" project

Work on project to add WMS tracking on Tablet Command

Follow up with Dr. Osugi on extended "wall time" issue at NCH

Attended Tuesday EMS class

Meeting with new CQI Coordinator, Katie Grossman and MCFD CQI Coordinator

Work on securing AED quote from Zoll

Collection, logging and shipping of COVID tests



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

Work on project for Tablet Command monitor in Station 61 and C61 office
Narcotic re-stock
Aggregate data on ALS vs. BLS ambulance transports

Prevention Division: B/C John Dicochea

Met with the resident at 1785 Indian Valley Rd, regarding his driveway “all weather surface”

Met with IVC Police Chief regarding access to the new Aquatic Center

Met with Kreativz regarding the Template for the MWPA quarterly report and the Prevention advertising contract

Reviewed MWPA projects with Mike Swezy

Lined out CCNB crews on Lynwood Hill to remove broom

Trained New Hire

39-Home assessments completed

250-Roadside assessments completed

15-NOAA weather radios handed out and trained the resident on its purpose/use

6-Vegetation management matching grant processed

5-Home hardening matching grant processed

Facilities: Kyle Dague:

Crandall Roofing provided bid for roof repairs, bid is moving forward after approval and scheduling.

Jones garage door made site visits to all facilities (excluding station 64) for additional “Building Envelope” bid for all apparatus bay doors.

Followed up again with Northern Pacific on the comparison roofing bid for Admin and the project manager no longer works for the company. They are forwarding to someone else and will get back to me.

Conversation this week with George Buchanan from “2KB Energy Solutions” and sent ABM Cost Avoidance agreement along with other docs for review and they will get back to me with an estimate for consulting fees.

Generator Request for Bid changed to Request for Proposal to include only name, brand, and model number that complies with BAAQM requirement to expedite permit application process with BAAQM to meet the March 31st deadline for expenditure of Cal OES grant funds. Due date for RFP is December 7th, 2021.

Community Power Resiliency Program Progress and Expenditure of funds report complete and sent back to Joe in finance with a November 30th deadline to turn in to Cal OES.



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

Awaiting a new timer on order for the Station 61 exterior lighting.

Three Contractors have made site visits to Station 62 to provide bids to remove old wallpaper throughout the station that is in disrepair and texture/paint and replace the baseboards throughout the station. Clarifying questions from contractors have been answered thus far.

Light ballasts in server room and HVAC room replaced

Investigating failing motor in the attic related to the clothes dryer vent. Integrity construction to evaluate and replace if needed..

Plumber evaluated hot water dispenser in kitchen sink at admin and is ordering a replacement hot water dispenser.

Door closer replacement at Station 61 in process.

Fleet: Chief Whittet:

New Ladder Truck has arrived

--End of Report--

CONSENT CALENDAR ITEMS

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

There was no public comment

M/s Davis/Francisco to approve consent calendar items 1-3:

Roll Call Vote.

Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING MINUTES
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 recommended approving the Employment Agreement between the District and Vegetation Management Program Manager Michael Swezy.

There was no public comment

1. M/s Goines/Francisco to adopt Resolution 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.

Roll Call Vote.

Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

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

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

Chief Tyler and Negotiator Jim Galli detailed the changes in the 4 year MOU. Finance Director Valenti reviewed the total contract costs.

There was no public comment

M/s Francisco/Hadfield to to adopt Resolution 2021-23 approving the Novato Professional Firefighters Association MOU.

Roll Call Vote.

Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

MERA (Directors Silverman)

Director Silverman reported that the 11/21 MERA updated is included in the board packet. Construction on sites has started and in some sites is complete. Motorola has installed some equipment, and MERA received a \$1,900 credit on a contract. Equipment can now be updated via wifi, saving time and money.

Finance Committee (Directors Davis and Goines)

Director Davis commented that 2 items regarding a 5% cap on not to exceed contract change orders and a new purchasing policy closer in alignment to the County of Marin will be coming to the Board in January.

Marin Wildfire Prevention Authority Board (Director Goines)

Director Goines noted that the annual report for the MWPA has been released and is online. The website has been updated. Staff to assist with implementation of projects has been hired. A code of conduct has been approved. A group known as FERN sent a letter with objections to environmental review analysis. All points being challenged were answered in the most recent MWPA meeting. Director Goines thanked BC Dicochea and Captain Osgood for their work on the Bahia project.

ABM Infrastructure Committee (Directors Francisco and Silverman)

Director Francisco reported out on the internal meeting. They have been getting comparison bids, and will report out on the progress at the January meeting. Chief Tyler noted the committee is moving slowly to ensure that the District has enough information to make the best decision.

FINANCIAL REPORTS

Informational items for review. No action taken.

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



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

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference
Novato, CA 94945

3. District Monthly Contracts Information
4. MWPA Revenues and Expenditures Month 2021

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 – 4 letters were read.
4. Chief Tyler commented that Novato Police Chief McAffery will retire at the end of the year. Retired Santa Rosa police chief will serve in the interim until a new chief is selected.

The Board ended open session and entered closed session at 11:14 a.m

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief and James Galli
Represented Employee group: Novato Chief Officers Association
2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency Designated Representative: Fire Chief
Represented Employee group: Non-Sworn Administrative Staff

The Board re-entered open session at 1:39 pm. There was no reportable action.

ADJOURNMENT



Novato Fire District Board of Directors
Special Board Meeting Minutes
December 21, 2021

1 The meeting was called to order by President Silverman at 10:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,

8 Recording Secretary Jeanne Villa, EMS Billing Analyst Shannon Wager, Admin. Assistant

9 Lauren Galli

10

11 **OTHERS PRESENT**

12 AALRR Attorney John Dietrich

13

14 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

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

22

23 There was no public comment.

24

25 M/s Hadfield/Davis to adopt Resolution 2021-24 a Resolution of the Board Of Directors of the
26 Novato Fire Protection District proclaiming a local emergency persists, ratifying the
27 proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and
28 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection
29 District for the period December 21, 2021- January 20, 2022 pursuant to Brown Act provisions.

30

31 Roll Call Vote

32 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

33 Noes: None

34 Abstain: None

35 Motion carried 5-0-0.

36

37 **OPEN TIME FOR PUBLIC EXPRESSION**

38 None.

39

40 **AGENDA ADJUSTMENTS**

41 None.

42

43



Novato Fire District Board of Directors
Special Board Meeting Minutes
December 21, 2021

44 **CHIEF'S REPORT**

45 Fire Chief Tyler reported that staff is working through temporary solutions for member staffing
46 due to a ransomware attack on Telestaff. It may be down for several weeks. Crews are working
47 diligently to ensure continuity.

48
49 OSHA Covid 19 updates – the District is and will be implementing rule changes mid January,
50 and will continue to work to remain compliant.

51
52 The County Fire Chiefs Association has taken a position supporting Measure A, the County
53 Open Space Land Acquisition item. Funding is needed and is supported. The Chiefs support an
54 increase in funds for fire prevention, the establishment of an advisory group to comment on plans
55 and programs, and encourage a fire fuels model to do the work, while ensuring underserved
56 communities are introduced to the fire service.

57
58 **ASSOCIATION PRESIDENTS' REPORT**

59 None

60
61 **CONSENT CALENDAR**

- 62 1. Minutes of Regular Board Meeting 12.1.2021
63 2. 2022 Regular Board Meeting Schedule updated with a meeting on February 2, 2022 replacing
64 February 9, 2022

65
66 There was no public comment.

67
68 M/s Goines/Hadfield to approve Consent Calendar items 1-2.

69
70 Roll Call Vote
71 Ayes: Davis, Francisco, Goines, Hadfield, Silverman
72 Noes: None
73 Abstain: None
74 Motion carried 5-0-0.

75
76 **NEW BUSINESS**

- 77 1. Resolution 2021-25 Non Sworn Administrative Staff Memorandum of Understanding
78 (MOU)

79 Board approval was requested to adopt resolution 2021-25 approving the Non Sworn
80 Administrative Staff MOU.

81 Chief Tyler detailed the main points of the MOU. Chief Tyler and the Board thanked Ms. Wager
82 and Ms. Galli, and Finance Director Joe Valenti for their hard work on the contract.

83
84 There was no public comment.

85



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86 M/s Goines/Hadfield to adopt resolution 2021-25 approving the Non Sworn Administrative Staff
87 MOU.

88 Roll Call Vote

89 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

90 Noes: None

91 Abstain: None

92 Motion carried 5-0-0.

93

94 2. Selection of Negotiator on behalf of the District with the Novato Chief Officers' Association –
95 Verbal Report

96

97 Chief Tyler discussed the need to appoint a negotiating team to represent the District in negotiations
98 with the Chief Officers' Association. The Chief noted he needs to focus on leading the District. Director
99 Goines agreed that the Chief should focus on District issues. He noted that one of the reasons for
100 appointing Director Hadfield was his experience as a contract negotiator.

101

102 Attorney Dietrich commented that he has worked with the Chief for a few years, providing input as
103 needed.

104

105 There was no public comment.

106

107 M/s Silverman/Davis to appoint Mike Hadfield, James Galli, and John Dietrich as the District
108 negotiators with the Novato Chief Officers Association.

109

110 Roll Call Vote

111 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

112 Noes: None

113 Abstain: None

114 Motion carried 5-0-0.

115

116 3. Next One Staffing, Inc. Contract

117

118 Staff recommended the approval of additional funds added to the Next One Staffing, Inc.
119 contract in support of the temporary accounts payable and payroll processing position in the
120 Finance Department. Staff recommended adding funds to the contract to bring the contract to
121 \$100,000.

122



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123 There was no public comment.

124
125 M/s Hadfield/Silverman to approve additional funds added to the Next One Staffing, Inc. contract in
126 support of the temporary accounts payable and payroll processing position in the Finance Department.

127
128 Roll Call Vote
129 Ayes: Davis, Francisco, Goines, Hadfield, Silverman
130 Noes: None
131 Abstain: None
132 Motion carried 5-0-0.

133
134 **CLOSED SESSION**

135 1. CONFERENCE WITH LABOR NEGOTIATORS
136 Government Code Section 54957.6
137 Agency Designated Representative: Fire Chief
138 Represented Employee group: Novato Chief Officers Association

139
140 The Board entered closed session at 10:28 a.m.

141
142 The Board re-entered open session at 11:11 a.m. There was no reportable action.

143
144 **ADJOURNMENT**

145 There being no further business to conduct, President Silverman adjourned the meeting at
146 11:11 AM

147
148 Submitted by,

149
A handwritten signature in cursive script, appearing to read "J Villa", is written in black ink.

151
152 Jeanne Villa, Recording Secretary