



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
JANUARY 5, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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

**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-1 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-1 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 January 5, 2022 – February 4, 2022, pursuant to Brown Act provisions.

Zoom Conference Information  
Join at Zoom.com

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Password: 959595

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During Open Time for public expression item

Public comment period on agenda items.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
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**PRESENTATION**

District Counsel Riley Hurd will present a review on the Brown Act for the Board of Directors.

**COMMITTEE SELECTION**

1. MERA
2. Finance Committee
3. Marin Wildfire Prevention Authority Board
4. ABM Infrastructure Committee

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meeting 12.21.2021

**NEW BUSINESS**

1. Increase in Fire Chief's Monetary Authority  
Staff recommends that the Board approve increasing the Fire Chief's monetary authority from \$35,000 to \$50,000. Any purchase greater than \$50,000 would be brought to the Board for approval.



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2. Change Order Allowance & Capping Change Order Amounts  
Staff recommends that the Board grant the Fire Chief authority to approve change orders at five percent (5%) of the original contract amount for contracts that have been previously approved by the Board. Staff also recommends capping the change order at the Fire Chief's monetary authority.
3. County of Marin 2021/2022 Annual Statement of Investment Policy  
Board approval is requested of the County of Marin 2021/2022 Annual Statement of Investment Policy

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

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

**INFORMATION**

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

1. Customer Surveys November 2021
2. MWPA Quarterly Report
3. MERA Update: December 2021
4. 2022 Regular Board Meeting Schedule
5. Written Communications

**CLOSED SESSION**

None



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
FEBRUARY 9, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-3 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-3 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 February 9, 2022 – March 3, 2022 pursuant to Brown Act provisions.

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
FEBRUARY 9, 2022**

Time: 10:00 a.m.

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lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

**PRESENTATIONS**

1. District Counsel Riley Hurd will present a review on the Brown Act for the Board of Directors.
2. MWPA Projects Past, Present And Future by Vegetation Management Program Manager Mike Swezy

**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board Meeting 1.5.22
2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$137,536.86.

**NEW BUSINESS**

1. Resolution 2022-2, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Management Information Systems (MIS) Coordinator Azar Mashintchian.  
Board approval is requested to adopt resolution 2022-2 approving the Employment Agreement of MIS Coordinator Azar Mashintchian.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
FEBRUARY 9, 2022**

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2. Side Letter Dated January 25, 2022 Between the Novato Fire Protection District and the Non Sworn Administrative Staff amending the Memorandum of Understanding of July 1, 2021 – June 30, 2025  
Board approval is requested to approve the side letter dated January 25, 2022.
3. Side Letter Dated January 25, 2022 Between the Novato Fire Protection District and the Novato Professional Firefighters Association, Local 1775 amending the Memorandum of Understanding of July 1, 2021 – June 30, 2025  
Board approval is requested to approve the side letter dated January 25, 2022.
4. Bank Signature Cards Changes  
Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature cards listed below, and direct the Finance Director to revise the necessary documents.
5. CEQA Compliance and Biological Services for Marin Wildfire Prevention Authority.  
Staff recommends contracting with WRA, Inc. (Environment Consultant) for CEQA compliance and Biological Services for the District under the MWPA funded programs
6. ABM's Bundled Energy Solutions Program  
The District's Facilities Committee ("the Committee") recommends declining to contract with ABM Building Solutions, LLC for their Bundled Energy Solutions Program ("BES Program").
7. Generator Procurement for Five Locations  
Staff recommends contracting with Leete Generators for the purchase of five (5) generators. The generators would replace aging equipment at four (4) fire stations and the Administrative Building. Only the recently built Station 64 will not receive a generator since this generator is just seven (7) years old.
8. MWPA Vegetation Management Contracts  
Staff recommends that the Board approve four (4) master service agreements for vegetation management services under the MWPA program.

Forster Kroeger Landscape Maintenance Inc.  
Conservation Corps North Bay  
Sonoma-Marín Arborists, Inc.  
The Professional Tree Care Company



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**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, December 2021:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report, December 2021
  - b. Revenues and Expenditures Detail Financial Report December 2021
  - c. Vendor Summary Financial Report, December 2021
  - d. MWPA Revenues and Expenditures December 2021
2. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) December 2021
3. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Surveys December 2021
2. MERA Update: January 2022
3. Written Communications
4. Upcoming Meetings: Finance Committee meeting – 2/28/22 at 10:00 a.m.

**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)* (formally initiated)  
*City of Sanger v. Novato Fire District Case # 20CECG02710*
2. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)* (formally initiated)  
*Trent Construction v. Novato Fire District Case # CIV 2102192*
3. CONFERENCE WITH LEGAL COUNSEL - Initiation of litigation pursuant to Government Code § 54956.9(d)(4):



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SPECIAL BOARD MEETING AGENDA  
FEBRUARY 9, 2022**

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(One case)





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
FEBRUARY 22, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

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Director Bruce Goines  
Director Michael Hadfield

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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**AGENDA ADJUSTMENTS**

**CHIEF'S REPORT**

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Professional Firefighters Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
FEBRUARY 24, 2022**

Time: 11:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

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Director Bruce Goines  
Director Michael Hadfield

**OPEN TIME FOR PUBLIC EXPRESSION**

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**AGENDA ADJUSTMENTS**

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Professional Firefighters Association



## Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda  
February 28, 2022 at 10:00 AM

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

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

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

### ROLL CALL

Director William Davis, Director Bruce Goines

### STAFF

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

### OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

### CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 11.22.2021
2. Review of Fire Chief's credit card expenses: November 2021 – January 2022
3. Review of Deputy Fire Chief credit card expenses: November 2021 – January 2022

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

Special Finance Committee Meeting Agenda  
February 28, 2022 at 10:00 AM

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

### **NEW BUSINESS**

1. Re-allocation of assigned and unassigned fund balances  
Finance Committee to review and discuss the re-allocation of assigned and unassigned fund balances and make a recommendation to the full board.
2. Rainy Day Fund – Committed Fund Balance 6/30/2021  
Finance Committee to consider whether to increase the Rainy Day Fund Balance by \$16,429 from \$4,585,870 to \$4,602,299. The calculation of the Rainy Day Fund Balance is based upon the draft audited financial statements prepared by Maze for fiscal year ending June 30, 2021. If approved, \$16,429 would be transferred from Unassigned Fund Balance to the Rainy Day Fund.

### **INFORMATIONAL ITEMS**

1. Next Finance Committee Meeting is April 19, 2022 at 9 a.m.

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

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

### **ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
MARCH 2, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-5 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-5, 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 March 2, 2022 – April 1, 2022 pursuant to Brown Act provisions.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
MARCH 2, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
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**OPEN TIME FOR PUBLIC EXPRESSION**

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**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meetings 2.09.22
2. Minutes of Special Board Meetings 2.22.22
3. Minutes of Special Board Meetings 2.24.22

**NEW BUSINESS**

1. Purchase of new Type III Wildland Pumper  
Board approval is requested to accept staff's recommendation to purchase 1- Type 3 Wildland Pumper from Hi Tech Emergency Vehicles Service Inc.  
Board approval is requested to approve the capital expenditure from account #9308-4818 in the amount of \$120,000 and to approve the purchase of the new Type III Wildland Pumper in the amount not to exceed \$550,000.
2. Allstar Fire Equipment Open Purchase Order  
Staff requests Board approval to issue an open Purchase Order in the amount of \$120,000 for a period of one (1) year for the purchase of fire equipment from Allstar Fire Equipment ("Allstar"). Last year's purchase was close to \$110,000.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
MARCH 2, 2022**

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3. Next One Staffing, Inc. Contract  
Staff recommends the approval to add funds to the Next One Staffing, Inc. contract in support of the temporary accounts payable and payroll processing position in the Finance Department. Staff recommends adding funds to the contract to bring the contract to \$124,000.
4. Chipper Days in Novato Sponsored by Marin Wildfire Prevention Authority  
District Staff recommends the Board approve contracting with multiple landscape contractors to provide curbside chipper services for Novato residents to be scheduled within thirty-five (35) zones in Novato from March 2022 through June 2023.
5. FY 2021/22 Budget Adjustments – NPFA & NSAS MOU Salary & Benefit Increases  
Board approval is requested to accept Staff's recommendation to make the adjustments listed on the Staff Report to the FY 2021/22 budget.
6. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2021  
Board to accept the Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2021. The Actuarial Valuation Report was adopted by the MCERA Board at their February 9, 2022 meeting. The purpose of this report is to present the results of the annual actuarial valuation of MCERA, including information on the Plan's assets and liabilities and the development of employer and employee contribution rates for the fiscal year beginning July 1, 2022.
7. Reserves Funds Update - Assigned and unassigned  
The recommended changes to the Assigned and Unassigned Reserve Accounts will be presented at this meeting, as determined by the Finance Committee at their meeting on 2.28.2022.
8. Rainy Day Fund Update  
The recommended change to the Rainy Day Fund will be presented at this meeting, as determined by the Finance Committee at their meeting on 2.28.2022.





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MARCH 2, 2022**

Time: 10:00 a.m.

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Novato, CA 94945

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, January and February 2022 will be available at the April Board meeting.
2. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) January 2022
3. MWPA Revenue and Expenses January 2022 – Preliminary report
4. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Surveys January 2022
2. MERA Update: February 2022
3. Written Communications

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: Fire Chief  
Represented Employee group: Novato Professional Firefighters Association
2. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: Fire Chief  
Represented Employee group: Non-Sworn Administrative Staff





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
MARCH 15, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

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During Open Time for public expression item  
Public comment period on agenda items.  
You may use the “raise hand” zoom feature found in “Reactions” or press \*9 if connecting only by phone.

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-6 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-6, 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 March 15, 2022 – April 14, 2022 pursuant to Brown Act provisions.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
MARCH 15, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**AGENDA ADJUSTMENTS**

**CONSENT CALENDAR**

1. 3.2.2022 Regular Board Meeting minutes

**CHIEF'S REPORT**

Fire Chief Tyler will update the Board of Directors on recent activities.

**NEW BUSINESS**

1. Other Post-Employment Benefits (OPEB) Actuarial Valuation – Retiree Health Program as of June 30, 2021
  - a. Board to consider Staff's recommendation to approve the OPEB Actuarial Valuation Retiree Health Program as of June 30, 2021 as prepared by the District actuary Nyhart.
  - b. Board to consider Staff's recommendation to establish the District's funding policy to fund the recommended Actuarially Determined Contribution (ADC) for the fiscal periods ending June 30, 2022 and June 30, 2023. The ADC funds the normal cost (current accrual for benefits being earned) plus an amortization of the Net (Unfunded) OPEB Liability.
2. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2021/22

Board approval is requested to accept staff's recommendation to fund the OPEB contribution for 2021/22 in the amount of \$1,232,285 and establish the OPEB Funding Policy to be 100% of the Actuarially Determined Contribution. This recommendation requires approval of a budget adjustment of \$37,315 to the Health Insurance account 1513 division code 9308.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
MARCH 15, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: Fire Chief  
Represented Employee group: Novato Professional Firefighters Association
2. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: Fire Chief  
Represented Employee group: Novato Chief Officers Association
3. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)  
Trent Construction v. Novato Fire District Case # CIV 2102192

**ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
APRIL 13, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-10 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-10 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 April 13, 2022 – May 12, 2022 pursuant to Brown Act provisions.

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
APRIL 13, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meeting 3/15/2022
2. Ambulance Fee Debt Write Off due to Hardship  
Board approval is requested to approve a write off of the designated ambulance billing accounts.
3. Side Letter Dated March 9, 2022 Between the Novato Fire Protection District and the Non Sworn Administrative Staff amending the Memorandum of Understanding of July 1, 2021 – June 30, 2025  
Board approval is requested to approve the side letter dated March 9, 2022.
4. Side Letter Dated January 25, 2022 Between the Novato Fire Protection District and the Non Sworn Administrative Staff amending the Memorandum of Understanding of July 1, 2021 – June 30, 2025  
Board approval is requested to approve the side letter dated January 25, 2022.
5. Side Letter Dated Between the Novato Fire Protection District and the Novato Professional Firefighters Association (NPF), Local 1775 Regarding Impacts of the February 10, 2022 County Health Order  
Board approval is requested to approve the side letter regarding the impacts of the February 10, 2022 County Health Order.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
APRIL 13, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**NEW BUSINESS**

1. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2021  
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
2. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2021  
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
3. Independent Auditor's Report and Audited Financial Statements – Fiscal Year Ended June 30, 2021  
Board to consider Staff's recommendation to accept the Independent Auditor's Report and Audited Financial Statements for the fiscal year ended June 30, 2021 as presented by the District's independent auditor Maze & Associates.
4. Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2021  
Board to consider Staff's recommendation to accept the Memorandum on Internal Control and Required Communications Statements for the fiscal year ended June 30, 2021 as presented by the District's independent auditor Maze & Associates. There were no issues requiring Management's Response.
5. Annual Comprehensive Financial Report – Fiscal Year Ended June 30, 2021  
Board to consider Staff's recommendation to accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2021.
6. Increase In Costs for Medical Supplies Contracts  
Staff requests approval from the Board to continue contracting with medical supplies vendors Life-Assist, Inc. ("Life-Assist") and Bound Tree Medical ("Bound Tree") for the procurement of necessary medical supplies for the District, and to increase the dollar amount of the contracts.
7. Resolution 2022-7, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Administrative Services Manager Jeanne Villa  
Board approval is requested to adopt resolution 2022-7 approving the Employment Agreement of Administrative Services Manager Jeanne Villa.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
APRIL 13, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

8. Resolution 2022-8, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Finance Director Joe Valenti  
Board approval is requested to adopt resolution 2022-8 approving the Employment Agreement of Finance Director Joe Valenti.
9. Resolution 2022-9, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Human Resources Manager Gretchen Felciano  
Board approval is requested to adopt resolution 2022-9 approving the Employment Agreement of Human Resources Manager Gretchen Felciano.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, January 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report, January 2022
  - b. Revenues and Expenditures Detail Financial Report January 2022
  - c. Vendor Summary Financial Report, January 2022
  - d. MWPA Revenues and Expenditures January 2022
2. Financial Reports, February 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report, February 2022
  - b. Revenues and Expenditures Detail Financial Report February 2022
  - c. Vendor Summary Financial Report, February 2022
  - d. MWPA Revenues and Expenditures February 2022
3. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) February 2022
4. District Monthly Contracts Information



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
APRIL 13, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**INFORMATION**

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

1. Customer Surveys February 2022
2. MWPA Quarterly Report Q3
3. MERA Update: March 2022
4. Written Communications

**CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

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

Represented Employee group: Novato Chief Officers Association

**ADJOURNMENT**





## Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

April 19, 2022 at 9:00 AM

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

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

### ROLL CALL

Director William Davis, Director Bruce Goines

### STAFF

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

### OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

### AGENDA ADJUSTMENTS

#### Zoom Conference Information

Join at Zoom.com

Meeting ID: 232 811 1856

Password: 959595

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## Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

April 19, 2022 at 9:00 AM

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

### CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 2.28.2022
2. Review of Fire Chief's credit card expenses: March 2022
3. Review of Deputy Fire Chief credit card expenses: None for March 2022

### NEW BUSINESS

1. Special Assessment Tax Rate 2022/2023  
Finance Committee To Review And Discuss The Special Assessment Tax Rate And Consumer Price Index Adjustment For 2022/23 And Make A Recommendation To The Full Board.
2. Ladder Truck Financing Options  
Finance Committee to review funding options for the purchase of the Smeal 105' Aerial Ladder Truck either with a lease purchase agreement or with the Apparatus Assigned Fund Balance and make a recommendation to the full Board.
3. Independent Accountant's Report on Applying Agreed Upon Procedures to Certain Disbursements Made During Calendar Year Ended December 31, 2020  
Finance Committee to review the report in regards to the certain disbursements made by the District during the calendar year ended December 31, 2020, and to make a recommendation to present the report to the full Board.
4. Independent Accountant's Report On Applying Agreed Upon Procedures To Ambulance Billings During The Calendar Year 2020  
Finance Committee to review the report in regards to the District's ambulance billings and related revenue collection cycle during the calendar year 2020, and to make a recommendation to present the report to the full Board.
5. Review of Facebook Ads and costs. (Verbal)

### MWPA ITEMS

1. Projects, Revenues, Costs

### INFORMATIONAL ITEMS

1. Next Finance Committee Meeting (Regular) July 19, 2022

### TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

### ADJOURNMENT



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
MAY 11, 2022**

Time: 10:30 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-11 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-11, 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 May 11, 2022 - June 10, 2022 pursuant to Brown Act provisions.

**OPEN TIME FOR PUBLIC EXPRESSION**

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

**MAY 11, 2022**

Time: 10:30 a.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

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

### **AGENDA ADJUSTMENTS**

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

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

#### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

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

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

#### **CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meeting April 13, 2022
2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$126,862.03.

#### **NEW BUSINESS**

1. Resolution No. 2022-12, a Resolution Of The Governing Body Of The Novato Fire Protection District.  
A Regularly Scheduled Election To Be Held In This Jurisdiction; Requesting The Board Of Supervisors To Consolidate With Any Other Election Conducted On Said Date, And Requesting Election Services By The Marin County Elections Department.
2. Surplus Apparatus – Unit 10 (Rescue 65)  
Board approval is requested to accept Staff Recommendation declaring Unit 10 as surplus, and to dispose of the apparatus in accordance with District policy.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
MAY 11, 2022**

Time: 10:30 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

3. Adoption of Resolution 2022-14, A Resolution of the Board of Directors of the Novato Fire District Establishing the Special Tax Rate for 2022/2023  
Board approval is requested to accept the Finance Committee's recommendation to:
  - a) Apply the Consumer Price Index annual adjustment for 2021 of 3.21% (Exhibit D).
  - b) Adopt Resolution 2022-14 establishing the Special Assessment Tax Rate for Residential at 10.31 cents per square foot and Commercial / Industrial at 15.46 cents per square foot for the 2022/2023 fiscal year (Exhibit A).
  
4. Resolution 2022-13 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Senior Accountant Brooke Kerrigan  
Board approval is requested to adopt resolution 2022-13 approving the Employment Agreement of Senior Accountant Brooke Kerrigan.
  
5. Independent Accountant's Report on Applying Agreed-Upon Procedures – Ambulance Billing.  
Board to consider the Finance Committee's recommendation to accept the report in regards to the District's Ambulance Billings and Related Revenue Collection Cycle, during the calendar year 2020.
  
6. Independent accountant's report on applying agreed upon procedures for the Novato Fire Protection District in regards to certain disbursements made by the District during the calendar year ended December 31, 2020  
Board to consider the Finance Committee's recommendation to accept the report in regards to the certain disbursements made by the District during the calendar year ended December 31, 2020.
  
7. Supplemental Staffing Contract for EMS Billing  
Staff recommends that the Board approve a new master services agreement with Aston Carter, Inc. for a term of two (2) years for the temporary staffing needs in the EMS Billing department to employ the services of one (1) EMS Biller.
  
8. Ladder Truck Purchase  
Board approval is requested to accept the Finance Committee's recommendation to purchase the Smeal 105' Aerial Ladder Truck using cash reserves from the Apparatus Assigned Fund Balance



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
MAY 11, 2022**

Time: 10:30 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

9. Resolution 2022-15 Arson Awareness Week May 1-7, 2022  
Staff recommends adoption of Resolution 2022-15: a resolution of The Board Of Directors of The Novato Fire Protection District declaring May 1-7, 2022 to be Arson Awareness Week.
  
10. Adoption of Resolution 2022-16 Proclaiming May 1 – 7, 2022 as Wildfire Preparedness Week.  
Board approval is requested to adopt Resolution 2022-16 proclaiming May 1 – 7, 2022 as “Wildfire Preparedness Week”.
  
11. Removal of Electronic Fund Transfer documentation, bank statements, and other documents containing sensitive financial information from Board packets  
Staff recommends the Board authorize removal of all documents containing potentially sensitive financial information from the board packets effective immediately to protect against fraud.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, March 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report,
  - b. Revenues and Expenditures Detail Financial Report
  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
  
2. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Surveys March 2022
2. Annexation of Stirrup Lane LAFCo
3. Written Communications



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

**MAY 11, 2022**

Time: 10:30 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**CLOSED SESSION.**

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





## NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

**JUNE 1, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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### ROLL CALL

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

### VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

Adoption of Resolution 2022-17 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-17 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 June 1, 2022- June 30, 2022 pursuant to Brown Act provisions.

### OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a

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only by phone.





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

**JUNE 1, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

### **AGENDA ADJUSTMENTS**

#### **PRESENTATION**

EMS Director BC Barret Smith will give a presentation on Narcan.

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

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

#### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

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

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

#### **CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meeting May 11, 2022

#### **NEW BUSINESS**

1. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS Membership  
Board approval is requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Agencies Self Insurance System ("FASIS"). The coverage period ends on July 1, 2022.
2. MERA JPA renewal  
Board approval is requested to accept Staff's recommendation to renew the MERA JPA. This JPA was established to plan, finance, implement, manage, own and operate a multi-jurisdictional and county-wide Public Safety and Emergency Radio System with the attendant facilities.



## NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

**JUNE 1, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

3. Side letter to the Employment Agreement between the Novato Fire Protection District and Management Information Systems (MIS) Coordinator Azar Mashintchian.

Board approval is requested to approve the side letter to the Employment Agreement of MIS Coordinator Azar Mashintchian.

### COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

### FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, April 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report, April 2022
  - b. Revenues and Expenditures Detail Financial Report December 2021
  - c. Vendor Summary Financial Report, April 2022
  - d. MWPA Revenues and Expenditures April 2022
2. District Monthly Contracts Information

### INFORMATION

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

1. Customer Surveys April 2022
2. MERA May Info Sheet
3. Written Communications

### CLOSED SESSION

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



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

**JUNE 1, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

**2. CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

Agency Designated Representative: Mike Hadfield, John Dietrich and James Galli

Represented Employee group: Novato Chief Officers Association

**3. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)**

*City of Sanger v. Novato Fire District Case # 20CECG02710*

**4. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), (d.1) (formally initiated)**

*Trent Construction v. Novato Fire District Case # CIV 2102192*



## Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

June 15, 2022 at 10:00 AM

Location: Administration Building – Via Zoom

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

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

### ROLL CALL

Director William Davis, Director Bruce Goines

### STAFF

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

### OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

### CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 4.19.2022

Zoom Conference Information  
Join at Zoom.com

Meeting ID: 232 811 1856  
Password: 959595

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

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

1. During Open Time for public expression item
2. Public comment period on agenda items.

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

Special Finance Committee Meeting Agenda

June 15, 2022 at 10:00 AM

Location: Administration Building – Via Zoom

### **NEW BUSINESS**

1. Review of Draft Preliminary Budget for FY 2022-2023

The Finance Committee will review the Draft Preliminary Annual Budget 2022/2023, and make a recommendation to the full Board of Directors.

1. Changes To The Purchasing Policy And Procedures

Finance Committee to review and discuss the changes to the purchasing policy, which will change the bid requirements and monetary authorities including creating a new category of buyers for low dollar purchases.

### **INFORMATIONAL ITEMS**

1. Next Finance Committee Meeting is July 19, 2022 at 9 a.m.

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

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

### **ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
JUNE 22, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Zoom Conference Information  
Join at Zoom.com

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Password: 959595

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Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-18 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-18 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 June 22, 2022- July 21, 2022 pursuant to Brown Act provisions.

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
JUNE 22, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

**AGENDA ADJUSTMENTS**

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board Meeting June 1, 2022

**NEW BUSINESS**

1. Resolution No. 2022-12, Resolution Of The Governing Body Of The Novato Fire Protection District Consolidating Elections, Amended.

Staff recommends adopting resolution 2022-12 as amended, correcting the terms to two (2) 4-year terms and one (10) 2-year term, as advised by the Marin County Office of Elections.

2. Adoption of the Preliminary Budget for Fiscal Year 2022/2023

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

- a. Adopt the Preliminary Budget for Fiscal Year 2022/2023
- b. Establish the date for adopting the Final Budget for Fiscal Year 2022/2023 on the August 3, 2022 regular Board meeting.

3. Installation of a Security Gate at Station 62

Staff recommends purchasing and installing a security gate at Station 62 which will require a key code entry to the rear of the station which is very similar to the gate installed at Station 64.

Communications Center Cost Increase

Staff recommends allowing the County of Marin Sheriff's Office agreement for emergency dispatch, 911, and related CAD based services to automatically renew on July 1, 2022.

4. Contract for Computer Systems Consulting, Software, Network, Cyber Security, and VOIP Services with Marin IT for 2022-2023 year.

**INFORMATION**

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

1. Next Board of Directors Meeting: July 6, 2022 at 10:00 a.m.



## NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

**JULY 6, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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### ROLL CALL

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

### VOTE TO CONTINUE VIRTUAL MEETINGS AB 361

Adoption of Resolution 2022-19 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-19 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period July 6, 2022 – August 5, 2022 pursuant to Brown Act provisions.

### PRESENTATION

1. Fire Chief Bill Tyler will present an end of year MWPA update (PowerPoint)

Zoom Conference Information  
Join at Zoom.com

Meeting ID: 232 811 1856  
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone  
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Public comment period on agenda items.

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## NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

**JULY 6, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

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

(Please observe a three-minute time limit.)

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

### **AGENDA ADJUSTMENTS**

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

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

#### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

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

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

#### **CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meeting 6.22.22

2. Ambulance Fee Debt Write Off Due to Hardship

Board approval is requested to approve a write-off of the designated ambulance billing accounts. The request is claiming financial hardship.

▶ F21021920                      \$200.00

▶ F21027614                      \$3,485.36

#### **NEW BUSINESS**

1. Fuel Tank Maintenance

Staff recommends amending a three (3) year contract with Armour Petroleum Service & Equipment Corporation ("Armour") to a five (5) year contract.

2. MWPA Advertising Campaign Contract Renewal

Staff recommends Renewing the master services agreement dated November 29, 2021 with Kiosk Creative, LLC, a marketing agency, to continue to develop an advertising campaign aimed at increasing resident and business participation in the Marin Wildfire Prevention Authority (MWPA) funded property assessments for matching grants.



## NOVATO FIRE DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

**JULY 6, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

3. MWPA Roadside Evacuation Routes Project Contract  
Staff recommends that the Board approve to extend the term and to increase the amount of Schedule No. 1 under the MSA with Sonoma-Marin Arborists for vegetation management services under the MWPA program.
4. Contract for Electrical Contractor or As Needed Services  
Staff recommends that the Board approve that the District enter into a master services agreement with Fowler Electric Services, Inc. ("Fowler") for a three-year term with the option to renew for two (2) one (1) year terms.

### COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

### FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, May 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - b. Revenues and Expenditures Detail Financial Report
  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

### INFORMATION

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

1. Customer Surveys May 2022
2. MERA Monthly Update May 2022
3. 2022 MWPA Q4 Quarterly Workplan Report
4. Written Communications

### CLOSED SESSION

#### CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli

Represented Employee group: Novato Chief Officers Association



## Novato Fire District Board of Directors

Finance Committee Meeting Agenda

July 19, 2022 at 9:00 AM

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

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

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### ROLL CALL

Director William Davis, Director Bruce Goines

### STAFF

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

### OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

### CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 6.15.2022
2. Review of Fire Chief's credit card expenses: May, June 2022
3. Review of Deputy Fire Chief credit card expenses: May (no expenses), June

Zoom Conference Information  
Join at Zoom.com

Meeting ID: 232 811 1856  
Password: 959595

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

Finance Committee Meeting Agenda

July 19, 2022 at 9:00 AM

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

### **NEW BUSINESS**

1. New Purchasing Policy and Procedures  
Staff requests that the Finance Committee recommend the new purchasing policy to the Board of Directors.
2. MWPA Budget process – verbal update from Finance Director Joe Valenti

### **INFORMATIONAL ITEMS**

None

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

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

### **ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
JULY 25, 2022**

Time: 11:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

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Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-20 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-20, 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 July 25, 2022 – August 24, 2022 pursuant to Brown Act provisions.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
JULY 25, 2022**

Time: 11:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: John Dietrich, Michael Hadfield and James Galli  
Represented Employee group: Novato Chief Officers Association
  
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Deputy Fire Chief  
(pursuant to California Government Code 54954.5)



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
AUGUST 10, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-21 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-21 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 August 10, 2022 – September 9, 2022 pursuant to Brown Act provisions.

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
AUGUST 10, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board Meeting 7.6.2022
2. Minutes of Special Board Meeting 7.25.2022
3. EMS Billing Debt Write off due to Hardship
4. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts
5. Director Travel to Fire Shows West Conference September 26-29, 2022 in Reno Nevada.  
The Board is requested to review and approve travel to Fire Shows West for Director Silverman.

**NEW BUSINESS**

1. Adoption of the Annual Budget for Fiscal Year 2022/2023  
Board approval is requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2022/2023
2. Remount of 2 Fire District Ambulances  
Board approval is requested to accept staff's recommendation to enter into contract with Professional Sales and Service L.C. for the purpose of remounting Two (2) Horton Type III unit to a Type I mounted on a 2023 Ford F-550 4 X 2



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
AUGUST 10, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

Gasoline Chassis. Board approval is to approve the Bid and Master Service Agreement in the amount not to exceed \$575,000.

3. **New Purchasing Policy and Procedures**  
Board is requested to accept the Finance Committee's recommendation to approve new Purchasing Policy and Procedures.
4. **MWPA Chipper Days Contract**  
Staff recommends that the Board approve an increase to the World Tree Service, Inc. contract amount for the Chipper Days project in support of vegetation management services under the Marin Wildfire Prevention Authority ("MWPA") program.
5. **Change Order for Security Gate Installation at Station 62**  
Staff recommends that the Board approve a change order for the security gate installation at Station 62. The change order is for a change in materials at a nine percent (9%) cost increase.
6. **Request for additional funding in the amount of \$250,000.00 for the purchase of two (2) new Type 1 pumpers.**  
Board approval is requested to increase the Vehicle Apparatus Replacement capital budget in the amount of \$250,000.00 to provide for the purchase of two (2) new Type 1 pumpers in accordance with our Vehicle replacement plan.
7. **Purchase of two (2) new Type 1 1500 GPM Pumpers.**  
Board approval is requested to accept staff's recommendation to purchase two (2) new Type 1, 1500 Gallon Per Minute (GPM) pumpers from Hi Tech Emergency Vehicle Service Inc. in an amount not to exceed \$2,000,000.
8. **Resolution 2022-22 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Deputy Chief Gerald McCarthy**  
Board approval is requested to adopt resolution 2022-22 approving the Employment Agreement of Deputy Chief Gerald McCarthy.
9. **Package Insurance Policy Renewal Including Environmental Liability**  
Board approval is requested to accept Staff's recommendation to purchase the District's package insurance policy and environmental liability policy from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2022 through August 31, 2023.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
AUGUST 10, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, June 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report,
  - b. Revenues and Expenditures Detail Financial Report
  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information June 2022

**INFORMATION**

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

1. Customer Surveys June 2022
2. MERA Update: August 2022
3. Written Communications

**CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

Agency Designated Representative: John Dietrich, Michael Hadfield, and James Galli

Represented Employee group: Novato Chief Officers Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
SEPTEMBER 7, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

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

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-24 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-24, a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period September 7, 2022- October 6, 2022 pursuant to Brown Act provisions.

Zoom Conference Information  
Join at Zoom.com

Meeting ID: 232 811 1856  
Password: 959595

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

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

During Open Time for public  
expression item

Public comment period on agenda  
items.

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
SEPTEMBER 7, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Special Board Meeting August 10, 2022

**NEW BUSINESS**

1. Resolution 2022-23, Resolution of the Board of Directors of the Novato Fire District Determining the 2022/23 Appropriations Limit  
Board approval is requested to adopt Resolution 2022-23, regarding the Appropriations Limit for 2022/23, which has been calculated to be \$74,203,478 (Exhibit A).
2. Purchase Of Second Classroom  
The Training Division recommends using Williams Scotsman, Inc. (Willscot) to manufacture, deliver, and install the second classroom. Willscot was used in the purchase of the first classroom and Novato Fire has been pleased with the product quality and service provided



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
SEPTEMBER 7, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, July 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report,
  - b. Revenues and Expenditures Detail Financial Report
  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

**INFORMATION**

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

1. Written Communications
2. Upcoming Dates:
  - a. Open House – All Stations – 10:00 a.m. to 2:00 p.m.
  - b. Regular Board Meeting October 5, 2022 at 10:00 a.m.
  - c. Special Board Meeting – Retreat October 12, 2022 9:00 a.m. – 3:00 p.m.

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli  
Represented Employee group: Novato Fire Chief Officers Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
SEPTEMBER 7, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

2. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)* (formally initiated)  
City of Sanger v. Novato Fire District Case # *20CECG02710*
  
3. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section 54956.9(a), *(d.1)* (formally initiated)  
Trent Construction v. Novato Fire District Case # CIV 2102192





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 5, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-27 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-27 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 October 5, 2022- November 4, 2022 pursuant to Brown Act provisions.

Zoom Conference Information  
Join at Zoom.com

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Password: 959595

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

Public comment period on agenda items.

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 5, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board Meeting September 7, 2022
2. Ambulance Fee Debt Write Off Due to Hardship  
Board approval is requested to approve a write-off of the designated ambulance billing accounts for financial hardship. F22017433 account for: \$623.72

**NEW BUSINESS**

1. PUBLIC HEARING: Introduce and Conduct First Reading, "Title Only" of Ordinance 2022-1 amending the 2022 California Fire Code and adoption of the 2021 Wildland Urban Interface Appendix A.

**ORDINANCE NO. 2022-1**

AN ORDINANCE OF THE NOVATO FIRE PROTECTION DISTRICT  
ADOPTING AND MAKING LOCAL AMENDMENTS TO THE 2022  
EDITION OF THE CALIFORNIA FIRE CODE AND APPENDIX A OF THE  
2021 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE,



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 5, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE NOVATO FIRE PROTECTION DISTRICT PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR; REPEALING ORDINANCE NO. 2019-2 OF THE NOVATO FIRE PROTECTION DISTRICT AND ALL OTHER ORDINANCES OR PARTS OF LAWS IN CONFLICT THEREWITH.

2. Board approval is requested to approve Staff's recommendation to renew District's contract with ADP for payroll services for a three-year term.  
The District uses ADP for online payroll services including reporting and online support. The last ADP contract renewal was for a period of three-years. The benefit of a three-year term is that the District's annual price increases will be capped at one percent (1%) in the 2022-2023 fiscal year, and two percent (2%) in the 2023-2024 fiscal year, and two percent (2%) in the 2024-2025 fiscal year.
3. Resolution 2022-25, Great California Shake Out.  
Board approval is requested to adopt Resolution 2022-25 acknowledging the District's desire to participate in the Great California Shake Out, and continue our work toward making our community safer.
4. Fire Prevention Week, Resolution 2022-26  
Board approval is requested to adopt Resolution 2022-26 proclaiming October 9-15, 2022 as Fire Prevention Week.
5. Breast Cancer Awareness Month, Resolution 2022-28.  
Board approval is requested to adopt Resolution 2022-28 designating October 2022 as National Breast Cancer Awareness Month.
6. Conservation Corps Contract Increase for Vegetation Management  
Staff recommends that the Board approve to increase the amount of the Conservation Corps North Bay ("CCNB") contract in an amount of \$40,000 due to an increase in scope.
7. Forster & Kroeger Contract Increase for Vegetation Management  
Staff recommends that the Board approve an increase in the amount of Schedule No. 7 under the MSA with Forster & Kroeger for vegetation management services under the MWPA program in an amount of \$200,000 due to an increase in scope.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 5, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

8. Sonoma-Marín Arborists Contract Increase for Roadside Evacuation Routes Project  
Staff recommends that the Board approve to increase the amount of Schedule No. 1 under the MSA with Sonoma-Marín Arborists for vegetation management services under the MWPA program in amount of \$90,000 due to an increase in scope.
9. Installation of New Generators  
Staff recommends that the Board approve the bid received from Fowler Electric for the installations of five (5) new diesel generators and increase the facility budget (Account # 4048) by \$45,000 for the installations.
10. Resolution to Oppose Initiative 21-0042A1: a Constitutional Amendment Which Would Limit the Ability of Voters and State and Local Governments to Raise Revenues for Government Services  
Board approval is requested to adopt Resolution 2022-29 and join the coalition of local government leaders in adopting an Oppose position on Initiative 21-0042A1
11. Eucalyptus Removal and Habitat Revegetation at Valley Memorial Park Cemetery  
Staff recommends entering into a master services agreement with Mountain F. Enterprises, Inc. for the removal of a fire-hazardous, invasive eucalyptus forest in an open space area that is adjacent to a residential neighborhood and the Rush Creek Open Space Preserve on property owned by Valley Memorial Park Cemetery in Novato. The contractor would also replant the area according to the approved Novato Zone Valley Memorial Park Eucalyptus Removal Project Replanting and Monitoring Plan.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 5, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, August 2022:
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  - b. Revenues and Expenditures Detail Financial Report
  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
  
2. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Satisfaction Surveys September 2022
2. Written Communications
3. Pink Shirt Week: October 9 – October 15
4. Upcoming Dates:
  - a. Special Board Meeting – Retreat 10/12/2022 from 9:00 a.m. to 3:00 p.m.
  - b. Finance Committee Meeting 10/18/2022 at 9:00 a.m.
  - c. Regular Board Meeting – November 2, 2022 at 10:00 a.m.

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli

Represented Employee group: Novato Chief Officers Association

2. CONFERENCE WITH LEGAL COUNSEL - existing litigation

Government code, section 54956.9(a), (d.1) (formally initiated)

Trent Construction v. Novato Fire District Case # CIV 2102192

3. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Government code section 54956.9(d)(2.): (1 case).

Represented Employee group: Novato Professional Firefighters Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
OCTOBER 12, 2022**

Time: 9:00 a.m.

Location: Best Western Redwood Conference Room  
215 Alameda Del Prado Novato, CA 94949

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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**AGENDA ADJUSTMENTS**

Zoom Conference Information  
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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
OCTOBER 12, 2022**

Time: 9:00 a.m.

Location: Best Western Redwood Conference Room  
215 Alameda Del Prado Novato, CA 94949

Office: 95 Rowland Way, Novato, CA 94945  
Website: [www.novatofire.org](http://www.novatofire.org)

**NEW BUSINESS**

1. Fire Based Dispatch Presentation & Discussion: *Update on Marin County Fire Chiefs Association exploration into fire-based dispatch options, costs and timeframes by Project Manager Charlotte Jourdain.*
2. 2022 Standards of Cover Review & Discussion: *Stewart Gary and Sam Mazza of Citygate will share the final report and discuss their findings and recommendations.*
3. District Staffing: *Overview and general framework of impacts to staffing*

**INFORMATION**

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

1. Upcoming Dates:
  - a. October 18, 2022 Finance Committee Meeting 9 a.m.
  - b. November 2, 2022 Regular Board Meeting 10 a.m.

**ADJOURNMENT**





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 2, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-31 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-31 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period November 2, 2022- December 1, 2022 pursuant to Brown Act provisions.

Zoom Conference Information  
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Password: 959595

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 2, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**PRESENTATION**

1. District Counsel Riley Hurd will review upcoming Brown Act Law changes, AB 361 Zoom meeting parameters and AB 2449 updates.
2. Fire Chief Bill Tyler and EMS Billing Analyst Shannon Wager will give an update on the Public Provider-Ground Emergency Medical Transport-Intergovernmental Transfer Program (PP GEMT IGT).

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board Meeting 10.5.2022
2. Minutes of Special Board Meeting 10.12.2022
3. EMS Billing Bad Debt Write Off for \$94,499.24

**NEW BUSINESS**

1. PUBLIC HEARING: Ordinance No. 2022-1

An ordinance of the Novato Fire Protection District adopting and making local amendments to the 2022 edition of the *California Fire Code* and *Appendix A Of The 2021 International Wildland-Urban Interface Code*, regulating and governing



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 2, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Novato Fire Protection District providing for the issuance of permits and collection of fees therefor; repealing ordinance no. 2019-2 of the Novato Fire Protection District and all other ordinances or parts of laws in conflict therewith.

Board to consider final adoption of Ordinance No. 2022-1, adopting and making local amendments to the 2022 edition of the *California Fire Code* and *Appendix A Of The 2021 International Wildland-Urban Interface Code*.

2. Purchase Phillips Tempus Pro EKG monitors

Board approval is requested to accept staff's recommendation to purchase 15 new Phillips Tempus Pro EKG monitors for our EMS Division.

3. Life-Assist Contract Renewal

Staff requests approval from the Board to continue contracting with Life-Assist, Inc. ("Life-Assist") for the procurement of Advanced Life Support ("ALS") and Basic Life Support ("BLS") pharmaceuticals and supplies for the District.

4. Reserve Firefighter Program

Board approval is requested to adopt Policy 1055 Reserve Firefighter Program, implementing a Reserve Firefighter Program as agreed to in the current Novato Professional Firefighter's Association MOU.

5. Resolution 2022-30 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Daniel Russo.

Board approval is requested to adopt resolution 2022-30 approving the Employment Agreement of Wildfire Mitigation Specialist Daniel Russo.

6. Resolution 2022-32 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Supervisor Yvette Blount.

Board approval is requested to adopt resolution 2022-32 approving the Employment Agreement of Wildfire Mitigation Specialist Supervisor Yvette Blount.

**UNFINISHED BUSINESS**

1. Fire Based Dispatch – Update



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 2, 2022**

Time: 10:00 a.m.

Meeting Location: Virtual Meeting via Zoom Conference

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, September 2022
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  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Surveys September 2022
2. MWPA Quarterly report October 2022
3. Written Communications

**CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli

Represented Employee group: Novato Chief Officers Association



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
NOVEMBER 16, 2022**

Time: 10:00 a.m.

Location: Virtual via Zoom

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**NEW BUSINESS - VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-33 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-33 a Resolution of the Board Of Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection District for the period November 16, 2022- December 15, 2022 pursuant to Brown Act provisions.

Zoom Conference Information  
Join at Zoom.com

Meeting ID: 232 811 1856  
Password: 959595

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

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

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

During Open Time for public expression item

Public comment period on agenda items.

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
NOVEMBER 16, 2022**

Time: 10:00 a.m.

Location: Virtual via Zoom

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**INFORMATION**

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

1. Upcoming Dates:
  - a. December 8, 2022 Special Board Meeting 10 a.m.
  - b. December 15, 2022 Special Finance Committee Meeting 9 a.m.

**ADJOURNMENT**





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING  
DECEMBER 8, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

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

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

Zoom Conference Information  
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During Open Time for public expression item

Public comment period on agenda items.

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**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

Adoption of Resolution 2022-34 for a Continuation of Teleconferenced/Zoom Board of Director Meetings.

Staff recommends that the Board adopt Resolution 2022-34 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 8, 2022- January 7, 2023 pursuant to Brown Act provisions.

**ADMINISTRATION OF OATH OF OFFICE**

*Oath of Office to be administered by President Lj Silverman to Bill Davis, Bruce Goines and Mike Hadfield.*





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING  
DECEMBER 8, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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

**AGENDA ADJUSTMENTS**

**ELECTION OF BOARD OFFICERS**

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

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

**ASSOCIATION PRESIDENTS' REPORT**

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

**DIRECTOR MATTERS**

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

**CHIEF'S REPORT**

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

**CONSENT CALENDAR ITEMS**

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

1. Minutes of Regular Board Meeting 11.2.2022
2. Minutes of Special Board Meeting 11.16.2022
3. 2023 Meeting Dates



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING  
DECEMBER 8, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**NEW BUSINESS**

1. Resolution 2022-35 Updating the District Records Retention Policy and Procedure  
Board approval is requested to adopt Resolution 2022-35 updating the District Records Management and Retention policy and records destruction procedures.
2. Bank Signature Cards Changes  
Board approval is requested to accept Staff's recommendation to make revisions to the bank signature cards listed in the staff report, and direct the Finance Director to revise the necessary documents.
3. Resolution 2022-36 a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Administrative Services Manager Jennifer Crayne.  
Board approval is requested to adopt resolution 2022-36 approving the Employment Agreement of Administrative Services Manager Jennifer Crayne.
4. Mechanic Shop Lift Replacement - Purchase and Increase to Capital Budget
  - 1) Board approval is requested to accept Staff's recommendation to replace existing SEFAC Vehicle lift system in the Novato Fire Mechanics Division and to approve the purchase in the amount of \$70,901.95
  - 2) Board approval is requested to transfer \$71,000 from the Unassigned Fund to the Facilities Capital budget account 4048 division 9308

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Financial Reports, October 2022:
  - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - b. Revenues and Expenditures Detail Financial Report
  - c. Vendor Summary Financial Report
  - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING  
DECEMBER 8, 2022**

Time: 10:00 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

Office: 95 Rowland Way, Novato, CA 94945

Website: [www.novatofire.org](http://www.novatofire.org)

**INFORMATION**

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

1. Customer Surveys October 2022
2. Written Communications

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli

Represented Employee group: Novato Chief Officers Association

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code section 54957(b)(1.) Fire Chief