



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Bruce Goines and Mike Hadfield

5

6 **ABSENT**

7 Director Shane Francisco

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
11 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, Engineer Geoff  
12 Larkin, FFPM Mark Larroque

13

14 **OTHERS PRESENT**

15 District Counsel Peter Spoerl, Novato Residents Rebecca Suggs and Alison Crawford.

16

17 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

20 Staff recommended that the Board adopt Resolution 2022-1 a Resolution of the Board Of  
21 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
22 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
23 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
24 District for the period January 5, 2022 – February 4, 2022, pursuant to Brown Act provisions.

25 There was no public comment.

26 M/s Goines/Hadfield to adopt Resolution 2022-1 a Resolution of the Board Of Directors of the  
27 Novato Fire Protection District proclaiming a local emergency persists, ratifying the  
28 proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
29 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
30 District for the period January 5, 2022 – February 4, 2022, pursuant to Brown Act provisions.

31

32 Roll Call Vote

33 Ayes: Goines, Davis, Hadfield, Silverman

34 Noes: None

35 Absent: Francisco

36 Motion carried 4-0-1.

37



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

38 **PRESENTATION**

39 District Counsel Riley Hurd to present a review on the Brown Act for the Board of Directors.  
40 This item was tabled until the February Board meeting.

41 **COMMITTEE SELECTION**

42 The nominations for committee membership were as follows:

- 43 1. MERA - Primary Director Silverman; Alternate Director Hadfield
- 44 2. Finance Committee - Director Davis and Director Goines
- 45 3. Marin Wildfire Prevention Authority - Board Director Goines
- 46 4. ABM Infrastructure Committee – Director Silverman and Director Francisco

47  
48 There was no public comment.  
49 M/s Davis/Silverman to appoint the Directors as listed above to the committees listed above.

50  
51 Roll Call Vote  
52 Ayes: Goines, Davis, Hadfield, Silverman  
53 Noes: None  
54 Absent: Francisco  
55 Motion carried 4-0-1.

56  
57 **OPEN TIME FOR PUBLIC EXPRESSION**

58 None.

59  
60 **AGENDA ADJUSTMENTS**

61 None.

62  
63 **ASSOCIATION PRESIDENTS' REPORT**

64 New NPFA President Mark Larroque commented and noted his thanks to the Board members for  
65 their service in local governance. He looks forward to working with Chief Tyler and the Board.

66  
67 **DIRECTOR MATTERS**

68 Director Silverman commented that he enjoyed participating in the Toy Drive

69  
70 Director Davis noted that the Covid is resurgent, and he's staying safe.

71  
72 **CHIEF'S REPORT**

73 Calendar Items:

- 74 1. Friday Jan 7<sup>th</sup> - MWPA Subcommittee meeting to discuss Vegetation Specialist Position
- 75 2. Thursday Jan 13<sup>th</sup> - MWPA OPS meeting



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

- 76 3. Thursday Jan 13<sup>th</sup>, 11 am to 2 pm - Heart of Marin, Excellent in Board Leadership, Zoom  
77 or in person at the Jonas Center at IVC—register at attend here [Heart of Marin - Center](#)  
78 [for Volunteer & Nonprofit Leadership \(cvnl.org\)](#)  
79 4. Friday January 14th - Fire Safe Marin monthly meeting  
80 5. Tuesday Jan 18th – NCOA Arbitration Hearing  
81 6. Tuesday Jan 18th - Novato COVID Response & Recovery Team Meeting  
82 7. Wed Jan 26th - OPS meeting  
83 8. Thursday Jan 27th - Possible Neighbors meeting regarding Capilano Driveway

84 **Administrative Items:**

85 Promotion of new B/C Barrett Smith January 16, 2022. Barrett Smith will be promoted to B/C on  
86 January 16th. He is assigned to the EMS Division for his 12-month probation. With this  
87 promotion, B/C Scott Freedman will take over C shift. This promotion and position change fills  
88 the vacancy for C shift duty coverage that occurred when D/C Dmitri Menzel retired and Gerald  
89 McCarthy was promoted to D/C in July from the C shift B/C position.

90 COVID-19 IMPACTS: Fire agencies in Marin are beginning to feel the potential negative  
91 impacts of the covid-19 omicron variant. We have experienced seven breakthrough covid-19  
92 cases here at NFD, including one at admin. Per tracing protocols, three of those cases led to the  
93 quarantine of other non-vaccinated NFD employees. Through our partnership with the Marin  
94 Public Health Department and Novato’s Marin Community Services Non-profit, we have  
95 acquired 180 home test packets that have been distributed to our employees for home use. Each  
96 employee has received two packets, with two tests in each packet for home testing as needed.  
97 The idea is to provide an added layer of testing so employees can confirm their status from home  
98 as needed.

99 Kronos: Telestaffing/HR tracking system update: Kronos reports that they continue to make  
100 substantial progress on the data recovery phase. Based on the results of their initial pilot  
101 program, they have now developed a more detailed customer restoration process to bring  
102 customers back online in a safe and secure fashion. Customers should expect to receive an  
103 outline on the next steps for this process by the end of the day Friday, December 31. They will  
104 also be providing an initial restoration checklist to all customers within the next 72 hours. This  
105 will help us take the necessary steps on our end to prepare for the restoration process.

106 Workers Comp: Four employees are off duty on W/C

107 **OPS: D/C McCarthy:**

108 Call for service during this reporting period: 172

109 Reported structure fire(s): One – residential structure fire (mutual aid response to San Rafael)

110 Vegetation fire(s): None reported



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

- 111 Homeless encampment fire(s): None
- 112 Vehicle Accidents: 12
- 113 Vehicle Fire: 1
- 114 M62 Responses: Seven – this occurs when both primary medic units are assigned and a third  
115 medical emergency is received.
- 116 Atypical Incident(s): None Reported
- 117 Calls for service involving homelessness: 19
- 118 Non-Fire, Non-Medical calls for service (fire alarm, Carbon Monoxide alarm, Invalid Assist,  
119 Public Service Assists): 53
- 120 Meetings/Project work: Monday morning briefing followed by weekly staff meeting. Meetings  
121 with EMS and Fire Prevention. HR responsibilities during holiday break. Bi-Weekly NFIRS  
122 report audit and program work. Weekly test of the Marin RACES (Radio Amateur Civil  
123 Emergency Service) radio systems (high frequency and very high frequency radios) at Admin.  
124 NFIRS Reporting class.
- 125 U63 Ford Pickup modification with a Rescue Skid. This bed-mounted solution provides a secure  
126 location to transport a patient in a Stokes and backboard and attendant via pickup truck.
- 127 National Weather Service: While the region warms slightly, temperatures will remain a few to  
128 around 5 degrees below seasonal averages in response to the broad mid/upper-level trough  
129 lingering over the West Coast. Less cloud cover and light winds overnight will allow for more  
130 widespread 30s away from the coastline by early Friday morning. These cool daytime and cold  
131 overnight conditions will persist through the weekend as the large-scale pattern aloft changes  
132 little. May even see some of the region's coldest interior spots drop into the upper 20s through  
133 the upcoming weekend. Dry weather conditions are also likely to persist into New Year's Day
- 134 **Training: B/C Mesenburg—**
- 135 Academy assistance process completed, Captain Blue & FF/PM Larroque were selected to lead  
136 the academy of 5 new FF/PMs
- 137 Preparation work done for academy
- 138 Work done on acting captain and acting engineer refresher feedback packets
- 139 FF1 and FF2 applications completed
- 140 Assisted with multi company drills for A/C trainee Wehr, A/BC trainee Peters, probationary  
141 FF/P Wilkosz
- 142 Conducted final of three NFIRS training classes



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

- 143 Harken Winch in service training completed and placed on E64
- 144 Todd Road stuck in mud after action report and map developed into Vector Solutions training  
145 and pushed out to all, per C61 request
- 146 Assisted Lemelin with A/C training for Keady
- 147 FF/PM Zanoni passed his acting engineer test and performed exceptionally well
- 148 Worked shift Thursday
- 149 Completed and dispersed Block 1 training plan
- 150 **Tower Updates:**
- 151 Classroom bathroom installed and in-service
- 152 Final propane prop inspection done on 9/24/21 - FPE had 7 recommendations for us which we  
153 addressed
- 154 Follow up validation inspection done on 12/17/21 to confirm we addressed all of their concerns
- 155 FPE wants additional signage showing which direction to turn the shut off valves - signs being  
156 made now
- 157 After additional signage is installed, Sal will have Bob Geno out for a final final to close out  
158 permit
- 159 **EMS Divisions: B/C Scott Freedman:**
- 160 The California Department of Public Health (CDPH) has provided an emergency extension to  
161 the expiration dates on all of the BinaxNOW rapid antigen tests that we use. They have not given  
162 a definitive time period or date when we must stop using the tests. We will continue to use the  
163 tests until advised otherwise. The district will work on sourcing unexpired tests so that we are  
164 prepared when the emergency extension ends.
- 165 We have ordered 500 more PCR tests
- 166 We have applied for the courier service to bundle the results of the test and be able to drop them  
167 off at a local drop box instead of having to drop ship them via UPS
- 168 Meeting with lawyers regarding CalOSHA ETS changes
- 169 Follow-up on issue with REACH transfers utilizing NFD ambulances: Work on email to  
170 members regarding procedures for helicopter transfer requests
- 171 Follow-up on member off with COVID
- 172 Work on memo in regard to masking clarifications



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

- 173 Pick-up, logging and delivery of COVID PCR tests
- 174 Delivery of equipment to Station 63
- 175 Work on setting up schedule and related email to members regarding cadaver lab
- 176 Created 2022 case review schedule and worked with Lauren to add it to 2022 MBO
- 177 Work on reinstating access to PCR and Narcotic tracking software for Erin Rhoades
- 178 Follow-up with Paramedic intern from Napa Valley College
- 179 Restock of narcotics
- 180 **Prevention Division: B/C John Dicochea**
- 181 Lynne Osgood & Mike Swezy on vacation, Lance McDonald out sick
- 182 Met with Barrett Smith regarding the fee schedule and a few changes/additions
- 183 Follow up meeting with Kiosk
- 184 Met with Kreativz – Quarterly report format completed and included in Jan board packet
- 185 Gave Lynne and Yvette their yearly evaluations
- 186 Capilano Drive driveway corrective access construction has begun
- 187 24hr BC shift coverage on 12/27, 12/28 & 12/29
- 188 Completed three plan reviews
- 189 Completed yearly evaluations for Inspector Lance Macdonald and Fire Prevention
- 190 Administration Assistant Denise Wade.
- 191 Met with Farmers Insurance Fire investigator at Lambert Way.
- 192 Working on final report for Cal fire grant.
- 193 6 School Inspections
  - 194 Lou Sutton
  - 195 Hill Education Center
  - 196 Novato Charter School
  - 197 Marin Oaks High School
  - 198 Sinaloa Middle School
  - 199 Lynwood Elementary
- 200
- 201 15 Construction inspections



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

- 202 Updated WMA - Data for MWPA report
- 203 Met w/Lynne for overall strategy and progress, tuned-up Firewise and HOA lists.
- 204 Sent email to Arann Harris at FSM requesting contact info on Firewise leaders.
- 205 Coordinated with MWPA outreach consultant, who then provided template public info posters  
206 for evacuation route project. Met with MWPA staff and consultants regarding project planning,  
207 compliance, and work plan
- 208 Follow-up email to WRA w/more missing data and info requests.
- 209 Met w/manager of Inn Marin who are next to Novato OS in prep for early summer project work,  
210 toured Hamilton and Marin Valley
- 211 Conference with San Rafael Fire forester regarding planning, operations, enviro compliance
- 212 Research property owners and manager contacts for key private open space and HOA planning
- 213 Finalized contract with Marin Sonoma Marin Arborists for evacuation route project.
- 214 16-Home assessments completed
- 215 217-Roadside assessments completed
- 216 11-NOAA weather radios handed out and trained the resident on its purpose/use
- 217 1-Vegetation management matching grant processed
- 218 0-Home hardening matching grant processed
- 219 **Facilities: Kyle Dague:**
- 220 Crandall Roofing tarped Station 62 and had to delay roofing repair due to recent weather, Station  
221 62 roof repair to begin tomorrow 12/5 followed by 64 and 65 on 12/14 weather permitting.
- 222 ABM meeting held on 12/14 to discuss comparison bids and concerns, additional internal  
223 meeting held the following week. Email sent to ABM on 1/1/2021 with summary of action items  
224 and provided ABM with our comparison bids that met the district's needs for the "Building  
225 Envelope" and the admin roof. Also requested proposals/bids from ABM for the same projects,  
226 additional meeting to be scheduled in the near future.
- 227 Received Bids for 5 generators from Leete and Fowler Electric, 2 subjective scoring processes of  
228 the bids complete moving onto objective scoring of bids, waiting to hear back from Fowler on  
229 the Level 3 attenuated enclosure and BAACT compliance for BAAQM. Projected to be on the  
230 February Board meeting with a staff report.
- 231 Wallpaper removal, texturing and painting project for Station 62 well underway, in process and  
232 already looks updated and more presentable.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

233

234 Met with Fowler electric at Station 62 to discuss wire that was cut under the concrete by  
235 previous plumbing contractor and develop plan to repair so that remaining 2 exterior lights will  
236 be operational. (In process)

237 New exterior LED light fixtures on order for the Station 61 exterior lighting in addition to new  
238 timer.

239 **Fleet: Chief Whittet:**

240 U20 (Type 1 Engine) U20- OOS at Hi-Tech; there has been a delay on getting brake parts.  
241 (Supply Chain). No ETA.

242 --End of Report--

243

244 Director Silverman asked if the ambulances were going through the previously performed decon  
245 service. Chief Tyler noted that the crews are sanitizing their ambulances after calls.

246

247 Director Goines asked for a state of readiness regarding fuel hazard mitigation be placed either  
248 on a meeting agenda or on a Board retreat agenda.

249

250 **CONSENT CALENDAR**

251 1. Minutes of Special Board of Directors Meeting 12.21.21

252

253 There was no public comment.

254 M/s Hadfield/Davis to approve the minutes of Special Board of Directors Meeting 12.21.21

255

256 Roll Call Vote

257 Ayes: Goines, Davis, Hadfield, Silverman

258 Noes: None

259 Absent: Francisco

260 Motion carried 4-0-1.

261

262 **NEW BUSINESS**

263 1. Increase in Fire Chief's Monetary Authority

264 Staff recommended that the Board approve increasing the Fire Chief's monetary  
265 authority from \$35,000 to \$50,000. Any purchase greater than \$50,000 would be brought  
266 to the Board for approval.

267 The Fire Chief detailed the process of aligning more closely with the purchasing authority levels  
268 of the County of Marin. The Finance Committee reviewed this item in detail in December 2021.

269 Director Davis noted that there is oversight and accountability, but the change is needed for  
270 improved efficiency.





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

271  
272 There was no public comment.  
273 M/s Davis/Goines to approve increasing the Fire Chief’s monetary authority from \$35,000 to  
274 \$50,000.

275  
276 Roll Call Vote  
277 Ayes: Goines, Davis, Hadfield, Silverman  
278 Noes: None  
279 Absent: Francisco  
280 Motion carried 4-0-1.

281  
282 2. Change Order Allowance & Capping Change Order Amounts  
283 Staff recommended that the Board grant the Fire Chief authority to approve change  
284 orders at five percent (5%) of the original contract amount for contracts that have been  
285 previously approved by the Board. Staff also recommends capping the change order at  
286 the Fire Chief’s monetary authority.

287 Chief Tyler detailed the process to improve the efficiency of the District to handle the inevitable  
288 change orders on any given project.

289  
290 Director Hadfield noted that delays cost money, and this is a good proposal.

291  
292 There was no public comment.  
293 M/s Hadfield/Davis to grant the Fire Chief authority to approve change orders at five percent  
294 (5%) of the original contract amount for contracts that have been previously approved by the  
295 Board. Staff also recommends capping the change order at the Fire Chief’s monetary authority.

296  
297 Roll Call Vote  
298 Ayes: Goines, Davis, Hadfield, Silverman  
299 Noes: None  
300 Absent: Francisco  
301 Motion carried 4-0-1.

302  
303 3. County of Marin 2021/2022 Annual Statement of Investment Policy  
304 Board approval was requested of the County of Marin 2021/2022 Annual Statement of  
305 Investment Policy

306 Finance Director Valenti noted that this is a required document for the Board to approve. It has  
307 been approved by the Board of Supervisors in 2021. The pool funds are in safe and liquid  
308 investments, returning approximately 0.09% return as of the August 2021 report. Interest is paid  
309 to pool members quarterly. The fund has an AAA rating.

310



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

311 There was no public comment.  
312 M/s Goines/Hadfield to approve of the County of Marin 2021/2022 Annual Statement of  
313 Investment Policy

314 Roll Call Vote  
315 Ayes: Goines, Davis, Hadfield, Silverman  
316 Noes: None  
317 Absent: Francisco  
318 Motion carried 4-0-1.

319  
320 **COMMITTEE REPORTS**

321  
322 1. MERA (Director Silverman and Director Hadfield)  
323 Director Silverman noted that the first bid package for construction is winding up, and  
324 the Civic Center and Mt. Barnaby sites are being built, and Motorola is installing  
325 equipment. Other sites are under construction. The second bid package is going out soon.  
326 A training committee has been created. Programming of radios via wifi is under way. The  
327 next meeting is in two weeks.

328  
329 2. Finance Committee (Directors Davis and Goines)  
330 The Finance Committee work, as noted by Director Davis is on this agenda to be  
331 discussed. The next meeting is in February 2021.

332  
333 3. Marin Wildfire Prevention Authority Board (Director Goines)  
334 Director Goines commented that a meeting was held on December 16, 2021. The  
335 approval of the environment compliance shaded fuel break project in Mill Valley met  
336 with no objections. Several policies have been adopted including: a policy by which to  
337 nominate a President and Vice President and a Code of Conduct. 3 new members were  
338 added to the Citizens Oversight Committee. The smaller agencies in the MWPA have  
339 asked the MWPA to staff up to help plan projects and have work performed. So the  
340 MWPA will be looking to add mitigation specialists, an admin and vegetation project  
341 leaders. The MWPA funds that have been spent on public or private land was questioned  
342 as to its legality. It has been established by legal counsel that the MWPA funds can be  
343 used anywhere in Marin. The funds are used to augment the Parks' budget, not replace.  
344 Director Goines will be stepping down as President at the end of June 2022 but looks  
345 forward to serving as the District representative.

346  
347 4. District Infrastructure Improvement Committee (Directors Francisco and Silverman)  
348 Director Silverman noted that there was an internal meeting with Chief Dague and Chief  
349 Tyler to clarify some questions for ABM to answer. Chief Tyler noted that in a meeting  
350 with ABM, they have been asked to clarify why independent quotes are lower than the  
351 AMB proposal. It was a good meeting, and by the end of the month Chief Tyler noted  
352 they should be ready to report on the next steps.

353



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
January 5, 2022

---

354 **FINANCIAL REPORTS**

355 There were no questions.

- 356 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, November 2021  
357 2. Revenues and Expenditures Detail Financial Report November 2021  
358 3. Vendor Summary Financial Report, November 2021  
359 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica  
360 Bank Statement) November 2021  
361 5. District Monthly Contracts Information  
362 6. MWPA Year to date expenditures November 2021  
363

364  
365 **INFORMATION**

- 366 1. Customer Satisfaction Survey Report, November 2021  
367 2. MWPA Quarterly Update: Chief Tyler reviewed the report in its new format  
368 3. MERA Update December 2021  
369 4. 2022 Regular Board Meeting Schedule  
370 5. Written Communications: Letters were read  
371

372 **CLOSED SESSION**

373 None  
374

375 **ADJOURNMENT**

376 There being no further business to conduct, President Silverman adjourned the meeting at  
377 11:00 a.m.  
378

379 Submitted by,  
380  
381

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

383  
384 Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

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

**ROLL CALL**

Directors Lj Silverman, Bill Davis, Shane Francisco, Mike Hadfield and Bruce Goines were present.

**STAFF MEMBERS PRESENT**

Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Battalion Chiefs Kyle Dague and John Dicochea, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, HR Manager Gretchen Felciano, Purchasing Administrator Colleen Walraven, EMS Billing Analyst Shannon Wager, FF/PMs Mark Larroque and Elaney Karabetsos, Admin Asst. Lauren Galli, Vegetation Program Project Manager Mike Swezy.

**OTHERS PRESENT**

District Counsel Riley Hurd, Matt Haulk. Novato Residents: Bruce Bartel, Alison Crawford and Rebecca Suggs. Others: Stacey Hoggan and Jennifer Maldonado.

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

Staff recommended 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.

Public Comment: Bruce Bartel commented that he hopes some form of hybrid teleconferencing meetings with live meetings will happen in the future.

M/s Davis/Hadfield to adopt Resolution 2022-3.

**Roll Call Vote**

Ayes: Goines, Davis, Francisco, Hadfield, and Silverman

Noes: None

Absent: None

Motion carried 5-0-0



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

**OPEN TIME FOR PUBLIC EXPRESSION**

Bruce Bartel noted a Marin IJ article stating the Novato Fire District has the lowest vaccination rate among fire agencies in Marin. He hopes that the District will do what it can to raise the vaccination rate.

**PRESENTATIONS**

1. District Counsel Riley Hurd presented a review on the Brown Act for the Board of Directors. Hurd noted case studies and changes in the Brown Act, due to Covid. Hurd also reviewed Meeting procedures governed by Rosenberg's Rules of Order. Hurd noted it's important to make a motion after public comment, as the public comment may influence the Director's opinion.

Director Goines asked about the Board being able to respond to public comment and what to do if the public is incorrect.

Counsel Hurd commented that the Board cannot discuss or deliberate items that are not on the agenda. The Open Time for Public Expression section is not for deliberation, but just to receive the input from the public. The Board can correct incorrect public comment during discussion after the Open Time for Public Expression period is closed.

There was no public comment.

2. MWPA Projects Past, Present And Future was presented by Vegetation Management Program Manager Mike Swezy.

VPPM Swezy presented a Powerpoint regarding the Novato/MWPA projects. Highlights included: Development of fuel breaks, House out framework for wildfire mitigation. He reviewed the process behind every project including planning, compliance, resources, reporting and maintenance.

Swezy reviewed past projects, and projects slated for year 1 and year 2. Swezy also discussed evacuation route clearing.

Director Davis asked about evacuation drills. Swezy and Chief Tyler commented that evacuation drills will happen with the Zonehaven rollout.

Director Silverman asked about the road cleanup and CEQA. Swezy noted that compliance is needed, and beginning February 1, a bird survey is also required.

Director Goines asked about the evacuation route clearing and noted he has heard some of the public is critical. Are they given advance notice of the work.



## Novato Fire District Board of Directors Special Board Meeting Minutes February 9, 2022

---

Swezy noted that there are social media posts, sandwich boards in the neighborhood, and electronic signs.

Goines also commented about the criticism of vegetation management and bad science with regard to the 200' of fuel break, or will that vary? He asked about the challenge of getting the necessary info to the public?

Swezy noted that it is a challenge in total to clear about 1000 acres, but it is mainly clearing broom. The goal is to lower the fuel profile but maintain a healthy ecological approach.

There was no public comment.

### **AGENDA ADJUSTMENTS**

None

### **ASSOCIATION PRESIDENTS' REPORT**

NPFA President Mark Larroque commented that both the NPFA and Marin County 1775 are against the vaccine mandate, and are in favor of staying with the current covid policies.

Novato Chief Officers' Association representative BC Kyle Dague noted the accomplishments, achievements and tasks and assignments of each of the Chief Officers.

Director Goines noted his appreciation for all the chief officers do. He conveyed his respect and extended thanks for all they do.

NSAS representative Shannon Wager thanked the Board for their support.

### **DIRECTOR MATTERS**

President Silverman noted that he toured the new classroom at Station 62.

### **CHIEF'S REPORT**

Calendar

- **Wednesday Feb 9, BOD meeting**
- **Friday Feb 11<sup>th</sup>, Fire Safe Marin**
- **Tuesday Feb 15<sup>th</sup> Zonehaven Coordination meeting**
- **Thursday Feb 17<sup>th</sup> Novato Manager Meeting: City & Special Districts**
- **Monday Feb 21<sup>st</sup> Office Closed, Presidents Day**
- **Wednesday Feb 23<sup>rd</sup> NFD OPS meeting**



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

- **Tuesday March 1<sup>st</sup> Chamber of Commerce Government Affairs Committee**
- **Wednesday March 2<sup>nd</sup>, March BOD Meeting**

**Administrative Items:**

**COVID-19 IMPACTS:** New Issue—all Marin fire chiefs were notified by acting public health officer Dr. Lisa Santora that a new directive is coming from Marin County Public Health, that will require first responders (*Police and Fire*) to be vaccinated & boosted and REMOVE the testing option for those unvaccinated and not boosted. All labor groups have been notified.

**Staffing Update: All fire stations are fully staffed.** We currently have **1 out Covid positive employees.** All those testing positive are considered to have natural immunity for up to 90 days per the county guidelines.

**Administration Update: Effective February 7, 2022 the District resumed normal field and administrative operations while also maintaining the existing Covid-19 Prevention Plan, and all federal, state, and local directives. Administrative personnel will return to a normal schedule, and normal office hours.**

**Proposed Marin Fire Based Dispatch Update: Proposal is still subject to modification—final decision date is TBD with NFD BOD approval. There is no recommendation at this time.** *Due to technical limitations related to CAD, fee-for-service concerns and the lack of Command and Control, Marin Fire agencies are examining alternative dispatch options.* Previous analysis regarding a possible joint operation with REDCOM have been set aside for now. The following options are now being examined and cost out:

- 1) A fully independent Fire Dispatch JPA, and
- 2) An independent Fire Dispatch JPA with a Fire CAD configuration linked to MCSO CAD. This independent “spoke” configuration is what Redcom uses, linked to the SCSO.

*Governance:* Both options assume the creation of a new Fire JPA, which would operate as an independent agency, with a Board of Directors to be defined, representing Marin Fire agencies, local jurisdictions ‘representatives, and Marin’s EMS Authority. For both options, an Executive Director would manage staffing and all aspects of the Communications Center’s operations. A Technical Manager would ensure that all needs are met with respect to CAD and other reporting. 24-hour Command and Control will be added (3 MCFD Captains). The staffing model includes 12 dispatchers, 4 Supervisors and budget to up-staff during fire season. The fully independent option 1 also includes an additional Technical



## Novato Fire District Board of Directors Special Board Meeting Minutes February 9, 2022

---

Systems Specialist, since the CAD system would be fully independent from MCSO. Staffing costs below assume a JPA model similar to REDCOM. If staff were to be public employees, costs would increase.

*Location:* Los Gamos remains the most likely / feasible option for a new Fire Dispatch Center. For both option 1 (fully independent Fire Dispatch) and option 2 (CAD remains linked to MCSO subscription), we believe that the Fire Dispatch could remain co-located in the current Comm Center, with adequate physical separation.

*Costs:* It is anticipated that there would be one time start up then ongoing annual costs. The projected on-going costs for Marin Fire agencies (other than MCFD) represent a 36% increase for the fully independent option, or a 27% increase for option 2 (CAD linked to MCSO). **NFD projected costs for fully independent option would go from \$553,415 (22/23) to \$754,430; an increase of \$202,015.**

**Workers Comp:** Seven employees are off duty on W/C

### **OPS: D/C McCarthy:**

- Vegetation Fire West Marin—Currently in initial attack
- Reported structure fire(s): One reported cooking fire within a structure
- Vehicle Accidents: Seven, including two significant accidents along Novato Blvd. near Stafford Lake.
- Of note, the latest fuels charts and ERC values are approaching record dry values with 100 and 1000-hour fuels dropping quickly. The live fuel component is still very high from the early winter rains as plants are starting to come out of dormancy meaning the district is entering a complicated situation. Bottom line is the fire weather concerns are elevated by historical February standards. We suspect the fuel charts and ERC are foreshadowing an early wildland season. We have directed the Chiefs of Training and Fleet to prepare for an “early-up” of the 2022 season.
- National Weather Service: No forecast updates needed this morning. Winds are much lighter with very dry air mass in place allowing for a cool start to the day most locations. Satellite shows some increasing mid and high-level clouds as a weak mid-level shortwave will drop down the coast. Not much reflection at the surface and only impact will be the increasing high clouds through the day from north to south. Winds at the surface and through the boundary layer to remain light offshore with cold air over the Great Basin. Weather pattern remains quiet Friday with another mostly sunny day and highs into the 60s. Trend for the weekend will be warming as 850 MB temps gradually rise as high pressure





## Novato Fire District Board of Directors Special Board Meeting Minutes February 9, 2022

---

becomes centered over CA. By Sunday, lower 70s should become more common across the region with comfortable mid and upper 60s for daytime highs elsewhere. Pattern looks stable all next week with ~585dm high setting up to the northwest of Cape Mendocino. That means no rain, not much fog, unseasonably warm days and cool nights. *Will need to watch for any offshore wind bursts but pattern doesn't suggest we'll see too many shortwaves dropping into the Great Basin.*

### **Training: B/C Mesenburg—**

- Continued processing Red Cards - verifying trainee status
- Continued Block 2 planning
- Rescheduled many Block 1 items due to COVID safety stand down
- New 2019 FF1 and FF2 curriculum
  - Relationship building work done with SRJC
  - Participated in skills evaluations with SRJC
- Met with Blue regarding continued Academy planning starts March 1<sup>st</sup>.

### **Tower Updates:**

- Passed final inspection of Tower by Bob Geno - waiting to hear from Sal
- Met with C60/C61 regarding facilities use agreement and fee schedule
- Classroom further outfitted with necessary items.

### **EMS Divisions: B/C Barrett Smith**

- Updated County on current COVID exposures in NFD
- EMS class with Katie Pannell – OB emergencies. Update to paramedic on Epi 1:10 shortage and planned procedure for Epi 1:1.

### **Prevention Division: B/C John Dicochea now out Covid positive**

- Met with Chris Jacobs from NPD regarding Zonehaven, weekly Zonehaven “office hours”, and attended the Countywide Zonehaven meeting
- Participated in the MWPA Technical Advisory Meeting
  - Lynne re-elected as Co-chair for 2022
  - Lynne joined two Ad Hoc committees



## Novato Fire District Board of Directors Special Board Meeting Minutes February 9, 2022

---

- Participated in the Development Coordination Meeting with the City of Novato, Novato Sanitary and NMWD.
- Reviewed four Cannabis Business proposals for the City of Novato as part of the Cannabis Advisory Committee.
- Meet with open space regarding defensible space on Saddle wood plus eucalyptus grove

### **Facilities: Kyle Dague**

- B64 met with J and A Plumbing at Station 62 in regards to damage to electrical wire during underground plumbing repair on 1/31. J and A Plumbing to open up the concrete at the site of the previous plumbing repair next week and Fowler electric to repair the wire which will result in the two remaining exterior lights being operational and all exterior lights at Station 62 have been upgraded to energy efficient LED light fixtures. This is a NO CHARGE item.
- B64 met Security Gate contractor at Station 62 and 63 on Tuesday, 1/25, developing "Request for Proposal", in process.
- Application submitted to Cal OES for grant extension to December 31, 2022, application acknowledged as received by Cal OES prior to January 31<sup>st</sup> deadline and awaiting approval for extension.
- New Hose dryer has now arrived at Station 63, Fowler Electric contacted and scheduling to install.
- Plymo Vent damage to exhaust system at Station 63 on 1/30 was repaired on 2/1 and is now operational.

### **Fleet: Chief Whittet: Out on W/C**

- U8-OOS transmission repairs
- U24-OOS in NFD shop with O2 system repairs
- U41 (Type III Engine) in NFD shop with annual maintenance
- U9 (New Fire Truck) remains down in LA equipment install



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

There was no public comment.

**CONSENT CALENDAR ITEMS**

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.

Director Francisco asked about the EMS write off and how many years were represented. Wager noted that the total write off amount spans 4 years.

There was no public comment.

M/s Goines/Hadfield to approve consent calendar items 1-2.

Roll call vote.

Ayes: Davis, Hadfield, Francisco, Goines, and Silverman

Noes: None

Abstain: None

Motion carried 5-0-0

There was a break at 11:15 a.m. The meeting resumed at 11:23 a.m.

**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 was requested to adopt resolution 2022-2 approving the Employment Agreement of MIS Coordinator Azar Mashintchian.

Chief Tyler detailed the position.

Director Goines asked if the position was onsite and had supervisory responsibilities. The position is onsite but reports to ASM/IT Villa with no supervisory duties.

There was no public comment.

M/s Hadfield/Goines to adopt resolution 2022-2 approving the Employment Agreement of MIS Coordinator Azar Mashintchian.

Roll Call Vote:



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

Ayes: Davis, Goines, Francisco, Hadfield and Silverman

Noes: None

Absent: None

Motion carried 5-0-0

Azar Mashintchian noted her thanks to the Board.

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 was requested to approve the side letter dated January 25, 2022.

Public comment: Stacey Hoggan, a former District Administrative Assistant commented that as she has worked through October of 2021, she asked the Board for consideration to pay the bonus given to currently employed members of NSAS to also be paid to former members of the NSAS group.

Jennifer Maldonado also asked the Board to not approve the side letter as it excludes former employees who were employed in 2021 but left prior to the negotiations terms being agreed upon and adopted by the Board.

Both noted they felt that the NSAS group should have voted on the side letter.

There was no motion.

Director Goines suggested a revisit of the issue and asked about a pro-ration.

Director Davis asked about a review and tabling the item until March.

M/s Hadfield/Francisco to continue this item to the next meeting with direction to Staff to revisit the letter based upon public comment.

Roll Call Vote:

Ayes: Davis, Goines, Francisco, Hadfield and Silverman

Noes: None

Absent: None

Motion carried 5-0-0

Director Francisco left the meeting at 11:45 a.m.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 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 was requested to approve the side letter dated January 25, 2022.

There was no public comment.

M/s Hadfield/Goines to approve the side letter dated January 25, 2022.

Roll Call Vote:

Ayes: Davis, Goines, Hadfield and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

4. Bank Signature Cards Changes  
Board approval was requested to accept Staff's recommendation to make the following revisions to the bank signature cards, and direct the Finance Director to revise the necessary documents.

Finance Director Valenti noted it is necessary to remove BC Scott Freedman and replace him with BC Barrett Smith.

There was no public comment.

M/s Davis/Silverman to make revisions to the bank signature cards, and direct the Finance Director to revise the necessary documents.

Roll Call Vote:

Ayes: Davis, Goines, Hadfield and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

5. CEQA Compliance and Biological Services for Marin Wildfire Prevention Authority.  
Staff recommended contracting with WRA, Inc. (Environment Consultant) for CEQA compliance and Biological Services for the District under the MWPA funded programs.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

Director Goines asked if WRA was on contract last year? And who would be public facing – the WRA or the District. Can WRA answer questions from the public?

Chief Tyler noted that WRA will be kept in its current role with some modifications. He also noted that WRA will take on environmental work, and the District will be present whenever needed.

Purchasing Administrator Colleen Walraven noted that WRA services were used last year. The District will keep them on this year, and then next year the MWPA will take over.

VPPM Mike Swezy noted that the WRA will have 10 total project sites, 5 of them city parcels and 5 of them HOA parcels.

Director Silverman asked if this is MWPA funded and does the Chief have the authority to spend MWPA funds.

Chief Tyler noted that it is MWPA funded and the Chief does have the authority to spend the MWPA funds.

There was no public comment.

M/s Goines/Davis to approve a contract with WRA, Inc. (Environment Consultant) for CEQA compliance and Biological Services for the District under the MWPA funded programs.

Roll Call Vote:

Ayes: Davis, Goines, Hadfield and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

6. ABM's Bundled Energy Solutions Program

The District's Facilities Committee ("the Committee") recommended declining to contract with ABM Building Solutions, LLC for their Bundled Energy Solutions Program ("BES Program").

Chief Tyler detailed the ABM item. The District looked to save the project management burden on the District, but the costs were higher than competitive bids.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

Director Silverman noted his thanks to Colleen Walraven and Kyle Dague. He commented that the comparison of independent outside bids was too high in costs and projects were overbuilt.

Director Goines noted that the District has a road map for future infrastructure projects.

BC Dague also agreed that the Board should decline to contract with ABM. The Board thanked the ABM committee and staff for their hard work.

There was no public comment.

M/s Goines/Hadfield to decline to contract with ABM Building Solutions, LLC for their Bundled Energy Solutions Program (“BES Program”).

Roll Call Vote:

Ayes: Davis, Goines, Hadfield and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

7. Generator Procurement for Five Locations

Staff recommended 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.

Director Goines asked where the old generators will go. Chief Tyler and BC Dague noted that there is interest in them outside of the Bay Area, and they can be surplus, sold or donated.

There was no public comment.

M/s Davis/Silverman to contract with Leete Generators for the purchase of five (5) generators.

Roll Call Vote:

Ayes: Davis, Goines, Hadfield and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

8. MWPA Vegetation Management Contracts

Staff recommended 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-Marin Arborists, Inc.  
The Professional Tree Care Company

Chief Tyler detailed this item.

Director Goines asked about the District working with the Fire Foundry and Tam Fire crews. VPPM Swezy noted that there is a contract with Marin Conservation Corp to manage the Fire Foundry and the Tam Fire crews. The MWPA may take on the contract next year.

There was no public comment.

M/s Goines/Hadfield to approve four (4) master service agreements for vegetation management services under the MWPA program.

Roll Call Vote:

Ayes: Davis, Goines, Hadfield and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1





**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

**COMMITTEE REPORTS**

**MERA:** (Directors Silverman and Hadfield) Director Silverman noted that the process is moving along rapidly. Construction has started on several sites. Bid packages 1 and 2 are moving forward and equipment is being installed. Fire connections are occurring via wifi, there is a new management plan in place, and the start date has been moved to 2024.

**Finance Committee** (Directors Davis and Goines) – There was no meeting this month. The next meeting will be on 2/28/2022 at 10 a.m.

**MWPA Committee:** (Director Goines) Director Goines noted that the MWPA is busy with projects. The Tech committee is busy identifying projects. The Executive Assistant has been working on a planning portal that is public facing with the details of projects. The MWPA is 3 years old, and some member agencies still need help managing projects. The MWPA will be adding Vegetation Project Managers to help member agencies implement projects.

**ABM Committee:** (Directors Silverman and Francisco) – There was no report.

**FINANCIAL REPORTS**

There was no public comment.

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: one letter was read.
4. Upcoming Meetings: Finance Committee meeting – 2/28/22 at 10:00 a.m.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 9, 2022**

---

The Board ended open session at 12:26 p.m. and entered closed session at 12:30 p.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):  
(One case)

The board exited closed session and re-entered open session at 2:25 pm.

There was no reportable action.

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 2:25 p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 22, 2022**

---

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

**ROLL CALL**

Directors Lj Silverman, Shane Francisco, Mike Hadfield and Bruce Goines were present.

**ABSENT**

Director Bill Davis

**STAFF MEMBERS PRESENT**

Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Battalion Chief Kyle Dague, Recording Secretary Jeanne Villa, HR Manager Gretchen Felciano, FF/PMs Mark Larroque and Elaney Karabetsos.

**OTHERS PRESENT**

District Counsel Riley Hurd, Nate Kowalski. Novato and Marin County Residents.

**OPEN TIME FOR PUBLIC EXPRESSION**

Resident Robert Cameron spoke and commented that he had emailed his statement to the District. He requested that his statement be preserved for the record. That statement was received and stored on file with the District minutes.

Mr. Cameron spoke about his position against the vaccine mandate for first responders.

Mary Fraser commented about her objections to the vaccine mandate.

Steve Morlock noted his opinion against the vaccine mandate.

The following residents also noted their objection to the vaccine mandate for first responders: Mr. Todd Morris, Ms. Valerie Hod, Ms. Kristie Martinelli, Caller David, Ms. Janine Pera, caller Mariam, John Lo Giudice, Caller Anna, Ms. Deborah Poole, Ms. Lori Dali, Ms. Sangita Moskow. Mr. Willy Krakauer and Caller 6362.

**AGENDA ADJUSTMENTS**

None

**CHIEF'S REPORT**

None



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 22, 2022**

---

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Professional Firefighters Association

The Board entered closed session at 10:54 a.m.

The Board exited closed session and re-entered open session at 12:31 pm.

There was no reportable action.

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 12:31 p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 24, 2022**

---

The Virtual Teleconferenced meeting was called to order by President Silverman at 11:00 a.m. in Novato CA, 94945.

**ROLL CALL**

Directors Lj Silverman, Shane Francisco, Mike Hadfield and Bruce Goines were present.

**ABSENT**

Director Bill Davis

**STAFF MEMBERS PRESENT**

Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Recording Secretary Jeanne Villa, HR Manager Gretchen Felciano.

**OTHERS PRESENT**

District Counsel Riley Hurd, Nate Kowalski.

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**AGENDA ADJUSTMENTS**

None

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Fire Chief

Represented Employee group: Novato Professional Firefighters Association

The Board entered closed session at 11:01 a.m.

The Board exited closed session and re-entered open session at 1:10 pm.

There was no reportable action.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
February 24, 2022**

---

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 1:10 p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
February 28, 2022

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

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

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

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 No public comments were made.

12

13 **CONSENT CALENDAR**

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

17

18 No public comment.

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

20 Roll Call Vote.

21 Ayes: Davis and Goines

22 Noes: None

23 Abstain: None

24 Motion carried

25

26 **NEW BUSINESS**

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

30

31 The Fire Chief and the Finance Director commented that the financials have been audited, which  
32 allows the District to know the amount of unassigned funds. Finance Director Valenti reviewed the  
33 current fund balances and the proposed changes, based on information regarding capital expenditures  
34 for the next five years. Chief Tyler commented that the District may also want to include two new  
35 fund categories for a Fire Dispatch center.

36

37 No public comment.

38 M/s Goines/Davis to recommend the full Board accept the proposed assigned and unassigned  
39 reserve funds.

40 Roll Call Vote.

41 Ayes: Davis and Goines

42 Noes: None

43 Abstain: None



Novato Fire District Board of Directors  
Special Finance Committee Meeting Minutes  
February 28, 2022

44 Motion carried

45  
46 2. Rainy Day Fund – Committed Fund Balance 6/30/2021  
47 Finance Committee considered whether to increase the Rainy Day Fund Balance by \$16,429  
48 from \$4,585,870 to \$4,602,299. The calculation of the Rainy Day Fund Balance is based  
49 upon the draft audited financial statements prepared by Maze for fiscal year ending June 30,  
50 2021. If approved, \$16,429 would be transferred from Unassigned Fund Balance to the Rainy  
51 Day Fund.

52  
53 Finance Director Valenti reviewed the calculation of the Rainy Day fund, and noted it's intent to  
54 cover 2 months of operating expenses. At its current level, it covers 2 months of operation  
55 expenses. The fund could be accessed should the loss of revenue exceed 15%. It is a committed  
56 fund and needs full board approval to access. Since the unassigned and assigned reserve funds  
57 are very healthy, there is no reason to increase the fund by \$16,000.

58  
59 No public comment.

60 M/s Davis/Goines to leave the Rainy Day Fund as is and to make this same recommendation to  
61 the full board at their next meeting.

62  
63 Roll Call Vote.

64 Ayes: Davis and Goines

65 Noes: None

66 Abstain: None

67 Motion carried

68  
69 **INFORMATIONAL ITEMS**

70 Finance Committee Meeting on April 19, 2022 at 9 a.m.

71  
72 **ADJOURNMENT**

73 There being no further business to conduct, Director Davis adjourned the meeting at  
74 10:57 a.m.

75  
76 Submitted by,

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

77  
78 Jeanne Villa, Recording Secretary



2/28/2022

Novato Fire Protection District  
Re-allocation of Fund Balances

Fund Balance	Audited Balance 6/30/2021	Adopted Budget 2021/22	Balance 7/1/2021	Budget Adjustment	Proposed	Adjustment - Inc / (Dec)	Comments
SCBA	-		-		-	-	SCBAs due in 2028
EMS Capital Equip	838,000		838,000		814,000	(24,000)	Heart monitors \$675K in 2022 ( 15 monitors @ \$45k/each incl. warranty, maint, batteries & chargers). \$106K for (2 @ \$53k/each) gurney w/power loader \$8k for pediatric restraint systems \$25k for electronic narcotic Knox boxes
Unemployment Insurance	35,100		35,100		140,400	105,300	Maximum liability - 4 potential claims
Apparatus	2,665,000	(1,846,000)	819,000	(120,000)	4,735,000	4,036,000	Next 5 years apparatus replacement
Fire Facilities & Building	500,000	(180,000)	320,000		4,664,400	4,344,400	Future facilities projects
Management Info Sys	456,400		456,400		685,500	229,100	Future technological enhancements
Workers Comp Fund	998,410		998,410		1,024,000	25,590	Set at 80% of total estimated liability @ 80% confidence level
Protective Equipment	250,000		250,000		250,000	-	Turnouts 5 year replacement in 2022 - \$3K per set x 67 sets. Thermal imaging cameras (7) \$50K total
Compensated Absences	1,114,047		1,114,047		1,242,493	128,446	Set at 40% of total estimated liability
Retiree Health Benefits	2,389,940		2,389,940		2,464,570	74,630	Set at 200% of Actuarially Determined Contribution
Debt Sinking Fund	-		-		-	-	Unpaid lease purchase payments on apparatus
Retirement Unfunded Liability	3,500,000		3,500,000		3,500,000	-	Set at 10% of Unfunded Actuarial Liability
<b>Assigned Fund Balances</b>	<b>12,746,897</b>	<b>(2,026,000)</b>	<b>10,720,897</b>	<b>(120,000)</b>	<b>19,520,363</b>	<b>8,919,466</b>	
Rainy Day Fund - Committed	4,585,870		4,585,870		4,585,870	-	Calculated annually based upon audited financials (2 months of operating expenses)
Restricted - MWPA	616,461		-		616,461	616,461	
Nonspendable Fund Balance	92,382		92,382		92,382	-	Prepaid items per audited financials
Unassigned Fund Balance	14,745,726		14,745,726		5,826,260	(8,919,466)	
<b>Total Fund Balances</b>	<b>32,787,336</b>	<b>(2,026,000)</b>	<b>30,144,875</b>	<b>(120,000)</b>	<b>30,641,336</b>	<b>616,461</b>	
<b>Unassigned and Nonspendable</b>	<b>15,454,569</b>		<b>14,838,108</b>		<b>6,535,103</b>		
<b>Total Fund Balance Months of Budget \$33M</b>	<b>11.72</b>		<b>10.98</b>		<b>10.94</b>		<b>*Excludes Restricted Fund</b>



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
8 Recording Secretary Jeanne Villa, EMS Billing Analyst Shannon Wager, Battalion Chiefs  
9 Mesenburg, Dague, Smith, Freedman, Whittet and Dicochea, HR Manager Gretchen Felciano,  
10 Association President FF/PM Mark Larroque. Also present Novato Fire District members.

11

12 **OTHERS PRESENT**

13 District Counsel Riley Hurd and Nate Kowalski. Novato residents Rebecca Suggs and Bruce  
14 Bartel.

15

16 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

19 There was no public comment

20 M/s Davis/Francisco to adopt Resolution 2022-5 for a Continuation of Teleconferenced/Zoom  
21 Board of Director Meetings.

22 Roll Call Vote:

23 Aye: Davis, Francisco, Goines, Hadfield, and Silverman

24 Noes: None

25 Abstain: None

26 Motion carried 5-0-0.

27 **OPEN TIME FOR PUBLIC EXPRESSION**

28 FF/PM Kirk Lear spoke about his opposition to the vaccine mandate for first responders. Noting  
29 that many areas are removing mask mandates at the same time as imposing mandates is  
30 unacceptable, and could severely impact or even end the careers of 7 unvaccinated NFD  
31 members.

32

33 Later in the meeting FF/PM Goodspeed requested his zoom chat comments be recorded for the  
34 minutes:

35

36 His comments echoed the sentiments of NPFA President Larroque and BC Dague, noting his  
37 objection to the ending of careers of District members due to the vaccination status. He noted  
38 that he along with other members were present at the recent tragic MVA near San Marin.

39

40



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

41 **AGENDA ADJUSTMENTS**

42 None.

43

44 **ASSOCIATION PRESIDENTS' REPORT**

45 FF/PM Larroque spoke on behalf of the NPFA and objected to the punitive measures placed on  
46 District members due to the vaccine mandate. He asked the Board if they are willing to accept  
47 the liability that will come as a result of the possible detrimental effects of the vaccine. He noted  
48 with inoculations and booster only providing some measure of protection for a few months,  
49 versus natural immunity, what is the rationale behind demanding multiple boosters. He noted on  
50 behalf of the Association the objection to Firefighters losing their career at a time when mask  
51 mandates are being lifted.

52

53 Battalion Chief Kyle Dague spoke on behalf of the Chief Officers' Association, noting they are  
54 unanimous in their objection to member careers being threatened due to the members' personal  
55 health choices. The Operational battalion chiefs do not support punitive action against any  
56 member relating to the vaccine or the booster.

57

58 **DIRECTOR MATTERS**

59 None

60

61 **CHIEF'S REPORT**

62 Calendar Items:

- 63 • Wed March 2<sup>nd</sup>: Read Across America Olive Elementary—no dragons for tea
- 64 • Thursday March 3<sup>rd</sup>: MWPA OPS Subcommittee—positions and budget
- 65 • Friday March 4<sup>th</sup>: Career Day Fair at SMHS
- 66 • Tuesday March 8<sup>th</sup>: Arbitration Hearing
- 67 • Thursday March 10<sup>th</sup>: Mediation Meeting with Trent Construction
- 68 • Friday March 11<sup>th</sup>: Fire Safe Marin Meeting
- 69 • Tuesday March 15<sup>th</sup>: Special Meeting OPEB approve annual prefunding contribution  
70 funding levels
- 71 • Wed March 23<sup>rd</sup>: Career Day Fair at Marin Oaks
- 72 • Wed March 23<sup>rd</sup>: NFD OPS meeting
- 73 • Thursday March 24<sup>th</sup>: MCFCA Planning Meeting
- 74 • Monday March 28<sup>th</sup>: through Friday April 1<sup>st</sup> Chief Officer Leadership Training  
75 Symposium—Fresno
- 76 • Wed April 6<sup>th</sup>: April BOD Monthly Meeting

77

78 **Administrative Items:**

79 COVID-19 Vaccine Mandate: March 1<sup>st</sup> notices of noncompliance have been sent to employees  
80 based on their vaccine status. Following the County of Marin's lead, employees not currently up  
81 to date, unless they are under the assumed 90-day natural immunity period post infection are  
82 required to:



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

- 83       • Use a fit-tested, non-vented N95 (or greater) respirator at all times when at work and in  
84       shared airspace with others, including any work-related events or gatherings, regardless  
85       of their location, except when eating, drinking, bathing, or sleeping;  
86       • Obtain twice-weekly molecular or antigen COVID-19 testing; and,  
87       • When practicable, avoid using indoor breakrooms or cafeterias and avoid eating indoors  
88       or sleeping indoors when others are present in the same airspace.  
89       • We are well over 90 percent vaccinated. We are seeing additional employees that were  
90       not yet boosted, get boosted to become fully up to date. We have received 10 requests for  
91       either medical or religious exemption, and are initiating the review and interactive  
92       process. Impacts & Effects bargaining continue with session 3 was completed. We are  
93       awaiting a counter proposal.

94       Marin County Fire Chiefs Association sent a letter to the Marin Board of Supervisors requesting  
95       that the Marin Board of Supervisors assist in the following:

- 96       • Slowing the implementation of the mandatory vaccination mandate for first responders to  
97       allow for adequate time to manage what has become a complicated human resources  
98       process; including a compulsory impacts and effects bargaining process with labor  
99       against immediate immutable deadlines, and  
100      • Requesting amendments to the order that both meet the intent of the community safety  
101      and allow fire agencies to maintain staffing. Amendments including reasonable  
102      accommodations such as a verifiable masking and testing cadence that assures high levels  
103      of covid-19 risk containment and prevention--while limiting spread in high-risk  
104      occupancies and community wide, that is consistent with federal, State CDC guidance,  
105      the vast majority of other neighboring counties.

106      The letter concludes that fire agencies have successfully managed three different variants and  
107      two very busy fire seasons without ever compromising staffing or the safety of the communities  
108      we serve. The Marin Fire Chiefs are confident that with some minor amendments and additional  
109      time we can maintain the current high levels of 9-1-1 response to public fire & life safety, which  
110      is considered critical infrastructure, while maintaining the highest level of public health.

111      Staffing Update: All fire stations are fully staffed. We currently have NO Covid positive  
112      employees. All those testing positive are considered to have natural immunity for up to 90 days  
113      per the county guidelines.

114      New Hire Academy: Our in-house academy for 5 new employees started March 1st. Yesterday I  
115      had the privileged of welcoming FF/PM Ryan Bunch, Bryce De Witt, Traci Kroll, Ryan  
116      Martinez and Lucas Perry into the organization. Working with KIOSK highlighting the academy  
117      new hires.

118      Workers Comp: Seven employees are off duty on W/C.

119      **OPS: D/C McCarthy:**

120      Reported structure fire(s): First Alarm, single story residential in San Marin area, non-permitted  
121      remodel. Accidental start in the attic associated with the demo. No injuries reported.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

- 122 Vegetation fire(s): None reported
- 123 Homeless encampment fire(s): None reported
- 124 Vehicle Accidents 2 of note: 1) Novato Blvd. near Bowman Canyon: Four teenagers. Two  
125 critical patients, 2 minor patients. 2) MVA Hwy 37, 75 year old driver apparently suffered  
126 medical emergency resulting in the solo accident. Driver went into cardiac during paramedic  
127 evaluation. Field resuscitation was successful.
- 128 Vehicle Fire: One
- 129 Fires: A wildfire continued to burn actively last Thursday in eastern California's remote Owens  
130 Valley. Named the Airport Fire, the blaze was estimated to have scorched more than 4 square  
131 miles and was a threat to 150 structures. Cal Fire reports 430 personnel, 66 engines, six air  
132 tankers and a helicopter were assigned to the fire, there are no Marin firefighters assigned to this  
133 incident.
- 134 Sonoma County experienced three incendiary vegetation fires yesterday afternoon. Two of the  
135 fire were set in and around the community of Monte Rio, one of which established itself in heavy  
136 fuels and burned about seven acres. The third fire occurred in Santa Rosa. This is the only  
137 information I have on these fires – no suspect nor set information.
- 138 The Energy Release Component (ERC) is an (National Fire Danger Rating System) index related  
139 to how hot a fire could burn. It is directly related to the 24-hour, potential worst case, total  
140 available energy (BTUs) per unit area (in square feet) within the flaming front at the head of a  
141 fire. The ERC can serve as a good characterization of fire season as it tracks seasonal fire danger  
142 trends well. The ERC is a function of the fuel model and live and dead fuel moistures. Fuel  
143 loading, woody fuel moistures, and larger fuel moistures all have an influence on the ERC, while  
144 the lighter fuels have less influence and wind speed has none. ERC has low variability, and is the  
145 best fire danger component for indicating the effects of intermediate to long-term drying on fire  
146 behavior. The current ERC is 32, while normal in late June, exceeds the maximum value ever  
147 recorded for this date. By contrast, a normal ERC for late February should be 7. If these values  
148 (FM and ERC) continue to trend in their current disturbing trajectory, our region could see fire  
149 danger levels in June rivaling conditions typically encountered in October.
- 150 **Training: B/C Mesenburg—**
- 151 Met with Lauren regarding integration of JPR and State Fire Training requirements
- 152 Updating SMART training materials with Pacheco
- 153 Academy planning work done with Blue / Larroque
- 154 Continued Block 2 work
- 155 Driver training
- 156 Forklift training
- 157 Vehicle fire evolutions
- 158 Auto extrication and stabilization - additional vehicles ordered
- 159 BioMarin training with Lance
- 160 TIMS class



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

161 Chainsaw manipulative exercise with MCOSD Rangers  
162 URVI / MPMP training with Novato PD – Correa/Howard/Frey working on it  
163 Actor training at all levels  
164

165 **Tower Updates:**

166 Additional classroom work done with IT, furniture, supplies, and photos  
167 Met with Fowler Electric to add lighting and additional power to tower  
168 Met with Marianne Painting to complete Conex and bathroom paint work  
169

170 **EMS Divisions: B/C Barrett Smith**

171 Intro to new employees at the Fire Academy. Supporting Fire Academy  
172 Introduced himself to Novato care facilities to provide open communication  
173 Rode along with M61 and M65 on individual medical calls for service.  
174 EMS Class on changes and presentation of Community Narcan program by RN from Marin  
175 Health.  
176 Reviewed PCR times and outstanding PCR reports. Times are now in alignment with standard  
177 and minimal missing PCR's.  
178 Made contact with vendor rep on Pediatric Restrain System for ambulances. Received sales  
179 material and looking to R/D.  
180 Followed up with paramedics who Meaghan (CQI) identified as exemplary performance. I gave  
181 them my support and thank them for their efforts.  
182 Met with Novato Health Care on NFD ambulances being used for non-emergent transports. I  
183 was assisted by Chris Le Baudour from County EMS. The conversation went well and it appears  
184 that this issue might be caused by the private transport companies turfing to Com Center.  
185 Follow up with several citizens about service rendered and information requests. All pleased  
186 with our service.  
187 Submit application for Narcan Distribution Program  
188

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

190 MWPA Work plan and finance meeting with Lynne, Mike, and Joe began  
191 Working on job description for Vegetation Manager Assistant position  
192 Requested proposal from Panorama for eucalyptus removal at Valley Memorial Park cemetery  
193 Started tree company at 62 for training/begin Black Point  
194

195 **Fleet: Chief Whittet:**

196 U14-OOS at Cummins in Sacramento with engine fuel system recall work  
197 U41 (Type III Engine) at Peterson IHC with recalls and repairs  
198 U9 (New Fire Truck) remains down in LA equipment install  
199  
200



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

201 **CONSENT CALENDAR**

- 202 1. Minutes of Special Board Meetings 2.09.22  
203 2. Minutes of Special Board Meetings 2.22.22  
204 3. Minutes of Special Board Meetings 2.24.22

205  
206 There was no public comment.

207  
208 M/s Hadfield/Goines to approve Consent Calendar items 1-3.

209  
210 Roll Call Vote  
211 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman  
212 Noes: None  
213 Abstain: None  
214 Motion carried 5-0-0.

215  
216 **NEW BUSINESS**

- 217 1. Purchase of new Type III Wildland Pumper  
218 Board approval was requested to accept staff's recommendation to purchase 1- Type 3  
219 Wildland Pumper from Hi Tech Emergency Vehicles Service Inc.

220 Board approval was requested to approve the capital expenditure from account #9308-  
221 4818 in the amount of \$120,000 and to approve the purchase of the new Type III  
222 Wildland Pumper in the amount not to exceed \$550,000.

223 There was no public comment.

224  
225 M/s Goines/Hadfield to accept staff's recommendation to purchase one Type 3 Wildland Pumper  
226 from Hi Tech Emergency Vehicles Service Inc.; and to approve the capital expenditure from  
227 account #9308-4818 in the amount of \$120,000 and to approve the purchase of the new Type III  
228 Wildland Pumper in the amount not to exceed \$550,000.

229  
230 Roll Call Vote  
231 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman  
232 Noes: None  
233 Abstain: None  
234 Motion carried 5-0-0.

- 235  
236 2. Allstar Fire Equipment Open Purchase Order  
237 Staff requested Board approval to issue an open Purchase Order in the amount of  
238 \$120,000 for a period of one (1) year for the purchase of fire equipment from Allstar Fire  
239 Equipment ("Allstar"). Last year's purchase was close to \$110,000.

240 There was no public comment.

241



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

242 M/s Hadfield/Francisco to issue an open Purchase Order in the amount of \$120,000 for a period  
243 of one (1) year for the purchase of fire equipment from Allstar Fire Equipment (“Allstar”).

244

245 Roll Call Vote

246 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

247 Noes: None

248 Abstain: None

249 Motion carried 5-0-0.

250

251 3. Next One Staffing, Inc. Contract

252 Staff recommended the approval to add funds to the Next One Staffing, Inc. contract in  
253 support of the temporary accounts payable and payroll processing position in the Finance  
254 Department. Staff recommends adding funds to the contract to bring the contract to  
255 \$124,000.

256 There was no public comment.

257

258 M/s Davis/Francisco to add funds to the Next One Staffing, Inc. contract in support of the  
259 temporary accounts payable and payroll processing position in the Finance Department to bring  
260 the contract to \$124,000.

261 Roll Call Vote

262 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

263 Noes: None

264 Abstain: None

265 Motion carried 5-0-0.

266

267 4. Chipper Days in Novato Sponsored by Marin Wildfire Prevention Authority

268 District Staff recommended the Board approve contracting with multiple landscape  
269 contractors to provide curbside chipper services for Novato residents to be scheduled  
270 within thirty-five (35) zones in Novato from March 2022 through June 2023.

271 Director Goines asked that the District be aware of alternate methods of disposal of the debris for  
272 biofuel or biocarbon usage, as this could be available to chipping companies as early as June.

273

274 There was no public comment.

275

276 M/s Goines/Davis to approve contracting with multiple landscape contractors to provide curbside  
277 chipper services for Novato residents to be scheduled within thirty-five (35) zones in Novato  
278 from March 2022 through June 2023.

279 Roll Call Vote





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

280 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

281 Noes: None

282 Abstain: None

283 Motion carried 5-0-0.

284

285 5. FY 2021/22 Budget Adjustments – NPFA & NSAS MOU Salary & Benefit Increases

286 Board approval was requested to accept Staff’s recommendation to make the adjustments  
287 listed on the Staff Report to the FY 2021/22 budget.

288 Finance Director Valenti commented that the adjustments are due to the completion of the NPFA  
289 and NSAS MOUs. The funds are available from the unassigned reserve fund.

290

291 There was no public comment.

292

293 M/s Hadfield/Davis to accept Staff’s recommendation to make the adjustments listed on the Staff  
294 Report to the FY 2021/22 budget.

295 Roll Call Vote

296 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

297 Noes: None

298 Abstain: None

299 Motion carried 5-0-0.

300

301 6. Marin County Employees’ Retirement Association Actuarial Valuation Report as of June  
302 30, 2021

303 Board to accept the Marin County Employees’ Retirement Association Actuarial  
304 Valuation Report as of June 30, 2021. The Actuarial Valuation Report was adopted by  
305 the MCERA Board at their February 9, 2022 meeting. The purpose of this report is to  
306 present the results of the annual actuarial valuation of MCERA, including information on  
307 the Plan’s assets and liabilities and the development of employer and employee  
308 contribution rates for the fiscal year beginning July 1, 2022.

309 Finance Director Valenti shared his screen to point out the highlights in the MCERA Valuation  
310 Report. Notable points are the decrease from 48% to 43% in the District contribution. MCERA  
311 realized a notable investment gain, although the fund is susceptible to investment and market  
312 fluctuations. Gains and losses are typically smoothed over several years. The District has a  
313 reserve fund that also helps smoothing as the discount rate is lowered or raised.

314 There was no public comment.

315



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

316 M/s Hadfield/Davis to accept the Marin County Employees' Retirement Association Actuarial  
317 Valuation Report as of June 30, 2021. The Actuarial Valuation Report was adopted by the  
318 MCERA Board at their February 9, 2022 meeting. The purpose of this report is to present the  
319 results of the annual actuarial valuation of MCERA, including information on the Plan's assets  
320 and liabilities and the development of employer and employee contribution rates for the fiscal  
321 year beginning July 1, 2022.

322 Roll Call Vote

323 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

324 Noes: None

325 Abstain: None

326 Motion carried 5-0-0.

327

328 7. Reserves Funds Update - Assigned and unassigned

329 The recommended changes to the Assigned and Unassigned Reserve Accounts were  
330 presented, as recommended by the Finance Committee at their meeting on 2.28.2022.

331

332 Finance Director Valenti reviewed the 13 current reserve fund balances, the proposed changes  
333 based upon input from the various Division heads. Each of the adjustments was discussed and  
334 reviewed.

335

336 Director Hadfield asked is the normal process is to look 5 years out and fund up to the necessary  
337 level over the years.

338 The Fire Chief commented that a 5 year savings process is the norm for the District. He also  
339 noted that the District aggressively pursues grant funding. The Fire Chief recommended that the  
340 Board, at a future meeting, may want to discuss the best use of the land next to station 62, using  
341 reserve funds for an additional classroom and for creating a fire based dispatch as well as  
342 creating a Training Fire Captain position.

343

344 Director Goines asked if a new Training Captain position could represent income stream if the  
345 training(s) were offered to other agencies? Chief Tyler noted that initially the focus is on the  
346 District training, but it could bring in some revenue with training offered to outside agencies.

347

348 There was no public comment.

349

350 M/s Hadfield/Francisco to approve the changes to the Assigned and Unassigned Reserve  
351 Accounts as proposed and as recommended by the Finance Committee..

352

353 Roll Call Vote

354 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

355 Noes: None



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

356 Abstain: None

357 Motion carried 5-0-0.

358 8. Rainy Day Fund Update

359 The recommendation of no change to the Rainy Day Fund was presented, as determined  
360 by the Finance Committee at their meeting on 2.28.2022.

361  
362 Finance Director Valenti reviewed the current Rainy Day Fund, which is just \$16,000 shy of the  
363 full 2 months operating expenses. The difference is so small, staff is not recommending any  
364 change to the fund at this time.

365  
366 It was requested that the board voting policy on the Rainy Day fund be included in the staff  
367 report next year.

368  
369 There was no public comment.

370  
371 M/s Hadfield/Goines to maintain the current level of the Rainy Day Fund.

372  
373 Roll Call Vote  
374 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman  
375 Noes: None  
376 Abstain: None  
377 Motion carried 5-0-0.

378  
379 **COMMITTEE REPORTS**

380  
381 1. MERA (Director Silverman and Director Hadfield)  
382 Director Silverman noted the 2024 expected launch date, the sites should all be complete by  
383 2023. Some sites already have equipment installed. Bid package 1A has been awarded and Bid  
384 package 2 is being released.

385  
386 2. Finance Committee (Directors Davis and Goines)  
387 The Finance Committee items are on this agenda.

388  
389 3. Marin Wildfire Prevention Authority Board (Director Goines)  
390 Director Goines noted that some funds were moved related to environmental compliance. In the  
391 Coastal areas, the compliance requires some duplicative analysis.

392  
393 The 2021-2022 work plan will be on a public facing website  
394 The Adapt to Wildfire campaign is under way to encourage the public to get involved and be  
395 prepared.

396  
397 The MWPA communication strategy has been finalized.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

398  
399 The Evacuation Risk assessment study involving the transportation system is underway and will  
400 include simulation modeling with fire blow over studies.

401  
402 The MWPA has approved 2 position: the projects supervisor and staff to help the smaller  
403 member agencies.

404  
405 He also noted again the alternative for chipper day debris to become biofuel or biocarbon, as an  
406 alternative disposal method for chipper debris.

407  
408 **FINANCIAL REPORTS**

409 There were no questions.

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

416  
417 **INFORMATION**

- 418 1. Customer Surveys January 2022  
419 2. MERA Update: February 2022  
420 3. Written Communications: 2 letters were read

421  
422 There was an opportunity for open expression prior to entering into closed session.

423 There was no public comment.

424 The Board entered Closed Session at 12:10 p.m.

425  
426 **CLOSED SESSION**

- 427 1. CONFERENCE WITH LABOR NEGOTIATORS  
428 Government Code Section 54957.6  
429 Agency Designated Representative: Fire Chief  
430 Represented Employee group: Novato Professional Firefighters Association

- 431  
432 2. CONFERENCE WITH LABOR NEGOTIATORS  
433 Government Code Section 54957.6  
434 Agency Designated Representative: Fire Chief  
435 Represented Employee group: Non-Sworn Administrative Staff

436  
437 The Board exited closed session and re-entered open session at 1:28 p.m. There was nothing to  
438 report.

439  
440



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
March 2, 2022

---

441 **ADJOURNMENT**

442 There being no further business to conduct, President Silverman adjourned the meeting at  
443 1:28 p.m.

444  
445 Submitted by,

446  
447

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

448  
449  
450 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 15, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco (arrived at 10:02 a.m.), Bruce Goines  
5 and Mike Hadfield

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
9 Recording Secretary Jeanne Villa, HR Manager Gretchen Felciano, Battalion Chief Jeff Whittet

10

11 **OTHERS PRESENT**

12 District Counsel Riley Hurd and Matt Haulk

13

14 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

17 Staff recommended that the Board adopt Resolution 2022-6, a Resolution of the Board Of  
18 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
19 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
20 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
21 District for the period March 15, 2022 – April 14, 2022 pursuant to Brown Act provisions.

22 There was no public comment.

23 M/s Hadfield/Davis to adopt Resolution 2022-6.

24

25 Roll Call Vote

26 Ayes: Davis, Goines, Hadfield, Silverman

27 Noes: None

28 Abstain: None

29 Absent: Francisco

30 Motion carried 4-0-0-1.

31

32 **OPEN TIME FOR PUBLIC EXPRESSION**

33 None.

34

35 **AGENDA ADJUSTMENTS**

36 There will be no Chief's Report.

37

38 **CONSENT CALENDAR**

39 1. Minutes of Regular Board of Directors Meeting 3.2.22

40



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 15, 2022

---

41 There was no public comment.  
42 M/s Goines/Davis to approve Consent Calendar item 1.  
43 Roll Call Vote  
44 Ayes: Davis, Goines, Hadfield, Silverman  
45 Noes: None  
46 Abstain: None  
47 Absent: Francisco  
48 Motion carried 4-0-0-1.

49  
50 **NEW BUSINESS**

- 51 1. Other Post-Employment Benefits (OPEB) Actuarial Valuation – Retiree Health Program  
52 as of June 30, 2021  
53 a. Board considered Staff’s recommendation to approve the OPEB Actuarial Valuation  
54 Retiree Health Program as of June 30, 2021 as prepared by the District actuary  
55 Nyhart.  
56 b. Board considered Staff’s recommendation to establish the District’s funding policy to  
57 fund the recommended Actuarially Determined Contribution (ADC) for the fiscal  
58 periods ending June 30, 2022 and June 30, 2023. The ADC funds the normal cost  
59 (current accrual for benefits being earned) plus an amortization of the Net (Unfunded)  
60 OPEB Liability.

61  
62 Finance Director Valenti detailed the OPEB item. He noted there was a record gain for 2021 and  
63 it is well funded at this time, but it is a long-term fund. He noted small changes on any variable  
64 can have a bit impact.

65 The Board considered items 1a and 1b separately.

66  
67 Item 1a:

68  
69 There was no public comment.

70  
71 M/s Hadfield/Francisco to approve the OPEB Actuarial Valuation Retiree Health Program as of  
72 June 30, 2021 as prepared by the District actuary Nyhart.

73  
74 Roll Call Vote  
75 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
76 Noes: none  
77 Abstain: none  
78 Motion carried 5-0-0.

79  
80 Item 1b:

81  
82 There was no public comment.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 15, 2022

---

83  
84 M/s Hadfield/Davis to establish the District funding policy to fund the recommended Actuarially  
85 Determined Contribution (ADC) for the fiscal periods ending June 30, 2022 and June 30, 2023.  
86 The ADC funds the normal cost (current accrual for benefits being earned) plus an amortization  
87 of the Net (Unfunded) OPEB Liability.

88  
89 Roll Call Vote  
90 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
91 Noes: none  
92 Abstain: none  
93 Motion carried 5-0-0.

94  
95 2. Other Post-Employment Benefits (OPEB) Pre-Funding Contribution 2021/22  
96 Board approval was requested to accept staff's recommendation to fund the OPEB  
97 contribution for 2021/22 in the amount of \$1,232,285 and establish the OPEB Funding  
98 Policy to be 100% of the Actuarially Determined Contribution. This recommendation  
99 requires approval of a budget adjustment of \$37,315 to the Health Insurance account  
100 1513 division code 9308.

101 Finance Director Valenti detailed the contribution amount at the 100% funding level, and the  
102 corresponding necessary budget adjustment.

103 There was no public comment.

104  
105 M/s Davis/Goines to establish the District funding policy to fund the recommended Actuarially  
106 Determined Contribution (ADC) for the fiscal periods ending June 30, 2022 and June 30, 2023.  
107 The ADC funds the normal cost (current accrual for benefits being earned) plus an amortization  
108 of the Net (Unfunded) OPEB Liability.

109  
110 Roll Call Vote  
111 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
112 Noes: none  
113 Abstain: none  
114 Motion carried 5-0-0.  
115 The Board exited open session and entered closed session at 10:22 a.m

116 **CLOSED SESSION**

117 1. CONFERENCE WITH LABOR NEGOTIATORS  
118 Government Code Section 54957.6  
119 Agency Designated Representative: Fire Chief  
120 Represented Employee group: Novato Professional Firefighters Association

121  
122





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
March 15, 2022

---

- 123           2. CONFERENCE WITH LABOR NEGOTIATORS  
124           Government Code Section 54957.6  
125           Agency Designated Representative: Fire Chief  
126           Represented Employee group: Novato Chief Officers Association  
127  
128           3. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section  
129           54956.9(a), (d.1) (formally initiated)  
130           Trent Construction v. Novato Fire District Case # CIV 2102192

131  
132 The Board exited closed session at 1:22 p.m. There was no reportable action.

133  
134 **ADJOURNMENT**

135 There being no further business to conduct, President Silverman adjourned the meeting at  
136 1:22 p.m.

137  
138 Submitted by,

139  
140  


141  
142  
143 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
8 Battalion Chiefs John Dicochea and Erich Mesenburg, Recording Secretary Jeanne Villa,  
9 Purchasing Administrator Colleen Walraven, HR Manager Gretchen Felciano, NSAS rep Lauren  
10 Galli, Captain Marc Teldeschi, EMS Analyst Shannon Wager, FF/PM Bailey Pontius, NPFA  
11 Rep Mark Larroque,

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd. Resident Rebecca Suggs, David Alvey of Maze and Associates.

15

16 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

19 Staff recommended that the Board adopt Resolution 2022-10 a Resolution of the Board Of  
20 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
21 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
22 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
23 District for the period April 13, 2022 – May 12, 2022 pursuant to Brown Act provisions.

24 **OPEN TIME FOR PUBLIC EXPRESSION**

25 None.

26

27 **AGENDA ADJUSTMENTS**

28 None.

29

30 **ASSOCIATION PRESIDENTS' REPORT**

31 NPFA President Mark Larroque commented regarding the recently agreed side letter to the  
32 NPFA MOU. He commented on the additional option of the Novovax vaccine for non-exempt  
33 members. He noted the group finds masking/testing acceptable. The NPFA does not wish to see  
34 forced terms of accommodation.

35

36 **DIRECTOR MATTERS**

37 None

38

39 **CHIEF'S REPORT**

40 Calendar



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

41  
42 Friday April 15th Marin County Vaccine Mandate Implementation Deadline  
43 Week of April 18th through 28th 2022/23 Budget preparation meetings Chief, Deputy Chief,  
44 Finance Director, Division Managers  
45 Tuesday April 19th, Finance Committee Meeting  
46 Tuesday April 26th Zonehaven Coordination meeting  
47 Tuesday April 26th Novato COVID Response & Recovery Team  
48 Wednesday May 4th, Monthly BOD Meeting  
49 **Administrative Items:**  
50 COVID-19 Vaccine Mandate: We have completed all but one of the interactive process for the  
51 medical & religious exemption requests. We have received and reviewed recommendations  
52 provided by the Shaw Law Group and plan on notifying employees of their status this afternoon  
53 following the BOD meeting. Impacts & Effects bargaining have been completed for the NPFA  
54 and NSAS represented groups. Bargaining with the NCOA will continue as dates are pending.  
55 All fire stations are fully staffed. We currently have NO Covid positive employees.  
56 Finance Director, HR Manager, and Administrative Services Manager have been successfully  
57 negotiated and have been included in this meeting packet with a recommendation for approval.  
58 The District's Negotiation Team has met several times since the last report and has completed  
59 the ground rules and selected dates to request to meet with the Chief Officers group. A letter has  
60 been sent to the NCOA legal counsel requesting again to meet. We are also compiling  
61 information requested by NCOA.  
62 NSAS: Lauren Galli has been selected to represent the NSAS group; I would like to thank and  
63 acknowledge Shannon Wager for all her efforts over the last several years while faithfully  
64 representing her group—it can often be a thankless job with many hours spent slogging through  
65 personnel issues and crunchy negotiations, but Shannon took her responsibilities very seriously  
66 and advocated well and fully on behalf of the interest of the non-sworn administrative group, day  
67 in and day out.  
68 Brooke Kerrigan has completed the background process been offered a full time contact to fill  
69 the vacant Senior Accountant position. She is reviewing the details of the formal contract offer  
70 and we hope to get it to the board at the May 4th BOD meeting.  
71 RGS contract finance support has commenced with an assessment and review of the payroll and  
72 leave balances of all employees, following the restart of our Telestaff time tracking system. In  
73 addition, we are looking for their support to help us complete backlogged projects and reports  
74 while helping us identify efficiencies and processes that we can implement to stay on top of our  
75 workflow in the division.  
76



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

77 We have initiated our 2022/23 Budget Kick-Off preparations as follows:

78 One of the goals from our existing Strategic Plan is that the Novato Fire District will plan and act  
79 for a sustainable future. In support of that goal, we have committed to the following 4 strategies:

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

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

84 c. NFD will fund reserves in such a way that provides for some level stability during  
85 economic downturns (COMPLETED, March 2, 2022); and

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

88 As we prepare our expense items, we must be prepared to demonstrate our approved strategies, if  
89 asked. If possible, we are trying to keep our proposed division expenditures at last year's levels;  
90 while taking into consideration the reality of the negative impacts that inflation has in our current  
91 economy.

92 Workers Comp: Five employees remain off duty on W/C.

93 **OPS: D/C McCarthy:**

94 I would like to thank Deputy Chief Gerald McCarthy for filling in for me while I was at the  
95 Fresno Leadership Symposium the week before last and then again last week while I was on a  
96 family vacation. We were in very good hands while I was away.

97 Chief McCarthy's focus was both Emergency and Administrative Operations. He told me he  
98 would like to acknowledge ASM Villa, HR Manager Felciano and Finance Director Valenti for  
99 their hard work and professionalism to produce a thorough and robust board packet.

100 DC McCarthy participated as a SME / rater on the interview panel for newly funded Deputy Fire  
101 Chief Position with the San Rafael FD.

102 Chief McCarthy moderated the weekly Operations and Admin staff meetings. Individual  
103 meeting with all division heads, shift-change meeting with battalion chiefs, and telephonic  
104 meeting with the Training Officer.

105 Gerald also had a meeting with the Petaluma Fire Operations Chief. This last week we  
106 completed the last of the repairs to the Emergency Communications (RACES) system and tested  
107 our voice and digital data transmission capabilities across the county, state and Western United  
108 States.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

109 Our new Aerial Ladder truck arrived late last week and we have two type III engines available  
110 for response if needed.

111 The new hire academy is progressing smoothly through all of the elements. It is anticipated that  
112 the five new fire fighters will go to the floor at the end of May. The addition of the five new  
113 members should immediately help our staffing outlook.

114 We intend to shortly make the required 60-day announcement for a new captain test. We also  
115 will look to fill the open engineer spot timed to coincide with new hires coming to the floor.

116 NCH Strike Notice: Novato Community Hospital (NCH) April 8 the California Nurses  
117 Association (CNA) issued a 10-day notice to strike, picket or engage in other concerted  
118 activity at their facilities beginning Monday, April 18 at 7:00am. While NCH's stated goal is  
119 always to avoid a strike, Sutter Novato Community Hospital, has prepared  
120 a comprehensive strike plan, which includes contracting with an agency to provide nurses to us  
121 to support patient safety and maintain quality of care. They will continue to be in touch with  
122 NFD as they learn more, or if anything changes.

123 100-Hour Fuel moisture: 14.8% (1.3% dryer from previous week measurement of 16.1%)

124 1000-Hour Fuel moistures: 20.2% (1% dryer from previous week measurement of 19.2%)

125 Energy Release component: 35.1 (increase by 14.6 over last week's value of 20.7)

126 Drought Monitor: Despite the recent rainfall, the Statewide Drought Monitor released last week  
127 shows 45.6% of the state falls within "Severe Drought Conditions" and 31.9% under "Extreme  
128 Drought Conditions". Land protected by the fire district remain in the "Severe Drought"  
129 category.

130 **Training: B/C Mesenburg—**

131 Attended Fresno Training Symposium two weeks ago

132 Acting captain training completed on B Shift

133 Hosted Research & Development Committee meeting

134 Did follow up work on Oasis Valve, ladder reflective tape, Arizona Vorex winch, Station 65  
135 rescue equipment, wildland webgear replacements, radio clips for MERA, battery powered  
136 Combi-Tool, fire shelters, and wildland tool upgrades

137 Met with BioMarin regarding Hydrofluoric acid issues and training opportunities

138 Discussed walk throughs of facilities and relationship building opportunities

139 Discussed acquired structure for destructive training at 265 BMK

140 Participated in MCFCA Training Officers meeting



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

- 141 Participated in MCFCA Ops meeting
- 142 Met with B17 at Corte Madera town hall for cooperative training opportunity
- 143 Work done to complete new Truck 64 / Engine 64 training task book
- 144 Working with C61 to develop cooperative training opportunities with Petaluma FD
- 145 Updated draft Training Captain roles/responsibilities guideline
- 146 **EMS Divisions: B/C Barrett Smith**
- 147 North Bay IMT training in Sonoma, filled Deputy Plan Section Chief and led Operations
- 148 Briefing
- 149 Had CQI Coordinator run a report for medic licenses due to expire in next 90 days.
- 150 Sent up class for weekly EMS class for shift personnel. Scott Jennie from Firefighter Cancer
- 151 Awareness Network presented.
- 152 Attended meeting on Hydrofluoric Acid with the emergency response rep from BioMarin, Capt.
- 153 Bargiacchi and BC Mesenburg. Looking to develop approval from County EMS on applying
- 154 antidote kit for specific exposure. More to follow
- 155 Received new shipment of Epi preloads. We now have a good inventory and can start using in
- 156 routine situations
- 157 Scheduled training at Novato Community related to a group exercise on MPMP & also push out
- 158 to the shift BC.
- 159 Updated captains on MPMP location and planned training for next month
- 160 Received shipment of COVID PPE from the county
- 161 Received email from BC Overshiner on EMT ride-a-longs; Will coordinate with another shift
- 162 BC's next week
- 163 HIPAA compliance review and update with Shannon
- 164 **Prevention Division: B/C John Dicochea**
- 165 The development in Novato has not slowed down. Below is the link to the City of Novato
- 166 Planning Dept, where you will find the active and approved projects.
- 167 [https://www.novato.org/government/community-development/planning-division/planning-](https://www.novato.org/government/community-development/planning-division/planning-projects)
- 168 [projects](https://www.novato.org/government/community-development/planning-division/planning-projects)
- 169 Tour of Big Rock and H Ranch with Lynne and Mike Swezy
- 170 Worked on MWPA Q3 report



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

- 171 Weekly Zonehaven meeting
- 172 Weekly check in with Kreativz
- 173 Weekly check in with Kiosk- 2 meetings this week
- 174 Meeting with Dague and Whittet regarding EV vehicles and TAM
- 175 Attended the Marin County monthly OPS meeting
- 176 Attended City of Novato Development Coordination meeting
- 177 Reviewed ESP Report and 2022/2023 MWPA Projects in preparation for the ATC meeting
- 178 Chaired MWPA ATC Meeting
- 179 Handled vegetation concern in regards to open space behind Cielo Lane
- 180 Attended Novato Leadership meeting
- 181 Created a Fire Watch log book for New Beginnings. Worked with Inspector Macdonald in
- 182 providing New Beginnings with temporary compliance to ensure notification in the event of a
- 183 fire.
- 184 2 WMA ride along - Henry
- 185 2 WMA ride along - Russo
- 186 Finalized project description/notice of exemption for Highlands and Ignacio Valley fuel breaks
- 187 projects
- 188 Site visit and coordination with goat herd at Marin Valley
- 189 Site visit and coordination with Black Point evac clearing
- 190 43-Home assessments completed
- 191 83-Roadside assessments completed
- 192 0-NOAA weather radios handed out and trained the resident on its purpose/use
- 193 10-Vegetation management matching grant processed
- 194 5-Home hardening matching grant processed
- 195 **Fleet: Chief Whittet:**
- 196 U41- OOS at Hi-Tech for repairs
- 197 All other units in service.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

198 **Facilities Update:**

- 199 Reached out to Integrity Construction for a bid for the concrete repair for the sidewalk fronting  
200 station 63, waiting to hear back.
- 201 Request for Proposal for security gates posted to the District's website and scheduled a site visit  
202 with the contractors at Station 62, 63 on 4/25 with B64. Due date for RFP May 9th, 2022.
- 203 Received bid for various tree projects around the district for pruning and clearance around  
204 facilities.
- 205 Meeting with Cagwin representative at Admin building on 4/13 to define scope of work for  
206 vegetation clearance between the parking lot and the freeway and behind Admin.
- 207 Mattress survey issued to all suppression personnel with the goal of gaining consensus and  
208 moving forward with bid process afterward.
- 209 Fowler Electric made a site visit to implement dedicated red lights in dorms for alerting for  
210 emergency calls, awaiting bid.
- 211 Generator permits renewed for 2022, new generator permit to construct applications in process.
- 212 --End of Report--
- 213 There were no questions or comments.

214

215 **CONSENT CALENDAR**

- 216 1. Minutes of Special Board Meeting 3/15/2022  
217
- 218 2. Ambulance Fee Debt Write Off due to Hardship  
219 Board approval is requested to approve a write off of the designated ambulance billing  
220 accounts.  
221
- 222 3. Side Letter Dated March 9, 2022 Between the Novato Fire Protection District and the  
223 Non Sworn Administrative Staff amending the Memorandum of Understanding of July 1,  
224 2021 – June 30, 2025  
225 Board approval is requested to approve the side letter dated March 9, 2022.  
226
- 227 4. Side Letter Dated January 25, 2022 Between the Novato Fire Protection District and the  
228 Non Sworn Administrative Staff amending the Memorandum of Understanding of July 1,  
229 2021 – June 30, 2025  
230 Board approval is requested to approve the side letter dated January 25, 2022.
- 231 5. Side Letter Dated Between the Novato Fire Protection District and the Novato  
232 Professional Firefighters Association (NPFA), Local 1775 Regarding Impacts of the  
233 February 10, 2022 County Health Order





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

234 Board approval is requested to approve the side letter regarding the impacts of the  
235 February 10, 2022 County Health Order.

236  
237 There was no public comment.  
238 M/s Francisco/Hadfield to approve Consent Calendar items 1-5.  
239 Roll Call Vote  
240 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
241 Noes: None  
242 Abstain: None  
243 Motion carried 5-0-0.

244  
245 **NEW BUSINESS**

246 1. Agreed Upon Procedures (AUP) Engagement Letter – Credit Card and Other  
247 Disbursements - Calendar Year 2021  
248 Board approval was requested to accept staff's recommendation to perform the audit with  
249 a 3% sample size.

250 Finance Director (FD) Joe Valenti detailed the scope of work performed on the 2020 AUP audit.  
251 A 3% sample size was used, and there were no exceptions. He recommended the 2021 AUP be  
252 performed on a 3% sample size.

253  
254 There was no public comment.  
255 M/s Goines/Hadfield to accept staff's recommendation to perform the 2021 audit with a 3%  
256 sample size.

257 Roll Call Vote  
258 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
259 Noes: None  
260 Abstain: None  
261 Motion carried 5-0-0.

262  
263 2. Agreed Upon Procedures Engagement Letter – Ambulance Billings Calendar Year 2021  
264 Board approval was requested to accept staff's recommendation to perform the audit with  
265 a 3% sample size.

266 FD Valenti detailed the scope of work performed in the 2020 AUP audit. 103 transactions were  
267 sampled (3%). There were no exceptions.

268  
269 There was no public comment.  
270 M/s Hadfield/Francisco to accept staff's recommendation to perform the 2021 audit with a 3%  
271 sample size.  
272 Roll Call Vote  
273 Ayes: Davis, Francisco, Goines, Hadfield, Silverman



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

274 Noes: None  
275 Abstain: None  
276 Motion carried 5-0-0.  
277

278 3. Independent Auditor's Report and Audited Financial Statements – Fiscal Year Ended  
279 June 30, 2021  
280 Board considered Staff's recommendation to accept the Independent Auditor's Report  
281 and Audited Financial Statements for the fiscal year ended June 30, 2021 as presented by  
282 the District's independent auditor Maze & Associates.

283 David Alvey of Maze and Associates presented a slide deck showing the 2021 Audit rendered a  
284 clean, unmodified opinion. The District has 12.5 months of funds available for operating  
285 expenses (unrestricted funds).

286 There was no public comment.  
287 M/s Hadfield/Davis to accept the Independent Auditor's Report and Audited Financial  
288 Statements for the fiscal year ended June 30, 2021 as presented by the District's independent  
289 auditor Maze & Associates.

290 Roll Call Vote  
291 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
292 Noes: None  
293 Abstain: None  
294 Motion carried 5-0-0.  
295

296 4. Memorandum on Internal Control (MOIC) and Required Communications for the Fiscal  
297 Year Ended June 30, 2021  
298 Board considered Staff's recommendation to accept the Memorandum on Internal  
299 Control and Required Communications Statements for the fiscal year ended June 30,  
300 2021 as presented by the District's independent auditor Maze & Associates. There were  
301 no issues requiring Management's Response.

302 David Alvey presented the report on the MOIC and the Required Communications. There were  
303 no control weaknesses, no exceptions, and no issues with Management's accounting practices.  
304 He noted the District was very transparent with the provided material.

305 There was no public comment.  
306 M/s Hadfield/Silverman to accept the Memorandum on Internal Control and Required  
307 Communications Statements for the fiscal year ended June 30, 2021 as presented by the  
308 District's independent auditor Maze & Associates. There were no issues requiring  
309 Management's Response.

310 Roll Call Vote  
311 Ayes: Davis, Francisco, Goines, Hadfield, Silverman



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

312 Noes: None  
313 Abstain: None  
314 Motion carried 5-0-0.  
315

316 5. Annual Comprehensive Financial Report – Fiscal Year Ended June 30, 2021  
317 Board considered Staff’s recommendation to accept the Annual Comprehensive Financial  
318 Report (ACFR) for the Fiscal Year Ended June 30, 2021.

319 FD Valenti detailed the compilation of audit, economic outlook, Management Discussion and  
320 Analysis, the Financial statements and schedules, the Budget schedules, and the statistical  
321 information (revenue, debt, operating information and demographic information). The ACFR  
322 now also includes MWPA information.

323  
324 There was no public comment.  
325 M/s Davis/Francisco to accept the Annual Comprehensive Financial Report (ACFR) for the  
326 Fiscal Year Ended June 30, 2021.

327 Roll Call Vote  
328 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
329 Noes: None  
330 Abstain: None  
331 Motion carried 5-0-0.  
332

333 6. Increase In Costs for Medical Supplies Contracts  
334 Staff requested approval from the Board to continue contracting with medical supplies  
335 vendors Life-Assist, Inc. (“Life-Assist”) and Bound Tree Medical (“Bound Tree”) for the  
336 procurement of necessary medical supplies for the District, and to increase the dollar  
337 amount of the contracts.

338 Chief Tyler noted the effect of inflation on the cost of medical supplies.

339  
340 There was no public comment.  
341 M/s Hadfield/Francisco to continue contracting with medical supplies vendors Life-Assist, Inc.  
342 (“Life-Assist”) and Bound Tree Medical (“Bound Tree”) for the procurement of necessary  
343 medical supplies for the District, and to increase the dollar amount of the contracts.

344 Roll Call Vote  
345 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
346 Noes: None  
347 Abstain: None  
348 Motion carried 5-0-0.  
349



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

350 7. Resolution 2022-7, a Resolution of the Novato Fire Protection District Ratifying the  
351 Employment Agreement Between the Novato Fire District and Administrative Services  
352 Manager Jeanne Villa  
353 Board approval was requested to adopt resolution 2022-7 approving the Employment  
354 Agreement of Administrative Services Manager Jeanne Villa.

355 Chief Tyler noted that the employment agreements for the ASM and the FD represented  
356 necessary market rate adjustments. All of the EAs in the packet are 4 year terms, include the  
357 \$5,000 Covid/Wildfire bonus and annual raises consistent with the District labor groups. The  
358 EAs also contain a key employee retention clause, requiring several months notice of intent to  
359 leave District employment.

360  
361 There was no public comment.  
362 M/s Davis/Hadfield to adopt resolution 2022-7 approving the Employment Agreement of  
363 Administrative Services Manager Jeanne Villa.

364 Roll Call Vote  
365 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
366 Noes: None  
367 Abstain: None  
368 Motion carried 5-0-0.  
369

370 8. Resolution 2022-8, a Resolution of the Novato Fire Protection District Ratifying the  
371 Employment Agreement Between the Novato Fire District and Finance Director Joe  
372 Valenti  
373 Board approval was requested to adopt resolution 2022-8 approving the Employment  
374 Agreement of Finance Director Joe Valenti.

375 There was no public comment.  
376 M/s Hadfield/Silverman to adopt resolution 2022-8 approving the Employment Agreement of  
377 Finance Director Joe Valenti.

378 Roll Call Vote  
379 Ayes: Davis, Francisco, Goines, Hadfield, Silverman  
380 Noes: None  
381 Abstain: None  
382 Motion carried 5-0-0.  
383

384 9. Resolution 2022-9, a Resolution of the Novato Fire Protection District Ratifying the  
385 Employment Agreement Between the Novato Fire District and Human Resources  
386 Manager Gretchen Felciano  
387 Board approval was requested to adopt resolution 2022-9 approving the Employment  
388 Agreement of Human Resources Manager Gretchen Felciano.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

389 Chief Tyler noted that there was no need for a market rate adjustment.  
390 Director Goines asked that the Staff Report be amended to show the annual salary. (the Staf  
391 Report and the Employment Agreement have been amended to show the annual base salary).  
392

393 There was no public comment.

394 M/s Hadfield/Francisco to adopt resolution 2022-9 approving the Employment Agreement of  
395 Human Resources Manager Gretchen Felciano with the requested base salary information.

396 Roll Call Vote

397 Ayes: Davis, Francisco, Goines, Hadfield, Silverman

398 Noes: None

399 Abstain: None

400 Motion carried 5-0-0.

401

402 **COMMITTEE REPORTS**

403

404 1. MERA (Director Silverman and Director Hadfield)

405 Director Silverman commented that Motorola has visited the sites and installed some equipment.

406 He noted the Tiburon, Stewart Point and Dollar Hill will begin soon. The Bids for Big Rock,  
407 Sonoma Mountain and San Pedro are out and may be awarded soon. The timeline is still 2024 for  
408 completion. There has been testing of the fire station ring down equipment.  
409

410 2. Finance Committee (Directors Davis and Goines)

411 Director Davis noted the Finance Committee work is on this agenda and the next meeting is  
412 4/19/2022.  
413

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

415 Director Goines commented that the MWPA is updating the professional services agreements,  
416 working on the ingress/egress evacuation assessments. Two RFPs have been received and were  
417 about 2.5 million. The contract scope has been renegotiated down to about 1.2-1.5 million.

418 Director Goines has 2 months left as the MWPA President, and then will become of board  
419 member, but will remain on the executive committee and the finance committee. A three month  
420 transition is planned with the incoming president.  
421

422 **FINANCIAL REPORTS**

423 There were no questions.

424 1. Financial Reports, January 2022:

425 a. Revenues, Expenditures and Changes in Fund Balance Financial Report, January  
426 2022

427 b. Revenues and Expenditures Detail Financial Report January 2022

428 c. Vendor Summary Financial Report, January 2022

429 d. MWPA Revenues and Expenditures January 2022  
430

431 2. Financial Reports, February 2022:



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
April 13, 2022

---

- 432 a. Revenues, Expenditures and Changes in Fund Balance Financial Report, February  
433 2022  
434 b. Revenues and Expenditures Detail Financial Report February 2022  
435 c. Vendor Summary Financial Report, February 2022  
436 d. MWPA Revenues and Expenditures February 2022  
437  
438 3. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica  
439 Bank Statement) February 2022  
440

- 441 4. District Monthly Contracts Information  
442

443 **INFORMATION**

- 444 1. Customer Surveys February 2022  
445 2. MWPA Quarterly Report Q3  
446 3. MERA Update: March 2022  
447 4. Written Communications - 5 letters were read.  
448

449 The Board entered closed session at 11:11 a.m.

450 **CLOSED SESSION**

451 **CONFERENCE WITH LABOR NEGOTIATORS**

452 Government Code Section 54957.6  
453 Agency Designated Representative: Director Michael Hadfield  
454 Represented Employee group: Novato Chief Officers Association  
455

456 **CONFERENCE WITH LABOR NEGOTIATORS**

457 Government Code Section 54957.6  
458 Agency Designated Representative: Deputy Fire Chief  
459 Represented Employee group: Novato Professional Firefighters Association  
460

461 The Board re-entered open session at 12:49. There was nothing to report.

462 **ADJOURNMENT**

463 There being no further business to conduct, President Silverman adjourned the meeting at  
464 12:49 p.m.  
465

466 Submitted by,  
467

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

468  
469 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Finance Committee Meeting Minutes  
April 19, 2022

1 The meeting was called to order by Director Davis at 9:03 a.m. via Zoom.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Finance Director Joe Valenti, Recording  
8 Secretary Jeanne Villa, Joe Silvestri of Kiosk.

9

10 **OPEN TIME FOR PUBLIC EXPRESSION**

11 No public comments were made.

12

13 **AGENDA ADJUSTMENTS**

14 Move new business item 5 to item 1.

15 **CONSENT CALENDAR**

- 16 1. Minutes of Special Finance Committee Meeting 2.28.2022  
17 2. Review of Fire Chief's credit card expenses: March 2022  
18 3. Review of Deputy Fire Chief credit card expenses: None to report

19

20 No public comment.

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

22 Roll Call Vote.

23 Ayes: Davis and Goines

24 Noes: None

25 Abstain: None

26 Motion carried 2-0-0

27

28 **NEW BUSINESS**

- 29 1. Review of Facebook Ads and costs. (Verbal)

30

31 Joe Silvestri, the EVP Client Partnerships of Kiosk, detailed the process by which the District is now  
32 utilizing digital media to educate the public and generate leads for grants, home hardening  
33 assessments, and vegetation management assessments. Facebook is the main driver of lead generation  
34 at Facebook itself or by driving viewers to stopwildfire.net. Kiosk is also using Spotify, Banner Ads,  
35 and posting on Next Door. Mr. Silvestri reviewed the costs and relative success of each platform.  
36 Kiosk will be implementing signage around Novato in the near future. Kiosk will also assume hosting  
37 and content on the stopwildfire.net website. There will be a refresh of the ads coming soon.

38

39 Director Davis asked that this presentation also be given to the full Board at a future meeting.

40 Director Davis asked if the 17% conversion from Facebook is a good metric.

41 Joe Silvestri noted that 2% is considered good. 17% is beyond excellent. The public are interested,  
42 motivated and they trust the District.



Novato Fire District Board of Directors  
Finance Committee Meeting Minutes  
April 19, 2022

43 Director Goines commented that it will be important to use this type of media to educate and motivate  
44 voters in about 7.5 years to understand the value of the MWPA and vote to renew Measure C.

45  
46 There was no action taken on this item.

47  
48 2. Special Assessment Tax Rate 2022/2023  
49 Finance Committee reviewed and discussed the special assessment tax rate and consumer  
50 price index adjustment for 2022/23 and made a recommendation to the full Board.

51  
52 Finance Director (FD) Joe Valenti detailed how the special tax is derived and the ordinance  
53 clause that allows it to be increased based upon a full year of CPI data. The CPI data was a full  
54 year comparison of 2021 over 2020, and was 3.21%.

55  
56 The Board will need to adopt a resolution in order to raise the special tax rates from 9.99 and  
57 14.98 residential/commercial to 10.31 and 15.46 residential/commercial.

58  
59 Although the rolling 12 month inflation rate is currently 8.5%, the District is a bit insulated from  
60 the effects due to the receipt of the twice yearly property tax revenue in April. An increase is  
61 deemed necessary due to the inflationary effect on most goods and services.

62  
63 The special tax is about 10% of the District revenue sources, and 3.21% is the limit to which the  
64 ordinance allows the rates to increase.

65  
66 No public comment.  
67 M/s Goines/Davis to recommend to the full Board to increase the special assessment tax rate by  
68 3.21%.

69 Roll Call Vote.  
70 Ayes: Davis and Goines  
71 Noes: None  
72 Abstain: None  
73 Motion carried 2-0-0

74 1. Ladder Truck Financing Options  
75 Finance Committee reviewed funding options for the purchase of the Smeal 105' Aerial  
76 Ladder Truck either with a lease purchase agreement or with the Apparatus Assigned Fund  
77 Balance and made a recommendation to the full Board.

78  
79 FD Valenti reviewed the options for a lease/purchase or using the assigned reserve funds to pay  
80 for the ladder truck. The District is awaiting the invoice of approximately \$1.2 million. Using the  
81 lease options for anywhere from 5-10 years will increase the cost by \$95,000 to \$203,000. FD  
82 Valenti noted there is little risk to using the reserve funds, as the District has received the semi-  
83 annual revenue from property taxes. Using the reserve funds will also save the District from  
84 having to manage the lease terms throughout the lease period.

85





Novato Fire District Board of Directors  
Finance Committee Meeting Minutes  
April 19, 2022

86 Director Goines asked if the funds in the reserve earn any significant interest? FD Valenti noted  
87 that the funds earn less than ½ percent, so the using the funds would not significantly reduce  
88 interest revenue.

89

90 No public comment.

91 M/s Davis/Goines to recommend to the full Board to use reserve funds to pay for the ladder truck.

92 Roll Call Vote.

93 Ayes: Davis and Goines

94 Noes: None

95 Abstain: None

96 Motion carried 2-0-0

97

98 2. Independent Accountant's Report on Applying Agreed Upon Procedures to Certain  
99 Disbursements Made During Calendar Year Ended December 31, 2020

100 Finance Committee reviewed the report in regards to the certain disbursements made  
101 by the District during the calendar year ended December 31, 2020, and made a  
102 recommendation to present the report to the full Board.

103 FD Valenti detailed the results of the AUP of certain disbursements from 2020. 3% of  
104 transactions were sampled: 32 credit card transactions and 52 checks. The audit showed all  
105 transactions are in compliance with District policy and procedures. No exceptions were found.

106

107 No public comment.

108 M/s Goines/Davis to make a recommendation to present the AUP report to the full Board.

109 Roll Call Vote.

110 Ayes: Davis and Goines

111 Noes: None

112 Abstain: None

113 Motion carried 2-0-0

114

115 FD Valenti noted that Maze and Associates looks at the major processes throughout the year, and by  
116 the time the annual audit is due, NFD can feel comfortable that internal controls are good. All  
117 financial issues are disclosed and independently verified by the audit firm.

118

119 3. Independent Accountant's Report On Applying Agreed Upon Procedures To Ambulance  
120 Billings During The Calendar Year 2020

121 Finance Committee to review the report in regards to the District's ambulance billings and  
122 related revenue collection cycle during the calendar year 2020, and to make a  
123 recommendation to present the report to the full Board.

124

125 FD Valenti detailed the results of the AUP of EMS Billing from 2020. 3% of transactions were  
126 sampled: 103 claims. The audit showed all transactions are in compliance with District policy  
127 and procedures. No exceptions were found.

128



Novato Fire District Board of Directors  
Finance Committee Meeting Minutes  
April 19, 2022

129 No public comment.  
130 M/s Davis/Goines to make a recommendation to present the AUP report to the full Board.  
131 Roll Call Vote.  
132 Ayes: Davis and Goines  
133 Noes: None  
134 Abstain: None  
135 Motion carried 2-0-0  
136

137 **MWPA ITEMS**

138 1. Projects, Revenues, Costs  
139 Director Goines commented that the Citizen Oversight Committee has asked for a more granular  
140 report of previously issued data on projects, costs, revenue, etc. The Board is not in favor of  
141 burdening the member agencies with a re-examination of expenditures per project. The Board feels  
142 the original report is adequate. The Board has asked the COC chair to bring the issue to the  
143 Operations committee so all member agencies can weigh in on this issue.  
144

145 **INFORMATIONAL ITEMS**

146 1. Next Finance Committee Meeting (Regular) July 19, 2022  
147 It was noted that the District will most likely be scheduling a special meeting in May to review  
148 the preliminary draft budget for FY 2022-2023

149  
150 **ADJOURNMENT**

151 There being no further business to conduct, Director Davis adjourned the meeting at  
152 10:22 a.m.

153  
154 Submitted by,

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

155  
156 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

1 The meeting was called to order by President Silverman at 10:30 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Bruce Goines and Mike Hadfield

5

6 **BOARD MEMBERS ABSENT**

7 Shane Francisco

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
11 Recording Secretary Jeanne Villa, Battalion Chiefs Freedman, Whittet, Smith, Mesenburg,  
12 Dague and Dicochea, HR Manager Felciano, EMS Billing Analyst Wager, Captains Peters and  
13 Teldeschi, NPFA President Larroque.

14

15 **OTHERS PRESENT**

16 District Counsel Riley Hurd, Residents Rebecca Suggs and Bruce Bartel. James Galli, Nate  
17 Kowalski and John Dietrich

18

19 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

22 Staff recommended that the Board adopt Resolution 2022-11, a Resolution of the Board of  
23 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
24 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
25 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
26 District for the period May 11, 2022 - June 10, 2022 pursuant to Brown Act provisions.

27 There was no public comment.

28 M/s Goines/Davis to adopt Resolution 2022-11

29 Roll Call Vote

30 Ayes: Davis, Goines, Hadfield, Silverman

31 Noes: None

32 Absent: Francisco

33 Motion carried 4-0-1

34

35 **OPEN TIME FOR PUBLIC EXPRESSION**

36 None.

37

38 **AGENDA ADJUSTMENTS**

39 None.

40

41 **ASSOCIATION PRESIDENTS' REPORT**



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

42 FF/PM and NPFA President spoke about the successful conclusion to the fire academy, and that  
43 having new members hit the floor will help with the mandatory overtime. He noted that  
44 continuous hiring is a good idea. He also noted that the association is in talks with Chief Tyler  
45 regarding Wildland fire deployment methods, and should be wrapping soon. The new training  
46 captain position is moving ahead.

47  
48 Chief Kyle Dague and NFCOA representative the NFCOA win in arbitration. It was the first ever  
49 grievance. The District has also reset relations with the Battalion Chiefs after 2.5 years without a  
50 current MOU. There was a positive first meeting the new MOU, and he is encouraged. The  
51 crews are getting ready for the 2022 wildfire season, and are standing up the wildland duty  
52 calendar. They are maintaining situational awareness. The NFCOA is aligned with the NPFA,  
53 and both groups are optimistic.

54  
55 **DIRECTOR MATTERS**

56 Director Goines noted that a close friend has passed away, and he expressed his thanks to the  
57 District personnel that responded to his friend's home over the recent months.

58  
59 **CHIEF'S REPORT**

60 Due to illness, the Chief did not have a lengthy verbal report.

61  
62 **CONSENT CALENDAR**

- 63 1. Minutes of Special Board Meeting April 13, 2022  
64  
65 2. Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts  
66 Board approval of staff's recommendation to write off the designated multi-year  
67 uncollectible ambulance billing accounts totaling \$126,862.03.

68 There was no public comment.  
69 M/s Hadfield/Silverman to approve Consent Calendar items 1-2.

70 Roll Call Vote  
71 Ayes: Davis, Goines, Hadfield, Silverman  
72 Noes: None  
73 Absent: Francisco  
74 Motion carried 4-0-1

75  
76 **NEW BUSINESS**

- 77 1. Resolution No. 2022-12, a Resolution Of The Governing Body Of The Novato Fire  
78 Protection District.  
79 A Regularly Scheduled Election To Be Held In This Jurisdiction; Requesting The Board  
80 Of Supervisors To Consolidate With Any Other Election Conducted On Said Date, And  
81 Requesting Election Services By The Marin County Elections Department.

82 There was no public comment.  
83 M/s Davis/Hadfield to adopt Resolution 2022-12.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

84 Roll Call Vote  
85 Ayes: Davis, Goines, Hadfield, Silverman  
86 Noes: None  
87 Absent: Francisco  
88 Motion carried 4-0-1

89  
90 2. Surplus Apparatus – Unit 10 (Rescue 65)  
91 Board approval was requested to accept Staff Recommendation declaring Unit 10 as  
92 surplus, and to dispose of the apparatus in accordance with District policy.

93 Director Silverman asked if we might donate the unit to a volunteer agency?  
94 Chief Tyler noted that is always an option.

95  
96 There was no public comment.  
97 M/s Hadfield/Goines to accept Staff Recommendation declaring Unit 10 as surplus, and to  
98 dispose of the apparatus in accordance with District policy.

99 Roll Call Vote  
100 Ayes: Davis, Goines, Hadfield, Silverman  
101 Noes: None  
102 Absent: Francisco  
103 Motion carried 4-0-1

104  
105 3. Adoption of Resolution 2022-14, A Resolution of the Board of Directors of the Novato  
106 Fire District Establishing the Special Tax Rate for 2022/2023  
107 Board approval was requested to accept the Finance Committee’s recommendation to:

- 108 a) Apply the Consumer Price Index annual adjustment for 2021 of 3.21% (Exhibit  
109 D).  
110 b) Adopt Resolution 2022-14 establishing the Special Assessment Tax Rate for  
111 Residential at 10.31 cents per square foot and Commercial / Industrial at 15.46  
112 cents per square foot for the 2022/2023 fiscal year (Exhibit A).

113  
114 Chief Tyler reviewed the details of the special tax increase.  
115 Finance Director Valenti reviewed the financial impact, resulting in \$200,000 increased revenue  
116 annually to the District. Valenti also noted a 15% increase in the recent District expenses.

117  
118 Item 3a: There was no public comment.  
119 M/s Davis/Goines to apply the Consumer Price Index annual adjustment for 2021 of 3.21%

120 Roll Call Vote  
121 Ayes: Davis, Goines, Hadfield, Silverman  
122 Noes: None  
123 Absent: Francisco  
124 Motion carried 4-0-1



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

125 Item 3b: There was no public comment.  
126 M/s Davis/Goines to Adopt Resolution 2022-14 establishing the Special Assessment Tax Rate  
127 for Residential at 10.31 cents per square foot and Commercial / Industrial at 15.46 cents per  
128 square foot for the 2022/2023 fiscal year

129 Roll Call Vote

130 Ayes: Davis, Goines, Hadfield, Silverman

131 Noes: None

132 Absent: Francisco

133 Motion carried 4-0-1

134

135 4. Resolution 2022-13 a Resolution of the Novato Fire Protection District Ratifying the  
136 Employment Agreement Between the Novato Fire District and Senior Accountant Brooke  
137 Kerrigan

138 Board approval was requested to adopt resolution 2022-13 approving the Employment  
139 Agreement of Senior Accountant Brooke Kerrigan.

140

141 There was no public comment.

142 M/s Hadfield/Silverman to adopt resolution 2022-13 approving the Employment Agreement of  
143 Senior Accountant Brooke Kerrigan.

144 Roll Call Vote

145 Ayes: Davis, Goines, Hadfield, Silverman

146 Noes: None

147 Absent: Francisco

148 Motion carried 4-0-1

149

150 5. Independent Accountant's Report on Applying Agreed-Upon Procedures – Ambulance  
151 Billing.

152 Board considered the Finance Committee's recommendation to accept the report in  
153 regards to the District's Ambulance Billings and Related Revenue Collection Cycle,  
154 during the calendar year 2020.

155

156 Finance Director Valenti noted the EMS Billing AUP resulting in a clean opinion after a review  
157 of 3% of the transactions.

158

159 There was no public comment.

160 M/s Davis/Hadfield to accept the report in regards to the District's Ambulance Billings and  
161 Related Revenue Collection Cycle, during the calendar year 2020.

162 Roll Call Vote

163 Ayes: Davis, Goines, Hadfield, Silverman

164 Noes: None

165 Absent: Francisco

166 Motion carried 4-0-1

167



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

168 6. Independent accountant's report on applying agreed upon procedures for the Novato Fire  
169 Protection District in regards to certain disbursements made by the District during the  
170 calendar year ended December 31, 2020  
171 Board considered the Finance Committee's recommendation to accept the report in  
172 regards to the certain disbursements made by the District during the calendar year ended  
173 December 31, 2020.

174  
175 FD Valenti noted that 3% of credit cards and checks and other disbursements were reviewed.  
176 There were no findings.  
177 There was no public comment.  
178 M/s Hadfield/Goines to accept the report in regards to the certain disbursements made by the  
179 District during the calendar year ended December 31, 2020.

180  
181 Roll Call Vote  
182 Ayes: Davis, Goines, Hadfield, Silverman  
183 Noes: None  
184 Absent: Francisco  
185 Motion carried 4-0-1

186  
187 7. Supplemental Staffing Contract for EMS Billing  
188 Staff recommended that the Board approve a new master services agreement with Aston  
189 Carter, Inc. for a term of two (2) years for the temporary staffing needs in the EMS  
190 Billing department to employ the services of one (1) EMS Biller.

191 Chief Tyler detailed the need to continue to utilize and extra EMS biller.

192  
193 There was no public comment.  
194 M/s Goines/Hadfield to approve a new master services agreement with Aston Carter, Inc. for a  
195 term of two (2) years for the temporary staffing needs in the EMS Billing department to employ  
196 the services of one (1) EMS Biller.

197 Roll Call Vote  
198 Ayes: Davis, Goines, Hadfield, Silverman  
199 Noes: None  
200 Absent: Francisco  
201 Motion carried 4-0-1  
202



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

203 8. Ladder Truck Purchase  
204 Board approval was requested to accept the Finance Committee's recommendation to  
205 purchase the Smeal 105' Aerial Ladder Truck using cash reserves from the Apparatus  
206 Assigned Fund Balance

207 Chief Tyler commented that the new truck has arrived, and the Board is being asked to decide on  
208 a funding mechanism. FD Valenti noted that the Board can choose to finance the payment,  
209 which will cost the District between \$140,000 and \$259,000, depending upon the term chosen.  
210 Or the Board can use the assigned reserve. The Finance Committee recommended using the  
211 assigned reserve.

212  
213 There was no public comment.  
214 M/s Davis/Silverman to accept the Finance Committee's recommendation to purchase the Smeal  
215 105' Aerial Ladder Truck using cash reserves from the Apparatus Assigned Fund Balance

216 Roll Call Vote  
217 Ayes: Davis, Goines, Hadfield, Silverman  
218 Noes: None  
219 Absent: Francisco  
220 Motion carried 4-0-1

221  
222 9. Resolution 2022-15 Arson Awareness Week May 1-7, 2022  
223 Staff recommended adoption of Resolution 2022-15: a resolution of The Board Of  
224 Directors of The Novato Fire Protection District declaring May 1-7, 2022 to be Arson  
225 Awareness Week.

226 Chief Tyler detailed the great relationship with the Novato PD regarding arson prevention, as  
227 well as working with Public Works on homeless encampments.

228  
229 There was no public comment.  
230 M/s Goines/Silverman to adopt Resolution 2022-15: a resolution of The Board Of Directors of  
231 The Novato Fire Protection District declaring May 1-7, 2022 to be Arson Awareness Week.

232 Roll Call Vote  
233 Ayes: Davis, Goines, Hadfield, Silverman  
234 Noes: None  
235 Absent: Francisco  
236 Motion carried 4-0-1

237





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

238 10. Adoption of Resolution 2022-16 Proclaiming May 1 – 7, 2022 as Wildfire Preparedness  
239 Week.  
240 Board approval was requested to adopt Resolution 2022-16 proclaiming May 1 – 7, 2022  
241 as “Wildfire Preparedness Week”.

242 Chief Tyler noted that Wildfire is truly a year-round focus for the District. The Pacheco Valley  
243 Firewise community hosted a pot luck to raise awareness about evacuation training, and the  
244 MWPA division work and the grants that are available.

245  
246 There was no public comment.

247 M/s Hadfield/Silverman to adopt Resolution 2022-16 proclaiming May 1 – 7, 2022 as “Wildfire  
248 Preparedness Week”.

249 Roll Call Vote

250 Ayes: Davis, Goines, Hadfield, Silverman

251 Noes: None

252 Absent: Francisco

253 Motion carried 4-0-1

254

255 11. Removal of Electronic Fund Transfer documentation, bank statements, and other  
256 documents containing sensitive financial information from Board packets  
257 Staff recommended the Board authorize removal of all documents containing sensitive  
258 financial information from the board packets effective immediately to protect against  
259 fraud.

260 Chief Tyler noted there have been attempts at cashing of fraudulent checks. No losses have been  
261 sustained by the District.

262

263 FD Valenti noted that the County of Marin caught the fraud attempt and is investigating.

264

265 There was no public comment.

266 M/s Hadfield/Davis to approve removal of all documents containing sensitive financial  
267 information from the board packets effective immediately to protect against fraud.

268 Roll Call Vote

269 Ayes: Davis, Goines, Hadfield, Silverman

270 Noes: None

271 Absent: Francisco

272 Motion carried 4-0-1

273

274



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

275 **COMMITTEE REPORTS**

276  
277 1. MERA (Director Silverman and Director Hadfield)  
278 Director Hadfield noted delays at some MERA sites. Director Silverman noted that Motorola  
279 is installing equipment and the second bid packet is going out.

280  
281 2. Finance Committee (Directors Davis and Goines)  
282 Director Davis noted that the Finance Committee work is included in this packet.

283  
284 3. Marin Wildfire Prevention Authority Board (Director Goines)  
285 Director Goines noted that the MWPA is developing the 2022-23 projects. There are 114  
286 projects listed on the website.  
287 He noted also the strategic plan has 5 goals, including home hardening, defensible space,  
288 vegetation management, an informed public, etc.  
289 On June 24<sup>th</sup>, there will be a celebration to thank Director Goines for his service as President  
290 of the MWPA. The event will be from 4-7 p.m. All are welcome.  
291 Director Goines is also giving a webinar to address wildfire in our community and the JPA  
292 governance model.

293  
294 **FINANCIAL REPORTS**

295 There were no questions.

- 296 1. Financial Reports, March 2022:  
297 a. Revenues, Expenditures and Changes in Fund Balance Financial Report,  
298 b. Revenues and Expenditures Detail Financial Report  
299 c. Vendor Summary Financial Report  
300 d. MWPA Revenues and Expenditures  
301  
302 2. District Monthly Contracts Information

303  
304 **INFORMATION**

- 305 1. Customer Surveys Month 2022  
306 2. Annexation of Stirrup Lane LAFCo  
307 3. Written Communications  
308

309 The Board ended open session and entered closed session at 11:38 AM.

310 **CLOSED SESSION.**

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

315



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
May 11, 2022

---

316

317 2. CONFERENCE WITH LABOR NEGOTIATORS

318 Government Code Section 54957.6

319 Agency Designated Representative: Deputy Fire Chief and James Galli

320 Represented Employee group: Novato Chief Officers Association

321

322 The Board re-entered open session at 1:12 p.m. There was no reportable action.

323

324 **ADJOURNMENT**

325 There being no further business to conduct, President Silverman adjourned the meeting at  
326 1:12 p.m.

327

328 Submitted by,

329

330

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

331

332

333 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco and Mike Hadfield

5

6 **ABSENT**

7 Director Bruce Goines

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
11 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, HR Manager  
12 Felciano, EMS Billing Analyst Wager, BC Smith. MIS Coord. Mashintchian, Admin Asst. Galli.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd and Matt Haulk. Resident Bruce Bartel.

16

17 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

20 Staff recommended that the Board adopt Resolution 2022-17 a Resolution of the Board Of  
21 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
22 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
23 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
24 District for the period June 1, 2022- June 30, 2022 pursuant to Brown Act provisions.

25 There was no public comment

26 M/s Hadfield/Davis to adopt Resolution 2022-17.

27 Roll Call Vote:

28 Aye: Davis, Francisco, Hadfield, Silverman

29 Noes: None

30 Absent: Goines

31 M/c 4-0-1

32

33 **OPEN TIME FOR PUBLIC EXPRESSION**

34 None.

35

36 **AGENDA ADJUSTMENTS**

37 None.

38

39

40

41



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

42 **PRESENTATION**

43 BC Barrett Smith gave a PowerPoint presentation on the “Leave Behind Narcan”. BC Smith  
44 reviewed the overdose stats and the benefits of the public having quick access to Narcan. Users  
45 of Narcan are urged to call 911 when it’s used.

46  
47 Director Davis asked about rebound effects and how it’s handled.  
48 BC Smith said that because users are told to call 911, medics and hospital care can manage the  
49 after effects.

50  
51 Director Silverman asked about the cost. BC Smith noted the 250 kits came from the State of  
52 California at no cost to the District. He also noted the liability is on the State.

53  
54 Director Silverman asked if the Novato PD has Narcan kits?  
55 BC Smith said they do have some.

56  
57 Director Francisco noted an increased use of the kits in San Francisco.

58  
59 **ASSOCIATION PRESIDENTS’ REPORT**

60 None

61  
62 **DIRECTOR MATTERS**

63 Director Davis noted that he attended Ember Stomp, and that it was a great event, educational  
64 and beneficial. There was great attendance.

65  
66 Director Francisco noted that he attended the Rucker Golf Tournament and had a good time.

67  
68 Director Silverman noted that he attended the Employee of the Year dinner at the Druids Hall,  
69 and that it was a nice event.

70  
71 **CHIEF’S REPORT**

72 **Administrative Items:** Fatal Fire: a 2nd alarm structure fire—two story residential duplex fire.  
73 There was heavy fire on the second floor and exterior stairway upon arrival. One occupant was  
74 discovered at the back of the house, badly burned, had climbed out for the second story bathroom  
75 window. That individual was transported code three to Marin Health Hospital. The victim  
76 advised that there was another occupant trapped inside. Crews knocked down the fire and made  
77 entry for rescue, while an additional ladder was thrown to the rear of the structure. The second  
78 occupant was carried by firefighters from the structure and fire medics attempted to resuscitate  
79 the victim on scene, without success. The coroner was called to the scene. The fire investigation  
80 was initiated with a team call out---the fire cause is undetermined at this time. At least one other  
81 resident has been displaced as a result of the fire. (Of note—we received a call for a vegetation  
82 fire at IVC at the same time of the structure fire. This required automatic aid fire crews from  
83 several other jurisdictions to respond to Novato as all of our units were committed to the  
84 structure fire. I would like to also thank MCFC Jason Weber, Gerald McCarthy, Jeff Whittet,  
85 John Dicochea, and Barrett Smith and Lynne Osgood for responding from home to help.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

86 Pacheco Valle Firewise Event: A week ago last Sunday NFD was in attendance at the Pacheco  
87 Valle Firewise treasure hunt. There were over 70 people in attendance and we had staff onsite  
88 signing up homeowners for free home assessments and passing out educational material. I also  
89 met in person this week with Damon Connally and half a dozen concerned citizen from Pacheco  
90 Valle to discuss homeowner Insurance concerns as several HOA are seeing dramatic increases in  
91 in their rates, and several have struggled to find coverage.

92 Druids Hall EOY Dinner: We celebrated Engineer Jeff Keena as the Employee of the year  
93 Wednesday of last week. Steve Metcho, Mike Hadfield and LJ Silverman attended as well as  
94 Jeanne Villa, several on and off duty NFD employees and myself. We will recognize Jeff again  
95 at the upcoming City of Novato Birthday bash, "Paint the Town Red" celebration on June 3rd at  
96 the Jonas Center.

97 Last week we hosted an EOC training with Novato PD and NFD. The exercise was several  
98 months in the making and brought together 28 NPD and NFD members to fill all command and  
99 general staff positions. The 3.5-hour drill exercised all functional divisions with breakout  
100 exercises and oral reports back to the group. Gerald McCarthy was our lead for this drill and  
101 told me that he would like to acknowledge NPD Captain Jim Correa and Emergency Services  
102 contractor Dave Jeffries for their support and leadership to execute the drill. The second part of  
103 the exercise blended a field drill and our HAM Radio based RACES members. The field drill  
104 involved a fire aboard a SMART train in Ignacio and the districts response to mitigate not only  
105 the fire, but provide care and transport to the passengers aboard the train. Concurrent with the  
106 SMART drill, the RACES communications unit at the admin building and played a key role in  
107 both local and bay area wide voice and data communications as an active participant in the  
108 regional "Golden Eagle Exercise". It's important to note the RACES members are extremely  
109 dedicated to their craft and are 100% volunteer. In fact, the RACES Officer for North Marin is  
110 Jerry Foster. Mr. Foster has been a dedicated, ever-ready sentinel for RACES Novato for 35  
111 years!

112 This week the NPFA hosted the 19th annual Steven Rucker Memorial Golf Tournament at Stone  
113 tree golf course in Novato. There were more than 80 golfers out contributing to help raise funds  
114 for the Novato Fire Foundation. I joined Shane Francisco and SMFD D/C Tom Welch in a  
115 round of golf and a great time was had by all. (P.S Shane is a very good golfer—especially his  
116 approach shots)

117 We completed a final review of the new Standards of Cover document including the 2021 run  
118 data. I will look to schedule a study session with the board in July to review the SOC its findings  
119 and recommendations, which will provide us with information that we will want to include in a  
120 new 3-to-5-year NFD Strategic Plan.

121

122 COVID-19: We are expecting to see an increase in positive covid tests by employees. Currently  
123 there are still two employees out. All precautions are still in place and employees are told to  
124 remain at home if they are sick.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

125 Chief Officer Negotiations: The NCOA and Board-appointed negotiators have met twice.  
126 Ground rules are complete and initial proposals were exchanged by both sides. They will meet  
127 again on June 2nd and June 9th.

128 NPFA items & Side Letters: We are in the process of updating the Mandatory vaccination side  
129 letter and a plus one over hire side letter. We anticipate having those completed next week. We  
130 are also close to completing a protocol for NFD engineers to work out of class as paramedics in  
131 order to provide some relief to cover mandatory shifts for FF/PM. This program is under  
132 consideration by request from the NPFA members. Lastly, we are close to completing the policy  
133 for voluntary out of county assignments. More to follow.

134 Captains Promotional Test is June 7th. We will hold the rule-of-5 selection on June 8th. The new  
135 Captain will start in that position on July 1st. If the individual selected is an engineer, we will  
136 promote the remaining FF/PM from the engineers promotional list. If the individual selected is a  
137 FF/PM, we will fill their spot with one of the new FF/PM. This action will bring us back to full  
138 constant staffing of 19 NPFA shift employees per day with no vacancies.

139 New Payroll and A&P employee: has completed all elements of the background and we  
140 anticipate her start date to be June 16th.

141 Workers Comp: Five employees remain off duty on W/C.

142 **OPS: D/C McCarthy:**

143 Meetings/Project work: Monday operations meeting and shift-change battalion chief meetings.  
144 Completed monthly Operations Chiefs meeting, Standards of Cover meeting and met with  
145 finance, human resources and IT. Continued working on the training captain position, data for  
146 the standards of cover and daily auditing of incident reports. The alternate communications  
147 system at admin (EOC) was tested Tuesday. The systems provide local, regional and over-the-  
148 horizon messaging for both data such as ICS forms and voice. Chief McCarthy responded to the  
149 fire at the Novato Sanitary Landfill to provide district battalion coverage and to support the IC.

150 Sentinel Events: Calls for service for known Covid-19 positive patients continues to rise.

151 100-Hour Fuel moisture: 10.8% (4.7% drier from previous week measurement of 15.5% this is the  
152 lowest moisture content ever recorded on this date)

153 1000-Hour Fuel moistures: 14.2% (3.3% dryer from previous week measurement 17.5% this is  
154 the lowest moisture content ever recorded on this date)

155 Energy Release component: 43 (increase of 5.1 over last week's value of 29 and the highest ERC  
156 ever recorded on this date).

157

158 Drought Monitor: Drought Monitor (released today) shows lands protected by the fire district  
159 remain in the "Severe Drought" category. Statewide, the monitor indicates severe drought  
160 afflicts 37.75% of the state, 48.22% is identified as extreme drought and 11.5% falls into the  
161 exceptional drought category.



## Novato Fire District Board of Directors

### Regular Board Meeting Minutes

June 1, 2022

---

162 National Weather Service: The marine layer continues to deepen with onshore winds through  
163 the day. In addition, humidity values will trend higher with better humidity recovery in the hills  
164 tonight. The trend Friday into the weekend will be for temperatures running several degrees  
165 below normal as a late season trough keeps onshore winds in place through Sunday. A weak  
166 front moving through the North Bay on Saturday may generate a few sprinkles or showers but no  
167 wetting rains forecast. Slight warming trend for Memorial Day but temperatures remain near  
168 normal with continued onshore winds. No fire weather concerns noted as of this writing.

#### 169 **Training: B/C Mesenburg—**

170 Meetings/Project work: Continued planning work for destructive training on C Street  
171 Participated in Monday Chiefs planning meeting,  
172 Participated in H Ranch MRN seasonal firefighter training for 2 days,  
173 Continued prep work for cooperative RT-130 manipulative training with Petaluma FD,  
174 Participated briefly in Ops meeting,  
175 Helped B10 with planning for countywide MCI drills in June  
176 Purchased an on-line command training platform for company and chief officers  
177 Continued work on captains exam  
178 Assisted SNR with preparation for their engineers exam  
179 Backup training TIC may have been in Conex during 2021 theft - working w Colleen  
180 Worked on Vector Solutions assignments and compliance  
181 Assisted NMWD with SCBA education  
182

#### 183 **EMS Divisions: B/C Barrett Smith—**

184 Out at CFED Conference this week in Palm Springs

#### 185 **Prevention Division: B/C John Dicochea**

186 Weekly zonehaven & Marin County Zonehaven meetings  
187 OPS meeting  
188 H Ranch Burns  
189 10 Inspections  
190 Conducted 26 Building inspections  
191 Completed 9 plan reviews  
192 Responded to Panda Express kitchen fire  
193 Worked with the Greek Orthodox Church for tent permit  
194 14-New Plan submittal received for the week  
195 12-Plans returned to city or county or contractors for the week  
196 2 -AB-38 resale inspections conducted  
197 AB 38 questions (realtors are submitting inspection requests for properties that don't require an  
198 inspection)  
199 6090 redwood Blvd Fire clearance form-in progress  
200 Certificate of compliance cards addressed (approximately 272 cards)





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

201 66 envelopes mailed out for the R1/R2 certificate of compliance program (1st batch only, 2 mail  
202 outs to go)  
203 Processed Grants  
204 Assigned Assessments  
205 Weed Complaint Management  
206 WMS team Support  
207 Chipper Day Support  
208 Continued work on chief's ppt for Novato city council presentation  
209 Directed crew at Marin highlands  
210 Organized nesting bird surveys and training for Conservation Corp North bay and Professional  
211 Tree Care Service for next week  
212 Met with Foerster and Kroger to go over landscape transformation at Admin Office (scheduled to  
213 start June 6 pending bird survey)  
214 Met with MWPA environ consultant regarding cultural resources  
215 Reconnaissance on fire roads and community fuels near Loma Verde Preserve  
216 Finalized agreements with F and K for veg work and Panorama for additional bird surveys  
217 Finalized resident oriented bird-nesting detection tip sheet with FSM  
218 Indian Valley Chipper Day (106 yards of chips hauled to the Redwood Landfill)  
219 Planning another Chipper day for July for Alameda de la Loma neighborhood  
220 32-Home assessments completed  
221 13-Roadside assessments completed  
222 0-NOAA weather radios handed out and trained the resident on its purpose/use  
223 19-Vegetation management matching grant processed  
224 16-Home hardening matching grant processed  
225

226 **Fleet Status: Chief Whittet:**

227 All units in service.  
228 Facilities Update: (4/26/2022 last update)  
229 Concrete repair for Station 63 complete  
230 Station 61 wall paper removal, texture and paint complete, awaiting arrival of new flooring  
231 Vegetation clearance at Admin in process with nesting survey with Mike Sweazy  
232 Red lights installation complete in all dorms at 61  
233 Awarded bid for Station 62 security gate to Jones garage door  
234 Getting bids for new window blinds for Station 62  
235 Installing new door handle with combination lock on new classroom  
236  
237



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278

**CONSENT CALENDAR**

1. Minutes of Special Board Meeting May 11, 2022

There was no public comment  
M/s Hadfield/Davis to approve Consent Calendar item 1.  
Roll Call Vote:  
Aye: Davis, Francisco, Hadfield, Silverman  
Noes: None  
Absent: Goines  
M/c 4-0-1

**NEW BUSINESS**

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

Board approval was requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Agencies Self Insurance System ("FASIS"). The coverage period ends on July 1, 2022.

Chief Tyler detailed the need to renew the FASIS agreement. There were no lower cost options this year. The premium decreased over last year's premium, mostly due to lower number of claims.

There was no public comment  
M/s Hadfield/Francisco to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Agencies Self Insurance System ("FASIS").

Roll Call Vote:  
Aye: Davis, Francisco, Hadfield, Silverman  
Noes: None  
Absent: Goines  
M/c 4-0-1

2. MERA JPA renewal

Board approval was 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.

There was no public comment



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

279 M/s Francisco/Hadfield to accept Staff's recommendation to renew the MERA JPA. This JPA  
280 was established to plan, finance, implement, manage, own and operate a multi-jurisdictional and  
281 county-wide Public Safety and Emergency Radio System with the attendant facilities.

282 Roll Call Vote:

283 Aye: Davis, Francisco, Hadfield, Silverman

284 Noes: None

285 Absent: Goines

286 M/c 4-0-1

287

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

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

292 Chief Tyler noted the need to correct an omission in the employment agreement for Azar  
293 Mashintchian.

294 There was no public comment

295 M/s Francisco/Hadfield to approve the side letter to the Employment Agreement of MIS  
296 Coordinator Azar Mashintchian.

297

298 Roll Call Vote:

299 Aye: Davis, Francisco, Hadfield, Silverman

300 Noes: None

301 Absent: Goines

302 M/c 4-0-1

303

304 **COMMITTEE REPORTS**

305

306 1. MERA (Director Silverman and Director Hadfield)

307

308 Director Silverman noted that the latest info is in the Information section of this packet, noting  
309 the project timelines and milestones. Director Hadfield added that there was discussion regarding  
310 maintenance and technical agreements with the County. He also noted the budget was passed for  
311 members and non-members. The Radio Shop found a cache of spare parts.

312

313 2. Finance Committee (Directors Davis and Goines)

314

315 Director Davis noted there was no meeting this month.

316

317

318

319



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

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

321  
322 Chief Tyler noted that Director Goines term as president is ending at the end of June, and that the  
323 workplans and budget have been completed.

324  
325 **FINANCIAL REPORTS**

326 There were no questions.

327 1. Financial Reports, April 2022:

- 328 a. Revenues, Expenditures and Changes in Fund Balance Financial Report, April
- 329 2022
- 330 b. Revenues and Expenditures Detail Financial Report December 2021
- 331 c. Vendor Summary Financial Report, April 2022
- 332 d. MWPA Revenues and Expenditures April 2022

333  
334 2. District Monthly Contracts Information

335  
336 **INFORMATION**

- 337 1. Customer Surveys April 2022
- 338 2. MERA May Info Sheet
- 339 3. Written Communications were read

340  
341 The Board entered closed session at 10:45 a.m

342  
343 **CLOSED SESSION**

344 1. CONFERENCE WITH LABOR NEGOTIATORS

345 Government Code Section 54957.6

346 Agency Designated Representative: Fire Chief and James Galli

347 Represented Employee group: Novato Professional Firefighters Association

348

349 2. CONFERENCE WITH LABOR NEGOTIATORS

350 Government Code Section 54957.6

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

352 Represented Employee group: Novato Chief Officers Association

353

354 3. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section

355 54956.9(a), *(d.1)* (formally initiated)

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

357

358 4. CONFERENCE WITH LEGAL COUNSEL - existing litigation (government code, section

359 54956.9(a), *(d.1)* (formally initiated)

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



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 1, 2022

---

361  
362 The Board re-entered open session at 12:11. There was nothing to report.

363  
364 **ADJOURNMENT**

365 There being no further business to conduct, President Silverman adjourned the meeting at  
366 12:11 p.m.

367  
368 Submitted by,

369  
370

A handwritten signature in black ink, appearing to read "J Villa", is written over the lines 369 and 370.

371  
372  
373 Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors  
Special Finance Meeting Committee Minutes  
June 15, 2022**

---

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

**ROLL CALL**

Directors, Bill Davis and Bruce Goines were present.

**STAFF MEMBERS PRESENT**

Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Finance Director Joe Valenti, Recording Secretary Jeanne Villa, MIS Coordinator Azar Mashintchian.

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**AGENDA ADJUSTMENTS**

New Business item #2 was tabled until the next Finance Committee meeting on July 19th.

**CONSENT CALENDAR ITEMS**

1. Minutes of Special Finance Committee Meeting 4.19.22

There was no public comment.

M/s Davis/Goines to approve consent calendar item 1.

Roll call vote.

Ayes: Davis, Goines

Noes: None

Motion carried 2-0

**NEW BUSINESS**

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

Finance Director Valenti detailed the annual budget summary.

Highlights were:

Revenue is projected at \$37 million, operating expenditures are projected to be \$32.3 million, capital outlay at \$4.7 million, and IGT \$1.2 million.

Unassigned fund balance is at \$3.6 million. FD Valenti commented that the economy is an unknown, with expected high inflation and increased costs across markets, but that this year property revenue is 6% over last year.

FD Valenti commented that it appears the housing market is cooling due to a raise in interest rates.



**Novato Fire District Board of Directors  
Special Finance Meeting Committee Minutes  
June 15, 2022**

---

Director Goines asked about the OPEB funding.

mFD Valenti noted that the property tax revenue will trigger MOU salary increases, which can lead to increased contributions to OPEB and MCERA.

Director Davis asked if NFD needs to contribute more to OPEB, where can we pull the funds from?

FD Valenti noted that we maintained \$3.5 million in the assigned reserve, as NFD is not expecting the increase in property tax revenue to hold over into next year. Funds can be allocated from the OPEB reserve and/or the District can make cuts or delay expenses.

FD Valenti reviewed last years budget and the 2022-23 proposed budget. Highlights included program expenditures increasing by 5.8%. The District has budgeted for a Training Captain position, a shadow mechanic position and a Public Educator.

Capital expenditures are up 125% due to delays of apparatus purchases from 2020 and 2021.

Director Goines noted that there could be some MWPA funding applicable to the Public Educator position. He asked if this budget version had any MWPA information.

FD Valenti noted that the MWPA budget will be a separate document and he will be working with staff to craft an MWPA budget for the District.

FD Valenti reviewed the 2013-2022 history of revenue. He noted again the 6% increase in property tax, and the extra \$200,000 from the increase in the special tax. He noted that the 3% salary increase was accounted for in the preliminary budget. Other revenues are IGT at \$2.2 million and EMS billing fees at \$2.4-\$2.7 million.

FD Valenti reviewed the operating budget, noting that 80% of this section of the budget is salaries and benefits. Services and supplies are about 15-20% of the budget. Some notable program increases are the resumption of a Reserve Program, Cyber Security upgrades, gas and fuel expenses, and utility expenses.

FD Valenti reviewed the capital outlay portion of the budget, which is about \$4.6 million. Funds have already been set aside for these projects, so the Board will have the option to pay cash or finance.

FD Valenti reviewed the assigned fund balances.

Director Goines commented that the Rainy Day fund and the Unassigned reserve funds essentially represent our cash reserves.



**Novato Fire District Board of Directors  
Special Finance Meeting Committee Minutes  
June 15, 2022**

---

FD Valenti commented that the Rainy Day funds can be used in a catastrophic event, or in case the expected revenue drops by 15% or more. The unassigned funds will be allocated by the Board as they see fit in a future meeting.

Director Goines asked about the MWPA budget for Novato Fire's share of the funds. FD Valenti noted that he will work with BC Dicochea and Captain Osgood on that document.

Director Davis noted that the District is in a fairly healthy position now and for the next year.

There was no public comment.

M/s Davis/Goines to make a recommendation to the full Board of Directors to adopt the Preliminary Budget for FY 2022-2023.

Roll Call Vote:

Ayes: Davis and Goines

Noes: None

Motion carried 2-0

**INFORMATIONAL ITEMS**

Next Finance Committee Meeting is July 19, 2022

**TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

None

**ADJOURNMENT**

There being no further business to conduct, President Goines adjourned the meeting at 11:13 a.m.

Submitted by,

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

Jeanne Villa, Recording Secretary





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

1 The meeting was called to order by President Silverman at 10:07 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Silverman, Directors Bruce Goines and Mike Hadfield

5

6 **ABSENT**

7 Directors Bill Davis and Shane Francisco

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
11 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, MIS Coord Azar  
12 Mashintchian

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd. Resident Bruce Bartel

16

17 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

20 Staff recommended that the Board adopt Resolution 2022-18 a Resolution of the Board Of  
21 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
22 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
23 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
24 District for the period June 22, 2022- July 21, 2022 pursuant to Brown Act provisions.

25 There was no public comment

26 M/S Goines/Silverman to adopt Resolution 2022-18 for a Continuation of  
27 Teleconferenced/Zoom Board of Director Meetings.

28 Roll Call Vote

29 Ayes: Goines, Hadfield, Silverman

30 Noes: None

31 Absent: Davis and Francisco

32 Motion carried: 3-0-2

33

34 **OPEN TIME FOR PUBLIC EXPRESSION**

35 None.

36

37 **AGENDA ADJUSTMENTS**

38 None.

39

40



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

41 **CHIEF'S REPORT**

42 Administrative Items:

43 Training/Control Burns at H Ranch were suspended by Air Quality Management District for  
44 today Wednesday June 22. It is anticipated that conditions will improve for the burns on  
45 Thursday and Friday. The training area is part of privately owned H-Ranch except for a small  
46 section of the Indian Tree Open Space Preserve, which is managed by Marin County Parks. All  
47 the burning will be conducted in accordance with the Bay Area Air Quality Management District  
48 and with other fire participating fire agencies in Marin, including the Novato Fire Protection  
49 District. Event organizers will be in daily contact with the air control district to evaluate smoke  
50 dispersal. Training organizers understand resident concerns about conducting controlled burns  
51 during a spring season that has produced very little rain. The burn site is surrounded by a  
52 combination of fire control lines and dirt roads that are in place to keep the fire from spreading  
53 beyond the training area. Additional firefighters are also on hand to support the holding  
54 operations.

55 Fireworks: The 4th of July is fast approaching. All fireworks, including consumer fireworks, are  
56 illegal in Novato and Marin County. In addition, consumer fireworks are NO longer available for  
57 sale in Petaluma, nor in Cotati, Healdsburg, Santa Rosa, Sonoma, Unincorporated Sonoma, or  
58 Windsor. Safe & Sane Fireworks ARE still allowed in Cloverdale, Rohnert Park, and Sebastopol.  
59 NFD will be putting out on social media stressing the hazards and risks of fireworks. Chief  
60 Whittet will send out a press release prior to the 4th of July There is a good chance that people  
61 will celebrate the 4th of July with illegal fireworks. Last year (2020 & 2021) NPD responded to  
62 calls 96 for fireworks. As in the past, if members of the public bring in any fireworks to the fire  
63 stations, we refer them to NPD. If available, an NPD officer will meet them at the City Corp yard  
64 and put them in a safe locker until they can be destroyed.

65 Increase in vegetation fire starts: We have experienced a jump in fire starts from our homeless  
66 population this month. There have been over 10 starts in the last two weeks attributed to several  
67 identified individuals of interest. Four individuals have been cited, and or arrested only to be  
68 released immediately by the sheriff's office. We are working with our local law enforcement  
69 partners to build cases for the DA's consideration for additional charges.

70 Field Day: This Saturday, June 25th the North Marin RACES team will meet at Novato Fire  
71 Admin to participate in "Field Day". Every June, more than 40,000 radio operators throughout  
72 North America set up temporary transmitting stations in public places to demonstrate amateur  
73 radio's science, skill and service to our communities and our nation. It combines public service,  
74 emergency preparedness, community outreach, and technical skills all in a single event. This  
75 year, our North Marin RACES team will simulate the EOC has been damaged in a major  
76 earthquake forcing the team to establish local, regional and national communications from the  
77 parking lot using a temporary antenna and non-domestic alternative power. The team will be led  
78 by Novato resident Mr. Jerry Foster who, for the past 35 years, has stood at the ready in case



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

79 disaster strikes our community. Field Day has been an annual event since 1933, and remains a  
80 popular event to practice emergency communications response and readiness capabilities.

81 Evacuation Drill: Novato Fire, Novato Police, MCSO & CHP will be hosting an Evacuation Drill  
82 Event for the Pacheco Valle and Black Point areas, Saturday, June 25th. Notifications will be  
83 made via Alert Marin. The Evacuation will start at the two neighborhoods and Margaret Todd  
84 Center will be the designated meeting places for neighbors. The Evacuation Drill event will  
85 begin at 9:30 am and will run until noon.

86 Captain's Test & Promotions: We completed a Captain's Promotional Test the week before last  
87 and selected Marvin Blandon for promotion. He will start on July 1st. This promotion created an  
88 opening in the Engineer's ranks and Chris Goodspeed was promoted to engineer.

89 The new Capt./Training Officer position will be announced today. The application period is  
90 through July 15th. Interview and appointment will follow with an anticipated start date of August  
91 1st.

92 In collaboration & cooperation with the Novato Professional Firefighters Association, we have  
93 successfully updated the Out of County Personnel and Apparatus Policy #342 incorporating the  
94 voluntary aspects negotiated in the most recent NPFA MOU. Chief Whittet assisted with the  
95 planning and implantation aspects of the new policy and we will begin implantation this week.  
96 Per the MOU, this new policy has three-year implementation and revision features going  
97 forward.

98 NFD Engineers working as Paramedics: We anticipate engineers being able to function as  
99 paramedics to cover open FF/PM shifts to being on July 1st. This opportunity is the result of fire  
100 chief station visits and listening sessions to improve our overall EMS delivery, and support our  
101 medics from having to work excessive mandatory OT shifts. This program deepens the bench of  
102 available trained and highly skilled resource within our own ranks.

103 NFD Reserve Program 2.0: Staff is meeting this week to review the scope of the new reserve  
104 program designed to enhance our capabilities and bring in new talent to our organization. One of  
105 the critical features of the program is to be able to fill any vacancies in our ranks when existing  
106 employees retire, and shorten the reflex time to full time employment, with turn key employees  
107 that we have trained, vetted, and prepared for success. This is a reimagining of a program we had  
108 several years ago, bringing it back leaner and more targeted to our current and future staffing  
109 needs.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

110 **CONSENT CALENDAR**

111 1. Minutes of Regular Board of Directors Meeting 6.1.22

112

113 There was no public comment

114 M/S Goines/Hadfield to approve the minutes of the Regular Board Meeting of 6.1.2022.

115 Roll Call Vote

116 Ayes: Goines, Hadfield, Silverman

117 Noes: None

118 Absent: Davis and Francisco

119 Motion carried: 3-0-2

120

121 **NEW BUSINESS**

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

124 Staff recommended adopting resolution 2022-12 as amended, correcting the terms to two  
125 (2) 4-year terms and one (10) 2-year term, as advised by the Marin County Office of  
126 Elections.

127 There was no public comment

128 M/S Hadfield/Silverman to adopt Resolution 2022-12 as amended, correcting the terms to two  
129 (2) 4-year terms and one (10) 2-year term, as advised by the Marin County Office of Elections.

130 Roll Call Vote

131 Ayes: Goines, Hadfield, Silverman

132 Noes: None

133 Absent: Davis and Francisco

134 Motion carried: 3-0-2

135

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

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

138 a. Adopt the Preliminary Budget for Fiscal Year 2022/2023

139 b. Establish the date for adopting the Final Budget for Fiscal Year 2022/2023 on the August  
140 3, 2022 regular Board meeting.

141

142 Finance Director Joe Valenti reviewed the budget details and the date necessary to adopt the final  
143 budget. He noted there may still be a few revisions to the final budget as some data, such as health  
144 insurance premiums for the upcoming year, have not yet been received.

145

146 The highlights were revenue of approximately \$37,000,000 and expenditures of approximately  
147 \$37,000,000.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

148 Services and Supplies category was increased 17.50% due to 3 new positions, apparatus purchases and  
149 adding back in normal activities that had been delayed or cancelled due to Covid. The District is also  
150 reviving the Reserve Program and allotting funds for cyber security updates.

151  
152 Retirement contributions decreased due to a banner year for MCERA investments with a return of 32%.  
153 That gain will be smoothed over 3 years. The OPEB contribution was also reduced due to investment  
154 gains. And FASIS premium was reduced due to improved claims history.

155  
156 Salaries and Benefits category rose 3%, as expected in line with MOU increases based on the property  
157 tax revenue increase. The District is also allotting funds for a staffing and an EOC consulting position.

158  
159 There are increases in certain expenditures such as fuel and utilities of around 15-20%.

160  
161 There was no public comment  
162 M/S Goines/Hadfield to adopt the Preliminary Budget for Fiscal Year 2022/2023, and  
163 establish the date for adopting the Final Budget for Fiscal Year 2022/2023 on the August 3, 2022 regular  
164 Board meeting.

165  
166 Roll Call Vote  
167 Ayes: Goines, Hadfield, Silverman  
168 Noes: None  
169 Absent: Davis and Francisco  
170 Motion carried: 3-0-2

171  
172 3. Installation of a Security Gate at Station 62  
173 Staff recommended purchasing and installing a security gate at Station 62 which will  
174 require a key code entry to the rear of the station which is very similar to the gate  
175 installed at Station 64.

176 Chief Tyler detailed the need for better security at Station 62. There have been some thefts.

177  
178 There was no public comment  
179 M/S Goines/Hadfield to purchase and install a security gate at Station 62 which will require a  
180 key code entry to the rear of the station which is very similar to the gate installed at Station 64.

181 Roll Call Vote  
182 Ayes: Goines, Hadfield, Silverman  
183 Noes: None  
184 Absent: Davis and Francisco  
185 Motion carried: 3-0-2

186



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

187 4. Communications Center Cost Increase  
188 Staff recommended allowing the County of Marin Sheriff's Office agreement for  
189 emergency dispatch, 911, and related CAD based services to automatically renew on July  
190 1, 2022.

191 Chief Tyler detailed the need for renewal of Dispatch Services. It represents a 1% increase. He  
192 also noted that the County Fire Chiefs are working with the County Sherriff to update and  
193 streamline the scope of future contracts.

194  
195 There was no public comment  
196 M/S Hadfield/Goines to allow the County of Marin Sheriff's Office agreement for emergency  
197 dispatch, 911, and related CAD based services to automatically renew on July 1, 2022.

198 Roll Call Vote

199 Ayes: Goines, Hadfield, Silverman

200 Noes: None

201 Absent: Davis and Francisco

202 Motion carried: 3-0-2

203

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

206

207 Chief Tyler detailed the renewal terms with Marin IT, and noted we will be using Marin IT throughout  
208 our cyber security upgrade process. The District continues to need the expert consulting and support of a  
209 rapidly evolving IT world.

210

211 There was no public comment

212 M/S Goines/Silverman to renew the contract with Marin IT for the 2022-2023 year.

213 Roll Call Vote

214 Ayes: Goines, Hadfield, Silverman

215 Noes: None

216 Absent: Davis and Francisco

217 Motion carried: 3-0-2

218

219 **INFORMATION**

220 1. Upcoming Dates: Next Board Meeting: July 6, 2022

221

222



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
June 22, 2022

---

223  
224  
225  
226  
227  
228  
229  
230

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 11:09 a.m.

Submitted by,

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

231  
232  
233

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines. Mike Hadfield  
5 (arrived 10:04 a.m.)

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa,  
9 Purchasing Administrator Colleen Walraven. BCs John Dicochea and Erich Mesenburg. FF/PM  
10 Mark Larroque, Admin Asst. Lauren Galli,

11

12 **OTHERS PRESENT**

13 District Counsel Peter Spoerl and John Dietrich. Resident Bruce Bartel

14

15 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

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

23 There was no public comment.

24 M/s Goines/Davis to adopt Resolution 2022-19.

25 Roll Call Vote

26 Ayes: Davis, Francisco, Goines and Silverman

27 Noes: None

28 Abstain: None

29 Absent: Hadfield

30 Motion carried 4-0-0-1.

31

32 **PRESENTATION**

33 1. Fire Chief Bill Tyler presented an end of year MWPA update (PowerPoint).  
34 Director Francisco asked about funding. Chief Tyler noted that another “measure C” will go to  
35 the voters in 8 years.

36

37 Director Goines noted that the MWPA via Novato Fire is the gold standard, and asked how long  
38 it would take to have all home assessments completed.

39 Chief Tyler noted that the timing is unknown, but the WMS continue to do Roadside  
40 Assessments.





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

41  
42 Director Francisco asked if chipper crews could become permanent?  
43 Chief Tyler noted that the District strives for the most efficient use of the MWPA funds, and  
44 permanent chipper crews might not be the most efficient, as opposed to contracting with them as  
45 needed.

46  
47 Director Silverman asked if Cities are helping with grant funding or just Fire Agencies?  
48 Chief Tyler noted that all 17 member agencies have control of the 20%, and can direct those  
49 funds to grants. There are multiple ways to access MWPA funding.

50  
51 Resident Bartel asked about the timing, and noted his thanks for all of the helpful information.

52  
53 Director Goines noted that the MWPA Citizen Oversight Committee issued a report that is about  
54 to be approved by the MWPA, and it indicates the member agencies are adhering to the letter of  
55 the Measure C law, and are fiscally responsible.

56  
57 Director Francisco asked about the possibility of this type of funding being permanent.  
58 Chief Tyler noted that the 10 year sunset clause means greater control for the public and makes  
59 the measure more palatable. The measure needs 2/3 approval, and the hope is the programs are  
60 so successful that the public will have no issue re-approving the funding.

61  
62 Director Goines asked how long the shaded fuel break might take to complete.  
63 VPPM manager Mike Swezy noted it could be about 5 years.

64  
65 Chief Tyler noted that the McNear's Beach event to thank Director Goines for his 2 year stint as  
66 MWPA president is to be held 7/22/22 from 4-7 p.m.

67  
68 **OPEN TIME FOR PUBLIC EXPRESSION**

69 None.

70  
71 **AGENDA ADJUSTMENTS**

72 None.

73  
74 **ASSOCIATION PRESIDENTS' REPORT**

75 FF/PM Mark Larroque noted that good relationship between the Association and Management  
76 on the issues of continuous hiring, the Reserve program restart, the voluntary out of county sign  
77 up process, the engineer at overtime medic policy, and assured the Board that crews will go on  
78 regional fires when needed. He also noted the lack of medics with deep experience, and the  
79 association does not want to lower standards. All are working hard to make sure our medics  
80 succeed. The Training Captain position is being tweaked, but is well supported.

81  
82 **DIRECTOR MATTERS**

83 Director Davis noted that he attended the Black Point and the Pacheco Valle evacuation drills  
84 and saw a committed public.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

85  
86 Director Francisco was with Deputy Chief McCarthy at the MCI drill and with Chief Mesenburg  
87 at the H Ranch live burn. He noted was impressed with the good coordination between the  
88 multiple agencies. He noted he was first on scene at the Art and Wine festival for 2 medical  
89 incidents. He was impressed by the speed with which the crews got on scene. He also noted great  
90 crew response on a personal incident.

91  
92 **CHIEF'S REPORT**  
93 Administrative Items:

94 Standards of Cover: Citygate Associates is pleased to present our final Standards of Response  
95 Coverage Analysis Report for the Novato Fire Protection District. The goal of this SOC analysis  
96 is to identify current services and desired service levels and then assess the district's ability to  
97 provide them. After understanding any gap sin operations and resources, Citygate provides  
98 recommendations to improve District operations and services over time. We will be looking to  
99 share this report with the directors in a study session in August or September.

100 We are pleased to announce the return of Novato Fire Squirts for the summer of 2022. The camp  
101 dates will be Tuesday July 12 through Saturday July 16. The camp is for children aged 9 to 14.  
102 Camp starts promptly at 0830 and runs until 3:30 pm most days. T shirts, turnouts, lunches,  
103 snacks, take home gifts, refreshments and fun are all provided. There is no cost to attend this  
104 camp as it is supported and financed by our amazing Novato Fire Foundation. 2022 Mantra: It's  
105 Gonna Be Great! Ryan Hamilton is the IC. Retired former IC Tom Gaulke will most likely be  
106 honored at the Muster on July 16<sup>th</sup>. All are welcome to come see the Muster.

107 The Prevention team is scheduled to begin interviews for the Fire Inspector position on Monday,  
108 July 11th and Tuesday, July 12th. We initially received over 17 applications for the job.

109 Novato City Council Presentation: I gave a presentation to the Novato City Council on our  
110 21/22-year end MWPA programs and projects. The City Council members were appreciative of  
111 the work we have completed and are looking forward to this next year's scope of work. We even  
112 managed to get one the city council members to sign up for an assessment.

113 We have set up a meeting next week with the City of Novato to take another look and reducing  
114 the fuels from the homeless encampment areas behind the skatepark in Hamilton.

115 NFD will participate in an in-person meeting later this month with the Marin Fire Chiefs and the  
116 MCSO to discuss our fire dispatch services. We have not met since February, and several topics  
117 need to be addressed, such as services, support, staffing, and costs.

118 Near Miss Incident Green Sheet was prepared by training for the 6-10-2022 Ammo Hill Fire. A  
119 copy of the Green Sheet was shared with the entire organization and agencies that responded to  
120 assist us in this 2-alarm vegetation fire.

121



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

122 This week we completed an after-action review--meeting with the crews for the Center Rd., Fatal  
123 Fire. All crew members present shared their actions and lessons learned to the entire team. A  
124 written report is being completed by the training division.

125 We received a letter was sent from Troy Peterson at County EMS. It highlights the current  
126 struggles of paramedic hiring and impacts to the county and what is occurring throughout the  
127 state EMS systems.

128 Our Management Negotiations Team (Mike, Jim, & John) continues to meet with the Chief  
129 Officers Association.

130 Workers Comp: Six employees remain off duty on W/C; one additional employee is on light  
131 duty.

132

133 **CONSENT CALENDAR**

134 1. Minutes of Special Board Meeting 6.22.22

135 2. Ambulance Fee Debt Write Off Due to Hardship

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

138 ▶ F21021920 \$200.00

139 ▶ F21027614 \$3,485.36

140

141 There was no public comment.

142 M/s Hadfield/Goines to approve Consent Calendar items 1-2.

143 Roll Call Vote

144 Ayes: Davis, Francisco, Goines, Hadfield and Silverman

145 Noes: None

146 Abstain: None

147 Motion carried 5-0-0.

148

149 **NEW BUSINESS**

150 1. Fuel Tank Maintenance

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

153 Chief Tyler detailed the need to amend the contract.

154

155 There was no public comment.

156 M/s Davis/Silverman to amend a three (3) year contract with Armour Petroleum Service &  
157 Equipment Corporation ("Armour") to a five (5) year contract.

158 Roll Call Vote

159 Ayes: Davis, Francisco, Goines, Hadfield and Silverman

160 Noes: None



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

161 Abstain: None  
162 Motion carried 5-0-0.  
163

164 2. MWPA Advertising Campaign Contract Renewal  
165 Staff recommended renewing the master services agreement dated November 29, 2021  
166 with Kiosk Creative, LLC, a marketing agency, to continue to develop an advertising  
167 campaign aimed at increasing resident and business participation in the Marin Wildfire  
168 Prevention Authority (MWPA) funded property assessments for matching grants.

169 Chief Tyler detailed the contract and the work performed by Kiosk.

170  
171 There was no public comment.  
172 M/s Francisco/Hadfield to renew the master services agreement dated November 29, 2021 with  
173 Kiosk Creative, LLC, a marketing agency, to continue to develop an advertising campaign aimed  
174 at increasing resident and business participation in the Marin Wildfire Prevention Authority  
175 (MWPA) funded property assessments for matching grants.

176 Roll Call Vote  
177 Ayes: Davis, Francisco, Goines, Hadfield and Silverman  
178 Noes: None  
179 Abstain: None  
180 Motion carried 5-0-0.

181  
182 3. MWPA Roadside Evacuation Routes Project Contract  
183 Staff recommended that the Board approve to extend the term and to increase the amount  
184 of Schedule No. 1 under the MSA with Sonoma-Marine Arborists for vegetation  
185 management services under the MWPA program.

186 Chief Tyler detailed the Master Services Agreement with the arborists.

187  
188 There was no public comment.  
189 M/s Davis/Goines to approve an extension to the term and to increase the amount of Schedule  
190 No. 1 under the MSA with Sonoma-Marine Arborists for vegetation management services under  
191 the MWPA program.

192 Roll Call Vote  
193 Ayes: Davis, Francisco, Goines, Hadfield and Silverman  
194 Noes: None  
195 Abstain: None  
196 Motion carried 5-0-0.  
197

198 4. Contract for Electrical Contractor or As Needed Services



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

199 Staff recommended that the Board approve that the District enter into a master services  
200 agreement with Fowler Electric Services, Inc. (“Fowler”) for a three-year term with the  
201 option to renew for two (2) one (1) year terms.

202 Chief Tyler noted that Fowler’s work has been excellent, responsive and was 14% lower than  
203 other bids.

204  
205 There was no public comment.

206 M/s Francisco/Silverman to approve that the District enter into a master services agreement with  
207 Fowler Electric Services, Inc. (“Fowler”) for a three-year term with the option to renew for two  
208 (2) one (1) year terms.

209 Roll Call Vote

210 Ayes: Davis, Francisco, Goines, Hadfield and Silverman

211 Noes: None

212 Abstain: None

213 Motion carried 5-0-0.

214

215 **COMMITTEE REPORTS**

216

217 1. MERA (Director Silverman and Director Hadfield)

218 Director Silverman noted that progress continues. Motorola is installing equipment. Bid package  
219 1 is complete, and 1a is nearly done. Second bid package for 6 more sites is in process. Counsel  
220 Spoerl noted the completion of a lease agreement with the Cooley family site.

221

222 2. Finance Committee (Directors Davis and Goines) No report.

223

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

225 Director Goines reported that the MWPA approved their \$20,000,000 budget. All 17 agencies  
226 have comprehensive plans. Novato’s 250 acre work plan and chipper program were approved.  
227 He noted the Ross Valley shaded fuel break plan was approved and that they also received \$3.5  
228 million from Cal Fire. He commented that the Board has worked with environmental groups for  
229 2.5 years, and the Board has approved a best practice document regarding defensible space,  
230 vegetation management and biomass management.

231 The Board also approved \$125,000 for office space at Marin Commons. Dennis Rodoni has  
232 expressed interest in being the next MWPA President, and Julie MacMillan as Vice President.

233

234 **FINANCIAL REPORTS**

235 There were no questions.

236 1. Financial Reports, May 2022:

237 a. Revenues, Expenditures and Changes in Fund Balance Financial Report



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 6, 2022

---

- 238                   b. Revenues and Expenditures Detail Financial Report  
239                   c. Vendor Summary Financial Report  
240                   d. MWPA Revenues and Expenditures  
241  
242           2. District Monthly Contracts Information  
243

244   **INFORMATION**

- 245           1. Customer Surveys May 2022  
246           2. MERA Monthly Update May 2022  
247           3. 2022 MWPA Q4 Quarterly Workplan Report  
248           4. Written Communications - Letters were read.  
249

250   **CLOSED SESSION**

251   The Board ended open session and entered closed session at 11:13 a.m.  
252

253   **CONFERENCE WITH LABOR NEGOTIATORS**

254   Government Code Section 54957.6  
255   Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli  
256   Represented Employee group: Novato Chief Officers Association.  
257

258   The Board exited closed session at 1:00 p.m. There was no reportable action.  
259

260   **ADJOURNMENT**

261   There being no further business to conduct, President Silverman adjourned the meeting at  
262   1:00 p.m.  
263

264   Submitted by,  
265

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

266  
267   Jeanne Villa, Recording Secretary  
268



**Novato Fire District Board of Directors  
Special Finance Meeting Committee Minutes  
July 19, 2022**

---

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

**ROLL CALL**

Directors, Bill Davis and Bruce Goines were present.

**STAFF MEMBERS PRESENT**

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

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**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

There was no public comment.

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

Roll call vote.

Ayes: Davis, Goines

Noes: None

Motion carried 2-0

**NEW BUSINESS**

1. New Purchasing Policy and Procedures

Staff requested that the Finance Committee recommend the new purchasing policy to the Board of Directors.

Chief Tyler detailed the need to align as closely as possible to the County of Marin's purchasing policies.

Purchasing Administrator Walraven reviewed the changes in this most recent version of the purchasing policy, and noted there will be training so that all purchasers understand the new process.

Legal counsel Peter Spoerl has reviewed all of the changes.



**Novato Fire District Board of Directors  
Special Finance Meeting Committee Minutes  
July 19, 2022**

---

At the County, the “purchasing agent” has the authority to purchase goods, services and enter into contracts. The purchasing agent can also delegate purchasing tasks to division head or commodity buyers (lower dollar thresholds).

The closest position to the County’s Purchasing Agent is the Fire Chief, who has the sole authority (up to his defined limits) to also enter into professional services contracts with attorneys, architects, and other similar types of services requiring specialized knowledge. Electricians, plumbers and like will now be considered “trades” rather than professional services. Contracts with Trades will be different from professional services.

There was no public comment.

M/s Goines/Davis to recommend approval of the new purchasing policy to the Board of Directors.

Roll call vote.

Ayes: Davis, Goines

Noes: None

Motion carried 2-0

**2. MWPA Budget process – verbal update from Finance Director Joe Valenti**

Finance Director Joe Valenti commented that the District will develop a budget for 2022-2023 from the MWPA budget summary and tie the funds to projects within the approved program of work.

There is also a need to tie in the Core funds, and Quickbooks has been found to not be the best vehicle for this function.

Core projects will be tracked on an Excel spreadsheet, and can track program funds against the budget limits. Excel will be used to supplement the data in Quickbooks, but at a project level. Quickbooks is not designed to track dollars against projects.

Chief Tyler noted that the District would like to use unspent chipping program funds for vegetation management projects, but the District needs better tracking tools to avoid over commitment of funds. The District would like flexibility to adapt as new, urgent projects arise, such as the recent homeless encampment fire that can threaten surrounding areas.

Director Goines noted that the District has a clear process of project management, and did not want the micro management, but an Excel sheet won’t be overly burdensome. He noted the use of d space funds should be fully allowable for local projects, and the District needs to remain, as they have been, in compliance with CEQA.

VPPM Mike Swezy noted that all projects meet environmental compliance.





**Novato Fire District Board of Directors  
Special Finance Meeting Committee Minutes  
July 19, 2022**

---

Chief Tyler commented that the District may need a part time employee to cut checks, and maintain the project level data that the MWPA has requested. RGS may have a bookkeeper that can handle the MWPA accounting.

Director Goines noted that the District and the MWPA is fully transparent in how the funds are spent. Changes to projects should be made public.

Chief Tyler noted that after the RGS bookkeeper has a process established, we can report out to the full Board.

**INFORMATIONAL ITEMS**

None

**TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

None

**ADJOURNMENT**

There being no further business to conduct, President Davis adjourned the meeting at 9:34 a.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
July 25, 2022

---

1 The meeting was called to order by President Silverman at 11:00 a.m. via Zoom.

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Bruce Goines and Mike Hadfield

5

6 **ABSENT**

7 Shane Francisco

8

9 **STAFF MEMBERS PRESENT**

10 Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Jeanne Villa,

11

12 **OTHERS PRESENT**

13 Negotiators James Galli, John Dietrich

14

15 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

18 Staff recommended that the Board adopt Resolution 2022-20, a Resolution of the Board Of  
19 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
20 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
21 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
22 District for the period July 25, 2022 – August 24, 2022 pursuant to Brown Act provisions.

23 There was no public comment.

24 M/s Davis/Hadfield to adopt Resolution 2022-20.

25 Roll Call Vote

26 Ayes: Davis, Goines, Hadfield and Silverman

27 Noes: None

28 Absent: Francisco

29 Motion Carried 4-0-0

30

31 **OPEN TIME FOR PUBLIC EXPRESSION**

32 None.

33

34 The Board entered Closed Session at 11:02 a.m.

35

36 **CLOSED SESSION**

37 1. **CONFERENCE WITH LABOR NEGOTIATORS**

38 Government Code Section 54957.6

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

40 Represented Employee group: Novato Chief Officers Association



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
July 25, 2022

---

41

42

43 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

44 Title: Deputy Fire Chief

45 (pursuant to California Government Code 54954.5)

46 The Board re-entered open session at 12:30 pm. There was no reportable action.

47

48 **ADJOURNMENT**

49 There being no further business to conduct, President Silverman adjourned the meeting at  
50 12:30 p.m.

51

52 Submitted by,

53

54

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

55

56

57 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
8 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, Battalion Chiefs  
9 Whittet, Dague, Dicochea, Smith, and Mesenburg, FF/PM Mark Larroque, MIS Coord. Azar  
10 Mashintchian, HR Manager Gretchen Felciano

11

12 **OTHERS PRESENT**

13 District Counsel John Dietrich, James Galli, Novato Residents Bruce Bartel and Rebecca Suggs..

14

15 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

18 Staff recommended that the Board adopt Resolution 2022-21 a Resolution of the Board Of  
19 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
20 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
21 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
22 District for the period August 10, 2022 – September 9, 2022 pursuant to Brown Act provisions.

23 There was no public comment.

24 M/s Goines/Davis to adopt Resolution 2022-21.

25 Roll Call Vote

26 Ayes: Davis, Francisco, Goines, Hadfield, and Silverman

27 Noes: None

28 Abstain: None

29 Absent: None

30 Motion carried 5-0-0.

31

32 **OPEN TIME FOR PUBLIC EXPRESSION**

33 None.

34

35 **AGENDA ADJUSTMENTS**

36 None.

37

38 **ASSOCIATION PRESIDENTS' REPORT**

39 NPFA President Mark Larroque thanked the Board and Management for the new Out of County  
40 policy. He noted the new policy will have a real world effect on the stability in firefighters'  
41 home, leading to less risky behavior by firefighters' children. He says the Association is ready to  
42 deploy to cover out of county incidents and will do so with full firefighting spirit. Mr. Larroque



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

43 also invited any non-NPFA members who disagree with the new policy to speak with him  
44 directly. He and the NPFA would appreciate a cessation of degrading comments regarding the  
45 new policy that was supported and adopted by the Board and management.

46

47 **DIRECTOR MATTERS**

48 None

49

50 **CHIEF'S REPORT**

51 **Administrative Items:**

52 We have a new Admin Temp up front: Since Ryan has gone back to school, we have a new  
53 admin assisting up front. Please say hi to Christina Szele next time you are in the office.

54 FF/PM Job Openings: We have set aside two dates later this month for interviews for new  
55 FF/PM hires. We are adding in a paramedic evaluation component to our next hiring cycle. We  
56 anticipate job offers to one or two employees in this continuous hire process. Interview dates are  
57 scheduled for August 22nd & 23rd.

58 Fire Inspector: Our own FF/PM Justin Conner was the top pick for our open fire inspector  
59 position. His start date is TBD.

60 Fire Mechanic: The interviews are complete and we made a job offer to the top candidate. That  
61 individual is now in the background process and we look forward to getting him onboard and  
62 shadowing Kenny until his retirement.

63 New Reserve Program: I am in the process of reviewing a NPFA Reserve Program and policy  
64 proposal—it is anticipated that we can begin to promote and recruit for this new program in the  
65 next 30 to 60 days.

66 **OPS:** D/C McCarthy: Gerald was the Acting Fire Chief while I was on vacation

67 Fires: McKinney Fire (Siskiyou County) 58,668 acres, 40% contained. Four civilian deaths

68 Six Rivers Lightning Complex: (Humboldt County) 10,000 acres, 0% containment

69 Out of County: Novato has one B/C assigned as a strike team trainee assigned to Marin TF2140

70 **Training:** B/C Mesenburg—

71 BC Mesenburg organized a push bumper manipulative training for chief officers

72 Secured FF1 certification testing for new members through SRJC and Sierra College

73 Participated in Confined Space drill with A Shift

74 **EMS Division:** B/C Barrett Smith—

75



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

76 Reviewed plan for new fitness equipment at stations. The plan is to replace two older weight  
77 racks at station 61 and 65. Purchases will be made soon.

78 Confirmed start date with paramedic intern on 8/18 (B-Shift). Andy Saldana will be the lead  
79 preceptor and Jason Pace will be the backup.

80 Participating in a Sidewalk CPR event on 8/13/22

81 Pinnacle Fitness - we are finalizing the contract for annual physicals.

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

83 Attended National Night Out at Pocket Park with Novato Police from 5-7pm

84 Reviewed changes in the 2022 CFC to prepare for the MCFO Code Adoption meeting

85 **Facilities Update:** Chief Dague—

86 An HVAC unit failed at station 61 kitchen; it needs roof replacement prior to new HVAC install.

87 Generators arrival date determined for the end of August and September time frames. Bids are  
88 being developed for the install.

89 Security gate at station 62 change orders have increased the costs.

90 End of Report

91

92 **CONSENT CALENDAR**

93 1. Minutes of Regular Board Meeting 7.6.2022

94

95 2. Minutes of Special Board Meeting 7.25.2022

96

97 3. EMS Billing Debt Write off due to Hardship

98

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

100

101 5. Director Travel to Fire Shows West Conference September 26-29, 2022 in Reno Nevada.  
102 The Board is requested to review and approve travel to Fire Shows West for Director  
103 Silverman.

104 There was no public comment.

105 M/s Goines/Davis to approve Consent Calendar items 1-5.

106 Roll Call Vote

107 Ayes: Davis, Goines, Hadfield, and Silverman

108 Noes: None

109 Abstain: None



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

110 Absent: Francisco (lost cell phone connection)  
111 Motion carried 4-0-0-1.

112  
113 **NEW BUSINESS**

114 1. Adoption of the Annual Budget for Fiscal Year 2022/2023  
115 Board approval was requested to consider Staff's recommendation to adopt the Annual  
116 Budget for Fiscal Year 2022/2023

117 Finance Director Valenti reviewed the Final Budget 2022-2023. There were 3 changes of note:  
118 1. The unassigned fund balance increased by \$152,000  
119 2. The Health Insurance premium increased by \$103,000, about 6.6%  
120 3. The Assigned fund balance for Training Captain was decreased by \$250,000, as we  
121 will pay for the position from this reserve account.

122 Total Expenditures are at \$38.2 million and total revenue is at \$38.2 million dollars.

123  
124 There was no public comment.

125 M/s Davis /Hadfield to adopt the Annual Budget for Fiscal Year 2022/2023

126 Roll Call Vote

127 Ayes: Davis, Goines, Hadfield, and Silverman

128 Noes: None

129 Abstain: None

130 Absent: Francisco (lost cell phone connection)

131 Motion carried 4-0-0-1.

132

133 2. Remount of 2 Fire District Ambulances

134 Board approval was requested to accept staff's recommendation to enter into contract  
135 with Professional Sales and Service L.C. for the purpose of remounting Two (2) Horton  
136 Type III unit to a Type I mounted on a 2023 Ford F-550 4 X 2 Gasoline Chassis. Board  
137 approval is to approve the Bid and Master Service Agreement in the amount not to  
138 exceed \$575,000.

139 Chief Tyler reviewed the details and the cost savings of a remount vs a new purchase, and the  
140 District can expect another 10 years of service life out of the ambulance remount.

141

142 Director Hadfield asked how many times can the box be remounted. Chief Whittet noted they  
143 can probably be remounted 1 further time.

144

145 Director Silverman asked about the change from diesel to gas.

146 Chief Whittet commented that changing to gas makes the maintenance much easier.

147

148 There was no public comment.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

149 M/s Hadfield/Goines to accept staff's recommendation to enter into contract with Professional  
150 Sales and Service L.C. for the purpose of remounting Two (2) Horton Type III unit to a Type I  
151 mounted on a 2023 Ford F-550 4 X 2 Gasoline Chassis. Board approval is to approve the Bid  
152 and Master Service Agreement in the amount not to exceed \$575,000.

153 Roll Call Vote

154 Ayes: Davis, Goines, Hadfield, and Silverman

155 Noes: None

156 Abstain: None

157 Absent: Francisco (lost cell phone connection)

158 Motion carried 4-0-0-1.

159

160 3. New Purchasing Policy and Procedures

161 Board was requested to accept the Finance Committee's recommendation to approve new  
162 Purchasing Policy and Procedures.

163 Chief Tyler detailed the process to align with the County of Marin as is required. Legal counsel  
164 has reviewed and supported the updates.

165 Purchasing Admin Walraven noted the policy is more complete in its terms, conditions, ethical  
166 conduct, equal opportunity and grant compliance areas.

167

168 There was no public comment.

169 M/s Davis/Silverman to accept the Finance Committee's recommendation to approve new  
170 Purchasing Policy and Procedures

171 Roll Call Vote

172 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

173 Noes: None

174 Abstain: None

175 Absent: None

176 Motion carried 5-0-0-0

177

178 4. MWPA Chipper Days Contract

179 Staff recommended that the Board approve an increase to the World Tree Service, Inc.  
180 contract amount for the Chipper Days project in support of vegetation management  
181 services under the Marin Wildfire Prevention Authority ("MWPA") program.

182 There was no public comment.

183 M/s Goines/Hadfield to approve an increase to the World Tree Service, Inc. contract amount for  
184 the Chipper Days project in support of vegetation management services under the Marin Wildfire  
185 Prevention Authority ("MWPA") program.





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

186 Roll Call Vote

187 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

188 Noes: None

189 Abstain: None

190 Absent: None

191 Motion carried 5-0-0-0

192

193 5. Change Order for Security Gate Installation at Station 62

194 Staff recommended that the Board approve a change order for the security gate

195 installation at Station 62. The change order is for a change in materials at a nine percent

196 (9%) cost increase.

197 Chief Tyler detailed the cost increase for the security gate that is needed due to recent thefts.

198

199 There was no public comment.

200 M/s Davis/Silverman to approve a change order for the security gate installation at Station 62.

201 Roll Call Vote

202 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman

203 Noes: None

204 Abstain: None

205 Absent: None

206 Motion carried 5-0-0-0

207

208 6. Request for additional funding in the amount of \$250,000.00 for the purchase of two (2)

209 new Type 1 pumpers.

210 Board approval was requested to increase the Vehicle Apparatus Replacement capital

211 budget in the amount of \$250,000.00 to provide for the purchase of two (2) new Type 1

212 pumpers in accordance with our Vehicle replacement plan.

213 Chief Tyler detailed the need to cover the cost increases and increase the operating expenses

214 from the Apparatus Reserve fund.

215

216 Director Francico asked about the age of the apparatus being replaced.

217 Chief Whittet commented that the apparatus have been in use for 25 years.

218

219 There was no public comment.

220 M/s Hadfield/Silverman to increase the Vehicle Apparatus Replacement capital budget in the

221 amount of \$250,000.00 to provide for the purchase of two (2) new Type 1 pumpers in

222 accordance with our Vehicle replacement plan.

223 Roll Call Vote

224 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

225 Noes: None  
226 Abstain: None  
227 Absent: None  
228 Motion carried 5-0-0-0  
229

230 7. Purchase of two (2) new Type 1 1500 GPM Pumps.  
231 Board approval was requested to accept staff's recommendation to purchase two (2) new  
232 Type 1, 1500 Gallon Per Minute (GPM) pumpers from Hi Tech Emergency Vehicle  
233 Service Inc. in an amount not to exceed \$2,000,000.

234 Chief Tyler detailed the purchase request to replace 2 apparatus that over 25 years old.  
235

236 Director Silverman asked about supply chain issues.  
237 Chief Whittet noted that typical delivery time is 180 days, but is now 300 days.  
238

239 There was no public comment.  
240 M/s Hadfield/Davis to accept staff's recommendation to purchase two (2) new Type 1, 1500  
241 Gallon Per Minute (GPM) pumpers from Hi Tech Emergency Vehicle Service Inc. in an amount  
242 not to exceed \$2,000,000.

243 Roll Call Vote  
244 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman  
245 Noes: None  
246 Abstain: None  
247 Absent: None  
248 Motion carried 5-0-0-0  
249

250 8. Resolution 2022-22, a Resolution of the Novato Fire Protection District Ratifying the  
251 Employment Agreement Between the Novato Fire District and Deputy Chief Gerald  
252 McCarthy  
253 Board approval was requested to adopt resolution 2022-22 approving the Employment  
254 Agreement of Deputy Chief Gerald McCarthy.

255 Chief Tyler detailed the resolution and the requirement to review the Employment Agreement on  
256 July 16, 2022, which was done. The agreement is in alignment with the other labor and  
257 individual agreements previously agreed. Also added in were the acting fire chief duties and pay,  
258 as well as a notice of separation incentive.  
259

260 There was public comment – a thumbs up from Bruce Bartel.  
261 M/s Goines/Hadfield to adopt resolution 2022-22 approving the Employment Agreement of  
262 Deputy Chief Gerald McCarthy.

263 Roll Call Vote



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

264 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman  
265 Noes: None  
266 Abstain: None  
267 Absent: None  
268 Motion carried 5-0-0-0  
269

270 9. Package Insurance Policy Renewal Including Environmental Liability  
271 Board approval was requested to accept Staff's recommendation to purchase the  
272 District's package insurance policy and environmental liability policy from VFIS through  
273 the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the  
274 period beginning September 1, 2022 through August 31, 2023.

275 Chief Tyler detailed the terms of the policy, which has increased 7.6%. It includes Cyber security  
276 protection and environmental liability cover. Purchasing Admin Walraven noted that the auto  
277 coverage portion decreased.

278  
279 There was no public comment  
280 M/s Davis/Hadfield to accept Staff's recommendation to purchase the District's package  
281 insurance policy and environmental liability policy from VFIS through the District's insurance  
282 broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1,  
283 2022 through August 31, 2023.

284 Roll Call Vote  
285 Ayes: Davis, Goines, Francisco, Hadfield, and Silverman  
286 Noes: None  
287 Abstain: None  
288 Absent: None  
289 Motion carried 5-0-0-0  
290

291 **COMMITTEE REPORTS**

292  
293 1. MERA (Director Silverman and Director Hadfield)  
294 Director Silverman noted that 6 sites have completed their bid package. Motorola is performing  
295 some installations. Contracts have been agreed with construction companies, and Heather  
296 Plamondon has assumed the role of Executive Director.

297  
298 2. Finance Committee (Directors Davis and Goines)  
299 The Finance Committee work is on this agenda. The next meeting is October 19, 2022.  
300

301 3. Marin Wildfire Prevention Authority Board (Director Goines)  
302 Director Goines noted that on 7/21/22, he passed the gavel to the new president, Dennie Rodoni.  
303 Julie MacMillan became the new vice president. The Citizen Oversight Committee reports have  
304 been favorable with only minor modifications.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
August 10, 2022

---

305  
306 Director Goines was honored for his 2 terms of service at an event at McNear's Park in San  
307 Rafael. He thanked Directors and the Fire Chief for coming.  
308  
309 He also noted that the Ross Valley shaded fuel break project had no challenges. He also noted  
310 that Novato is working on a shaded fuel break project. Director Goines will continue as a  
311 member and will work with the environmental team.  
312  
313 He thanked his wife Lynda, without whose support his term as MWPA President would not have  
314 been possible.

315  
316 **FINANCIAL REPORTS**

317 There were no questions.

- 318 1. Financial Reports, June 2022:
- 319 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 320 b. Revenues and Expenditures Detail Financial Report
  - 321 c. Vendor Summary Financial Report
  - 322 d. MWPA Revenues and Expenditures
- 323
- 324 2. District Monthly Contracts Information

325  
326 **INFORMATION**

- 327 1. Customer Satisfaction Survey Report, June 2022
- 328 2. MERA Update
- 329 3. Written Communications – 2 letters were read

330  
331 The Board entered closed session at 11:02 a.m.

332  
333 **CLOSED SESSION**

334 The Board re-entered open session at 11:26 a.m.  
335 There was no reportable action.

336  
337 **ADJOURNMENT**

338 There being no further business to conduct, President Silverman adjourned the meeting at  
339 11:36 a.m.

340 Submitted by,

341  
342  
343  
A handwritten signature in black ink, appearing to read "J Villa", is written over the line for the Recording Secretary.

344 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
September 7, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman (arrived 10:12 a.m.), Directors Bill Davis, Shane Francisco (arrived 10:06  
5 a.m.), Bruce Goines. Mike Hadfield

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Finance Director Joe Valenti, Recording Secretary Lauren Galli, BCs John  
9 Dicochea and Erich Mesenburg. FF/PM Mark Larroque

10

11 **OTHERS PRESENT**

12 District Counsel Riley Hurd. Novato Chief Officers Association Counsel Matt Haulk. Resident  
13 Bruce Bartel, Negotiations Contractor Jim Galli.

14

15 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

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

23 There was no public comment.

24 M/s Goines/Hadfield to adopt Resolution 2022-24.

25 Roll Call Vote

26 Ayes: Davis, Hadfield, Goines and Silverman

27 Noes: None

28 Abstain: None

29 Absent: Francisco

30 Motion carried 4-0-0-1.

31

32 **PRESENTATION**

33 None

34 **OPEN TIME FOR PUBLIC EXPRESSION**

35 None.

36

37 **AGENDA ADJUSTMENTS**

38 None.

39



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
September 7, 2022

---

40

41 **ASSOCIATION PRESIDENTS' REPORT**

42 FF/PM Mark Larroque noted the progress in hiring, employee retention and the development of  
43 the Training Captain position.

44

45 **DIRECTOR MATTERS**

46 Nothing to report

47

48 **CHIEF'S REPORT**

49 Administrative Items:

50 Landfill Fire Update: At approximately 5:00pm last night (9/6/22) a construction debris fire was  
51 reported at the Sonoma Marin landfill. 8 engines, 4 water tenders 2 dozers and 3 Battalion Chiefs  
52 responded to the incident. There were no reported injuries and no structures destroyed or  
53 threatened. All water run-off was closely monitored by Sonoma Marin Landfill Waste  
54 Management. Heavy smoke drift was reported in the area. By 11:54AM the next morning  
55 (9/7/22) the debris pile fire had been extinguished. Smoldering only, expect to see lingering drift  
56 smoke in the area for some time.

57 Acting B/C News: NFD Capt. Dan Peters, in addition to completing his acting B/C task book  
58 and ride-a-long hours, has completed and passed his 6-hour B/C Training Assessment. He is now  
59 eligible to perform as an acting B/C and cover open shifts and test for B/C and D/C promotional  
60 opportunities. We now have two Acting B/Cs (Capt. Peters & Capt. Taul) who are operationally  
61 qualified to cover as needed.

62 Fire Based Dispatch Update: Fire Chiefs are working with Chief Weber to try to meet with the  
63 new Sheriff for a second meeting to request additional time and to work more cooperatively with  
64 fire. General thinking is a fire-based dispatch that provides fire agencies more control is a good  
65 thing, but needs to be within a reasonable cost range and doable timeframe.

66 Training Captain Update: We have reached an agreement with the NPFA to reissue the Training  
67 Captain's position announcement. We intent to repost the position later this week.

68 FF/PM Job Openings: We have made three conditional job offers to the top three candidates,  
69 which were all accepted. They are now in the background phase. We anticipate one additional  
70 job offer next week based on the potential for filling the Training Captain position.

71 HR Manger Gretchen Felciano is on a 2-week vacation returning Sept. 9, 2022

72



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
September 7, 2022

---

73 Admin Services Manager Jeanne Villa will be on vacation for the next two weeks returning Sept  
74 20, 2022

75 Novato Chamber Leadership Program: NFD is hosting the Novato Chamber Leadership Program  
76 today (9/7/22). Chief Tyler provided a presentation to the group in the morning, before the BOD  
77 meeting, NFD Capt. Dan Peters will be attending the program this year from NFD.

78 Hamilton Skate Park Post Fire Vegetation Reduction Project: Novato Fire employed their  
79 contractor, Sonoma Marin Arborists, to reduce fuels near the Skate Board Park, along Hamilton  
80 Parkway and along roads in City of Novato open space in the "Pacheco Marsh" from August 16  
81 to September 2, 2022. Project expenditure are in excess of \$80,000. The goal of the project was  
82 to reduce wildfire hazards and improve emergency access for fire suppression and medical aid  
83 for incidents related to people living in the open space areas. The area between Hamilton  
84 Parkway and Pacheco Creek received most of the work. All burned brush and fire killed trees  
85 from a wildfire earlier this year were removed. Blackberry stands, French broom and all pampas  
86 grass were removed from the SMART train tracks to Aberdeen Road. All material was chipped  
87 on site or mulched by an excavator-mounted masticator. Native trees and shrubs (primarily live  
88 oak, willow, and coyote brush) were retained to the greatest extent possible.

89 Marin Strike Team 2140C: Novato Fire has sent one engine with four crew members led by B/C  
90 Dague to the Mill Fire in Weed California. En-route the Strike Team was reassigned to the  
91 Mountain Fire which is in close proximity to the town of Weed as well.

92 **CONSENT CALENDAR**

93 1. Minutes of Special Board Meeting August 10, 2022

94 There was no public comment.

95 M/s Goines/Hadfield to approve Consent Calendar item 1.

96 Roll Call Vote

97 Ayes: Davis, Francisco, Goines, Hadfield and Silverman

98 Noes: None

99 Abstain: None

100 Motion carried 5-0-0.

101

102 **NEW BUSINESS**

103 1. Resolution 2022-23, Resolution of the Board of Directors of the Novato Fire District  
104 Determining the 2022/23 Appropriations Limit

105 Board approval is requested to adopt Resolution 2022-23, regarding the Appropriations  
106 Limit for 2022/23, which has been calculated to be \$74,203,478 (Exhibit A).

107 Finance Director Joe Valenti detailed how the new appropriations was calculated.

108

109 There was no public comment.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
September 7, 2022

---

110 M/s Hadfield/Silverman to accept both setting the appropriations limit for 2022/2023 limit as  
111 listed in exhibit A, (\$74,203,478) and adopt Resolution 2022-23.

112 Roll Call Vote

113 Ayes: Davis, Francisco, Goines, Hadfield and Silverman

114 Noes: None

115 Abstain: None

116 Motion carried 5-0-0.

117

118 2. Purchase of Second Classroom

119 The Training Division recommends using Williams Scotsman, Inc. (Willscot) to  
120 manufacture, deliver, and install the second classroom. Willscot was used in the purchase  
121 of the first classroom and Novato Fire has been pleased with the product quality and  
122 service provided

123 Chief Tyler detailed the purchase of the second classroom for Station 62.

124

125 There was no public comment.

126 M/s Silverman/Goines to accept using Williams Scotsman, Inc. (Willscot) to manufacture,  
127 deliver, and install the second classroom.

128 Roll Call Vote

129 Ayes: Davis, Francisco, Goines, Hadfield and Silverman

130 Noes: None

131 Abstain: None

132 Motion carried 5-0-0.

133

134 **COMMITTEE REPORTS**

135 1. MERA (Director Silverman and Director Hadfield)

136 Director Silverman noted that progress continues. Currently the group is discussing the bid  
137 package. Expect more radios to be purchased.

138

139 2. Finance Committee (Directors Davis and Goines) No report.

140

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

142 Director Goines reported that the MWPA is running strong. They're currently experiencing  
143 issues around fuel hazard mitigation in the coastal areas and CEQA.

144

145





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
September 7, 2022

---

146 **FINANCIAL REPORTS**

147 There were no questions.

148 1. Financial Reports, July 2022:

- 149 a. Revenues, Expenditures and Changes in Fund Balance Financial Report,
- 150 b. Revenues and Expenditures Detail Financial Report
- 151 c. Vendor Summary Financial Report
- 152 d. MWPA Revenues and Expenditures

153 2. District Monthly Contracts Information

154

155 **INFORMATION**

156 1. Written Communications

157 2. Upcoming Dates:

- 158 a. Open House October 2, 2022 – All Stations – 10:00 a.m. to 2:00 p.m.
- 159 b. Regular Board Meeting October 5, 2022 at 10:00 a.m.
- 160 c. Special Board Meeting – Retreat October 12, 2022 9:00 a.m. – 3:00 p.m.

161

162 **CLOSED SESSION**

163 The Board ended open session and entered closed session at 10:37 a.m.

164

165 **CONFERENCE WITH LABOR NEGOTIATORS**

166 Government Code Section 54957.6

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

168 Represented Employee group: Novato Chief Officers Association.

169

170 **CONFERENCE WITH LEGAL COUNSEL** - existing litigation (government code, section  
171 54956.9(a), (d.1) (formally initiated)

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

173 **CONFERENCE WITH LEGAL COUNSEL** - existing litigation (government code, section  
174 54956.9(a), (d.1) (formally initiated)

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

176 The Board exited closed session at 11:35 a.m. There was no reportable action.

177

178 **ADJOURNMENT**

179 There being no further business to conduct, President Silverman adjourned the meeting at  
180 11:35 a.m.

181

182 Submitted by,

183 *Lauren Galli*

184  
185 Lauren Galli, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
8 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, BCs Mesenburg,  
9 Freedman, Dicochea, Smith, and Dague. Admin Asst Lauren Galli, MIS Coord Azar  
10 Mashintchian, VPPM Mike Swezy, Captain Lynne Osgood. EMS Billing Analyst Shannon  
11 Wager.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd. District Council Nate Kowalski, Matt Haulk. Novato Resident  
15 Bruce Bartel. Negotiator Jim Galli.

16

17 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

20 Staff recommended that the Board adopt Resolution 2022-27 a Resolution of the Board Of  
21 Directors of the Novato Fire Protection District proclaiming a local emergency persists, ratifying  
22 the proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
23 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
24 District for the period October 5, 2022- November 4, 2022 pursuant to Brown Act provisions.

25 There was no public comment.

26 M/s Hadfield/Davis to adopt Resolution 2022-27 a Resolution of the Board Of Directors of the  
27 Novato Fire Protection District proclaiming a local emergency persists, ratifying the  
28 proclamation of a state of emergency by executive order N-08-21, dated June 11, 2021, and  
29 authorizing remote teleconference meetings of the legislative bodies of Novato Fire Protection  
30 District for the period October 5, 2022- November 4, 2022 pursuant to Brown Act provisions..

31

32 Roll Call Vote

33 Ayes: Davis, Goines, Francisco, Hadfield, Silverman

34 Noes: None

35 Abstain: None

36 Motion carried 5-0-0.

37

38 **OPEN TIME FOR PUBLIC EXPRESSION**

39 None.

40

41



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

42 **AGENDA ADJUSTMENTS**

43 None.

44

45 **ASSOCIATION PRESIDENTS' REPORT**

46 None

47

48 **DIRECTOR MATTERS**

49 Director Davis commented that he attended Open House and was pleased with the great turnout.

50

51 Director Goines commented that he attended MMWD's tour of Lake Lagunitas area and noted  
52 the abundance of dead and dying trees, and low water levels. He noted it was a very interesting  
53 and educational tour.

54

55 **CHIEF'S REPORT**

56 **Administrative Items:**

57 NFD Open House was back in 2022. After a three-year hiatus, we had a great turn out Sunday  
58 Oct 2nd for the return of our open house event. Many thanks to the Prevention Division and Staff  
59 for supporting. Crews did a great job getting our facilities in top shape and for enthusiastically  
60 participating with the public. The community support was really evident and a good time was  
61 had by all.

62 Hamilton Area Land Use Discussion: Last week I attended a City Council Meeting and discussed  
63 some of the issues created by people experiencing homelessness who live in the City Open Space  
64 Area adjacent to the Skate Park.

65 Chief Tyler discussed the statistics of medical and fire calls at homeless encampments. He also  
66 gave this information to the City Council.

67 Administrative Services Manager Interviews: Staff completed interviews of 6 candidates for  
68 Jeanne's position last Friday. We are evaluating the results interviews and anticipate making a  
69 job offer by the end of this week. Special thanks to Bill Davis for assisting with the process.

70 Training Captain Interviews: We have received two applications for the Training Captain  
71 position. Interviews will be held Thursday of this week and we will make a decision thereafter.

72 Fire Inspector Justin Conner: Justin has started his new position as fire inspector. He has served  
73 for NFD as an FF/PM for since 2018, but has 15 years in the fire service overall, including fire  
74 inspections and fire investigations.

75 Vegetation Management Specialist Interviews: NFD staff has completed 15 interviews in order  
76 to find the right person to support our MWPA vegetation management and support Mike Swezy  
77 in the implementation of our programs. We anticipate making the job offer later this week.

78



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

79 Administrative Assistant Position: Our recent hire for this position completed all aspects of the  
80 background and hiring process and then decided to stay with her existing agency. We have  
81 reposted the position with an application deadline of Oct 14th. To date we have 11 people  
82 interested.

83 Marin County Sheriff Dispatch Services: Notice of Termination Received. The Marin County  
84 Fire Chiefs are diligently working towards the creation of a fire-based dispatch services model.  
85 Several models are being reviewed and cost out. The three options are: Regional Dispatch  
86 Services with Sonoma County, a fire based JPA, or a contract for services with Marin County  
87 Fire as the contractor.

88 Brown Act Changes for 2023: Per Riley Hurd--On September 13, 2022, California Governor  
89 Gavin Newsom signed into law [Assembly Bill \(AB\) 2449 \(Rubio\)](#), marking the latest  
90 development of the Brown Act in a post-pandemic world. The new amendments to the Brown  
91 Act go into effect on January 1, 2023. AB 2449 provides complex alternative teleconference  
92 procedures to allow members of a legislative body to participate remotely, the application of  
93 which turns on individual facts and circumstances. Notably, the bill sets rules for a Board  
94 member's remote participation, but agencies may continue to hold zoom meetings at which the  
95 public participates remotely. We will schedule this item as new business in the future for a full  
96 briefing by Riley.

97 Workers Comp: Eight employees currently off duty on W/C, plus one other out with Covid.

98 **OPS: D/C McCarthy:**

99 Two MERA system repeaters failed on Wednesday. This caused degraded coverage across the  
100 northern most land in the district.

101 **Training: B/C Mesenburg—**

102 Follow up on 4 new hire FF/Ps in back grounds

103 Work done for countywide Haz Mat drill

104 Work done for acquired structure vertical ventilation drill

105 Prep continued for Training Captain on-boarding

106 Work done to get T64 in service, task book & qualifications updated

107 Block 6 training plan completed, assignments made, MBO entries done

108 3rd and final Safety & Survival drill completed w no reported injuries

109

110



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

111 **EMS Divisions: B/C Barrett Smith—**

112 Worked on EMS Academy Plan

113 Medical Director Dr. Konik plans on staying on with NFD and has submitted a proposal for  
114 annual contract.

115 Met with operations manager at NCH about helicopter transfers and stated our position that we  
116 could not support unless specific emergencies (in-flight emergency or mechanical issues with  
117 helo). Planning a follow up meeting next week with Hospital Manager Lisa Gamonn.

118 Ordered and requested final quote for “Isimulate” training monitor. Hoping to receive delivery  
119 by November 14th in time for training and development for fire academy.

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

121 Participated in MCFIT meeting

122 Monthly admin meeting

123 Attended a webinar on Lithium-Ion battery fires

124 Responded to 67 San Miguel for fire investigation

125 Attending the Fire Technology Technical Advisory Committee Meeting for COM on Friday

126 Worked with Azar to try to figure out how to accurately extract data from ERS- more to follow  
127 on this.

128 Completed 20 plan reviews

129 Completed the 2022 NFD Ordinance and summary for the first reading

130 21-New Plan submittal received for the week; 48-Plans requiring plan check

131 Reviewed and qualified bids for Eucalyptus removal project (October 17 start or sooner)

132 Toured evacuation route options at Black Point with Firewise rep

133 Met on site with consultant to start station 63 landscape refresh

134 Arranged October 10 start for Day Island evac route work

135 Arranged October 11 start for masticator work at Lynwood Hill

136 Developed project w City of Novato for work south of Delong on first block next to freeway

137 Reviewed preliminary mapping of 185 miles (!) of fire roads in NFD

138 Secured type 1 qualified burn boss to write RX fire plan for Marin Valley/St Vincent ridge  
139 project



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

- 140 41-Home assessments completed
- 141 134-Roadside assessments completed
- 142 6-Vegetation management matching grant processed
- 143 6-Home hardening matching grant processed
- 144 **Fleet Status: Chief Whittet**
- 145 Two ambulances out with engine repairs. Ken hope to get one back next week. We currently do
- 146 not have a back up ambulance if one of the now three front-line ambulances has problems. If that
- 147 occurs, we will try to borrow one from elsewhere in Marin.
- 148 All other units in service.
- 149 **Facilities Update: Chief Dague –**
- 150 Both 2-ton roof top HVAC packages for Station 61 were installed this week at Station 61.
- 151 Station 62 security gate in the permit process with site plan and electrical plans and drawings
- 152 being submitted, contractor waiting to hear from the County Inspector to move forward.
- 153 Manufacturing of the gate on hold until contractor hears from the County.
- 154 B64 scheduled site visits with Fowler electric next week, 9/28, to develop plan and discuss any
- 155 site improvements for the new generator installs at the various locations.
- 156 Approved bids for purchase of new blinds for station 62 and 64 due to blinds being in disrepair.
- 157 Gopher problem mitigated in septic mound at Station 62.
- 158 Technician scheduled to repair hose dryers at Stations 63 and 65
- 159 Developing plan to demo and replace concrete walkways behind the admin building.
- 160 End of Report
- 161
- 162 Director Silverman asked if there was any recourse regarding the Dispatch.
- 163 Counsel Hurd noted that as this is a non-action item, he can't go into detail, but advised that the
- 164 District should make this a standing item for discussion. His firm is looking into options.
- 165
- 166 Director Goines asked about the difficulty of hybrid zoom and in-person meetings.
- 167 Counsel Hurd noted the hybrid model will be optional, and when he presents his Brown Act
- 168 Review in January, he will have more information.
- 169
- 170
- 171
- 172



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

173 **CONSENT CALENDAR**

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

178  
179 There was no public comment.  
180 M/s Goines/Francisco to approve Consent Calendar items 1-2.

181  
182 Roll Call Vote  
183 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
184 Noes: None  
185 Abstain: None  
186 Motion carried 5-0-0.

187  
188 **NEW BUSINESS**

- 189 1. PUBLIC HEARING: Introduce and Conduct First Reading, "Title Only" of Ordinance  
190 2022-1 amending the 2022 California Fire Code and adoption of the 2021 Wildland Urban  
191 Interface Appendix A.  
192

193 **ORDINANCE NO. 2022-1**

194  
195 AN ORDINANCE OF THE NOVATO FIRE PROTECTION DISTRICT ADOPTING  
196 AND MAKING LOCAL AMENDMENTS TO THE 2022 EDITION OF THE  
197 CALIFORNIA FIRE CODE AND APPENDIX A OF THE 2021 INTERNATIONAL  
198 WILDLAND-URBAN INTERFACE CODE, REGULATING AND GOVERNING THE  
199 SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION  
200 HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF  
201 HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM  
202 CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF  
203 BUILDINGS AND PREMISES IN THE NOVATO FIRE PROTECTION DISTRICT  
204 PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES  
205 THEREFOR; REPEALING ORDINANCE NO. 2019-2 OF THE NOVATO FIRE  
206 PROTECTION DISTRICT AND ALL OTHER ORDINANCES OR PARTS OF LAWS  
207 IN CONFLICT THEREWITH.

208 The ordinance was introduced and read by title only by Board Clerk Jeanne Villa.

209  
210 Captain Osgood detailed the highlights and significant changes contained in the ordinance. She  
211 noted that local agencies may adopt more stringent code than the California Code.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

212  
213 Director Goines asked about the possibility of County agencies applying enforcement  
214 consistently across the board.  
215  
216 Captain Osgood noted while there are some consistencies, various agencies will most likely  
217 continue with their customized enforcement, and this is mostly applicable to MWPA activities. ,  
218 rather than the Fire Code.  
219  
220 Chief Tyler noted that the MWPA can talk to their member agencies about enforcement  
221 consistency.  
222  
223 There was no public comment.  
224 M/s Hadfield/Francisco to approve introduction and reading by title only of Ordinance 2022-1  
225 Roll Call Vote  
226 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
227 Noes: None  
228 Abstain: None  
229 Motion carried 5-0-0.  
230  
231 2. Board approval was requested to approve Staff's recommendation to renew District's  
232 contract with ADP for payroll services for a three-year term.  
233 The District uses ADP for online payroll services including reporting and online support.  
234 The last ADP contract renewal was for a period of three-years. The benefit of a three-  
235 year term is that the District's annual price increases will be capped at one percent (1%)  
236 in the 2022-2023 fiscal year, and two percent (2%) in the 2023-2024 fiscal year, and two  
237 percent (2%) in the 2024-2025 fiscal year.  
238  
239 There was no public comment.  
240 M/s Hadfield/Francisco to approve Staff's recommendation to renew District's contract with  
241 ADP for payroll services for a three-year term  
242 Roll Call Vote  
243 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
244 Noes: None  
245 Abstain: None  
246 Motion carried 5-0-0.  
247





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

- 248 3. Resolution 2022-25, Great California Shake Out.  
249 Board approval was requested to adopt Resolution 2022-25 acknowledging the District's  
250 desire to participate in the Great California Shake Out, and continue our work toward  
251 making our community safer.  
252

253 Chief Tyler detailed this year's theme of "Duck Cover and Hold".  
254

255 There was no public comment.

256 M/s Davis/Francisco to adopt Resolution 2022-25 acknowledging the District's desire to participate  
257 in the Great California Shake Out, and continue our work toward making our community safer.  
258

259 Roll Call Vote

260 Ayes: Davis, Goines, Francisco, Hadfield, Silverman

261 Noes: None

262 Abstain: None

263 Motion carried 5-0-0.  
264

- 265 3. Fire Prevention Week, Resolution 2022-26

266 Board approval was requested to adopt Resolution 2022-26 proclaiming October 9-15,  
267 2022 as Fire Prevention Week.  
268

269 Chief Tyler detailed this year's theme of "Fire won't wait, plan your escape".  
270

271 There was no public comment.

272 M/s Goines/Silverman to adopt Resolution 2022-26 proclaiming October 9-15, 2022 as Fire  
273 Prevention Week.  
274

275 Roll Call Vote

276 Ayes: Davis, Goines, Francisco, Silverman

277 Noes: None

278 Abstain: Hadfield (stating he could not hear this item due to technical difficulties)

279 Motion carried 4-0-1.  
280

- 281 5. Breast Cancer Awareness Month, Resolution 2022-28.

282 Board approval was requested to adopt Resolution 2022-28 designating October 2022 as  
283 National Breast Cancer Awareness Month.

284 Chief Tyler noted that breast cancer has affected the District and District member families. We  
285 will be wearing pinked t-shirts from October 9-15 to support Breast Cancer Awareness.  
286

287 There was no public comment.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

288 M/s Silverman/Goines to adopt Resolution 2022-28 designating October 2022 as National Breast  
289 Cancer Awareness Month

290

291 Roll Call Vote

292 Ayes: Davis, Goines, Francisco, Hadfield, Silverman

293 Noes: None

294 Abstain: None

295 Motion carried 5-0-0.

296

297 6. Conservation Corps Contract Increase for Vegetation Management

298 Staff recommended that the Board approve an increase the amount of the Conservation  
299 Corps North Bay (“CCNB”) contract in an amount of \$40,000 due to an increase in  
300 scope.

301 Chief Tyler detailed the need to increase the scope and the contract amount.

302

303 There was no public comment.

304 M/s Goines/Francisco to approve an increase the amount of the Conservation Corps North Bay  
305 (“CCNB”) contract in an amount of \$40,000 due to an increase in scope.

306

307 Roll Call Vote

308 Ayes: Davis, Goines, Francisco, Hadfield, Silverman

309 Noes: None

310 Abstain: None

311 Motion carried 5-0-0.

312

313 7. Forster & Kroeger Contract Increase for Vegetation Management

314 Staff recommended that the Board approve an increase in the amount of Schedule No. 7  
315 under the MSA with Forster & Kroeger for vegetation management services under the  
316 MWPA program in an amount of \$200,000 due to an increase in scope.

317 Chief Tyler detailed the need to increase the scope and the contract amount.

318

319 There was no public comment.

320 M/s Hadfield/Francisco to approve an increase in the amount of Schedule No. 7 under the MSA  
321 with Forster & Kroeger for vegetation management services under the MWPA program in an  
322 amount of \$200,000 due to an increase in scope.

323

324



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

325 Roll Call Vote  
326 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
327 Noes: None  
328 Abstain: None  
329 Motion carried 5-0-0.  
330

331 8. Sonoma-Marin Arborists Contract Increase for Roadside Evacuation Routes Project

332 Staff recommended that the Board approve an increase the amount of Schedule No. 1  
333 under the MSA with Sonoma-Marin Arborists for vegetation management services under  
334 the MWPA program in amount of \$90,000 due to an increase in scope.

335 Chief Tyler detailed the need to increase the scope and the contract amount.

336  
337 Novato Resident Bruce Bartel read the following comment:

338 "In his report, last week and this, Chief Tyler described the "Hamilton Skate Park Post Fire  
339 Vegetation Reduction Project" "to reduce wildfire hazards and improve emergency access for  
340 fire suppression and medical aid for incidents related to people living in the open space areas.". I  
341 believe he also stated that this project was funded by the MWPA. I am aware of the fire dangers  
342 of this area, and support the mitigation of these dangers. I am, however, a bit of a purist when it  
343 comes to the use of MWPA funds. I take literally the mission, " ...solely to plan, finance,  
344 implement, manage, own and operate a multi-jurisdictional agency to prevent and mitigate  
345 wildfires in Marin County."

346 My concern lies with the project goal of, " improve emergency access for fire suppression and  
347 medical aid for incidents related to people living in the open space areas." I agree that these are  
348 good goals and important goals. However, I'm concerned that, depending on the scope of these  
349 **access improvements**, it may be a bit of a stretch that this particular activity would be covered  
350 by the MWPA.

351 I see staff is recommending an increase for the Sonoma-Marin Arborists for vegetation  
352 management services under the MWPA program due to an increase in scope. I'd like to see some  
353 further description of that increase in scope, to continue to evaluate the compliance with the  
354 MWPA mission."

355 M/s Hadfield/Francisco to approve an increase the amount of Schedule No. 1 under the MSA  
356 with Sonoma-Marin Arborists for vegetation management services under the MWPA program in  
357 amount of \$90,000 due to an increase in scope.

358  
359 Roll Call Vote



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

360 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
361 Noes: None  
362 Abstain: None  
363 Motion carried 5-0-0.  
364

365 9. Installation of New Generators

366 Staff recommended that the Board approve the bid received from Fowler Electric for the  
367 installations of five (5) new diesel generators and increase the facility budget (Account #  
368 4048) by \$45,000 for the installations.

369 There was no public comment.

370 M/s Davis/Francisco to approve the bid received from Fowler Electric for the installations of five  
371 (5) new diesel generators and increase the facility budget (Account # 4048) by \$45,000 for the  
372 installations.

373  
374 Roll Call Vote  
375 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
376 Noes: None  
377 Abstain: None  
378 Motion carried 5-0-0.  
379

380 10. Resolution to Oppose Initiative 21-0042A1: a Constitutional Amendment Which Would  
381 Limit the Ability of Voters and State and Local Governments to Raise Revenues for  
382 Government Services

383 Board approval was requested to adopt Resolution 2022-29 and join the coalition of local  
384 government leaders in adopting an Oppose position on Initiative 21-0042A1

385 Chief Tyler detailed potential effects on District revenue.

386 Finance Director Valenti commented that the California Special Districts Association (CSDA)  
387 assessment shows a limiting of ability for local governments to raise revenues.

388 80 local governments in California oppose the initiative that allows the State to challenge local  
389 government fees. The initiative includes retroactive voidance of fees. Voters could invalidate  
390 previously voter-approved taxes.

391 Director Hadfield asked if we should act now and wait and see?

392 FD Valenti noted that the CSDA encourages early action.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

393 Director Goines commented that we should look at expenses first, and use data to consider  
394 increased fees. He noted the retroactive portion would be damaging. He supports joining the  
395 coalition.

396 Director Davis noted that the District is a conservative financial ship, with good oversight.  
397 Removing flexibility to raise funds would lower district revenue. He would not welcome  
398 increased litigation. He supports the coalition.

399 There was no public comment.

400 M/s Goines/Davis to adopt Resolution 2022-29 and join the coalition of local government  
401 leaders in adopting an Oppose position on Initiative 21-0042A1

402 Roll Call Vote

403 Ayes: Davis, Goines, Francisco, Hadfield, Silverman

404 Noes: None

405 Abstain: None

406 Motion carried 5-0-0.

407

408 11. Eucalyptus Removal and Habitat Revegetation at Valley Memorial Park Cemetery

409 Staff recommended entering into a master services agreement with Mountain F.

410 Enterprises, Inc. for the removal of a fire-hazardous, invasive eucalyptus forest in an  
411 open space area that is adjacent to a residential neighborhood and the Rush Creek Open  
412 Space Preserve on property owned by Valley Memorial Park Cemetery in Novato. The  
413 contractor would also replant the area according to the approved Novato Zone Valley  
414 Memorial Park Eucalyptus Removal Project Replanting and Monitoring Plan.

415 Chief Tyler detailed the contract.

416 Director Goines asked where the chipped product ended up.

417 VPPM Swezy noted that some chipping is left onsite and used at the cemetery, or used for  
418 electrical generation.

419

420 Director Silverman asked about the work occurring on private land.

421 VPPM Swezy commented that we address hazards on private and public land. They plan a  
422 riparian and native replacement. Valley Memorial will be responsible for maintaining the  
423 replanting. There will be 5 year oversight by Fish and Wildlife to ensure success.

424

425 There was no public comment.

426 M/s Goines/Davis to approve entering into a master services agreement with Mountain F.

427 Enterprises, Inc. for the removal of a fire-hazardous, invasive eucalyptus forest in an open space  
428 area that is adjacent to a residential neighborhood and the Rush Creek Open Space Preserve on  
429 property owned by Valley Memorial Park Cemetery in Novato.

430



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

431 Roll Call Vote  
432 Ayes: Davis, Goines, Francisco, Hadfield, Silverman  
433 Noes: None  
434 Abstain: None  
435 Motion carried 5-0-0.

436  
437 **COMMITTEE REPORTS**

438  
439 1. MERA (Director Silverman and Director Hadfield)  
440 Director Silverman noted the continued progress. Bid packages are going out and progressing.  
441 The latest end date is 2024, although the Board wanted 2023. Motorola is doing installs and the  
442 fire alerting systems are being reviewed.

443  
444 2. Finance Committee (Directors Davis and Goines)  
445 No report. The next meeting is scheduled for 10/18/22.

446  
447 3. Marin Wildfire Prevention Authority Board (Director Goines)  
448 Director Goines commented that three environmental packages have been approved. The Coastal  
449 Zone Hazard Mitigation zone goes through CEQA, but the Coastal Zone has parallel compliance  
450 measures. So far there have been no challenges to the evacuation route work. He noted more  
451 Firesafe Marin presence. A report on ingress/egress with data determining why people died in  
452 fires is forthcoming. He has also asked about where the biomass is going, and noted the need to  
453 be environmentally responsible. As there are climate implications in MWPA work, all member  
454 agencies will give reports on biomass.

455  
456  
457 **FINANCIAL REPORTS**

458 There were no questions.

- 459 1. Financial Reports, August 2022:
- 460 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
  - 461 b. Revenues and Expenditures Detail Financial Report
  - 462 c. Vendor Summary Financial Report
  - 463 d. MWPA Revenues and Expenditures
- 464
- 465 2. District Monthly Contracts Information

466  
467 **INFORMATION**

- 468 1. Customer Satisfaction Survey Report, September 2022
- 469 2. Written Communications
- 470 3. Upcoming Dates: future meeting dates were noted: Board retreat on 10/12/22, a Finance  
471 Committee meeting on 10/18/22, and the next regular Board meeting on 11/2/22

472  
473 **CLOSED SESSION**



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
October 5, 2022

---

474 The Board entered closed session at 11:37 a.m.

475

476 CONFERENCE WITH LABOR NEGOTIATORS

477

478 1. Government Code Section 54957.6

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

480 Represented Employee group: Novato Chief Officers Association

481

482 2. CONFERENCE WITH LEGAL COUNSEL - existing litigation

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

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

485

486 3. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

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

488 Represented Employee group: Novato Professional Firefighters Association

489

490 The Board re-entered open session at 1:48 p.m. There was no reportable action.

491

492 **ADJOURNMENT**

493 There being no further business to conduct, President Silverman adjourned the meeting at  
494 1:48 p.m.

495

496 Submitted by,

497

498

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

499

500

501 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
October 12, 2022

---

1 The meeting was called to order by Vice President Davis at 9:00 a.m. via Zoom and in person at  
2 the Best Western at 215 Alameda Del Prado, Novato, CA 94949.

3  
4 **ROLL CALL**

5 Directors Bill Davis, Shane Francisco, Bruce Goines and Mike Hadfield

6  
7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
9 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, BCs Mesenburg,  
10 Freedman and Whittet. Admin Asst Lauren Galli, MIS Coord Azar Mashintchian, Sr. Acct  
11 Brooke Kerrigan, Engineer Geoff Larkin,

12  
13 **OTHERS PRESENT**

14 District Counsel Peter Spoerl, Charlotte Jourdain, and Stewart Gary of Citygate.

15  
16 **ABSENT**

17 President Lj Silverman

18  
19 **AGENDA ADJUSTMENTS**

20 None.

21  
22 **NEW BUSINESS**

- 23 1. Fire Based Dispatch Presentation & Discussion: *Update on Marin County Fire Chiefs*  
24 *Association exploration into fire-based dispatch options, costs and timeframes by Project*  
25 *Manager Charlotte Jourdain.*  
26

27 Charlotte Jourdain spoke about the background, the service level enhancements, 2 options for a  
28 governance model, and budget figures for a new Fire/EMS dispatch center.

29 Her presentation is attached to these minutes.

30 **Highlights:**

31 Dispatch service from the Marin County Sheriff Office (MCSO) will end 9/2023.

32 The goal is to co-locate a new Fire/EMS Dispatch and share the CAD license.

33 A new Fire/EMS dispatch could offer the desired technical advancements that the MCSO has not  
34 been able to deliver, some due to Dept of Justice constrictions.

35 Craft a transparent agreement with fees for service from participating fire agencies in Marin  
36 County.





Novato Fire District Board of Directors  
Special Board Meeting Minutes  
October 12, 2022

---

37 Counsel Spoerl commented that the MCSO has no legal obligation to provide dispatch services.  
38 However, County EMS is obligated to provision a system, but there is no specific agency in the  
39 County that is required to offer dispatch services. The Dept. of Health and Human Services  
40 (DHHS) assumed that function, but the DHHS is not the dispatch provider. DHHS must have a  
41 coordinated pre-hospital EMS system, and must facilitate the process and transition. The County  
42 does not have to pay for the services, but must coordinate the transition.

43 Chief Tyler noted that the MCSO has stated that it has subsidized fire agencies for years and  
44 cannot continue that practice. The Fire Agencies are leaning towards the Marin County Fire  
45 Dept. (MCFD) as the contractor as opposed to the JPA model. With MCFD as the contractor, the  
46 process will be faster, and the agencies can move to a JPA later on if desired. A request will be  
47 made to the MCSO/County to cover the one-time costs.

48 Counsel Spoerl mentioned the JPAgreement model as an option. Ms. Jourdain noted that there  
49 are difficulties with that model, and will report back on the specific issues.

50 Ms. Jourdain noted that impacts to MERA cannot be determined until the Fire/EMS Dispatch is  
51 standalone.

52 Director Francisco asked about surge capabilities. Ms. Jourdain referenced the Redcom staffing  
53 model. She can provide more data on this point at a later date.

54 Stewart Gary of Citygate noted that there are currently no good existing data tools to measure the  
55 dispatcher managing the apparatus. From call to keyboard time to hand off to dispatcher can be  
56 measured. 911 centers have the ability to recall off duty dispatchers.

57 Ms. Jourdain noted the staffing covers a minimum of 4 on staff at all times, with more added  
58 during the busy periods during the day, more added for weekends, and then more during  
59 wildland fire season. The Command/Control employee can also be a dispatcher. The MCFD will  
60 cover the cost of the Command/Control employee.

61 It was noted by all that the new dispatch center will cost more but will come with advancements  
62 in technology that fire agencies have wanted for decades.

63 Questions about how to find fire trained dispatchers were answered by Chief McCarthy – the  
64 senior dispatchers are currently all Fire Dispatchers, and there is interest in coming over to the  
65 new Fire Dispatch center. In addition, the Woodacre dispatchers are all Fire trained.

66 The meeting paused for a 5 minute break at 10:37 a.m.

67 The meeting resumed at 10:43 a.m.

68



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
October 12, 2022

---

69 2. 2022 Standards of Cover Review & Discussion: *Stewart Gary of Citygate*  
70  
71 Chief Tyler thanked BC Freedman for his hard work and contributions to the Standards of Cover  
72 project.

73 Stewart Gary of Citygate detailed his method of analysis of the Standards of Cover (SOC): how  
74 to deploy units, how fast, how many, etc. based upon the values that need to be protected. The  
75 analysis leads to the calculation of how the Cover goals are met.

76 The complete presentation is attached at the end of the minutes.

77 Highlights:

78 Expected slow population growth +/- 5% increase by 2035.

79 Unknowns: infill mid rise development, ADUs, elder care and work from home statistics

80 EMS calls are 2/3 of all calls

81 Peak hour activity is well under 30%.

82 Simultaneous incidents:

83 2 incidents = 24% of the time, which is considered manageable

84 3 or more = 3.95%

85 4 or more = 0.50%

86 Medic 62 runs 5.6% of all EMS calls, which is beginning to creep upward.

87 Topography with curved street infrastructure make it challenging to meet NPFA goals.

88 Stations are appropriately located and are good at reaching 6 minute goal

89 Mr. Gary recommended setting goals divided by city vs rural.

90 There is no socio-economic correlation to structure fires. The fires are very random.

91 85% of total demand for service is in the City of Novato boundaries. 4.4% is outside the District.

92 In summary, it's not cost effective to add more stations. Maybe consider 3<sup>rd</sup> ambulance. Moving  
93 station 63 is not cost effective and will not improve travel times. Maybe consider a BLS  
94 ambulance.

95 Station 61 has the most call volume, but is placed in the densest part of the District.

96 The Directors, Fire Chief and Deputy Chief discussed the pros and cons of adding a BLS  
97 ambulance. It could be used as a recruiting tool



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
October 12, 2022

---

98 The meeting paused at 12:17 p.m. for a lunch break.

99 The meeting resumed at 12:52 p.m.

100 3. District Staffing: *Overview and general framework of impacts to staffing*  
101

102 Chief Tyler detailed recent conversations with the crews about the uptick in overtime,  
103 specifically mandatory overtime.

104 There appear to be many causes: current vacancies, vacations/sick time/worker's comp injuries,  
105 long onboarding of new employees, etc.

106 Some recent academy graduates have not successfully completed probation.

107 The District has looked at its constant staffing model, but it has been suggested that the District  
108 look into over hiring by 3, or 1 per shift.

109 Director Francisco asked if the 2x4 schedule contributes to mandatory overtime?

110 Chief Tyler noted that we have had the 2x4 schedule for a while, but in 2022, Mandatory OT and  
111 Regular OT are practically equal. This has not been the case in the past.

112 Chief Tyler noted that the reason appear to be complex, and he would like for labor and  
113 management to work together with an outside third party to find the root cause(s). The high  
114 mandatory OT affects the members, their families and morale.

115 Suggestions made to improve voluntary OT signup included incentivizing OT sign by receiving  
116 mandatory hours, over hire by 3, reducing CTO time, limit leave vacancies to a maximum of 3,  
117 improving outreach, doing job fairs, to acquire more experienced firefighter/paramedics, hiring  
118 bonuses, etc.

119 Director Goines asked about the short term and long-term solutions?

120 Chief Tyler commented that filling the vacant positions is within our immediate control, and we  
121 have 4 new hires in backgrounds. The District can over hire by 3, but even that process will take  
122 time as backgrounds are lengthy. The cost differential is +\$89.00/day for an extra hire to cover  
123 vacancies. The District can consider provisional promotions.

124 Director Hadfield suggested using the Reserve members to alleviate some OT.

125 Deputy Chief McCarthy noted that it's difficult to use Reserves as they may be working toward  
126 getting all of the qualifications but may not have them yet. They also have other jobs and/or  
127 school.

128 There was consensus among the Directors to have an objective third party study the causes, and  
129 make recommendations to resolve the increase in Overtime, specifically mandatory.



Novato Fire District Board of Directors  
Special Board Meeting Minutes  
October 12, 2022

---

130 The leave and overtime statistics have been included at the end of the minutes.

131 **INFORMATION**

132 Items of a general nature that the staff brought to the attention of the Board.

133 Upcoming Dates:

134 a. October 18, 2022 Finance Committee Meeting 9 a.m.

135 b. November 2, 2022 Regular Board Meeting 10 a.m.

136

137 **ADJOURNMENT**

138 There being no further business to conduct, President Silverman adjourned the meeting at  
139 2:26 p.m.

140

141 Submitted by,

142

143

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

144

145

146 Jeanne Villa, Recording Secretary



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

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

2

3 **ROLL CALL**

4 President Silverman, Directors Bill Davis, Bruce Goines and Mike Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Fire Chief Gerald McCarthy, Finance Director Joe Valenti,  
8 Recording Secretary Jeanne Villa, Purchasing Administrator Colleen Walraven, BCs Mesenburg,  
9 Dicochea, Smith. Admin Asst Lauren Galli, EMS Billing Analyst Shannon Wager, HR Manager  
10 Gretchen Felciano, WMS Dan Russo.

11

12 **OTHERS PRESENT**

13 District Counsel Riley Hurd Negotiator Jim Galli, Jennifer Crayne

14

15 **ABSENT**

16 Director Shane Francisco

17 **VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

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

25 There was no public comment.

26 Roll Call Vote

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

32

33 Ayes: Davis, Goines, Hadfield, Silverman

34 Noes: None

35 Abstain: None

36 Absent: Francisco

37 Motion carried 4-0-1.

38

39

40



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

41 **PRESENTATION**

42 1. District Counsel Riley Hurd reviewed upcoming Brown Act Law changes, AB 361 Zoom  
43 meeting parameters and AB 2449 updates.

44  
45 Mr. Hurd noted that it's effectively the end of the Covid era, and the end of fully electronic  
46 "zoom" meetings. He reviewed the new rules affecting how the Board can meet, as the  
47 Governor's emergency order will expire on 2/28/2023. AB 2449 will update teleconference  
48 rules. Highlights are:

49 The Board members can attend via Zoom or similar if they have "just cause", such as an illness,  
50 a disability, are on official travel, etc. This electronic attendance cannot exceed 3 months  
51 consecutively, or more than 20% of total annual meetings. Public access electronically is not  
52 compulsory. A quorum of board members must be present in person in a space open to the  
53 public.

54 Option: return to the old rules, pre covid., which would be to hold in person meetings with no  
55 hybrid electronic attendance by members or the public. Teleconferencing board members would  
56 be required to post an agenda at their location and grant access to the public.

57 Director Goines asked about the hybrid meeting process.

58 If the public can have access to the public meeting, there is no requirement to add a zoom type  
59 element to the meeting.

60 There was no public comment.

61 2. Fire Chief Bill Tyler and EMS Billing Analyst Shannon Wager gave an update on the  
62 Public Provider-Ground Emergency Medical Transport-Intergovernmental Transfer  
63 Program (PP GEMT IGT).

64  
65 Chief Tyler detailed the statewide change to the Medi-Cal program, and noted that if we are to  
66 join it, the District needs to send a letter of intent by mid-November.

67  
68 EMS Billing Analyst Shannon Wager presented a powerpoint to detail the current program and  
69 potential changes.

70  
71 Highlights of the current program – GEMT (a voluntary program) began in 2010, and reports are  
72 filed annually every November 30. Funds are sent from the District to the State, and are then  
73 passed on to the Feds. Reimbursements are returned to the District for the MediCal fee for  
74 service patients, who are defined as 130% below the poverty level.

75  
76 The net revenue gained by the District since 2010 is approximately \$757,000.

77  
78



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

79 The IGT voluntary program is available to all government ambulance service providers.  
80 Local governments transfer funds to help fund MediCaid via Partnership Health Plan. The  
81 Federal government matches funds. The higher the participation, the higher the reimbursements.  
82 There is an admin cost of 20%.

83  
84 Participation in this program since 2013 has netted the District approximately \$4,700,000.

85  
86 The last current program detailed by EMS Wager is GEMT QAF, which is not voluntary. Fees  
87 are charged on every single ambulance transports since 2017. The QAF is adjusted annually and  
88 this program ends 12/31/2022. All ambulance providers must pay in, but only those MediCal  
89 providers receive reimbursements.

90  
91 Since 2017, the District has netted \$451,000.

92  
93 EMS Wager detailed the new PP-GEMT-IGT program, which replaces all the current programs.

94  
95 Funds pass through the State to the Feds, and reimbursements will come back to public agency  
96 transporters. The reimbursements will come to public agencies, even if the agency does not  
97 participate in the program.

98  
99 The District was given a funding level of \$500,000, and a reimbursement estimate based upon  
100 1366 transports.

101  
102 District data shows we only transport about 580 calls, not 1366.

103  
104 Chief Tyler and the Marin County Fire Agency Chiefs have asked for clarification on the  
105 estimated funds owed and calls count.

106  
107 This program does not appear to work in the District's favor based on the actual transport data.

108  
109 EMS Wager noted the program is voluntary and if it does not have enough agency participation,  
110 it will likely collapse, in which case the old programs will return.

111  
112 Both Chief Tyler and EMS Wager noted that the District may come out a bit ahead, even if we  
113 don't participate.

114  
115 There was no public comment.  
116 The powerpoint is attached to the end of these minutes.

117  
118 **OPEN TIME FOR PUBLIC EXPRESSION**

119 None.

120  
121 **AGENDA ADJUSTMENTS**

122 None.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

123  
124 **ASSOCIATION PRESIDENTS' REPORT**

125 None

126  
127 **DIRECTOR MATTERS**

128 None.

129  
130 **CHIEF'S REPORT**

131 Administrative Items:

132 Oct 20<sup>th</sup>: The District held "Great Shake-Out" activities: Novato PD/ Novato Fire District  
133 earthquake protocol simulated a > 7.0 earthquake, under unified command, inspection of key  
134 locations to assess and report back potential damage and begin prioritization of response. After  
135 initial agency self-assessment, City is divided into separate damage assessment areas, by police  
136 sector/ fire districts. Units conducted a Novato Emergency Operations Center exercise, designed  
137 primarily to exercise a Stafford Lake Dam failure and inundation zone flood. Primary role  
138 players: City of Novato staff, NPD staff, NFD staff to fill management, operations, logistics,  
139 planning and finance division roles. Partners included North Marin Community Services, North  
140 Marin Water District, Sutter Hospital, Novato Unified School District, and Novato Sanitary  
141 District. Observers: Outside evaluators, Marin County Office of Emergency Services, & City of  
142 Petaluma. Also the Fire District worked with RACES-Radio Amateur Civilian Emergency  
143 Service Auxiliary Communication Service. Special thanks to D/C Gerald McCarthy for  
144 coordinating for NFD.

145 "Rule of 5" -- New Fire Captain: Kim Lesik was selected to be the next Fire Captain, replacing.  
146 Kim is the first female shift Fire Captain in the nearly 100-year history (herstory) of the Novato  
147 Fire District. Capt. Lesik will start leading her crew in January.

148 NFD Medical Director Update: After receiving notification last month from Dr. Zita Konik of  
149 her new position with Alameda County, I contacted Kaiser San Rafael Administration to  
150 determine if they are interested in continuing our partnership and would provide another doctor  
151 to replace Zita, and they confirmed that they do intend to continue the program. Kaiser is in the  
152 process of providing a list of possible new medical director candidates to interview. In the  
153 interim, Zita will continue as our Medical Director. In addition, we are contracting with Zita in a  
154 not to exceed \$20,000 contract to help us with our new hire firefighter paramedic candidates with  
155 coaching, mentoring, training, and assessments.

156 Standards of Cover & Fire Dispatch information: This week we sent out memos to the  
157 organization on the Standards of Cover and Fire Based Dispatch. This is being done to facilitate  
158 communications on these topics and to prepare the organization for upcoming strategic planning.

159





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

160 New Reserve Program: Staff and Association representatives completed all of the work on the  
161 scope, policy, and costs for the new Reserve Program.

162 Workers Comp: Eight employees off duty on W/C: Four medics, three captains, one engineer.  
163 One Captain will return to shift on Nov 5th. (Two medics, one Captain, & one engineer likely  
164 will not return to work)

165 Training: New training Captain Adam Black who was promoted will start on days Tuesday Nov  
166 1.

167 **EMS Division:**

168 Update on COVID tests and testing: With flu season upon us and a COVID surge possible,  
169 COVID rapid tests are being given to all members to take home. Each member will be given two  
170 boxes at work. Members currently on W/C leave will receive them in the mail. "Color" (COVID  
171 testing agency) has ended its relationship with CDPH and further testing from our agency will  
172 need to be a separate contract. We are working on establishing a new lab to take the results.

173 Working with HR Felciano on next interview process. Looking to hold another round of FF/PM  
174 interviews first week of December.

175 **Prevention Division:**

176 Finalized plans for public field trip for Eucalyptus project (November 15) The public can join the  
177 Marin Wildfire Prevention Authority (MWPA), Novato Fire Protection District (Novato Fire),  
178 and the Ecologically Sound Practices Partnership for a site visit to view a joint project of Novato  
179 Fire and the MWPA. This project includes removal of a small dense stand of eucalyptus trees  
180 and revegetation with native plant species. This project is made possible by Measure C.  
181 Time: 10 AM - 12 Am Tuesday NOVEMBER 15, 2022, Location: Valley Memorial Park  
182 Cemetery (near the back of the property)

183  
184 Finalized plans for first public meeting for Greater Novato Shaded Fuel Break Public Workshop  
185 (November 9. 6-8pm) Zoom meeting. This project would include a fuel reduction zone between  
186 neighborhoods and wildlands in the Novato Zone. Environmental compliance is in progress and  
187 will be completed using the California Vegetation Treatment Program (CalVTP) in early  
188 2023. We are getting the word out about this public workshop through email, social media, and  
189 a [project webpage](#) that will display project-related resources as they are generated. The project  
190 webpage will be updated regularly to feature meeting information, including the attached  
191 postcard, which has been sent to all addresses within 300 feet of the project area (over 5,200  
192 addresses).

193

194



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

195 **Fleet Status:**

196 Unit 39 (Ambulance) engine replacement—mid November (waiting for parts)  
197 Unit 7 (Type 1 engine) OOS at Valley Power for engine injector work (waiting on parts)  
198 Unit 41 OOC (type III) engine Peterson in Santa Rosa—parts received—working on it now.  
199 All other units in service.

200 **Facilities Update:**

201 B64 did another site visit with Fowler Electric at 61, 63 to further clarify the plan for site  
202 improvements in preparation for new generator sets.  
203 Mike Swezy also invited and attended the visit at Station 63 to select a site that would not impact  
204 the demonstration garden.

205 A design is in process for a non-combustible decorative wall that screens the generator with 3  
206 feet of access around the unit for serviceability.

207 We are contacting neighbor next to 63 but the new location along with the level 3 sound  
208 attenuated enclosure should significantly reduce the noise as compared to the old generator set.

209 We received updated estimated build completion dates from Leete and the Blue Star factory.  
210 Once we receive word that the units are ready to ship, Leete will arrange the shipping and  
211 provide us with 5-7 days advance notice on the expected delivery date to the field adjacent to  
212 Station 62. Updated info below:

213 Admin (JD60-04FT4)– 11/15 – pushed out due to engine availability

214 Station 61 (VD100-02FT4)– Getting after treatment put on – 1 week until completion

215 Station 62 (JD40-04FT4)– 11/15 – the engine has arrived, preparing to schedule production

216 Station 63 (JD30-03IT4)-- 11/22 – still on track

217 Station 65 (VD200-02FT4)– Started in Assembly – 2 weeks until completion

218 Security gate at Station 62 delayed due the County and the permit process. Plans for the gate  
219 project now must be routed through planning and land development departments.

220 Replacement of HVAC unit at Station 65 recommended, in the process of following up with  
221 Simpson to determine the scope and get an estimate for the work.

222 American Fence company contracts executed and work is ready to be scheduled to reposition  
223 fencing to accommodate new generator footprint at 65 and the installation of fencing at the C/D  
224 corner of Admin.

225 Working with Azar to develop a more robust security system in terms of surveillance for all  
226 facilities.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

227 **End of Report**

228 No public comment.

229

230 **CONSENT CALENDAR**

231 1. Minutes of Regular Board Meeting 10.5.2022

232 2. Minutes of Special Board Meeting 10.12.2022

233 3. EMS Billing Bad Debt Write Off for \$94,499.24

234 There was no public comment.

235 Roll Call Vote

236 M/s Hadfield/Davis to approve Consent Calendar items 1-3.

237

238 Ayes: Davis, Goines, Hadfield, Silverman

239 Noes: None

240 Abstain: None

241 Absent: Francisco

242 Motion carried 4-0-1.

243

244 **NEW BUSINESS**

245

246 1. PUBLIC HEARING: Ordinance No. 2022-1

247 An ordinance of the Novato Fire Protection District adopting and making local  
248 amendments to the 2022 edition of the *California Fire Code* and *Appendix A Of The 2021*  
249 *International Wildland-Urban Interface Code*, regulating and governing the safeguarding  
250 of life and property from fire and explosion hazards arising from the storage, handling and  
251 use of hazardous substances, materials and devices, and from conditions hazardous to life  
252 or property in the occupancy of buildings and premises in the Novato Fire Protection  
253 District providing for the issuance of permits and collection of fees therefor; repealing  
254 ordinance no. 2019-2 of the Novato Fire Protection District and all other ordinances or  
255 parts of laws in conflict therewith.

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

259 Chief Tyler reviewed the fire code update process.

260

261 There was no public comment.

262 Roll Call Vote

263 M/s Davis/Goines to adopt Ordinance No. 2022-1, adopting and making local amendments to the  
264 2022 edition of the *California Fire Code* and *Appendix A Of The 2021 International Wildland-*  
265 *Urban Interface Code*.

266



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

267  
268 Ayes: Davis, Goines, Hadfield, Silverman  
269 Noes: None  
270 Abstain: None  
271 Absent: Francisco  
272 Motion carried 4-0-1.  
273

274 2. Purchase Phillips Tempus Pro EKG monitors

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

277 Chief Tyler thanked BC Smith and the crews for their hard work on the research.

278 Chief Smith noted the current units are at end of life. Crews reviewed models from 3 different  
279 vendors. The Phillips model is used by hospitals, the military and is popular on the East Coast  
280 and Europe.

281 Director Silverman asked if there was a grant available.

282 BC Smith noted there was not a grant available and the District had the funds allocated for the  
283 purchase.

284 The purchase was a piggyback on a Colorado bid and includes extended warranties. The savings  
285 is approximately \$180,000.

286 There was no public comment.

287 Roll Call Vote

288 M/s Davis/Hadfield to accept staff's recommendation to purchase 15 new Phillips Tempus Pro  
289 EKG monitors for our EMS Division.

290 Ayes: Davis, Goines, Hadfield, Silverman  
291 Noes: None  
292 Abstain: None  
293 Absent: Francisco  
294 Motion carried 4-0-1.  
295

296 3. Life-Assist Contract Renewal

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

300 Chief Tyler noted that the purchase was a piggyback on a Tucson bid.  
301



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

302 There was no public comment.

303 Roll Call Vote

304 M/s Hadfield/Davis to continue contracting with Life-Assist, Inc. (“Life-Assist”) for the  
305 procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”)  
306 pharmaceuticals and supplies for the District.

307 Ayes: Davis, Goines, Hadfield, Silverman

308 Noes: None

309 Abstain: None

310 Absent: Francisco

311 Motion carried 4-0-1.

312

313 4. Reserve Firefighter Program

314 Board approval was requested to adopt Policy 1055 Reserve Firefighter Program,  
315 implementing a Reserve Firefighter Program as agreed to in the current Novato  
316 Professional Firefighter’s Association MOU.

317 Chief Tyler detailed the return of the Reserve FF program. It will include paid training, ride a  
318 longs, and can be an effective recruit tool to “grow our own”. He thanked members Zaroni,  
319 Pace, Larroque, Felciano, McCarthy and Mesenburg.

320 There was no public comment.

321 Roll Call Vote

322 M/s Hadfield/Davis to adopt Policy 1055 Reserve Firefighter Program, implementing a Reserve  
323 Firefighter Program as agreed to in the current Novato Professional Firefighter’s Association  
324 MOU.

325 Ayes: Davis, Goines, Hadfield, Silverman

326 Noes: None

327 Abstain: None

328 Absent: Francisco

329 Motion carried 4-0-1.

330

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

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

336 Chief Tyler detailed the contract renewal.

337

338 There was no public comment.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

339 Roll Call Vote  
340 M/s Goines/Hadfield to adopt resolution 2022-30 approving the Employment Agreement of  
341 Wildfire Mitigation Specialist Daniel Russo.

342 Ayes: Davis, Goines, Hadfield, Silverman

343 Noes: None

344 Abstain: None

345 Absent: Francisco

346 Motion carried 4-0-1.

347

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

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

353 Chief Tyler detailed the contract renewal.

354

355 There was no public comment.

356 Roll Call Vote

357 M/s Hadfield/Goines to adopt resolution 2022-32 approving the Employment Agreement of  
358 Wildfire Mitigation Specialist Supervisor Yvette Blount.

359 Ayes: Davis, Goines, Hadfield, Silverman

360 Noes: None

361 Abstain: None

362 Absent: Francisco

363 Motion carried 4-0-1.

364

365 **UNFINISHED BUSINESS**

366 1. Fire Based Dispatch – Update

367 Chief Tyler noted that NFD is staying connected to other agencies. The preferred choice is to  
368 contract with Marin County Fire. They are working on cost estimates and clarifying system  
369 requirements.

370 There was no public comment.

371



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

372 **COMMITTEE REPORTS**

373

374 1. MERA (Director Silverman and Director Hadfield)

375 Director Silverman noted the continued progress. Bid packages are going out and progressing.  
376 Nokia is working on microwaves.

377

378 2. Finance Committee (Directors Davis and Goines)

379 No report. The next meeting is scheduled for 12/15/2022.

380

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

382 Director Goines commented that Citizens Oversight Committee member Rebecca Suggs has  
383 served 2 years, and worked with Stanford on the chronicling of the stand up of the MWPA. The  
384 COC needs a new rep from Novato. All of the current reps can re-apply for the COC.

385

386 Goines noted that Director Mark Brown put together a summary of all of the member agencies  
387 Veg Management, Defensible Space and Home Hardening work. Over 3000 acres of work has  
388 been completed, along with fire road improvements.

389

390 It was noted that a high percentage of the public understand the need and concept, and the need  
391 to adapt to wildfire. About 1/3 are aware of the grant funds. It was noted that the Asian and  
392 Latino community had a higher level of awareness compared to Caucasians.

393

394 Chief Tyler noted there is a 98% satisfaction rate and engagement is high.

395

396 **FINANCIAL REPORTS**

397 There were no questions.

398 1. Financial Reports, September 2022:

- 399 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
- 400 b. Revenues and Expenditures Detail Financial Report
- 401 c. Vendor Summary Financial Report
- 402 d. MWPA Revenues and Expenditures

403

404 2. District Monthly Contracts Information

405

406 **INFORMATION**

407 1. Customer Satisfaction Survey Report, September 2022

408 2. MWPA Quarterly Report October 2022

409 3. Written Communications – Letters were read.

410

411 **CLOSED SESSION**

412 The Board entered closed session at 11:41a.m.

413

414 **CONFERENCE WITH LABOR NEGOTIATORS**



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
November 2, 2022

---

415  
416 1. Government Code Section 54957.6  
417 Agency Designated Representative: John Dietrich, Mike Hadfield and James Galli  
418 Represented Employee group: Novato Chief Officers Association  
419  
420 The Board re-entered open session at 12:29 p.m. There was no reportable action.  
421

422 **ADJOURNMENT**  
423 There being no further business to conduct, President Silverman adjourned the meeting at  
424 12:29 p.m.

425  
426 Submitted by,  
427  
428

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

429  
430  
431 Jeanne Villa, Recording Secretary





**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
November 16, 2022**

---

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

**ROLL CALL**

Directors Lj Silverman, Bill Davis, Mike Hadfield and Bruce Goines were present.  
Director Francisco was absent.

**STAFF MEMBERS PRESENT**

Fire Chief Bill Tyler, Deputy Chief Gerald McCarthy, Finance Director Joe Valenti,  
Recording Secretary Jeanne Villa

**OTHERS PRESENT**

District Counsel Riley Hurd

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

Staff recommended 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.

There was no public comment.

M/s Hadfield/Goines to adopt Resolution 2022-33.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**INFORMATION**

1. Upcoming Meetings: Finance Committee meeting – 12/15/2022 at 9:00 a.m.
2. Upcoming Special Board Meeting – 12/8/2022 at 10:00 a.m.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
November 16, 2022**

---

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 10:01 a.m.

Submitted by,

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

Jeanne Villa, Recording Secretary



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

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

**ROLL CALL**

Directors Lj Silverman, Bill Davis, Mike Hadfield and Bruce Goines were present. Director Francisco joined the meeting at 10:46 AM.

**STAFF MEMBERS PRESENT**

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

**OTHERS PRESENT**

District Counsel Peter Spoerl, James Galli, Nate Kowalski, Rebecca Suggs, Bruce Bartel and District Staff.

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361**

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

Staff recommended 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.

There was no public comment.

M/s Davis/Goines to adopt Resolution 2022-34.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

**OATH OF OFFICE**

The oath of office was read and recited by Bruce Goines, Bill Davis and Michael Hadfield, who were all appointed as Directors for 2022-2026. They all stood unopposed in the November 2022 election.

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**AGENDA ADJUSTMENTS**

None



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

**BOARD OF DIRECTOR OFFICERS ELECTION**

Nominations were made to appoint the upcoming year's Board Officers

There was no public comment.

M/s Davis/Goines to nomination Lj Silverman as President

M/s Silverman/Davis to nominate Mike Hadfield as Vice President

M/s Davis/Hadfield to nominate Bruce Goines as Secretary.

Roll Call Vote

Ayes: Davis, Goines, Hadfield, Silverman

Noes: None

Absent: Francisco

M/c 4-0-1

**ASSOCIATION PRESIDENTS' REPORT**

NSAS representative Lauren Galli commented that the group is eagerly awaiting the hiring of a new administrative assistant.

**DIRECTOR MATTERS**

Director Goines thanked Chief Tyler for his work with the Sunrise Rotary on the Christmas Tree Lighting in Novato. Covid tests were handed out to the public free of charge.

**CHIEF'S REPORT**

**Administrative Items:**

Rackspace Ransomware Attack: our cloud provider for email experienced a ransomware attack on Friday, December 2 at 2:48am. Rackspace's temporary solution was that all their customers migrate to Office 365. Our IT division has been working with MarinIT and has all emails synced with Rackspace as of Monday, November 28. This did not include Outlook contacts, calendar, or notes. Azar contacted MarinIT on Saturday and began migrating all NFD email to O365. Azar, Jeanne and MarinIT also had to touch all computers to uninstall the old version of Office and install O365. Once all desktop computers have been migrated over to O365. Now we are asking everyone to bring their laptops and iPad into the office so we can migrate those over as well. Once this has all been resolved we will investigate additional precautions at NFD, so we don't experience this again.

New Hire Academy Begins: Thursday Dec 1st started our new FF/PM academy. Three new FF/PM were welcomed and have begun their careers at Novato Fire: Kerrick Woodward-Sollesness, Nathaniel Kleinsasser, and Jared Myer. They will initially focus



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

on EMS skill development and protocols, and then transition into fire evolutions and firefighting training.

**New FF/PM Interviews:** In anticipation of establishing a negotiated over-hire side letter, we have initiated additional candidate interviews for immediate future consideration. The hiring process take several months to complete so we are getting a jump on recruitment and hiring now.

**PP GEMT—IGT** we were notified by Cal Chiefs that the DHCS has determined based on the LOI returned that there will be an estimated \$18M shortfall to fund the program. If all remains the same, the program will shut down after one year. There will be more to follow.

**NFD Reserve Program:** We have completed the application for intake of candidates, and posted it to our website. We are reviewing the applications and will hold interviews in the next couple weeks.

**Over hire side letter:** As discussed at the BOD retreat in October, management had completed and shared draft side letter language to be able to “over-hire” without effecting the constant staffing language in the existing MOU. Labor has had the draft for over three weeks and we are waiting for any proposed revisions from them to see if this can be a workable solution to the mandatory OT concerns.

**Our first Greater Novato Fuel Break Public Meeting** was completed: Over 70 members of the public attended the zoom meeting Nov 9th to listen to and ask questions of the more than 60 miles of area to be addressed. It was a great opportunity to share the scope and process of the project that will cost millions of dollars and be completed over the next 6-8 years or so.

**Valley Memorial Project Field Trip** was completed November 15th in conjunction with the Marin Wildfire Prevention Authority (MWPA), and the Ecologically Sound Practices Partnership performed a site visit to view a joint project of Novato Fire and the MWPA. This project includes removal of a small dense stand of eucalyptus trees and revegetation with native plant species.

**Pacheco Valle (PV) Evacuation Route:** There is a need to further assess the vegetation types, arrangement and proximity to their sole evacuation route out of the Valle, and assist the City of Novato and PV residents with additional removal of vegetation that does not support a safe route out. NFD meet this week with City officials and park residents and offered to work with them at and around the various median choke points. Mike Swezy will be developing a scope which will be shared with the various stakeholders for review and approval, that would also be consistent with other evacuation route assessments and tie into the Greater Novato Fuel Break.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

The National Weather Service has significantly updated its forecast. Remaining cool with rain starting again tomorrow (Thurs) mainly after 1000 into late evening and then returning Fri night through Sun night. Fri night will also be winds from the South 7 – 16 MPH and gusts to 21. Heavy rain is forecast Fri night through Sat. Total Thurs – Fri rain is forecast to be 0.25 – 0.50”; Fri night – Sat total rain forecast is 2.00 - 3.00”.

Director Goines noted that he attended the Valley Memorial event and the Fuel Break event. They were well attended.

Director Silverman asked if there were any negative comments regarding the fuel break project. Director Goines noted that most attendees were in favor of the project. There were some ecological concerns. The East Bay has had some challenges to similar plans, and it could spill over to other areas.

**CONSENT CALENDAR ITEMS**

1. Minutes of Regular Board Meeting 1.2.2022
2. Minutes of Special Board Meeting 11.16.2022
3. 2023 Regular Board Meeting Dates

There was no public comment.

M/s Hadfield/Goines to approve Consent Calendar items 1-3.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

**NEW BUSINESS**

1. Resolution 2022-35, updating the District Records Retention Policy and Procedure

Board approval was requested to adopt resolution 2022-35.

Chief Tyler noted that the updates to the retention list were minor, and several were only name changes on government forms.



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

There was no public comment.

M/s Goines/Hadfield to adopt Resolution 2022-35.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

**2. Bank Signature Cards Changes**

Board approval was requested to accept Staff's recommendation to make revisions to the bank signature cards and direct the Finance Director to revise the necessary documents.

There was no public comment.

M/s Davis/Silverman to accept Staff's recommendation to make revisions to the bank signature cards and direct the Finance Director to revise the necessary documents.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

**3. Resolution 2022-36, ratifying the Employment Agreement between the District and the Administrative Services Manager Jennifer Crayne.**

Board approval was requested to adopt resolution 2022-36.

Chief Tyler noted Ms. Crayne's vast experience and noted her contract includes duties supporting the Finance and the HR divisions.

There was no public comment.

M/s Davis/Goines to adopt resolution 2022-36

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1



**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

4. Mechanic Shop Lift Replacement

Board approval was requested to approve the purchase of an new shop lift in the amount of \$70, 901.95.

Chief Tyler noted the current shop life is 32 years old.

There was no public comment.

M/s Hadfield/Goines to approve the purchase of an new shop lift in the amount of \$70,901.95.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

Board approval was requested to transfer \$71,000 from the Unassigned Fund to the Facilities Capital Budget account 9308-4048.

There was no public comment.

M/s Hadfield/Silverman to approve the transfer \$71,000 from the Unassigned Fund to the Facilities Capital Budget account 9308-4048.

Roll Call Vote

Ayes: Goines, Davis, Hadfield, and Silverman

Noes: None

Absent: Francisco

Motion carried 4-0-1

**COMMITTEE REPORTS**

**MERA:** (Directors Silverman and Hadfield) Director Silverman noted that the process is moving along rapidly. Motorola has visited sites and installations are occurring.

**Finance Committee** (Directors Davis and Goines) – There was no meeting this month. The next meeting will be on 12.15.2022 at 9 a.m.

**MWPA Committee:** (Director Goines) Director Goines noted that the MWPA had a meeting on 11/17/22 and noted the progress on a 360 mile evacuation route clearing plan. The Tech committee has added new members. He noted there have been 3000 chipper day pickups. He also noted that the MWPA's annual report detailing the year's work and the very effective outcomes. Heat maps of danger zones show cooling.





**Novato Fire District Board of Directors  
Special Board Meeting Minutes  
December 8, 2022**

---

Director Silverman thanked Director Goines for his diligence and taking on the MWPA work from day one.

**FINANCIAL REPORTS**

There was no public comment.

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

**INFORMATION**

1. Customer Surveys October 2022
2. Written Communications: one letter was read.

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS (government code, section 54957.6  
Agency Designated Representatives: John Dietrich, Mike Hadfield, and James Galli  
Represented Employee Group: Novato Chief Officers Association

The Board entered Closed Session at 10:53 a.m.

The Board re-entered open session at 1:30 p.m. and there was no reportable action.

Amendments to the Fire Chief's Employment Agreement will be brought to the January 4, 2023 Board Meeting.

**ADJOURNMENT**

There being no further business to conduct, President Silverman adjourned the meeting at 1:30 p.m.

Submitted by,

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

Jeanne Villa, Recording Secretary