



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
December 13, 2023

1 The meeting was called to order by President Silverman at 11:01 a.m.

2

3 **ROLL CALL**

4 President Silverman, Director Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, B/C Jeff Whittet, and
8 B/C Kyle Dague.

9

10 **OTHERS PRESENT**

11 Kirk Bovtiz, Engineer/Project Manager with CSWST2.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 None.

15

16 **AGENDA ADJUSTMENTS**

17 Chief Tyler requested moving New Business item 4 before New Business item 2.

18 **NEW BUSINESS**

19 1. Welcome and introduction of B/C Jeff Whittet Director of Organizational Resources

20 Chief Tyler stated he is pleased to have B/C Jeff Whittet fill the Director of Organizational
21 Resources position. We have the opportunity to tap into the knowledge of a seasoned veteran
22 Battalion Chief who already has extensive experience with one of the three principal areas of
23 focus. These areas of focus include communication, facilities, and fleet management. B/C
24 Whittet commented that he is ready to hit the ground running in a fast-paced environment. He is
25 looking forward to the challenge of managing a variety of projects.

26 4. Potential sewer line extension engineer study

27 *Staff will provide an update on a potential sewer line study.*

28 Chief Tyler introduced Kirk Bovtiz, Project Manager of CSWST2. He presented the proposal for
29 preparing a Sewer Feasibility Study for Station 62. Kirk reviewed the sewer study's conceptual
30 drawings, which included both a private and a public system option. He also provided estimates
31 of construction costs for each option. The public system option was based on the area that can be
32 served by gravity to the proposed public pump station near the intersection of Atherton and Olive
33 Ave. Mr. Bovitz noted one important consideration is that the Novato Sanitary District
34 jurisdiction does not go out that far, so the area would have to be annexed into the Sanitary
35 District which would require a LAFCO process.

36 The public system would require a larger pump to serve more people, which would cost more
37 money as well as running gravity lines to those who live uphill from the pumping station. He
38 also noted that Novato Sanitary has a high-pressure forced main along Atherton Ave that serves
39 Bahia and the golf course and cuts across the wetlands, but unfortunately, Station 62 is not able
40 to tie into that main.



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41 To install a private pump station, Mr. Bovitz noted the District would need to apply for
42 encroachment permits from both the City and County as well as go through the annexation
43 process with Marin LAFCO. We would also need to avoid the waterline on Olive Ave and stay
44 on the street side of the right of way to avoid triggering environmental impacts.

45
46 A lengthy discussion ensued regarding the pros and cons of a private vs. public system.

- 47 • President Silverman asked if the annexed property and pipe would be owned and
48 maintained by Novato Sanitary District. Mr. Bovitz confirmed that, yes, NSD would own
49 and maintain the area and pipe.
- 50 • D/C Dicochea asked if the 4-inch pipe would allow for the expansion of the training
51 center in the future. Mr. Bovitz confirmed that a 4-inch pipe would be sufficient.
- 52 • Director Hadfield asked if the District would maintain the septic tank and then gravity
53 feed from the current septic tank to the new pump station or would we abandon that
54 septic tank and cut new laterals for all the buildings? Mr. Bovitz replied that the District
55 would abandon the septic and run new laterals from the buildings to the new pump
56 station.
- 57 • President Silverman asked if the pump is loud and disruptive. Mr. Bovitz noted that the
58 pump is not loud because it is below ground with submersible pumps.

59 Chief Tyler commented that this presentation was just an update. The committee will need to
60 decide what direction to go and provide action items for future meetings. The committee gave
61 Chief Tyler direction to speak with Sandeep of the Novato Sanitary District about this project.
62 The committee also provided direction to Chief Tyler to seek a second opinion from another
63 engineering firm.

64 There was no public comment.

65
66 2. Mold remediation at Station 62 and mitigation efforts

67 *Staff will provide an update on the mold remediation project at Station 62 and mitigation efforts.*

68 B/C Whittet reported that the mold remediation project at Station 62 is complete, and all the
69 drywall has been replaced. The men's restroom has passed the post-remediation verification
70 testing and the HVAC system/ducting/filters have been cleaned and replaced. B/C Whittet
71 reported the root cause of the mold was drainage from the HVAC splits, resulting in leaks. He
72 noted that preventative measures moving forward include improved inspection and cleaning of
73 the HVAC system and improved weekly maintenance by station crews to eliminate dust and
74 improve airflow.

75 There was no public comment.

76
77 3. Update on general maintenance and repairs by station, including administration

78 *Staff will provide an update on general maintenance and repairs by station, including the*
79 *administration building.*



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80 B/C Whittet provided a general maintenance update on the Admin Building and all the fire
81 stations.

82 Admin:

- 83 • Marin H2O Bathroom Repairs
- 84 • Replaced Hydraulic Door Closers
- 85 • Gym Flooring
- 86 • Evaluating leak in front office

87 Station 61:

- 88 • Crandall Roof Repair over Engineer Dorm- ongoing/warranty work Mold Remediation-
89 completed
- 90 • Window Replacement – completed (painting to occur as soon as permit is processed)
- 91 • Shower Door Replacement- near completion

92 Station 62:

- 93 • Mold Remediation and Testing Completed
- 94 • HVAC System Replacement Continues
- 95 • Generator Transfer Switch Repair
- 96 • Concrete Culvert Construction on Hillside- began 12/11
- 97 • Dry Rot Assessment on Front Façade of Pergola
- 98 • Electric Gate Troubleshooting Completed – rewired Knox Key Box, Photo Eyes, and
99 Radio Receivers Were Moved
- 100 • PPE Washer Electrical and Plumbing Bids Received

101 Station 63: No Issues

102 Station 64:

- 103 • Front Door Lock to be Replaced
- 104 • Grease Trap Cleaned

105 Station 65:

- 106 • Engine Roll Up Door- Safety Eye Part Ordered
- 107 • PPE Washer Electrical and Plumbing Bids Received

108 President Silverman thanked B/C Whittet for his work on this and noted it will be helpful with
109 future forecasting and budgeting.

110 There was no public comment.

111

112 5. Potential future capital facilities improvements

113 *The Facilities Committee will discuss potential future capital facilities improvements.*

114 B/C Whittet discussed new requirements for electric vehicles, the need to install charging
115 stations, and researching funding options for solar power. Chief Tyler commented that all
116 prevention vehicles could be electric. Director Hadfield commented that we need to be
117 proactively looking at ways to lower monthly PG&E bills.



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118 Chief Tyler commented that he had been contacted by Tom Welch, a retiree from Southern
119 Marin Fire, who offers fire service grant writing services. Chief Tyler is working with Colleen
120 on setting up a contract for professional services. The goal would be to try to apply for available
121 grant money for projects, such as solar. Chief Tyler also discussed the need to look at impact
122 fees and standards of cover.

123 Future Capital Facilities Improvement Projects include:

- 124 • Identify potential future fire station build
- 125 • Proper storage powered for apparatus
- 126 • Barn storage with a large classroom/meeting room/EOC with solar

127

128 There was no public comment.

129

130 6. 2024 Facilities Committee Meeting Schedule

131 *The Facilities Committee will discuss and establish a regular meeting schedule for 2024.*

132 The Facilities Committee will meet quarterly. ASM Crayne will prepare the 2024 meeting
133 schedule for committee members.

134 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

136 None.

137

138 **ADJOURNMENT**

139 There being no further business to conduct, President Silverman adjourned the meeting at 1:03
140 p.m.

141

142 Submitted by,

A handwritten signature in cursive script that reads "Jennifer Crayne".

145 Jennifer Crayne

146 Clerk of the Board

147

148

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