



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

MAY 1, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom

95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

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

ROLL CALL

President Lj Silverman

Director William Davis

Director Michael Hadfield

Director Bruce Goines

Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

PRESENTATION

MWPA Quarterly Report and Workplan Updates

Sarah Labberton, Vegetation Management Program Manager and Lynne Osgood, B/C Prevention/Fire Marshal

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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

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

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

During Open Time for public expression item

Public comment period on agenda items.

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



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ASSOCIATION PRESIDENTS' REPORT

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

DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. Minutes of Regular Board Meeting 4/3/24
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 \$30,575.80

NEW BUSINESS

1. Enterprise Fleet Management – Presentation

Board approval is requested to accept staff's recommendation to begin reviewing the contracts with Enterprise Fleet Management to implement a vehicle replacement plan and improve Novato Fire Light Vehicle Fleet.

2. Resolution 2024-04 Arson Awareness Week May 5-11, 2024

Staff recommends adoption of Resolution 2024-04: a resolution of The Board of Directors of The Novato Fire Protection District declaring May 5-11, 2024, to be Arson Awareness Week.

3. Resolution 2024-05 Proclaiming May 4-10, 2024 as Wildfire Preparedness Week

Board approval is requested to adopt Resolution 2024-05 proclaiming May 4-10, 2024 as Wildfire Preparedness Week encouraging residents to take steps to reduce the threat of wildfire to their homes and communities.



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4. Adoption of Resolution 2024-06, A Resolution of the Board of Directors of the Novato Fire District Establishing the Special Tax Rate for 2024/2025

Board approval is requested to accept Staff's recommendation to:

1. Apply the Consumer Price Index annual adjustment for 2023 of 3.67% (Exhibit D).
2. Adopt Resolution 2024-06 establishing the Special Assessment Tax Rate for Residential at 11.29 cents per square foot and Commercial / Industrial at 16.93 cents per square foot for the 2024/25 fiscal year (Exhibit A).

5. Renewal of contract with Katie Grossman, RN for EMS Educator

Staff recommends that the Board approve the renewal of the EMS Educator contract with Katie Grossman, RN

6. Bank Signature Card Change

Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature card listed below and direct the Finance Director to revise the necessary documents.

1. Account#XXX057 Bank of America Novato Fire District Operating Fund Signature Card
 - a. Add Lynne Osgood

7. HVAC Maintenance & Repair Contract

Staff recommends contracting with Peterson Mechanical, Inc. for HVAC maintenance and repair services for all six (6) District sites for an initial twelve (12) month term.

8. Contract Extension for Supplemental Staffing with Aston Carter, Inc. for (1) EMS Biller

Staff recommends the Board approve an extension of the contract with Aston Carter, Inc. for an additional two (2) years for the temporary staffing needs in the EMS Billing department to employ the services of one (1) EMS Biller.

9. Advertising Campaign Services for MWPA

Staff recommends renewing the Kiosk Creative, LLC ("Kiosk") Schedule No. 1 in support of the Marin Wildfire Prevention Authority ("MWPA") advertising campaign.

10. Surplus Radio Equipment Donation

Board approval is requested to accept staff's recommendation to donate 15 Bendix King Model P150-CMD to Sonoma County Fire District.



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COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, March 2024:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys March 2024
2. MERA Update: April 2024
3. MWPA Quarterly Report Q3
4. Upcoming meetings and events:
 - 5/8/24 Druids Employee of the Year Dinner 6:00 pm
 - 5/8/24 Novato Leadership Ceremony 4:00 -7:00 pm
 - 5/16/24 Marin County Survivors' Celebration 5:00 - 9:00 pm
 - 5/20/24 Steve Rucker Memorial Gold Tournament
 - 5/27/24 Memorial Day Observed- Admin Office Closed
 - 6/5/24 Regular Board Meeting
 - 6/11/24 Facilities Committee Meeting 9:00 am
5. Written Communications

ADJOURNMENT