



Novato Fire District Board of Directors
Regular Board Meeting Minutes
April 3, 2024

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

2

3 **ROLL CALL**

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

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance

9 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Eric Mesenburg, Administrative

10 Assistant Denise Wade, Administrative Assistant Kelley Penney, Contract/Purchasing

11 Administrator Colleen Walraven, EMS Billing Analyst Shannon Wager, and IT Manager Azar

12 Mashintchian.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd, Bruce Bartel

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 None.

25

26 **DIRECTOR MATTERS**

- 27
- Director Davis reported that he had attended a hands-only CPR class through the Marin Valley Country Club. He thanked NFD for loaning the CPR dummies for the training.
 - Director Hadfield commented that he was contacted by a resident who reported being displeased about the language used on a home inspection report for his property. He is concerned about the term "non-compliant" because he feels that it could create problems with his insurance company. Director Hadfield explained to the resident that the inspection report is not a violation, but rather is informational for best practices- we are here to teach and assist residents.
 - Director Goines attended a wildfire prevention presentation at the Novato Breakfast Club and Pacheco Valley. The presentation was 40 minutes long and there were 34 in attendance. He noted that NFD may receive some questions regarding the MWPA, but overall, the program is well received and said to be a wise investment of tax dollars.
 - President Silverman proudly announced the birth of his new granddaughter, Penny Ann.
- 39
- 40

41 **CHIEF'S REPORT**

42 **Calendar Items - February:**



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- 43 • Tues April 2nd Novato Chamber Government Affairs Committee
- 44 • Tues April 2nd Dispatch Governance Meeting via Zoom
- 45 • Wed April 3rd BOD Monthly Board Meeting
- 46 • Thurs April 4th Special Facilities Committee Meeting 9:00 am
- 47 • Mon April 8th Scott Freedman & Adam Black retirement luncheon
- 48 • Tues April 9th Captain Rule of 5
- 49 • Wed April 10th Morning Admin all-hands meeting
- 50 • Wed April 10th ECC Division Chief 1st round Interviews at Los Gamos
- 51 • Thurs April 11th MWPA OPS Committee meeting
- 52 • April 14th-20th National Public Safety Communications Week
- 53 • Wed April 16th Finance Committee Meeting (TBD)
- 54 • Thurs April 17th OPS Meeting
- 55 • Tues April 23-Friday April 26
- 56 • Administrative Professionals Day April 24th
- 57 • Annual Survivors Celebration May 16th Indian Valley Jonas Center, 2 NFD incidents

58 **Administrative Items:**

- 59 • New NFD Website—go to www.novatofire.org New fresh look, easier to navigate and
60 updated content.
- 61 • Completed Strategic Planning Sessions phase two on March 12th and 13th. Phase two
62 working sessions focused on “lines of effort” to reach the end state. The phase two
63 workgroup crafted a draft of 90-day segments that will begin on July 1st.
- 64 • Kicked off our annual budget for 2024/25: As with last year, it will be a tight schedule so
65 we will need to adhere to these dates as closely as possible. It is our intent that the *Novato*
66 *Fire District will plan and act for a sustainable future*. In support of that goal, we have
67 committed to the following 4 strategies:
 - 68 ▪ NFD will prepare responsible and accountable budgets that are tied to the Fire
69 District’s adopted mission, goals, and strategies; and
 - 70 ▪ NFD will identify and implement efficiencies in existing expenditures in order to
71 reduce existing costs when possible; and
 - 72 ▪ NFD will fund reserves in such a way that provides for some level stability during
73 economic downturns; and
 - 74 ▪ NFD will provide evidence to justify the community benefit of its adopted
75 budgets, expenditures, and reserves.
 - 76 ▪ As staff prepares expense items they will be prepared to demonstrate our
77 approved strategies. I realize that inflation will likely drive up costs on routine
78 purchases but will try to keep your proposed division expenditures within reason
79 and certainly at justifiable levels. I am here to help and to support staff through
80 the process. Let me know if you have any questions. I will be in contact with each
81 division to coordinate a date and time to go over the proposed items. It is
82 anticipated that this will occur between April 18th to April 21st; Our first deadline



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83 is to have all division expenditures to Joe by the close of business day,
 84 Wednesday, April 3rd. If you have any questions on how to use the budget
 85 template, please contact Joe Valenti directly.
 86

| | Item | Dates |
|----|--|----------------|
| 87 | 1 2024/25 budget template released | 3/14/24 |
| 88 | 2 Requested return date of preliminary division expenditures | 3/25/24 |
| 89 | 3 Compilation of division expenditures | 3/25 - 3/29/24 |
| 90 | 4 Version 1 Budget Review Meeting | 4/1 - 4/5/24 |
| 91 | 5 Additional versions, reviews, meetings | 4/8 - 4/12/24 |
| 92 | 6 Draft version to Finance Committee (<i>Special Meeting if required</i>) | 4/16/24 |
| 93 | 7 Additional revisions & review | 4/17 - 5/15/24 |
| 94 | 8 Final Preliminary Budget to Finance Committee (<i>Special Meeting if needed</i>) | 5/16 - 5/24/24 |
| 95 | 9 Final Preliminary Budget to BOD on 6/5/24 (<i>Special Meeting if required</i>) | 5/29/24 |
| 96 | 10 Changes of Substance, Significant Updates Review to Final Budget | July 2024 |
| | 11 Final Budget to Finance Committee (<i>Special Meeting if required</i>) | 7/16/24 |
| | 12 Final Budget to BOD on 8/7/24 | 8/1/24 |

97 • Alert Marin System Countywide Test: We received a thank you from Marin OEM
 98 director, Steven Torrence for our support of the AlertMarin call center on Saturday,
 99 March 23rd, sharing their gratitude and thanks for our willingness to join them in the test.
 100 OEM is still in the process of reviewing the data from the exercise, but in short, here are
 101 our core achievements:

- 102 ▪ 694 Calls were taken by call center staff (within 2-hours)
- 103 ▪ 89,900 messages were sent from the Everbridge system within 8 minutes
- 104 ▪ 4,000+ new opt-ins to AlertMarin
- 105 ▪ 30+ calls in Spanish with the support of bilingual call takers from Fairfax, Novato,
 106 and the County

107 Based on public feedback, there is a desire that they conduct annual tests to help drive the
 108 public to the AlertMarin portal and assist them with confirming their data and enrollment.
 109 This is a great community touchpoint and has shown to be valuable to the Cities, Towns,
 110 and County agencies as they build a premier alert and warning system.

- 111 • NFD Captains Test: We completed a Captains test this week. 5 candidates participated in
 112 the process and a “rule of 5” selection will take place later next week. We want to
 113 acknowledge and thank B/Cs from Fairfield Fire, Ross Valley, and Marin County Fire.
- 114 • NFD Fire Inspector position has been posted, internally & externally. Given 60 days'
 115 notice per MOU agreement
- 116 • One probationary FF/PM employee was released from NFD.

117 **OPS: D/C Dicochea:**

- 118 • Horse Rescue: Horse out of a mud pit - Utilized straps and our NFD forklift, Marin
 119 Humane, and Marin Search and Rescue. Incident was featured on KTVU news.



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- 120 • Structure Fire Alameda De La Loma (Arson arrest) This exterior fire went two alarms.
121 The fire started on an exterior front deck, involved the eaves gutters, and got under a
122 combustible shake built up roof under a metal roof, multiple layers made this difficult to
123 pull off and to extinguish. 2nd alarm was for more resources. Law enforcement made an
124 arrest.
- 125 • Vehicle Fire: Atypical Fatality Incident on SB 101 just past the Alameda del Prado exit.
- 126 • Magnolia Project - student internship opportunity for 11th & 12th graders interested in a
127 career in the fire service. Students are assigned a mentor and spend time learning about
128 all the different divisions. Includes a ride along on engine and ambulance. The program is
129 from March 25th through April 5th.
- 130 • 4 New FF/PM hires April 1st onboarding complete
- 131 • Chiefs Whittet, Peters, Taul, and Dicochea attended the countywide active attacker drill at
132 Skywalker Ranch. The scenario was a shooter at Marin Showcase Theatre at Marin
133 Center. 10-15 patients and a possible secondary explosive device. There were great
134 takeaways from the drill, and Chief Dicochea has instructed Chief Taul to start exploring
135 venues for a future active attacker drill.
- 136 • Fire Ranger Thomas Lyons has conducted a follow-up on two NPD Fire Cases that were
137 suspected to be arson: One occurred behind Goodwill (936 Seventh St, Novato) and the
138 second occurred behind Bridge Point Academy (1787 Grant Ave, Novato). Both
139 investigations are ongoing. Officer Lyons has also been performing patrols on fire roads
140 and has identified potential hazards to access that are being communicated with Marin
141 County Open Space to address.

142 **Training: B/C Barrett Smith transition to Mike Taul**

- 143 • Ryan Hamilton passed his Acting Captain test
- 144 • Focus on new hire academy starting on April 1st
- 145 • Red card audit and new filing and processing
- 146 • Confirm support for upcoming wildland classes with MCFD
- 147 • Confirm cut site for S-212 (chainsaw class) and logistical support
- 148 • Confirm site for S-219 (firing operations) and logistical support

149 **EMS: B/C Dan Peters:**

- 150 • New hire academy and new FF/PM onboarding prep: completed schedules for our New
151 Hire Academy phase 1 (didactic). Phase 2 (clinical-waiting for hospital feedback and
152 scheduling). Completed revised Novato Fire EMS Academy 2024-1 plan. This new plan
153 includes changes discussed at the last OPS meeting with input and CQI from the rest of
154 the command team. I eliminated phase 5 and changed the parameters of phase 4 to better
155 capture our intent to precept/mentor to a total of 20 shifts (480 hours). This would
156 essentially be a second internship for any new hire should the training plan dictate it.
- 157 • Participated in the Stroke Advisory Committee meeting- Marin Co EMS



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158 **Prevention FM Lynne Osgood:**

- 159 • Monthly MCFIT meeting with Marin County Coroner in attendance to review 50
160 Hillcrest fatal fire.
- 161 • Worked on PowerPoint for Block 3 Training- Vehicle Fire Investigation
- 162 • Lauren Galli is out on leave - wrapping up upcoming seasonal events and pub ed
163 schedules.
- 164 • Meeting with Sarah Labberton - DSI data development Willow Labs
- 165 • Attended first meeting of Marin Prescribed Fire Cooperative
- 166 • Conducted botanical surveys with Sequoia Consulting botanist through Buck Center,
167 private parcels, College of Marin, MCOSD preserves, and Cherry Ridge
- 168 • Coordinated with private property owners to schedule the surveys on their property.
- 169 • Checked in with CCNB as they removed broom & rock rose in Green Point

170 **B/C Organizational Resources: Jeff Whittet**

- 171 • U6 M61 Hansel Ford in Santa Rosa received approval for warranty replacement of
172 cylinder head.
- 173 • SEFAC shop lift project update: Loaner Lifts returned to SEFAC on 3/25/2024.
- 174 • Water Heater Replacement contract completed with Willdan for 61 and 65. Next steps –
175 approve and move forward with no cost replacement: awaiting legal review of
176 documents.
- 177 • Met with Clark Brownstein about 62 Drill Tower Anchor and Window project completion
- 178 • Station 65 new rear door replaced
- 179 • Admin drain issue repaired and plan to reroute condensation lines received
- 180 • Met with Aaron Hakenen after his return from the ambulance remount trip. ETA for
181 remount completion is September at the earliest. Full updated spec with change orders
182 due within the next 30 days from PSS.
- 183 • Met with Bennett White from Integrity Construction about Solo Rescue washer projects,
184 assisted with follow up questions.
- 185 • Ring Cameras received for each facility. The cameras will be installed as soon as possible
186 at key locations at our stations.

187 **IT Manager- Azar Mashintchian:**

- 188 • Deal with Server Room water leak
- 189 • Updating fillable forms for all divisions
- 190 • Received MERA quote for all stations: Approx. \$55,300 upfront and then maintenance
191 and paying for lines, etc.

192
193 **CONSENT CALENDAR ITEMS**

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

- 196 1. Regular Meeting Minutes 3.6.24



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197 There was no public comment.
198 M/s Goines/Davis to approve the Consent Calendar.
199 Motion carried: 4-0-1 absent (Francisco)

200
201 **PRESENTATION**

202 Recognition of members' continuous years of service and dedication to the Novato Fire District.

- 203 • 10 Years of Service – Zanoni, Hamilton, Godoy
- 204 • 15 Years of Service – Larroque, Pace
- 205 • 20 Years of Service – Teldeschi, Brody, McGuinness
- 206 • 25 Years of Service - Sheline

207 Deputy Chief Dicochea presented the milestone years of service awards to the above-listed
208 employees. He noted that this will be an annual recognition for years of service.
209 The Board congratulated all employees and thanked them for their years of service and
210 dedication.

211
212 **NEW BUSINESS**

213 1. Emergency Communications Center (ECC) / Fire-Based Dispatch Center Startup Costs
214 Financing Option Recommendation

215 Staff recommends selecting the annual payment option offered by the County of Marin to
216 finance the ECC / Fire-Based Dispatch Center startup costs with annual payments made over 15
217 years and a 2% amortized fee on the unpaid balance.

218 Finance Director Joe Valenti explained that the County of Marin has offered two payment options
219 for participating agencies to pay their share of the Emergency Communications Center (ECC) / Fire-
220 Based Dispatch startup costs. The first option is for the District to pay its share in full with a lump sum
221 payment of \$1,218,552. The second option is for the District to pay annual payments of \$94,110 over 15
222 years with a 2% amortized fee on the unpaid balance. The annual payment option would avoid an
223 immediate large cash outflow by spreading the payments over the 15-year period with a low interest rate
224 of 2.0%, while also preserving the ability to earn interest on the unspent funds held in the County
225 Treasury investment pool which for the current fiscal year is projected at a rate of 3.7%. Because of the
226 higher interest received on the unspent funds, the annual payment option results in a lower net cost at the
227 end of the 15-year period.

228 FD Valenti noted that if the annual payment option is selected, \$94,110 per year for 15 years plus 2%
229 interest on the unpaid principal resulting in a net benefit of \$19,975 at the end of the 15 years, with the
230 benefit of spreading the costs over time while earning interest on the unspent funds. If the lump sum
231 option is selected the District would forgo \$45,086 in interest on the \$1,218,552 which would result in a
232 higher overall cost. Exhibit 1 provided a summary of payment options.

233 There was no public comment.

234 M/s Hadfield/Goines to select the annual payment option offered by the County of Marin to
235 finance the ECC / Fire-Based Dispatch Center startup costs with annual payments made over 15
236 years and a 2% amortized fee on the unpaid balance.

237 Motion carried: 4-0-1 absent (Francisco)



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238 2. Concrete Retaining wall construction and repairs at Station 62

239 Board approval is requested to accept staff's recommendation to contract with Van Midde and
240 Son Concrete to complete the construction of a new concrete retaining wall, repair a missing
241 section of concrete, and install an additional drainage culvert system behind new classrooms.

242 Chief Tyler noted that the wooden retaining wall on the training grounds is dilapidated and needs
243 to be replaced. The project will cost \$48,450 and will use funds from the facilities project
244 account. B/C Whittet provided additional information about the project.

245
246 There was no public comment.

247 M/s Davis/Silverman to accept staff's recommendation to contract with Van Midde and Son
248 Concrete to complete the construction of a new concrete retaining wall, repair a missing section
249 of concrete, and install an additional drainage culvert system behind new classrooms.

250 Motion carried: 4-0-1 absent (Francisco)

251 3. Mechanic Shop Column Lift System Replacement

252 Staff recommends the Board approve the purchase of Stertil KONI Mode ST 1085-3FWA
253 Mobile Column Lifts per Quote #1696. Sourcewell Contract #: 121223-SKI. Staff requests Board
254 approval for funding in the amount of \$99,875.00 from Unassigned Fund Balance to Account
255 #9308-4048 (Capital Expenditures for Building Facilities).

256 Chief Tyler reported that even after e background research, the new lifts that were installed never
257 functioned as advertised, which has caused a continuous safety concern and a lack of operational
258 integrity. The recommendation is to return the SEFAC lift system with a refund of \$70,902. The
259 KONI lifts are in stock and readily available for delivery/installation. B/C Whittet noted that
260 KONI has an approved repair facility on the West Coast which will be beneficial and reduce out-
261 of-service time.

262 There was no public comment.

263 M/s Hadfield/Davis to approve the purchase of Stertil KONI Mode ST 1085-3FWA Mobile
264 Column Lifts per Quote #1696 and approve funding for \$99,875.00 from Unassigned Fund
265 Balance to Account #9308-4048.

266 Motion carried: 4-0-1 absent (Francisco)

267 4. Bank Signature Cards

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

- 271 1. Account#XXX057 Bank of America Novato Fire District Operating Fund Signature Card
272 a. Remove Gerald McCarthy and Scott Freedman, Add Dan Peters and Mike Taul

273
274 There was no public comment.



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275 M/s Davis/Hadfield to revise the Bank of America signature card to remove Gerald McCarthy and
276 Scott Freedman, add Dan Peters and Mike Taul, and direct the Finance Director to revise the
277 necessary documents.

278 Motion carried: 4-0-1 absent (Francisco)

279 5. Authorization of IGT Funds Transfer 2 of 4 to Department of Health Care Services (DHCS)
280 for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT)
281 Program for CY 2024

282 District staff recommends sending the second of four payments for CY 2024 (invoice amount
283 \$104,700.85) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal
284 expenditures for purposes of Assembly Bill 1705.

285 Chief Tyler commented that this is the second payment of four for the year. He reported that the
286 District is receiving more money than is being paid out and staff will continue to report on the
287 status of this program. He noted that the District anticipates remaining in the program if it is
288 positive.

289 There was no public comment.

290 M/s Goines/Davis to send the second of four payments for CY 2024 (invoice amount
291 \$104,700.85) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal
292 expenditures for purposes of Assembly Bill 1705.

293 Motion carried: 4-0-1 absent (Francisco)

294 6. Resolution 2024-03, Amendment to the Employment Agreement of Fire Chief, Bill Tyler
295 Board approval is requested to adopt resolution 2024-03 amending the Employment Agreement
296 of Fire Chief Bill Tyler.

297 President Silverman reported that two months prior, the Board had met to discuss the Chief's
298 annual performance evaluation. He opened it up to the other board members for comment.

299 Director Davis noted that the meeting was very detailed and granular, reviewing the Chief's
300 performance from many angles. He commented that the Chief has done an excellent job.

301 Director Goines commented that he appreciates the Chief's hard work, leadership, integrity, and
302 dedication to this organization.

303 Director Hadfield noted that he believes that the District is in a better place today than where it
304 was last year, and that is how he measures the success of the Fire Chief. He is very happy with
305 the Chief's performance and dedication and looks forward to continuing to work together.

306 President Silverman echoed the sentiments of the other directors. He commented that he feels the
307 Chief has done an amazing job, not only for the Board, but the Novato Fire Foundation, Rotary,
308 and the whole community. He appreciates the positive exposure and admiration that the Chief
309 has provided for the organization.



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310 There was no public comment.

311 M/s Hadfield/Davis to adopt resolution 2024-03 amending the Employment Agreement of Fire
312 Chief Bill Tyler.

313 **Roll Call Vote:**

314 Ayes: Davis, Goines, Hadfield, Silverman

315 Noes: None

316 Absent: Francisco

317 Abstain: None

318 Motion carried: 4-0-1 absent (Francisco)

319 **COMMITTEE REPORTS**

320 *Directors may report on committee activities and meetings.*

- 321 1. **MERA** (Directors Silverman and Hadfield)- President Silverman reported that much of
322 the construction has been completed, 9 Motorola sites have been installed, testing is
323 scheduled to begin in August/September, it will be approximately one year before the
324 switch to Gen 2 occurs.
- 325 2. **Finance Committee** (Directors Davis and Goines)- next Finance Committee Meeting
326 TBD
- 327 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines
328 reported the following:
 - 329 • MWPA Board adopted a resolution adjusting the tax levy up by 2.4% following
330 the Bay Area CPI-U
 - 331 • Contracts with legal staff have been updated
 - 332 • MWPA staff prepared a 10-page document including peer-reviewed science on
333 the shaded fuel break. The research concludes that heat map is cooling down
334 significantly and greatly reduces fire risk.
- 335 4. **Facilities Committee** (Silverman and Hadfield)- there is a Special Facilities Committee
336 meeting on 4/4/24 at 9:00 am.

337

338 **FINANCIAL REPORTS**

339 Informational items for review. No action needed.

- 340 1. Financial Reports, February 2024:
 - 341 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - 342 b. Revenues and Expenditures Detail Financial Report
 - 343 c. Vendor Summary Financial Report
 - 344 d. MWPA Revenues and Expenditures
- 345 2. District Monthly Contracts Information

346

347 **INFORMATION**

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

- 349 1. Customer Surveys February 2024



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- 350 2. MERA Update: March 2024
351 3. Upcoming meetings/events:
352 • Special Facilities Committee Meeting 4/4/24 at 9:00 am
353 • Retirement Luncheon Captain Black and B/C Freedman 4/8/24 at noon, S61
354 • FDAC Annual Conference 4/23-26 Monterey, Ca.
355 • Regular Board Meeting 5/1/24
356 4. Written Communications- ASM Crayne read two correspondence pieces regarding the
357 horse rescue. C-shift was recognized for their efforts to successfully rescue the horse. Members
358 included Chief Whittet, Captain Brody, Captain Fletcher, Engineer Godoy, FF/P Rhodes, FF/P
359 Murphy, FF/P Peters, FF/P Saldana, and FF/P Poarch. The horse owner noted that they did an
360 excellent job and worked well with other assisting agencies.

361 **ADJOURNMENT**

362 There being no further business to conduct, President Silverman adjourned the meeting at 11:09
363 am.

364
365 Respectfully Submitted,

366 
367

368
369 Jennifer Crayne, Clerk of the Board

370
371