



NOVATO FIRE DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA

JUNE 5, 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

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.

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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



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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. Special Finance Committee Meeting Minutes 4/30/24
2. Minutes of Regular Board Meeting 5/1/24
3. Ambulance Fee Debt Write-Off Due to Hardship
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
 - ▶ F22029660 \$1,326.73
 - ▶ F23033488 (\$3,388.46) – Patient acquired Medi-Cal

NEW BUSINESS

1. Resolution 2024-07, a Resolution of the Governing Body of the Novato Fire Protection District Consolidating Elections With Other Elections Being Conducted on November 5, 2024.

A Regularly Scheduled Election To Be Held In This Jurisdiction; Requesting The Board Of Supervisors To Consolidate With Any Other Election Conducted On Said Date, And Requesting Election Services By The Marin County Elections Department.

2. Adoption of the Preliminary Budget for FY 2024/2025

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

- a. Adopt the Preliminary Budget for Fiscal Year 2024/2025
- b. Establish the date for adopting the Final Budget for Fiscal Year 2024/2025 on the August 7, 2024, regular board meeting.

3. Contract Increase for Electrical Services

Staff recommends that the Board approve an increase to the not-to-exceed amount of the contract with Fowler Electric Services, Inc. ("Fowler") for as-needed electrical repairs and projects.



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4. Enterprise Fleet Management Lease Agreement

Board approval is requested to accept staff's recommendation to contract with Enterprise Fleet Management (EFM) to implement a vehicle replacement plan and improve Novato Fire Light Vehicle Fleet.

5. Landscape Management Contract

Staff recommends contracting with Le Jardinier Landscape Management for landscape management services for all six (6) District sites for an initial twelve (12) month term.

6. Vegetation Management Contract Extension and Increase

Staff recommends that the Board approve the extension of the contract term and increase the contract amount for one (1) vegetation management agreement under the Vegetation Management program and the MWPA program.

1. Forster Kroeger Landscape Maintenance Inc.

7. Fuel Delivery Contract

Board approval is requested to approve Staff's recommendation to renew the fuel delivery Master Services Agreement (MSA) with North Bay Petroleum for one (1) twelve (12) month term as allowed by the MSA.

8. LAWCX's JPA for Worker's Compensation Insurance Renewal through FRMS Membership

Board approval is requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Risk Management Services ("FRMS"). The coverage period ends on July 1, 2024.

9. Contract Increase for Plumbing Services

Staff recommends that the Board approve an increase to the not-to-exceed amount of the contract with Marin H2O, Inc. ("Marin H2O") for as-needed plumbing repairs.

10. Renewal of IT Support Services Contract with Marin IT

Board approval is requested to accept the Staff's recommendation to renew the IT Support Services contract for another twelve (12) months with Marin IT for a total cost of \$155,000.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)



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3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, April 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 April 2024
2. MERA Update: May 2024
3. Upcoming meetings and events:
 - 6/11/24 Regular Facilities Committee Meeting Time-TBD
 - 7/3/24 Regular Board Meeting
 - Regular Finance Committee Meeting 7/16/24 9:00 am
4. Written Communications

ADJOURNMENT