



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 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, Shane Francisco, and Bruce  
5 Goines

6 Absent: none

7

8 **STAFF MEMBERS PRESENT**

9 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Finance  
10 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Jeff Whittet, B/C Dan Peters,  
11 Administrative Assistant Kelley Penney, Contract/Purchasing Administrator Colleen Walraven,  
12 EMS Billing Analyst Shannon Wager, WMS Kyle Nicholes, Vegetation Management Program  
13 Manager Sarah Labberton, VMS Lizzy Neil, Captain Mark Larroque, and IT Manager Azar  
14 Mashintchian.

15

16 **OTHERS PRESENT**

17 District Counsel Riley Hurd, Bruce Bartel, and Travis Matteri of Enterprise Rentals

18

19 **OPEN TIME FOR PUBLIC EXPRESSION**

20 None.

21

22 **AGENDA ADJUSTMENTS**

23 None.

24

25 **PRESENTATION**

26 *MWPA Quarterly Report and Workplan Updates*

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

29 Vegetation Management Program Manager Sarah Labberton presented the MWPA Q3 Work  
30 Plan for fiscal year 2023-2024. The Q3 impact highlights and FY 23/24 YTD included:

- 31 • 323 Home Assessments Completed (YTD 1,947)
- 32 • 1789 Roadside Assessments Completed (YTD 3,824)
- 33 • 99% residents satisfied with the program
- 34 • 72 Vegetation Management Grants, \$56,401 grants awarded in Q3, \$201,600 spent by  
35 residents in Q3
- 36 • 62 Home Hardening Grants, \$111,602 grants awarded, \$606,162 spent by residents in Q3
- 37 • Total number of Firewise Communities 14
- 38 • 15 Emergency Notifications sent in Q3
- 39 • 15 Chipper Days completed YTD FY 23/24
- 40 • 1,428 Cubic Yards of Vegetation Chipped YTD 23/24
- 41 • 3.6 Miles of Evacuation Clearing YTD 23/24



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

- 42       • 35 Fire Mitigation Ranger encampment observations

43 Sarah Labberton provided information on the work plan for the upcoming fiscal year 24/25 with  
44 the corresponding draft budget. The proposed budget for core projects totaled \$1,628,858, total  
45 D-Space \$1,075,221, and local total \$1,075,221.

46 Director Goines thanked Chief Osgood and Sarah and their team for all the hard work they are  
47 completing on these projects.

48 There was no public comment.

49 **ASSOCIATION PRESIDENTS' REPORT**

50 NPFA President Mark Larroque noted that there have been few complaints from the Association  
51 which indicates things are better than they were a year ago. He reported that the Engineer/Medic  
52 position is paying off. They conducted a 3-month (Jan, Feb, March) statistical review and found  
53 that 43 mandatory overtime shifts were alleviated because of the Engineer/Medic position. Mark  
54 commented that like all the citizens of the United States, NPFA members are feeling the crunch  
55 of inflation.

56

57 **DIRECTOR MATTERS**

58 Director Davis reported that he had attended the FDAC Conference in Monterey and found it  
59 very informative. He enjoyed learning the various problem-solving mechanisms other districts  
60 use to manage issues facing their communities, particularly the Moraga-Orinda Fire District.

61

62 Director Goines also attended the FDAC Conference and noted it was a valuable use of their  
63 time. He has 6-8 follow-up items from that conference and would like to schedule a debriefing  
64 with the Chief.

65

66 Director Francisco commented that he noticed a lot of new construction in town. He hopes the  
67 District actively considering the impacts of response times and is engaged in the development  
68 process. He noted larger buildings like hotels are not typical for Novato.

69

70 President Silverman commented that the FDAC Conference was well received, well-attended,  
71 and provided positive networking opportunities. He also noted the passing of Dave Jeffries, a  
72 good friend and colleague. His loss will certainly be felt by the MERA committee. His thoughts  
73 are with his family.

74

75 **CHIEF'S REPORT**

76 **Calendar Items:**

- 77       • Wed May 1<sup>st</sup> Regular BOD Meeting  
78       • Wed May 1<sup>st</sup> Colleen Walraven Novato Chamber Leadership Project Unveiling: invitation  
79       from the Novato Chamber of Commerce for the Novato Visitor Center ribbon cutting ceremony.  
80       Colleen's Novato Leadership team renovated the Visitor Center, and we are unveiling the project  
81       on May 1st from 5:30-6:30.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

- 82 • Thurs May 2<sup>nd</sup> MWPA OPS meeting
- 83 • Mon May 6<sup>th</sup> Heros Walk for NCH Nurses and staff 6:30 am
- 84 • Wed May 8<sup>th</sup> Colleen Walraven Graduates Novato Leadership Class of 2024 graduation ceremony
- 85 where all three teams present their community projects, from 4:00 until 6:00 at City Hall.
- 86 • Wed May 8<sup>th</sup> EOY Azar Mashintchian and Ryan Hamilton recognition dinner Druids Hall, doors
- 87 open at 4:30 pm, dinner is served at 6:00 pm, casual attire
- 88 • Thurs May 9<sup>th</sup> Pacheco Valle Firewise Neighborhood Presentation, Novato Oaks Inn, 7:00 to 8:30
- 89 pm
- 90 • Sun May 12<sup>th</sup> Mother's Day
- 91 • RT 130 + FI 110 May 13, 16,30th
- 92 • Thurs May 16<sup>th</sup> MCFCA Retreat - all Chief Officers and Captains are invited to Eric Saylor's
- 93 Presenting Leadership Discussion
- 94 • Thurs May 16<sup>th</sup> MWPA BOD Meeting
- 95 • Thurs May 16<sup>th</sup> Survivors Dinner, Indian Valley Jonas Center, 2 NFD incidents
- 96 • Stand Down for Safety: Healing Our Own 19<sup>th</sup> to 25<sup>th</sup>
- 97 • Mon May 20<sup>th</sup> Rick Addicks Funeral - Fort Baker TBD
- 98 • Mon May 20<sup>th</sup> Rucker Golf Tournament rescheduled TBD
- 99 • Wed May 22<sup>nd</sup> NFD OPS meeting
- 100 • Thurs May 23<sup>rd</sup> Rotary Club of Ignacio, Service Above Self Luncheon (Azar)
- 101 • Wed June 5<sup>th</sup> NFD Monthly BOD Meeting
- 102 • June 6<sup>th</sup>, 12 20 26 Active Shooter - MCSO at Fireman's Fund
- 103 • June 6<sup>th</sup> & 7<sup>th</sup> S219 Burn Operations: Class, Burn Days June 27<sup>th</sup>/28<sup>th</sup> (20 students filling fast)
- 104 • Tues June 11<sup>th</sup> New ECC Ribbon Cutting Ceremony 11:00 am Los Gamos, 3<sup>rd</sup> Floor
- 105 • Thurs June 13<sup>th</sup> New FF/PM will graduate their academy—station 62 afternoon, time TBD
- 106 **Administrative Items:**
- 107 • FDAC Conference in Monterey - attended by Bill Davis, LJ Silverman, and Bruce
- 108 Goines. Training, Networking, exhibitors, current trends in the fire service, legislation
- 109 updates, white paper, Wildfire and impacts on Insurance coverage tied to property
- 110 values (*Threat to Marin*)
- 111 • Annual budget for 2024/25 reviewed by Finance Committee
- 112 • Welcome Eirilou-Joy Santos 1<sup>st</sup> Day today in the Finance Division
- 113 • MWPA OPS Ad hoc completed its review of the 2024/25 work plan
- 114 • Our new FF/PM have completed all aspects of the EMS Academy and have
- 115 transitioned into the fire portion of their academy.
- 116 • New design concepts for the Admin backyard area improvements are submitted and
- 117 being reviewed by all staff. Feel free to go to the breakroom and look at the plans.
- 118 • Marin Emergency Command Center Division Chief Position Interviews
- 119 • Dispatch Center is still on track for a July 1 start



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

- 120 • The National Emergency Response Information System (NERIS) is a new platform  
121 developed by the U.S. Fire Administration (USFA) to modernize and transform the  
122 existing National Fire Incident Reporting System (NFIRS)  
123 1. Purpose and Objectives:  
124 ➤ NERIS aims to provide an empirical basis for decision-making within the fire  
125 and emergency services community.  
126 ➤ It equips responders with reliable predictive analytics to enhance preparedness  
127 and response to various incidents, including wildland-urban interface events,  
128 community risk reduction efforts, climate change threats, and pandemic  
129 emergencies.  
130 2. Transition from NFIRS:  
131 ➤ NFIRS will remain operational during the development and launch of NERIS.  
132 ➤ The projected timeline is to transition all users to the new NERIS system by  
133 early 2025, at which point the current NFIRS platform will be  
134 decommissioned.  
135 3. Data Framework and Development:  
136 ➤ NERIS will be a secure, cloud-hosted system that fulfills the NFDC's  
137 obligations under the Federal Fire Prevention and Control Act of 1974.  
138 ➤ Its goals include mitigating the fire problem, reducing loss of life and  
139 property, and educating the public on fire safety, prevention, and protection  
140 ➤ As a result of ESO purchasing ERS and phasing out ERS database, NFD is  
141 reviewing a new Records Management Systems (RMS) in conjunction with all  
142 Marin Fire Agencies for: PCRs + NFIRS to National Emergency Response  
143 Information System (NERIS) + Prevention software

144 There was no public comment.

145  
146 **CONSENT CALENDAR ITEMS**

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

- 149 1. Minutes of Regular Board Meeting 4/3/24  
150 2. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts  
151 Board approval of staff's recommendation to write off the designated multi-year  
152 uncollectible ambulance billing accounts totaling \$30,575.80

153 There was no public comment.

154 M/s Hadfield/Goines to approve the consent calendar.

155 Motion carried: 5-0-0

156 **NEW BUSINESS**

157 **1. Enterprise Fleet Management – Presentation**



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

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

161 B/C Jeff Whittet introduced Aaron Nasa and Travis Materi, Fleet Consultants with Enterprise  
162 Fleet Management. They prepared and reviewed a fleet synopsis including a proactive 10-year  
163 model for fleet replacement. B/C Whittet provided background information noting that the  
164 current light vehicle fleet is greater than 10 years old and lacks modern technology and safety  
165 features including anti-lock braking, electronic stability control, and back-up cameras. Another  
166 goal of fleet management is to reduce fuel consumption and maintenance costs.

167  
168 Travis Materi noted that one of the main objectives of this program is to identify a vehicle life  
169 cycle that maximizes potential equity at the time of resale, creating conservative savings of over  
170 \$230,733 in 10 years. The initial capital outlay for the first year of the contract would be  
171 approximately 90K and would result in the replacement of 7 outdated and oversized vehicles in  
172 the first year. Aaron noted that the District would have a dedicated, local account team to  
173 proactively manage and develop the fleet. They meet with the District 3-4 times per year for  
174 financial and strategic planning. The account team provides ongoing analysis including the most  
175 cost-effective makes/models. The report included local government partners that we could  
176 contact for references. B/C Whittet noted that only the pool vehicles will be replaced for now.  
177 Finance Director Valenti commented that this lease may require additional financial accounting  
178 and reporting under GASB requirements.

179  
180 This item was information only, requiring no action. If the Board approves of the fleet  
181 management program, the goal would be to have contracts ready for review and signature at the  
182 June BOD meeting.

183  
184 There was no public comment.

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

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

188 Chief Tyler noted this is an annual consideration for the Board declaring Arson Awareness Week  
189 as May 5-11. The goal of this year's campaign is to provide residents with strategies to combat  
190 arson in their neighborhoods and focus public attention on the importance of collaboration with  
191 local agencies.

192 There was no public comment.

193 M/s Davis/Hadfield to approve Resolution 2024-04 declaring May 5-11, 2024, as Arson  
194 Awareness Week.

195 Roll Call:



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

196 Ayes: Davis, Goines, Hadfield, Francisco, Silverman  
197 Noes: None  
198 Absent: None  
199 Motion carried: 5-0-0

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

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

204 Chief Tyler introduced Resolution 2024-05, proclaiming May 4-10 as “Wildfire Preparedness  
205 Week.” This is an important opportunity to increase public safety and awareness through  
206 education on fire safety, preparation, and prevention.

207 There was no public comment.

208 M/s Goines/Davis to adopt Resolution 2024-05 proclaiming May 4-10, 2024, as Wildfire  
209 Preparedness Week encouraging residents to take steps to reduce the threat of wildfire to their  
210 homes and communities.

211 Roll Call:

212 Ayes: Davis, Goines, Hadfield, Francisco, Silverman  
213 Noes: None  
214 Absent: None  
215 Motion carried: 5-0-0

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

218 Board approval is requested to accept Staff’s recommendation to:

- 219 1. Apply the Consumer Price Index annual adjustment for 2023 of 3.67% (Exhibit D).  
220

221 Chief Tyler noted that this item presents the Board with an opportunity to apply the Consumer  
222 Price Index annual adjustment and establish the Special Tax Rate for fiscal year 2024/25. FD  
223 Valenti reported that the CPI for 2023 was 3.7%. Based upon approximately 58.3 million taxable  
224 square feet, the 2023/24 Special Assessment tax rate of 10.89 cents per square foot for  
225 Residential and 16.33 cents per square foot for Commercial generated \$6.9 million in revenue.  
226 An adjustment in the 2024/25 Special Assessment tax rate for inflation to 11.29 cents per square  
227 foot for Residential and 16.93 cents per square foot for Commercial would generate  
228 approximately \$7.2 million in revenue, an increase of approx. \$254,000.

229 FD Valenti commented that the Board may elect not to apply the CPI adjustment for inflation  
230 and leave the special tax rates unchanged for 2024/25. By doing so, the District would forgo  
231 approx. \$254,000 of additional revenue in 2024/25 and an estimated \$3.1 million in revenue over  
232 the next ten years. This could have a detrimental effect on future budgets, since the District is





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

233 also impacted by inflationary cost increases in many of its operating expenses including supplies  
234 & equipment, fuel, utilities, vehicle and facilities repairs & maintenance, insurance, and contract  
235 services.

236 There was no public comment.

237 M/s Davis/Goines to accept Staff's recommendation to apply the Consumer Price Index annual  
238 adjustment for 2023 of 3.67%.

239 Roll Call:

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

241 Noes: None

242 Absent: None

243 Motion carried: 5-0-0

244 2. Adopt Resolution 2024-06 establishing the Special Assessment Tax Rate for Residential  
245 at 11.29 cents per square foot and Commercial/Industrial at 16.93 cents per square foot for  
246 the 2024/25 fiscal year (Exhibit A).

247 There was no public comment.

248 M/s Davis/Goines to adopt Resolution 2024-06 establishing the Special Assessment Tax Rate for  
249 Residential at 11.29 cents per square foot and Commercial/Industrial at 16.93 cents per square  
250 foot for the 2024/25 fiscal year.

251 Roll Call:

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

253 Noes: None

254 Absent: None

255 Motion carried: 5-0-0

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

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

259 Chief Tyler commented that Katie Grossman, RN provides a variety of mandated courses and  
260 assists with the EMS class calendar with oversight from the EMS B/C and Medical Director.

261 Additionally, Katie is part of the community, works in the hospitals, and has become an  
262 ambassador for NFD. The contract presented is equal to the CQI Coordinator, so there is no  
263 disparity.

264 There was no public comment.

265 M/s Davis/Hadfield to approve the renewal of the EMS Educator contract with Katie Grossman,  
266 RN.

267 Motion Carried: 5-0-0



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

268 **6. Bank Signature Card Change**

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

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

274 There was no public comment.

275 M/s Goines/Silverman to revise the bank signature card for account #XXX057 Bank of America  
276 Novato Fire District Operating Fund adding Lynne Osgood.

277 Motion Carried: 5-0-0

278 **7. HVAC Maintenance & Repair Contract**

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

281 Chief Tyler reported that after a competitive solicitation process for HVAC services, including  
282 site visits, the District received bids from five of seven licensed contractors. Staff recommends  
283 contracting with Peterson Mechanical, Inc for HVAC maintenance.

284 There was no public comment.

285 M/s Goines/Davis to approve the contract with Peterson Mechanical, Inc. for HVAC  
286 maintenance and repair services for all six (6) District sites for an initial twelve (12) month term.

287 Motion Carried: 5-0-0

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

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

292 Chief Tyler provided a summary of the need to extend the contract for supplemental staffing  
293 with Aston Carter for EMS billing. Due to the additional workload in the EMS Billing Division,  
294 the District anticipates a need for up to 40 hours per week, not to exceed \$83,200 annually. Some  
295 of the increases are due to a 10% increase in billable calls, the passage of AB716 which makes  
296 negotiating with insurance companies more difficult, AB1705 adding another layer of work, the  
297 effects of cyberattacks, and the new Ground Ambulance Collection System program.

298 There was no public comment.

299 M/s Hadfield/Francisco to approve an extension of the contract with Aston Carter, Inc. for an  
300 additional two (2) years for the temporary staffing needs in the EMS Billing department to  
301 employ the services of one (1) EMS Biller.





Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

302 Motion Carried: 5-0-0

303 **9. Advertising Campaign Services for MWPA**

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

306 Chief Tyler commented that Kiosk Creative has been supporting and developing an advertising  
307 campaign since January 2022 for the MWPA aimed at increasing resident and business  
308 participation in the program.

309 There was no public comment.

310 M/s Goines/Davis to renew Kiosk Creative, LLC (“Kiosk”) Schedule No. 1 in support of the  
311 Marin Wildfire Prevention Authority (“MWPA”) advertising campaign.

312 Motion Carried: 5-0-0

313 **10. Surplus Radio Equipment Donation**

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

316 B/C Jeff Whittet reported that the District had recently replaced all portable Bendix King radios  
317 with Model BKR 9000. He noted that after researching fair market value for individual sale (less  
318 than \$200 per unit), per the Surplus Product Policy #221, if the total value of the radios is less  
319 than \$5,000, they may be donated to another government agency. Staff’s recommendation is to  
320 donate the radios to Sonoma County Fire District.

321 There was no public comment.

322 M/s Hadfield/Silverman to accept staff’s recommendation to donate 15 Bendix King Model  
323 P150-CMD to Sonoma County Fire District.

324 Motion Carried: 5-0-0

325 **COMMITTEE REPORTS**

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

- 327 1. **MERA** (Directors Silverman and Hadfield)- There was no meeting in April.  
328 2. **Finance Committee** (Directors Davis and Goines)- Director Davis commented that the  
329 Finance Committee met 4/30 to review the preliminary draft budget. They will report to  
330 the full Board when the preliminary budget is complete.  
331 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines noted  
332 that the MWPA did not meet in April. MWPA will meet on 5/16.  
333 4. **Facilities Committee** (Silverman and Hadfield)- Director Hadfield noted that the next  
334 meeting is scheduled on 6/11 at 9:00 am, however, the time of the meeting may need to  
335 be adjusted.  
336

337 **FINANCIAL REPORTS**

338 Informational items for review. No action needed.



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
May 1, 2024

---

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

346 **INFORMATION**

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

- 348 1. Customer Surveys March 2024  
349 2. MERA Update: April 2024  
350 3. MWPA Quarterly Report Q3  
351 4. Upcoming meetings and events:  
352 • 5/8/24 Druids Employee of the Year Dinner 6:00 pm  
353 • 5/8/24 Novato Leadership Ceremony 4:00 -7:00 pm  
354 • 5/16/24 Marin County Survivors' Celebration 5:00 - 9:00 pm  
355 • 5/20/24 Steve Rucker Memorial Gold Tournament  
356 • 5/27/24 Memorial Day Observed- Admin Office Closed  
357 • 6/5/24 Regular Board Meeting  
358 • 6/11/24 Facilities Committee Meeting 9:00 am  
359 5. Written Communications- ASM Crayne read a letter from a resident thanking WMS Kyle  
360 Nicholes for his work on her home assessment.  
361

362 **ADJOURNMENT**

363 There was a moment of silence remembering Dave Jeffries and Rick Addicks. There being no  
364 further business to conduct, President Silverman adjourned the meeting at 11:51 am.  
365

366 Respectfully Submitted,

367 A handwritten signature in cursive script that reads "Jennifer Crayne".  
368

369  
370 Jennifer Crayne, Clerk of the Board  
371  
372