



Novato Fire District Board of Directors

Facilities Committee Meeting Agenda

June 11, 2024, at 9:00 AM

Location: NFD Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Facilities Committee due to the expiration of Executive Order N-29-20 on February 28, 2023, however, any interested member of the public may participate virtually and/or telephonically by utilizing 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 Facilities Committee meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a regular 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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

ROLL CALL

President Lj Silverman, Director Michael Hadfield

AGENDA ADJUSTMENTS

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 Finance Committee on any matter that does not appear on this agenda. Items that warrant a lengthier presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

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:

1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



Novato Fire District Board of Directors

Facilities Committee Meeting Agenda

June 11, 2024, at 9:00 AM

Location: NFD Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

CONSENT CALENDAR ITEMS

1. Minutes of Special Facilities Committee Meeting 4/4/24

NEW BUSINESS

None.

OLD BUSINESS

Chief Whittet, Director of Organizational Resources, will provide an update on the status of facilities projects.

1. Administration Building Facilities Project Update
2. Station 61 Facilities Project Update
3. Station 62 Facilities Project Update
4. Station 63 Facilities Project Update
5. Station 64 Facilities Project Update
6. Station 65 Facilities Project Update

INFORMATIONAL ITEMS

1. Next Facilities Committee Meeting 9/10/24 @ 9:00 am

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

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

ADJOURNMENT

Consent Calendar Items Section



Novato Fire District Board of Directors
Special Facilities Committee Meeting Minutes
April 4, 2024

1 The meeting was called to order by President Silverman at 9:00 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, and B/C Jeff Whittet

8

9 **OTHERS PRESENT**

10 None.

11

12 **AGENDA ADJUSTMENTS**

13 Chief Tyler called attention to the new addition to the agenda, new business item 7, Possible
14 Future Capital Facilities Improvement Projects.

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **CONSENT CALENDAR ITEMS**

20 1. Minutes of Facilities Committee Meeting 12.13.23

21 There was no public comment.

22 M/s Hadfield/Silverman to approve the Consent Calendar.

23 Motion carried: 2-0-0

24

25 **NEW BUSINESS**

26 1. Station 62 Concrete Retaining Wall Project

27 B/C Whittet will provide a report to the Facilities Committee on the concrete retaining wall project at
28 Station 62.

29 Chief Whittet reported that this project was approved by the full BOD yesterday. The goal of this project
30 is to improve drainage and to keep water out of the area. The retaining wall will be replaced, and the v-
31 ditch will be extended. He noted that work would begin in one week and should not impact the Academy.

32

33 2. Station 62 Concrete Path and V ditch Project

34 B/C Whittet will provide a report to the Facilities Committee on the concrete path and V-ditch
35 project at Station 62.

36 Chief Whittet commented that the path (walkway) was demoed when the septic was done. This
37 has become a safety/trip hazard. He noted that the bid for the v-ditch includes the walkway
38 which will complete the patch from the apron and improve the safety for visitors.

39 3. Station 62 Water Heater Replacement

Page 1

Draft Minutes 4/4/24 Special Facilities Committee



Novato Fire District Board of Directors
Special Facilities Committee Meeting Minutes
April 4, 2024

40 B/C Whittet will provide a report to the Facilities Committee on the replacement of the water
41 heater at Station 62.

42 Chief Whittet commented that the water heater at S62 was installed in 1988 and a recent
43 inspection cited concerns of failure. The quote from Marin H2O is 19K to replace the water
44 heater and will take an estimated 1 day. The BC on duty will make arrangements for crews to
45 cook and shower during the installation. The 80-gallon commercial unit will work with the solo
46 rescue unit extractor.

47 4. Station 61 and 65 Water Heater Replacement Program – Willdan Energy Solutions

48 B/C Whittet will provide a report to the Finance Committee on the PG&E Government K-12
49 Program for replacing the water heaters at Station 61 and Station 65.

50 Chief Whittet discussed the PG&E rebate program administered through Willdan, for converting
51 gas water heaters to heat pumps. He noted that legal is reviewing the terms of the program. Only
52 S61 and S65 are eligible for this program.

- 53 • Total costs for S61 \$92,145
- 54 PG&E Incentive \$80,145
- 55 MCE Match \$12,000
- 56 Net Cost: \$0
- 57 • Total costs for S65 \$20,256
- 58 PG&E Incentive \$17,256
- 59 MCE Match \$3,000
- 60 • Net Cost: \$0

61 Chief Whittet noted there is a small shed at S61 that will need to be removed at the District's
62 expense.

63 Chief Whittet commented that this is a first come-first serve program, so the money may be gone
64 soon. Additionally, if we participate in this program, we cannot participate in any more PG&E
65 grants for 5 years. Director Hadfield commented that he is okay with the single contract with
66 Willdan and installing heat pumps, but he is concerned about future grants and not being able to
67 participate.

68 The Committee agreed to moving forward with the program and confirming whether or not the
69 District is restricted from participating in future grants.

70 5. Station 62 and 65 Solo Rescue Washer Installation Project – Clark Brownstein

71 B/C Whittet will provide the Facilities Committee with an update on the Solo Rescue Washer
72 Installation Project at Station 62 and Station 65.

73 Chief Whittet reported that this project is part of the cancer prevention plan. We received five
74 bids and awarded Clark Brownstein with the project. Priority will be given to S62 and then S65.



Novato Fire District Board of Directors
Special Facilities Committee Meeting Minutes
April 4, 2024

75 They will need to widen the door and order a new door. At S65, they will need to elevate for
76 proper drainage. The washers arrive in Texas mid-month.

77 Director Hadfield asked about proper exhaust and the potential for releasing contaminated air.
78 Chief Whittet will look into adding an exhaust fan to the project at S62- at S65, the washer sits in
79 the apparatus bay.

80 6. Mechanic Shop Column Lift System Replacement

81 B/C Whittet will provide the Facilities Committee with an update on the mechanic shop column
82 lift system replacement.

83 Chief Whittet commented that this item was approved at the April 3rd BOD meeting. He
84 discussed background information on the events that led to the urgent need to replace the lift
85 system. Replacing the system will significantly improve safety and address the lack of
86 operational safety with the old lift system. He noted that the City of San Rafael uses the Steril
87 KONI lift system and has provided positive feedback.

88 7. Possible Future Capital Facilities Improvement Projects

89 The Facilities Committee will discuss possible future capital facilities improvement projects and
90 provide direction to staff.

91 The Committee discussed the following items as possible future capital facilities projects:

- 92 • Contract with a person to conduct a bi-annual inspection of facilities and provide a
93 roadmap for planning and budgeting for what needs to be replaced. Anticipates less than
94 6K per year to inspect all six facilities.
 - 95 1) External – gutters, windows, roofs, paint, etc.
 - 96 2) Internal – HVAC, faucets, showers, toilets, etc.
- 97 • House Captain- expand/update AD 95 form
- 98 • Facilities Committee to have a scheduled walking tour of buildings a few times per year
99 so they are familiar with projects, issues, etc.
- 100 • Fresh Service- a program that has already been implemented to help with documenting
101 and tracking repairs and issues
- 102 • Licensed contractor to prepare a binder including a 10-year scope of projects and what to
103 look for. This can be used to assist with budgeting/planning. This would be inspection-
104 only- bid process for repairs.
- 105 • Solar charging stations including solar parking structures. They will work with Tom
106 Welch to locate grant funds. Chief Whittet noted that charging stations need to be
107 available to the public. Chief Whittet will work with an independent consultant to
108 measure the ability to install solar parking structures. He will bring the assessment and
109 options back to the Facilities Committee for review.



Novato Fire District Board of Directors
Special Facilities Committee Meeting Minutes
April 4, 2024

- 110 • Sewer project- potentially seeking a second opinion. They received a recommendation for
111 Newt Engineering of San Rafael.
112 • Strategic Plan- plans for the lot at S62
113 • SCBA fill station- looking at grants for replacement, possibly an air truck
114 • Admin Backyard redesign project
115 • New law- preventing violence in the workplace- enhancing security, hardening the front
116 reception area, ring cameras, security

117 **INFORMATIONAL ITEMS**

- 118 1. Next Facilities Committee Meeting 6/11/24 @ 9:00 am

119

120 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

122 The Committee would like Chief Whittet to schedule station tours after meetings. He will
123 coordinate that.

124

125 **ADJOURNMENT**

126 There being no further business to conduct, President Silverman adjourned the meeting at 10:54
127 a.m.

128

129 Submitted by,

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

132 Jennifer Crayne

133 ASM, Clerk of the Board

134

135

136

New Business Section

Old Business Section

Information Section