



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL BOARD MEETING AGENDA  
JUNE 18, 2024**

Time: 10:00 am

Location: Novato Fire District Administrative Office  
95 Rowland Way  
Novato, CA 94945

Website: [www.novatofire.org](http://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, however any interested member of the public may 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](mailto:jcrayne@novatofire.org).

The Board meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a special 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 prior to the 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:

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.

**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Shane Francisco

Director Bruce Goines  
Director Michael Hadfield

**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**



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**NEW BUSINESS**

1. Resolution 2024-08, a resolution of the Board of Directors of the Novato Fire Protection District authorizing the appointment of Jenica Maldonado as designated representative for labor negotiations.

Board to consider approval of Resolution 2024-08 authorizing the appointment of Jenica Maldonado as designated representative for labor negotiations.

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS, pursuant to California Government Code 54957.6 and 54954.5(f)

Agency Designated Representatives: Jenica Maldonado

**ADJOURNMENT**

## **New Business Section**



# Novato Fire District

## Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

**Date:** June 14, 2024

**Topic:** Appointment of Designated Representative to Negotiate Potential Amendments to Bargaining Unit Memorandums of Understanding

**Recommendation:** Staff recommends that the Board of Directors appoint Jenica Maldonado as the Novato Fire Protection District’s (“District”) designated representative in negotiations concerning potential amendment to the terms and conditions of employment in Memorandums of Understanding with its three employee organizations.

**Background:** The District recognizes three employee organizations—the Novato Professional Firefighters Association, IAFF 1775 (“NPFA”); the Novato Fire Chief Officers Association, IAFF Local 1775 (“NFCOA”); and the Non-Sworn Administrative Staff (“NSAS”). Each of the memorandums of understanding concerning the terms and conditions of employment between the District and these employee organizations are set to expire on June 30, 2025. The District intends to meet its legal obligation under state law to meet-and-confer with each of the employee organizations concerning potential changes to these MOUs and to appoint a Chief Negotiator to represent the District in these negotiations.

The purpose of this agenda item is to recommend that staff appoint Jenica Maldonado, a partner at the law firm Atkinson Andelson Loya Ruud & Romo, as the District’s designated representative in these upcoming negotiations, in accordance with Government Code section 54957.6. Staff also recommends that the scope of Ms. Maldonado’s appointment include negotiations regarding topics that the parties had intended to address prior negotiating the MOU terms, including potential changes to District personnel-related rules and policies and to identify District past practices.

The negotiation topics identified in this agenda report constitute matters that are within the scope of representation under the Meyers-Milias-Brown Act (“MMBA”), Gov. Code sec. 3500 *et seq.*

**Financial Impact:** None

**Reviewed by:**

- \_\_\_\_\_ Administration
- \_\_\_\_\_ EMS
- \_\_\_\_\_ Finance
- \_\_\_\_\_ Prevention
- gf \_\_\_\_\_ Human Resources
- \_\_\_\_\_ Operations

Approved by:

Bill Tyler  
Fire Chief

**Attachments:** Resolution 2024-08

**RESOLUTION NO. 2024-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NOVATO FIRE PROTECTION DISTRICT  
AUTHORIZING THE APPOINTMENT OF JENICA MALDONADO AS DESIGNATED  
REPRESENTATIVE FOR LABOR NEGOTIATIONS**

WHEREAS, Each of the Memorandums of Understanding (“MOUs”) concerning the terms and conditions of employment between the District and its three recognized employee organizations are set to expire on June 30, 2025, and

WHEREAS, The District intends to meet its legal obligation under state law to meet-and-confer with each of the employee organizations concerning potential changes to these MOUs and to appoint a Chief Negotiator to represent the District in these negotiations; and

**NOW THEREFORE**, be it resolved by the Board of Directors of the Novato Fire Protection District, that the Board of Directors hereby appoints Jenica Maldonado as the District’s designated representative in negotiations regarding potential amendments to labor MOUs with its three recognized employee organizations. The scope of this appointment shall include negotiations regarding topics that the parties had intended to address prior to negotiating the MOU terms, including potential changes to District personnel-related rules and policies and to identify District past practices.

**PASSED AND ADOPTED** by the Board of Directors, Novato Fire Protection District, on the 18th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

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Board President Lj Silverman

Attest:

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Clerk of the Board, Jennifer Crayne

## **Closed Session Section**