



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
June 5, 2024

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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, Administrative Assistant Kelley Penney,

10 Accountant Erilou Santos, Captain Geoff Larkin, and IT Manager Azar Mashintchian.

11

12 **OTHERS PRESENT**

13 District Counsel Riley Hurd, Novato resident Bruce Bartel

14

15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 None.

17

18 **AGENDA ADJUSTMENTS**

19 None.

20

21 **ASSOCIATION PRESIDENTS' REPORT**

22 None.

23

24 **DIRECTOR MATTERS**

25 None.

26

26 **CHIEF'S REPORT**

27 **Calendar of Events:**

28 • Monday, June 3<sup>rd</sup> Novato Sunset Rotary Presentation

29 • Wednesday, June 5<sup>th</sup> June BOD meeting

30 • June 6<sup>th</sup> & 7<sup>th</sup> S-219 Firing Operations Class

31 • Sat/Sun June 8<sup>th</sup> & 9<sup>th</sup> Art & Wine Festival

32 • Monday, June 10<sup>th</sup> FMRS BOD Meeting

33 • Monday, June 10<sup>th</sup> MWPA Operations Meeting

34 • Tuesday, June 11<sup>th</sup> Facilities Committee Meeting

35 • Tuesday, June 11<sup>th</sup> New ECC Ribbon Cutting

36 • Thursday, June 13<sup>th</sup> NFD Academy Graduation Station 62

37 • Wednesday, June 12<sup>th</sup> Coffee with the COPS Ignacio Marin Coffee Roasters

38 • Tuesday, June 14<sup>th</sup> Wildfire Risk Reduction & Asset Protection Project Working Group

39 • Sunday, June 16<sup>th</sup> (Father's Day) Wheels & Wings Car Show 9am to 1:00 pm

40 • Tuesday, June 18<sup>th</sup> NPD open house at the Novato Farmers Market (NFD booth)



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- 41 • Tues-Sat, June 25<sup>th</sup> to 29<sup>th</sup> Fire Squirts Camp (Saturday Muster & BBQ Family Lunch)
- 42 Station 62
- 43 • Wednesday, June 26 NFD OPS Meeting
- 44 • Thurs/Fri, June 27<sup>th</sup> & 28<sup>th</sup> S-219 Training Burn MVMCC + Bay Vista Open Space Area
- 45 • Wednesday, July 3<sup>rd</sup> BOD Monthly Meeting
- 46 • Thursday, July 4<sup>th</sup> Novato Downtown Independence Day Parade (Office Closed)

47 **Administrative Items:**

- 48 • Honoring Dave Jeffries: May 14<sup>th</sup> at City Hall the City of Novato presented a proclamation
- 49 honoring Dave Jeffries for his years of service both as an officer with NPD and for his work on
- 50 disaster preparedness. There were dozens of agency representatives including elected officials,
- 51 city managers, law enforcement and fire in attendance.
- 52 • The Marin County Fire Chiefs Association held a one-day retreat to focus on reporting out of all
- 53 sections and special teams. In addition, there was a leadership training component where a
- 54 presentation was given by El Cerrito Fire Chief Eric Saylor focusing on succession planning and
- 55 demonstrating the value of fire agency response.
- 56 • Survivors Dinner: May 16<sup>th</sup> at IVC Wonder event bringing together first responders, hospital
- 57 staff, law enforcement, and dispatchers to be reunited with the individuals and families they
- 58 “saved” during the course of the year’s incidents. Novato was featured in two of the six featured
- 59 stories.
- 60 • Draft budget for 2024/25 is complete and has been reviewed by the finance committee and
- 61 recommended to the full board for acceptance.
- 62 • I participated in an interview by CSAA insurance focused on zone zero at station 63. The
- 63 interview also highlighted a recent defensible space landscape competition to demonstrate that
- 64 landscape can be beautiful and also fire safe.
- 65 • RVFD Capt. Rick Addicks, Line of Duty Death memorial service was May 20<sup>th</sup> at Fort Baker’s
- 66 horseshoe cove. It was a moving tribute to Rick and well attended by the Marin Fire Service
- 67 community.
- 68 • Admin Bingo Night May 21<sup>st</sup> supporting the NFF was a big success bringing in just under \$900.
- 69 Fun was had by all who attended.
- 70 • The Rotary Service Above Self Award on May 23<sup>rd</sup> recognized Azar for her exemplary work as
- 71 an unsung hero. The lunch sponsored by Ignacio Rotary was attended by Azar, Lynne Osgood,
- 72 Jenn Crayne, and me.
- 73 • NFD OPS Meeting May 29<sup>th</sup> and rule of 5 for engineer: Jason Pace selected for promotion.
- 74 • NFD Academy released one FF/PM new hire—three are anticipated to graduate to shift work
- 75 later this month.
- 76 • Draft Strategic Planning LOE sessions May 30<sup>th</sup>: Completed final two LOE work, and the final
- 77 draft compilation is underway. Anticipated bringing it to the BOD in July for acceptance and
- 78 reporting out schedule.
- 79 • Workplace Violence Prevention Plan: Chief Dicochea is taking the lead on the completion and
- 80 implementation of this OSHA-required mandate set to commence in July 2024. Includes a plan,
- 81 policy, in-person and online training, and facility assessment and plan to address any
- 82 vulnerabilities. NPD has cooperated with their policies and procedures for continuity of training.
- 83
- 84



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85 **OPS: D/C Dicochea:**

- 86 • The heatwave started Tuesday and will last through Thursday: Moderate and minor heat risk will  
87 be present for most regions on the hottest day, Wednesday. High temperatures are forecast to  
88 reach the mid to upper 90s on Tuesday and Wednesday, with a few spots reaching the low 100s on  
89 Wednesday for inland areas. Low to mid-90s expected Thursday for inland areas.
- 90 • Responded to a large oak tree into a couple of buildings at ADP X Puffin and Cinnamon  
91 Teal. Supported the incident and contacted the homeowners affected, HOA leaders, and  
92 citizens of that community
- 93 • 900 Diablo Ave (Safeway) fire in their produce area
- 94 • Chief Dicochea is working with Marin County Office of Education for a summer internship, for  
95 high school students interested in the Fire Service.
- 96 • Attended the electric vehicle “lunch and learn” event at the City of Novato Corp yard
- 97 • Met with David Glasgow from the Marin County Office of Education and Chief Taul to  
98 discuss recruitment and possible internship opportunities
- 99 • Met with Jerry Foster and Kevin Johnston from the RACES amateur HAM radio  
100 operators group- an OEM resource

101 **Training: Mike Taul**

- 102 • Met with B63, Captain Valuch, and Engineer Kiser to present him with an Acting Captain  
103 Task Book.
- 104 • The same group met with Aaron Hakenen to discuss his training devotion to re-engaging in  
105 his Acting Engineer Training. Aaron stated he was ready to devote the time to completing his  
106 A/E TB, so he was issued a new Engineer TB and TE64.
- 107 • Met with C-61 regarding the Explorer and Reserve programs.
- 108 • Had a phone meeting with Mark Ladas from IEC regarding their support fire department  
109 process. with classes and training reimbursement.
- 110 • Talked with the lawyer from Birkenstocks to get approval to train at Birkenstocks property.
- 111 • Initiated an Engine Boss Task Book for Dave Schiavo

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

- 113 • Meeting with Frank O'Connor RE; Doubleguard Pilot Program
- 114 • Review of Meaghan Carroll’s 2024 CQI Plan

115 **Prevention: FM Lynne Osgood:**

- 116 • NFD Newsletter meetings with Kiosk.
- 117 • Completed 7 plan reviews.
- 118 • 12 Solar Plan Reviews & 1 PV ESS Inspections
- 119 • Fire Alarm/ESS/ERCES Class in Petaluma
- 120 • 4 Sprinkler finals, 1 Final Occupancy, 1 Temporary Occupancy
- 121 • 2 Close in hold inspections, 3 Fire alarm finals, 5 Building finals, 1 Rough and Hydro  
122 inspections
- 123 • 21 Solar inspections, 11-ESS, 3-PV



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- 124 • Managed GIS datasets for all Novato Zone vegetation projects: Updated GNSFB Activity  
125 Table, Continued updating Treated Area layer to match Activity Table, Created Fire Road  
126 PDFs  
127 • Met with the fire roads team and NFD Ranger to continue fire road planning.  
128 • Met with the agency-wide Vegetation Managers for our monthly coffee hour and  
129 Ridgewood site visit. Viewed the Eucalyptus removal demo from the contractor.  
130 • Managed the Hanford crew through broom removal behind Posada East & West  
131 apartments.  
132 • Started Hanford on broom removal in the Wild Horse Valley neighborhood.

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

- 134 • Attended EV Vehicle Seminar 5/15.  
135 • Reviewed Bid for Mobile SCBA Fill Station Trailer (\$200K)  
136 • Final Colors for Admin Lobby Paint project chosen and communicated to Marianne  
137 Dwelly for work dates.  
138 • Confirmed renewal of 5-year RAWs maintenance plan with FES.

139 **IT Manager: Azar Mashintchian:**

- 140 • Station 63 Server Equipment move – completed  
141

142 **CONSENT CALENDAR ITEMS**

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

- 145 1. Special Finance Committee Meeting Minutes 4/30/24  
146 2. Minutes of Regular Board Meeting 5/1/24  
147 3. Ambulance Fee Debt Write-Off Due to Hardship

148 Board approval is requested to approve a write-off of the designated ambulance billing  
149 accounts.

- 150 ▶ F22029660 \$1,326.73  
151 ▶ F23033488 (\$3,388.46) – Patient acquired Medi-Cal

152 There was no public comment

153 M/s Hadfield/Davis to approve the consent calendar.

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

155 **NEW BUSINESS**

156 **1. Resolution 2024-07, a Resolution of the Governing Body of the Novato Fire Protection**  
157 **District Consolidating Elections With Other Elections Being Conducted on November 5,**  
158 **2024.**



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

162 ASM Crayne explained that this resolution needs to be approved and submitted to the Marin  
163 County Elections Office for the District to be included in the 11/5/24 general election. She noted  
164 that terms expire for President Silverman, Director Hadfield, and Director Francisco in  
165 December 2024. The filing period for incumbents and other candidates is 7/15-8/9/24.  
166 Incumbents can extend the filing period through 8/14.

167 There was no public comment.

168 M/s Goines/Hadfield to approve Resolution 2024-07 to consolidate with the November 5, 2024,  
169 election and request election services by The Marin County Elections Department.

170 Roll Call Vote:

171 Ayes: Davis, Goines, Hadfield, Silverman

172 Noes: None

173 Absent: Francisco

174 Motion Carried: 4-0-1 absent (Francisco)

175

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

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

178 a. Adopt the Preliminary Budget for Fiscal Year 2024/2025

179 b. Establish the date for adopting the Final Budget for Fiscal Year 2024/2025 on the  
180 August 7, 2024, regular board meeting.

181 Chief Tyler commented that a draft of the preliminary budget was reviewed by the Finance  
182 Committee on 5/23/24 and we are on track for adoption at the August BOD meeting.

183 Finance Director Joe Valenti provided the Board with the highlights of the FY 204/25  
184 preliminary budget.

- 185
- 186 • Total Revenues \$40.8 million
  - 187 • Total Expenditures \$43.9 million
    - 188 ▪ Operating Budget Expenditures \$36.8 million
    - 189 ▪ Inter-Governmental Transfers \$1.2 million
    - Capital Budget Expenditures \$6.0 million (money set aside in reserves)

190 FD Valenti presented a 10-year visual chart of revenues and expenditures by major sources and  
191 categories from 2015/16 through 2024/25. He discussed the close relationship of the special tax  
192 revenue and coverage of salaries and benefits. He noted that a 1.0% increase in tax revenue  
193 equates to an additional 230K while a 1.0% increase in salaries and benefits equates to an  
194 additional \$290K in expenditures.



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195 FD Valenti discussed new positions that are included in the FY 24/25 budget. These include a  
196 retired annuitant and one part-time, non-benefitted position that will work in the IT Division.

197 FD Valenti noted the significant increase in fire-base dispatch fees, nearly doubling, however,  
198 this will not be a debt service/loan as money will be set aside in reserves to cover the annual  
199 payments. He also noted that debt service will decrease as there is only 1 payment remaining on  
200 Station 64.

201 FD Valenti commented that the total funds balance allows for 11.91 months of coverage

202 There was no public comment.

203 M/s Hadfield/Davis to adopt the preliminary budget for Fiscal Year 2024/2025 and to  
204 establish the date for adopting the Final Budget for Fiscal Year 2024/2025 on the August 7,  
205 2024, regular board meeting.

206 Motion Carried: 4-0-1 absent (Francisco)

207

208 **3. Contract Increase for Electrical Services**

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

211 Chief Tyler provided a summary of the need for an increase in the contract for electrical services  
212 noting since the award of the contract, the demand for professional electrical services has grown  
213 significantly and is expected to continue to grow in the coming year. Also, the addition of the  
214 Director of Organizational Resources position allows more focus on the need for facilities  
215 upgrades and repairs.

216 There was no public comment.

217 M/s Goines/Davis to approve an increase to the not-to-exceed amount of the contract with  
218 Fowler Electric Services, Inc. ("Fowler") for as-needed electrical repairs and projects.

219 Motion Carried: 4-0-1 absent (Francisco)

220 **4. Enterprise Fleet Management Lease Agreement**

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

224 Chief Tyler commented that the Board heard a presentation by Enterprise Fleet Management at  
225 the last BOD meeting. This program would result in the replacement of 7 outdated and oversized  
226 vehicles in the first year and anticipated savings of over \$230K over 10 years.

227 President Silverman asked if the District could get out of the contract. Colleen replied, yes we  
228 can cancel with a 60-day notice.

229 There was no public comment.





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230 M/s Hadfield/Davis to contract with Enterprise Fleet Management (EFM) to implement a vehicle  
231 replacement plan and improve the Novato Fire light vehicle fleet.  
232 Motion Carried: 4-0-1 absent (Francisco)

233 **5. Landscape Management Contract**

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

236 Chief Tyler reported that after a competitive solicitation for landscape management services was  
237 publicly advertised in accordance with District policy, staff recommends contracting with Le  
238 Jardinier Landscape Management for all six sites.

239 There was no public comment.

240 M/s Goines/Davis approving a contract with Le Jardinier Landscape Management for landscape  
241 management services for all six (6) District sites for an initial twelve (12) month term.  
242 Motion Carried: 4-0-1 absent (Francisco)

243 **6. Vegetation Management Contract Extension and Increase**

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

247 1. Forster Kroeger Landscape Maintenance Inc.

248  
249 Chief Tyler commented that staff recommends extending the contract with Forster Kroeger  
250 Landscape Maintenance. Their work included some of the MWPA vegetation management  
251 projects. For projects using funds from the NFD prevention budget, the projects will not exceed  
252 \$50,000 within a fiscal year. For all MWPA projects, MWPA reimburses the District for the  
253 amounts invoiced under these contracts.

254  
255 There was no public comment.

256  
257 M/s Goines/Hadfield to approve the extension of the contract term and increase the contract  
258 amount for one (1) vegetation management agreement with Forster Kroeger Landscape  
259 Maintenance, Inc. under the Vegetation Management program and the MWPA program.  
260 Motion Carried: 4-0-1 absent (Francisco)

261 **7. Fuel Delivery Contract**

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

265 Chief Tyler noted that based on the District's increased fuel consumption and the increase in fuel  
266 costs since the commencement of the Agreement on July 1, 2021, the District has spent an



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267 estimated \$457,268 for fuel delivery services under the Agreement. The not-to-exceed amount of  
268 the current three-year agreement was underestimated in 2021 at \$330,000. To make up for the  
269 underestimate and taking into consideration that the District's consumption will likely remain flat  
270 and fuel prices will decrease over the next fiscal year, Staff recommends increasing the total  
271 contract amount from \$330,000 to \$647,268.

272 There was no public comment.

273  
274 M/s Davis/Hadfield to approve Staff's recommendation to renew the fuel delivery Master  
275 Services Agreement (MSA) with North Bay Petroleum for one (1) twelve (12) month term as  
276 allowed by the MSA.

277 Motion Carried: 4-0-1 absent (Francisco)

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

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

284 FD Valenti noted that he is working with the JPA to correct and reconcile a mistake that was  
285 made with the payroll estimate. FRMS will invoice the District if there is any additional amount  
286 due or issue a refund if money is owed back to the District.

287 There was no public comment.

288  
289 M/s Hadfield/Goines to renew the Local Agency Worker's Compensation Excess ("LAWCX")  
290 Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered  
291 member of Fire Risk Management Services ("FRMS"). The coverage period ends on July 1,  
292 2024.

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

294 **9. Contract Increase for Plumbing Services**

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

297 Chief Tyler noted that the District had conducted a solicitation for plumbing services in May  
298 2023 resulting in the award of a three-year contract to Marin H2O which terms on June 30, 2026.

299 There was no public comment.

300  
301 M/s Davis/Silverman to approve an increase to the not-to-exceed amount of the contract with  
302 Marin H2O, Inc. ("Marin H2O") for as-needed plumbing repairs.

303 Motion Carried: 4-0-1 absent (Francisco)





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304 **10. Renewal of IT Support Services Contract with Marin IT**

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

307 Chief Tyler commented that IT Manager Azar Mashintchian has worked to clean up and tighten  
308 the contract with Marin IT. Marin IT will continue to assist the District's IT Department with  
309 special projects such as support with conducting ongoing systems analysis and proactive  
310 planning for IT infrastructure needs.

311 Some of the other services include:

- 312 • Administrative Services (Networks, Servers, VOIP, Virtual Environment etc.)
- 313 • Hardware Purchases (switches, controllers, firewalls, Wi-Fi access points, etc.)
- 314 • Network Monitoring and Security
- 315 • Subscription maintenance (quoted individually)
- 316 • Security Intrusion testing and reporting
- 317 • MERA Project
- 318 • Cyber Security

319

320 There was no public comment.

321

322 M/s Davis/Silverman to renew the IT Support Services contract for another twelve (12) months  
323 with Marin IT for a total cost of \$155,000.

324 Motion Carried: 4-0-1 absent (Francisco)

325

326 **COMMITTEE REPORTS**

327 Directors may report on committee activities and meetings.

- 328 1. MERA (Directors Silverman and Hadfield)- President Silverman commented that the  
329 next meeting is in two weeks.
- 330 2. Finance Committee (Directors Davis and Goines)- Director Davis reported that the  
331 Finance Committee met on May 23<sup>rd</sup> and will meet again in July.
- 332 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported  
333 that the MWPA Board had met last month.
  - 334 ▪ Renewed a contract with CEQA consultant
  - 335 ▪ Approved list of preapproved contractors
  - 336 ▪ Approved FY 24/25 Work Plan \$22M

337 Director Goines reported that there is an emerging MWPA policy regarding how funds are  
338 allocated and reimbursed. He would like to discuss this with the full Board and will request  
339 that it be added as a future agenda item.

- 340 4. Facilities Committee (Silverman and Hadfield)- The Facilities Committee is scheduled to  
341 meet

342

343 **FINANCIAL REPORTS**

344 Informational items for review. No action is needed.



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- 345 1. Financial Reports, April 2024:  
346 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report  
347 b. Revenues and Expenditures Detail Financial Report  
348 c. Vendor Summary Financial Report  
349 d. MWPA Revenues and Expenditures  
350

351 2. District Monthly Contracts Information  
352 **INFORMATION**

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

- 354 1. Customer Surveys April 2024  
355 2. MERA Update: May 2024  
356 3. Upcoming meetings and events:  
357 • 6/11/24 Regular Facilities Committee Meeting Time-TBD  
358 • 7/3/24 Regular Board Meeting  
359 • Regular Finance Committee Meeting 7/16/24 9:00 am  
360 4. Written Communications- ASM Crayne read a letter Cheryl Paddack and Stephanie  
361 Williams of North Marin Community Services thanking Chief Tyler and the District for  
362 the donation of a one-hour station tour and NFD swag in support of their fundraiser,  
363 Brunch, Bubbles, and Bocce. D/C Dicochea noted that the item raised \$600 for NMCS.  
364

365 **ADJOURNMENT**

366 There being no further business to conduct, President Silverman adjourned the meeting at 11:57  
367 am.

368 Respectfully Submitted,  
369

A handwritten signature in black ink that reads "Jennifer Crayne".

372

373 Jennifer Crayne, Clerk of the Board  
374  
375