



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
AUGUST 7, 2024**

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom  
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, 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](mailto: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

Director Bruce Goines  
Director Shane Francisco

**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.

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.



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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. 4/4/24 Special Facilities Committee Meeting Minutes

2. 5/23/24 Special Finance Committee Meeting Minutes

3. 7/3/24 Regular Board Meeting Minutes

4. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts

Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$83,574.36.

5. Ambulance Fee Debt Write-Off Due to Hardship

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

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F22034215	\$1,757.04
▶ F24001984	\$ 487.50
▶ F24013849	\$ 487.50

**NEW BUSINESS**

**1. Adoption of the Annual Budget for Fiscal Year 2024/2025**

Board approval is requested to accept the Finance Committee's recommendation to adopt the Annual Budget for Fiscal Year 2024/2025.

**2. Marin Emergency Radio Authority (MERA) JPA Renewal**

Board approval is requested to accept Staff's recommendation to renew the MERA JPA.



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**3. Property and Casualty Package Insurance Policy 9/1/24-8/31/25**

Board approval is requested to discuss a proposal for the package property and liability insurance policy ("Package Policy") from the District's insurance broker, Arthur J. Gallagher Risk Management Services, LLC ("Gallagher"), for the period beginning September 1, 2024 through August 31, 2025.

**4. Establish a Not-to-Exceed Amount for the Allstar Contract through June 2025**

Staff requests Board approval to establish a not-to-exceed amount for the purchase of fire equipment from Allstar Fire Equipment ("Allstar").

**5. Establish a Not-to-Exceed Amount for the Bound Tree Medical Contract through June 2025**

Staff requests approval from the Board to establish a not-to-exceed amount for the contract with Bound Tree Medical, Inc. for the procurement of Advanced Life Support (ALS) and Basic Life Support (BLS) medical supplies for the District.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
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, June 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 May and June 2024
2. MERA Update: July 2024
3. Upcoming meetings and events:
  - Labor Day Holiday 9/2/24 – Admin Office Closed
  - Leadership Novato Kickoff & Fire District Day 9/4/24



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- Next Regular Board Meeting 9/4/24 @ 10:00 am
  - Facilities Committee Meeting 9/10/24 @ 9:00 am
4. MWPA Q4 Work Plan Impact Report
  5. Written Communications

**ADJOURNMENT**