



Novato Fire District Board of Directors  
Regular Board Meeting Minutes  
July 3, 2024

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1 The meeting was called to order by President Silverman at 10:00 a.m.

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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 Dan Peters, VMS Lizzy Neill, Vegetation  
11 Management Program Supervisor Sarah Labberton, Captain Mark Larroque, and IT Manager  
12 Azar Mashintchian.

13

14 **OTHERS PRESENT**

15 District Counsel Riley Hurd, Novato resident Bruce Bartel

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **ASSOCIATION PRESIDENTS' REPORT**

24 NPFA President Mark Larroque thanked the Board of Directors and Novato Fire for the excellent  
25 behavioral health standards during this time of serious loss within our fire family.

26 President Larroque also commented on the agenda item for the Board's consideration of a pay  
27 increase, the NPFA would appreciate the consideration of the higher rate due to both the cost of  
28 inflation and the increase in tax revenue last year.

29

30 **DIRECTOR MATTERS**

31 Director Davis commented that he had attended the Fire Squirts Muster. He noted that it was  
32 amazing to watch the future generation in action.

33 Director Francisco commented that his daughter participated as a mentor this year at Fire Squirts.  
34 He feels it is an amazing program and he is getting a lot of inquiries from other parents.

35 President Silverman also attended the Fire Squirts and noted that it is a great event and our staff  
36 does an amazing job putting it together. He also attended Coffee with Cops and Firefighters,  
37 which was a great event and well attended.

38

38 **CHIEF'S REPORT**

39 **Calendar of Events:**

40

- Wednesday, July 3rd BOD Monthly Meeting

41

- Thursday, July 4<sup>th</sup> Novato Downtown Independence Day Parade (Office Closed)



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- 42       • Friday, July 5<sup>th</sup> C60 off through July 13<sup>th</sup> John Dicochea will be acting fire chief in my  
43       absence  
44       • Fire Prevention Inspectors Position Interviews July 15<sup>th</sup> & 16<sup>th</sup>  
45       • Finance Committee meeting July 24<sup>th</sup>  
46

47 **Administrative Items:**

- 48       • Atypical Call: Crews responded to the cardiac arrest of one of our firefighter's wives. The  
49       organization supports both the firefighter and his family and supporting the organization  
50       as a whole with shift defusing and agency debriefing sessions. We will continue to  
51       support the firefighter and his family and the organization going forward, as it will take  
52       time to process this incident. The firefighters' shifts have been covered by leave and staff  
53       volunteering to pick up shifts, funds are being raised for future needs, and meals are  
54       voluntarily covered through the end of the summer. Memorial Services have been  
55       announced for Tuesday, July 9<sup>th</sup> at Valley Memorial – a flyer will follow.  
56       • Huge success and thank you to Erin Rhodes and the team. Tues-Sat June 25<sup>th</sup> to 29<sup>th</sup> Fire  
57       Squirts Camp (Saturday Muster & BBQ Family Lunch) Station 62.  
58       • The Art & Wine Festival on June 8<sup>th</sup> and 9<sup>th</sup> was a huge success: Thanks to all staff and  
59       crews that supported the event, especially Phoebe Marshall  
60       • Thursday, June 13<sup>th</sup> NFD Academy Graduation Station 62: 3 new FF/PM to shift. All  
61       have completed their 3 person rotations and are working independently on shift.  
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       landscapes can be beautiful and fire safe.  
65       • Workplace Violence Prevention Plan: Chief Dicochea is taking the lead on the completion and  
66       implementation of this OSHA required mandate set to commence in July 2024. Includes a plan,  
67       policy, in-person and online training, and facility assessment and plan to address any  
68       vulnerabilities. NPD has cooperated with their policies and procedures for continuity of training.  
69       • Completed a Facilities Committee Meeting - Chief Whittet reported out on all current activities  
70       by Station.  
71       • Participated in Coffee with the COPS at Marin Coffee Roasters on June 12<sup>th</sup> – there was a great  
72       turnout.  
73       • NFD Staff Participated in the Emergency Communications Center (ECC) ribbon-cutting event at  
74       the Los Gamos facility.  
75       • City of Novato Staff visited the Joint EOC Center at Novato Admin building: We set up the EOC  
76       and reviewed the setup and EOC binder which outlines procedures to take if the EOC needs to be  
77       opened; followed by a Q & A session with staff.

78 **OPS: D/C Dicochea:**

79 Weather and PSPS:

- 80       • The NWS has extended the Red Flag Warning through Friday at 5 am.



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- 81 • The excessive heat warning and heat advisory have been extended through next Tuesday  
82 night.  
83 • The Margaret Todd Center is the only cooling center in Novato and is only open during  
84 normal business hours - closed on July 4<sup>th</sup>.  
85 • PG&E has planned PSPSs for the following counties and Rancherias:

- 86       ▪ BUTTE, COLUSA, GLENN, LAKE, NAPA, SHASTA, SOLANO, SONOMA,  
87       TEHAMA, YOLO. FRESNO, MONTEREY, SAN BENITO, AND SAN LUIS  
88       OBISPO  
89       ▪ CORTINA RANCHERIA GRINDSTONE RANCHERIA  
90       ▪ Marin County is not on the list, but approximately 4400 residents in Novato lost  
91 power yesterday evening.

92 **Staffing and resources:**

- 93 • Red Flag Warning protocol is in place – no additional staffing available, due to  
94 mandatory OT's.  
95 • If you are available to work or available for OOC, please update your status on Telestaff.  
96 • The Thompson Fire in Oroville is approximately 3,000 acres with no containment.  
97 • TF2140 with Chief Whittet as the TF Leader and several Marin County crews/ST's are  
98 OOC at the Thompson Fire.  
99 • 6PG is in service at Gness Field and available for dispatch through the ECC.

100 **Misc:**

- 101 • All fireworks are illegal in Marin County, so please call for LE if you see someone  
102 setting off fireworks.  
103 • 13R39 can assist with fireworks-related incidents.  
104 • The 4th of July parade is scheduled from 10 am-12 pm tomorrow. Both EOY's will be in  
105 the parade, so please come out and wave.  
106 • Admin will be closed on July 4<sup>th</sup>, but open on July 5<sup>th</sup>.  
107 • The new ECC is in service, but they are still working through some glitches, so be patient  
108 with the dispatchers. The BC's are monitoring all the radio traffic and will correct  
109 dispatches as needed.  
110 • I will attend another Operational Area Briefing at 2 pm today, so I will update everyone  
111 on any changes.

112

113 **Training: Mike Taul**

- 114 • Training Burns were canceled due to atypical incident and coverage and will be  
115 rescheduled: Thurs/Fri June 27<sup>th</sup> & 28<sup>th</sup> S-219 Training Burn MVMCC + Bay Vista Open  
116 Space Area

117

118 **Prevention: FM Lynne Osgood**

- 119 • 3 vegetation Crews working this month on fuel reduction projects. Suspended work  
120 during red flag days - allows us to increase work on the identification of bird nesting.



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121 Once bird nesting season is complete, which is July 31<sup>st</sup>, we will increase the fuel crews  
122 to 7 in August.

123  
124 **IT Manager: Azar Mashintchian**

- 125 • Members Only Intranet is being set up and finalized this month.
- 126 • Initiating AI policy & training for best practices

127  
128 **CONSENT CALENDAR ITEMS**

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

- 131 1. 6/5/24 Regular Board Meeting Minutes
- 132 2. 6/18/24 Special Board Meeting Minutes

133 There was no public comment.

134 M/s Goines/Davis to approve consent calendar items 1 and 2.

135 Motion carried: 5-0-0

136 **NEW BUSINESS**

137 **1. Authorization of IGT Funds Transfer 3 of 4 to Department of Health Care Services**  
138 **(DHCS) for participation in the Public Provider Ground Emergency Medical**  
139 **Transportation (PP-GEMT) Program for CY 2024**

140 District staff recommends sending the third of four payments for CY 2024 (invoice amount  
141 \$108,963.79) to DHCS as a voluntary contribution to the non-Federal share of Medi-Cal  
142 expenditures for purposes of Assembly Bill 1705. This contribution is required in order to  
143 qualify for the maximum Federal funds match which enables the District to obtain the maximum  
144 reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports.

145 There was no public comment.

146 M/s Davis/Francisco to authorize IGT Funds Transfer 3 of 4 to the Department of Health Care  
147 Services (DHCS) for participation in the Public Provider Ground Emergency Medical  
148 Transportation (PP-GEMT) Program for CY 2024.

149 Motion carried: 5-0-0

150 **2. Review Anticipated Net Property Tax Revenue Estimates and Discuss Annual Salary**  
151 **Increase Adjustments Across All Employee MOUs and Employment Agreements**

152 District staff recommends the Board discuss and approve either a 2.5% or 3% salary increase for  
153 employees

154 There was no public comment.

155 M/s Francisco/Hadfield to approve a 3.0% salary increase for employees.



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156 Motion carried: 5-0-0

157 **3. Resolution 2024-09 a Resolution of the Novato Fire Protection District Amending the**  
158 **Employment Agreement Between the Novato Fire District and Information Technology**  
159 **(IT) Manager Azar Mashintchian**

160 Board approval is requested to adopt resolution 2024-09 amending the Employment Agreement  
161 of IT Manager Azar Mashintchian.

162 There was no public comment.

163 M/s Hadfield/Goines to adopt resolution 2024-09 amending the Employment Agreement of IT  
164 Manager Azar Mashintchian.

165 Roll Call Vote:

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

167 Noes: None.

168 Absent: None.

169 Motion carried: 5-0-0

170 **4. Fire Hydrant Painting Contract**

171 Staff recommends renewing the contract for fire hydrant painting with Marianne's Painting for  
172 another year with the option to renew in fiscal year 2025-2026.

173 There was no public comment.

174 Chief Tyler explained that the District has a long-standing agreement with the North Marin  
175 Water District to paint Novato's 2,700 fire hydrants on a five-year rotating schedule, including  
176 the replacement of reflective blue markers in the roadway if they are damaged or missing.

177 HouseSavers DeckMasters painted the hydrants for many years and in 2021, an informal  
178 solicitation for bids was conducted. Only two bids were received. Marianne's Painting won the  
179 bid. Marianne's Painting was 80% less than the competitive bid. Even though Marianne has a  
180 staff, she does the work herself and her attention to detail goes beyond the contract  
181 specifications.

182 M/s Hadfield/Silverman to approve the renewal of the contract for fire hydrant painting with  
183 Marianne's Painting for another year with the option to renew in fiscal year 2025-2026.

184 Motion carried: 5-0-0

185 **5. Installation of New Retaining Wall**

186 Staff recommends the removal of the old wooden retaining wall and the installation of a new  
187 concrete wall against the hillside behind Station 62.

188 Chief Tyler noted that the current retaining wall, constructed around 1990 when the station was  
189 built, is made of wood and needs replacement before it fails. The engineering of the new  
190 concrete retaining wall includes the installation of a concrete v-ditch on the backside of the new



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191 wall which will slope to the existing drain box at the parking lot. Van Midde & Son was the only  
192 contractor to respond to a request for bids.

193 There was no public comment.

194 M/s Davis/Francisco to approve the removal of the old wooden retaining wall and the installation  
195 of a new concrete wall against the hillside behind Station 62.

196 Motion carried: 5-0-0

197 **6. Surplus Fleet Vehicles**

198 Board approval is requested to accept staff's recommendation to surplus 6 department vehicles.

199 Chief Tyler provided background information on the new vehicle replacement/fleet management  
200 program. He noted that all vehicles listed below have exceeded 10 years of continuous service.

201 The 6 units that need to be replaced are:

202 Unit 26 – 2012 Chevy Tahoe, 133,913 Miles

203 Unit 29 – 2008 Chevy Tahoe, 115,379 Miles

204 Unit 32- 2013 Chevy Tahoe, 117,978 Miles

205 Unit 15- 2008 Chevy Malibu, 41,082 Miles

206 Unit 19 – 2008 Ford Van, 23,172 Miles

207 Unit 35 – 2002 Chevrolet Pickup, 103,294 Miles

208 There was no public comment.

209 M/s Hadfield/Davis to accept staff's recommendation to surplus 6 department vehicles.

210 Motion carried: 5-0-0

211 **7. Vegetation Management Contract**

212 Staff recommends that the Board approve a new contract with Sonoma-Marine Arborists for both  
213 the Vegetation Management program under the District's budget and the Marin Wildfire  
214 Prevention Authority ("MWPA") budget.

215 There was no public comment.

216 M/s Goines/Davis to approve a new contract with Sonoma-Marine Arborists for both the  
217 Vegetation Management program under the District's budget and the Marin Wildfire Prevention  
218 Authority ("MWPA") budget.

219 Motion carried: 5-0-0

220 **COMMITTEE REPORTS**

221 Directors may report on committee activities and meetings.

222 1. MERA (Directors Silverman and Hadfield)- Director Hadfield reported that MERA is  
223 making rapid progress, construction is complete, bid packages are complete, they are



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- 224 alarming the buildings, and plan to migrate over in August. President Silverman added  
225 that MERA will be switching to meeting every other month.
- 226 2. Finance Committee (Directors Davis and Goines)- Director Davis noted that the Finance  
227 Committee will meet on 7/24 for a Special Meeting.
- 228 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines reported  
229 that MWPA voted to approve a 3.5% pay increase for employees based on the current  
230 CPI. He announced that MWPA elected a new President- Rachael Kurtz and Vice  
231 President- Catherine Hilliard.
- 232 4. Facilities Committee (Silverman and Hadfield)- President Silverman commented that the  
233 Facilities Committee met on June 11<sup>th</sup>. Chief Whittet reported on the various facility  
234 projects. The heat pump at S65 was completed last week.
- 235

236 **FINANCIAL REPORTS**

237 Informational items for review. No action is needed.

- 238 1. Financial Reports, April 2024:
- 239 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
- 240 b. Revenues and Expenditures Detail Financial Report
- 241 c. Vendor Summary Financial Report
- 242 d. MWPA Revenues and Expenditures
- 243
- 244 2. District Monthly Contracts Information
- 245

246 **INFORMATION**

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

- 248 1. Customer Surveys May 2024 (will be in August BOD packet)
- 249 2. MERA Update: June 2024
- 250 3. Upcoming meetings and events:
- 251 • July 4<sup>th</sup> Parade, Downtown Novato
- 252 • 7/24/24 Special Finance Committee Meeting
- 253 • Next Regular Board Meeting 8/7/24 @ 10:00 am
- 254 4. Written Communications – ASM Crayne read communication from two student interns  
255 who worked at the District from the Magnolia Project. She also read a thank you letter  
256 from Leila McClay from Bay School thanking Vegetation Management Program  
257 Supervisor Sarah Labberton and VMS Lizzy Neill for their presentation on the Greater  
258 Novato Shaded Fuel Break.
- 259 President Silverman commented that he had received a phone call from a retired SF  
260 Firefighter thanking the crews from S62 and S63 for moving an elderly neighbor who had  
261 fallen and broken his hip. He wanted to thank Captain Forest Blue and the rest of the  
262 crew for their professionalism, compassion, and kindness.
- 263



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264 *The Board entered into closed session at 11:09 am.*

265 **CLOSED SESSION**

266 1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

267 Government Code Section 54956.9(d)(2)

268 Significant exposure to litigation: 1 case

269 The Board returned to Open Session at 12:03 pm.

270 Legal Counsel Riley Hurd reported that a government tort claim was received from a member of  
271 the public in writing and is available for review at the District Office during business hours.

272 No action was taken in closed session.

273

274 **ADJOURNMENT**

275 There being no further business to conduct, President Silverman adjourned the meeting at

276

277 Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jennifer Crayne".

280

281 Jennifer Crayne, Clerk of the Board

282

283