



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 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

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6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, Purchasing and Contracts

8 Colleen Walraven, and B/C Jeff Whittet

9

10 **OTHERS PRESENT**

11 None.

12

13 **AGENDA ADJUSTMENTS**

14 Chief Tyler called attention to the new addition to the agenda, new business item 7, Possible

15 Future Capital Facilities Improvement Projects.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **CONSENT CALENDAR ITEMS**

21 1. 4/4/24 Special Facilities Committee Meeting Minutes

22

23 There was no public comment.

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

25 Motion carried: 2-0-0

26

27 **NEW BUSINESS**

28 None.

29

30 **OLD BUSINESS**

31 Chief Whittet, Director of Organizational Resources, will provide an update on the status of

32 facilities projects.

33

34 **1. Administration Building Facilities Project Update**

35 Chief Whittet thanked Colleen for managing all the contract renewals that expired in June. He

36 provided updates on the progress of the following projects for the Admin Building:

37

38 • Admin backyard project- the layout has been selected, and there will be a meeting on
39 Thursday to discuss the next phase

40 • Admin lobby and women's bathroom received a facelift- thank you, Jenn.

41 • President Silverman asked if there were plans to replace the carpet. Chief Whittet

42 responded that the flooring has not been considered yet because we may be reconfiguring

43 the cubicles which would require new IT wiring and removal of the existing carpet.



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- Chief Tyler noted that part of the workplace violence prevention plan

41 **2. Station 61 Facilities Project Update**

42 Chief Whittet reported on the following projects for S61:

- 43
- Server room- the split for the cooling unit went bad causing a leak. That is being replaced
- 44 today.
- Plumbing repair- calcium build-up caused the valve to stick open, the valve was replaced,
- 45 however, it failed again and caused a flood.
- PG&E heat pump- large tank, delay at the City of Novato for permits, this is part of the
- 46 cancer prevention program, there was no cost to the District (\$130K)
- Roof repair- leak was caused by a clogged drain, preventative maintenance at all stations
- 47 and Admin.
- MERA- grounding project, electrician installing consoles
- 48
- Ring cameras installed
- 49
- 50
- 51
- 52
- 53

54 **3. Station 62 Facilities Project Update**

- Roll up door repaired
- 55
- Retaining wall project will begin in July, V-ditch was extended, walking path complete
- 56
- The extractor is ready for use
- 57
- Toilets were replaced by the crews which saved the District a lot of money
- 58
- Koni lifts were installed, received a \$70K reimbursement check
- 59
- Lighting in the front was replaced
- 60
- 61

62 **4. Station 63 Facilities Project Update**

- HVAC repairs needed, A/C is ok, bids needed
- 63
- Generator fence was painted
- 64
- MERA grounding project
- 65
- Roof repairs
- 66
- Crews replaced the kitchen floor, and it looks great - thank you Captain Pacheco and
- 67 crew.
- 68
- Server room was moved out of the laundry room to a cooler, dust-free environment
- 69

70 **5. Station 64 Facilities Project Update**

- Resealed the solar tube
- 71
- MERA grounding project- a lot of wiring was needed
- 72
- 73

74 **6. Station 65 Facilities Project Update**

- Need to replace lighting fixtures- getting a quote from Fowler
- 75
- Re-faced the stucco, patched the cracks, and fresh paint (done by Marianne)
- 76
- Wood doors are warped and need to be replaced
- 77



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- 78 • Hose dryer fixed
79 • MERA grounding project
80

81 **INFORMATIONAL ITEMS**

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

83
84 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

- 86 • President Silverman proposed looking into grants for solar energy. Tom Welch is
87 researching energy grant options.
88 • Chief Whittet noted that they are looking into hiring a contractor to conduct regular bi-
89 annual inspections for each station. Estimates a cost of \$10K per year. Colleen is
90 reviewing a scope of work report from Clark Brownstein.
91 • Director Hadfield asked if there were any future plans for S63. Chief Whittet commented
92 that S63 is solid but needs another bathroom. Chief Tyler commented that we need to
93 start asking crews about ideas/options for reconfiguring/remodeling S63.
94 • Director Hadfield noted the age of S61 and recommended adding discussions about
95 remodeling this station to the items for future meetings.
96

97 **ADJOURNMENT**

98 There being no further business to conduct, President Silverman adjourned the meeting at 9:55
99 a.m.

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101 Submitted by,
102 *Jennifer Crayne*
103 ASM, Clerk of the Board

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105
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