



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
SEPTEMBER 4, 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. 6/11/24 Facilities Committee Meeting Minutes
2. 8/7/24 Regular Board Meeting Minutes

**NEW BUSINESS**

1. NFD Strategic Plan 2024-2027

Board approval is requested to review and accept the final draft of the NFD Strategic Plan 2024-2027

2. Resolution 2024-11, a Resolution of the Board of Directors of the Novato Fire District Approving the Amended and Restated Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority

Board approval is requested to adopt Resolution 2024-11, approving the Amended and Restated Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority

3. Resolution 2024-10, a Resolution of the Board of Directors of the Novato Fire District Determining 2024/25 Appropriations Limit

Board approval is requested to adopt Resolution 2024-10

1. The Appropriations Limit for 2024/25 has been calculated to be \$78,854,262 (Exhibit A).
2. Adopt Resolution 2024-10 establishing the Appropriations Limit for 2024/25 (Exhibit B).

4. Station 62 Feasibility Study Proposal for Engineering Services

Board approval is requested to accept the Facility Committee's recommendation to proceed with Engineering Services from Nute Engineering. Nute Engineering will provide engineering design services including preparation of plans, specifications, and a cost estimate to facilitate public bidding of the project for construction.

5. Approve Change Order for Modifications to Two Type 1 Engines Under Construction



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Board approval is requested to accept Staff's recommendation to approve design modifications to two Type 1 Engines currently under construction at Hi-Tech E.V.S. Modifications include moving Engineer SCBA storage, improving cross-lay location, and upgrading emergency lighting safety features for a total cost not to exceed \$115,000.

**6. Budget Adjustment - Type 1 Engine Funding Increase**

Staff recommends the Board approve the transfer of \$350,000 from the Unassigned Fund balance to the Fire Suppression Equipment Capital Account #9308-4815 to support increased costs and required change orders from the original contract signed in 2022.

**7. Purchase of 3 Dodge Command Vehicles**

Staff recommends the Board approve the purchase of 3 new Dodge Ram 2500 Pickups from Enterprise Fleet Management group in an amount not to exceed \$185,000. Enterprise Fleet Management can offer the best price at \$56,150 per vehicle and a \$7,000 RAM incentive.

**8. Budget Adjustment- Admin Building Patio Remodel**

Board approval is requested to Transfer \$150,000 from Unassigned Fund Balance to the FY 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio Remodel.

**9. Life-Assist Contract Renewal and Increase in Cost**

Staff requests approval from the Board to continue contracting with Life-Assist, Inc. ("Life-Assist") for the procurement of Advanced Life Support ("ALS") and Basic Life Support ("BLS") pharmaceuticals and 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, July 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



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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 July 2024
2. MERA Update: August 2024 (meeting was cancelled)
3. Upcoming meetings and events:
  - Ember Stomp 9/7/24 11:00 am - 5:00 pm
  - Steve Rucker Memorial Golf Tournament 9/9/24
  - Facilities Committee Meeting 9/10/24 @ 9:00 am
  - Next Regular Board Meeting 10/2/24 @ 10:00 am
4. Written Communications

**CLOSED SESSION**

1. Public Employee Appointment  
Title: Fire Chief  
(Gov. Sec. 54957(b)(1).)

**ADJOURNMENT**