



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.
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3 District Counsel Riley Hurd addressed the Board providing background information on the new
4 law AB2449 which establishes rules for a Board member to participate in a meeting remotely.
5 He noted that as long as there is a quorum of the Board in person from a singular location in the
6 District open to the public, if a Board member has a qualifying reason due to emergency
7 circumstances, they may request to participate remotely with both the audio and video on. If the
8 Board member has anyone over the age of 18 in the room with them, they must state their
9 relationship to that person. The Board needs to vote and approve the request to participate
10 remotely. Director Bill Davis addressed the Board and requested remote participation in the
11 Board meeting due to a medical procedure that will not allow him to drive or sit for prolonged
12 periods. He noted that his wife will be in the room with him periodically throughout the meeting.
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14 There was no public comment.
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16 M/s Hadfield/Goines to accept Director Davis’s request to participate remotely in the Regular
17 Board Meeting on 9/4/24.
18 Roll Call Vote:
19 Ayes: Goines, Hadfield, Silverman
20 Noes: None
21 Absent: Francisco
22 Motion Carried: 3-0-1
23
24 **ROLL CALL**
25 Present: President Silverman, Directors Bill Davis (remote), Mike Hadfield, and Bruce Goines
26 Absent: Shane Francisco
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28 **STAFF MEMBERS PRESENT**
29 Fire Chief Bill Tyler, Deputy Chief Dicochea, B/C Dan Peters, and B/C Whittet.
30
31 **OTHERS PRESENT**
32 District Counsel Riley Hurd, resident Bruce Bartel
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34 **OPEN TIME FOR PUBLIC EXPRESSION**
35 None.
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37 **AGENDA ADJUSTMENTS**
38 None.
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40 **ASSOCIATION PRESIDENTS’ REPORT**
41 NPFA President Mark Larroque addressed the Board regarding the septic system proposal and
42 design plan at S62. He stated that the NPFA stands against the proposal as it stands right now,
43 although they are not against it entirely. He noted that there were no issues with the septic system



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

44 during a period when there were 20 people in the classrooms and it only overflowed once during
45 a major rainstorm, generating a bill of approximately \$500. The NPFA would like to see a more
46 concrete proposal for a septic system tied to plans for the field next to S62, which is one of the
47 considerations of the Strategic Plan. They believe it would be beneficial to the taxpayers and the
48 District to delay this project. The NPFA would like to help develop a concept for the field
49 adjacent to S62.

50 Legal Counsel Riley Hurd noted that since the comments from President Larroque were
51 pertaining to agenda item #4, the Board should wait to respond or discuss until item 4 is
52 presented.

53

54 **DIRECTOR MATTERS**

55 Director Goines commented that Captain Shane Francisco graciously hosted his family for a tour
56 of the station and fire boat at SFFD. He also attended a Novato Fire Foundation fundraiser
57 expecting to see a lot of NFF members staffing the event, however, he noted that Chief Tyler
58 was the only member working/running the fundraiser.

59

60 Director Davis commented that the three candidates up for re-election are unopposed, so they
61 will not need to be on the ballot- congratulations. He noted that his colleagues are an exceptional
62 group of people who know how to get work done properly and he is looking forward to
63 continuing to work with them. Director Davis also commented that B/C Whittet will be coming
64 to his community today to discuss evacuation plans.

65

66 President Silverman also commented on the elections and congratulated his colleagues.

67

68 **CHIEF'S REPORT**

69 **Calendar**

- 70 • Monday, September 2nd Labor Day - Office Closed
- 71 • Tuesday, September 3rd Cancer Committee Meeting
- 72 • Wednesday, September 4th Novato Chamber of Commerce Leadership Retreat Host
- 73 • Wednesday, September 4th Monthly BOD Meeting
- 74 • Wednesday, September 4th Evacuation Presentation Marin Valley Mobile Country Club
- 75 • Thursday, September 5th Personnel Ordinance Deconflicting Labor/Management
- 76 Meetings
- 77 • Saturday, September 7th Ember Stomp Wildfire Festival
- 78 • Monday, September 9th Rucker Golf Tournament
- 79 • Tuesday, September 10th NFD Admin Bingo Night 6:30 pm NFF Fundraiser
- 80 • Wednesday, September 11th Patriots Day, 6:30 am Ringdown all stations
- 81 • Wednesday, September 11th Jamie Burns Memorial Service 10:00 am
- 82 • Monday, September 16th Open Enrollment Medical Healthcare begins
- 83 • Thursday, September 19th Rule of 5 Captains Position
- 84 • Wednesday, September 25th OPS Meeting



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

- 85 • Sunday, September 29th S219 Burn at Marin Valley--VMS will have a table
86 • Wednesday, October 2nd BOD Monthly Meeting
87

88 **Administrative Items:**

- 89 • **C60 A new look ahead 6 months from now:** After more than 30 in the fire service I
90 have made the decision to retire from Novato Fire in early 2025. I am making this
91 announcement now in order to give others the opportunity to consider their own career
92 paths as a result of my departure, and for the board to make a decision on my
93 replacement. I will provide everyone with more information as we get closer to the end of
94 the year. I have notified the board of directors, chief officers, & administrative managers,
95 all staff and local allied agency representatives. We have a lot to do together before that
96 time comes. More to come.
- 97 • **FF/PM Assaulted:** One of our FF/PM was recently the victim of an assault by a patient
98 in the back of one of our ambulances. Our FF/PM was evaluated at a local hospital and
99 released the same evening. Law enforcement was notified and the patient who assaulted
100 our FF/PM was arrested, and a report has been filed with the DA. We are gathering the
101 facts of the incident and following our Workplace Violence Prevention Policy to help
102 identify any items to be mitigated, or safety lessons learned so it does not happen again.
- 103 • **Rush Creek Neighborhood postfire debrief and presentation:** Last Wednesday night
104 NFD coordinated a well-attended neighborhood presentation (approx. 100 persons). We
105 covered operations, decisions and actions on evacuations & notifications, vegetation
106 mitigations work by Marin county open space and the MWPA greater Novato Shaded
107 Fuel Break project, and other related prevention and mitigation actions. We had
108 representatives from Marin County Fire, OEM, NPD, Open Space, and NFD Staff.
109 Supervisor Eric Lucan and both of his aides were also in attendance. Lots of good Q&A -
110 a great night for public engagement and sharing of lessons learned.
- 111 • **Marin Economic Forum & Economist Robert Eyler:** WE completed the scope of work
112 and signed a contract for service for Dr. Eyler to complete some local economic analysis
113 in support of our strategic plan LOE--including:
114 *To provide an assessment of the economic factors affecting the local real estate market in*
115 *Marin County & Novato, specifically to develop 3-5 scenarios (ranging from worst case*
116 *to best case) with estimated impact (% increase or decrease) on assessed valuations and*
117 *property taxes in Novato (factors to consider including but are not limited to the*
118 *following):*
- 119 ▪ *Home Sales / Inventory / Mortgage Rates / Impact on assessed values and timing*
 - 120 ▪ *Loss of insurance coverage / impact on assessed values and timing*
 - 121 ▪ *Local employment outlook / types of jobs (higher paying or lower paying) / impact on*
122 *housing demand*
 - 123 ▪ *Commercial real estate vacancy rates / market outlook*
 - 124 ▪ *Timing and magnitude of the above impacts on assessed valuations*
 - 125 ▪ *Any proposed ballot initiatives or legislation that could impact property values*
 - 126 ▪ *Timing of size of Fed rate cuts*
 - 127 ▪ *Election outcomes and fiscal policy impacts*



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

- 128 ▪ *Potential for escalation in global conflicts*
129 ▪ *Slowing economic growth/contraction*
130 ▪ *Effects of massive national debt on markets and impact on US dollar, downgrades in US*
131 *creditworthiness, etc.*
132 ▪ *What was learned from the catastrophic loss of properties associated with the Tubbs fire*
133 *on Sonoma County's tax base?*
134 *Deliverables*
135 1. *Report that provides an assessment of the topics identified above.*
136 2. *PowerPoint slide deck.*
137
138 • **New Personnel Ordinance Meetings** with Labor scheduled: We have landed on Sept 5th
139 for our initial Personnel Ordinance meetings with all labor groups. These meetings will
140 be facilitated by our labor counsel Jenica Maldonado. These meetings are to fulfill the
141 existing MOU section 7 contractual obligation to try to deconflict the statutory
142 obligations of FBOR and other past practices.
143 • **New NFD Payroll System** transition is full steam ahead. The coordination of this process
144 is being led by Azar and Jenn. All finance members and HR are fully engaged.
145 • **NFD held FF/PM new hire candidates** and NPFA side letter: After interviews, EMS
146 skills evaluations and station ride-a-longs we made 6 conditional job offers for FF/PM.
147 All six will now go through our background check process. In addition, we offered three
148 other candidates positions in our reserve program to fill a couple recent vacancies. If any
149 of the first six fall out of background, we can replace them with one of the three reserve
150 candidates. A side letter with NPFA was updated to reflect this increase in job offers,
151 similar to what we have done in the past three hire groups.
152 • **Candidate for Fire Inspector in background.** We made a conditional job offer to one
153 fire inspector candidate from outside the organization. Assuming all goes well in
154 background we will have a very well-qualified inspector on board sometime in October.
155 • **SOC update:** The district is seeking a review and update of Citygate's previous SOC
156 analysis, in alignment with our new strategic plan LOE, to include updated unit workload
157 and response performance metrics from the last 18 months. The proposed work plan
158 includes conducting the needed analyses, preparing an executive summary-level report
159 with exhibits as appropriate, and briefing their results as desired. The scope includes:
160 ▪ *Request background information related to incident data and other service changes,*
161 *risks, or challenges different from the prior SOC.*
162 ▪ *Interview leadership to assess the challenges placed on current services and*
163 *opportunities before the District.*
164 ▪ *Conduct a deployment usage analysis of all response units utilizing updated CAD and*
165 *NFIRS 5 e-data exports.*
166 ▪ *Assess the need and trigger points for adding a part-time or full-time ambulance Conduct*
167 *an updated deployment analysis*
168
169 • **NFD 100 Year Celebration Committee:** Expanding participation and completed the
170 second meeting.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

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- Updating all forms to fillable PDF and renaming by division and type ongoing in accordance with strategic plan lines of effort.
 - Conversion of all documents to electronic versions and reorganizing per the records retention policy

176 **MWPA Field Projects:**

177 **Work in progress:**

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- Carnoustie Heights private parcel and open space, Tam Crew
 - Bahia open space Laguna Vista Drive, Hanford Arc
 - Wilson Avenue private parcel, Conservation Corps North Bay
 - Rowland Blvd private parcel, Forster & Kroeger

182 **Work starting next week:**

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- Philip Terrace evacuation route clearing, Sonoma-Marin Arborists
 - City of Novato open space off Blanca Drive, Conservation Corps North Bay
 - Robinhood Dr. private parcels, Conservation Corps North Bay
 - Blackberry removal in Pacheco Creek, Forster & Kroeger

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188 **OPS: D/C Dicochea:**

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- **Queenstone Fire-Marinwood Reserve Vegetation Fire:** August 13th Early morning fire at a single occupant encampment off the fire road at Big Rock Ridge. Approx 40 acres, aircraft and ground units contained fire after a few hours. Crews remained overnight. Male arrested for unlawfully causing the fire.
 - **Atherton/Binford Vegetation Fire:** Aug 13th 2 alarm vegetation fire on the hillside, multiple callers from the Atherton Park and Ride area. Auto aid from multiple agencies. Evacuation of Rush Creek area. Door-to-door knocking plus sirens on Oak Shade Lane; OEM Alert Marin notification to the entire zone at 11:38 pm. Forward progress stopped approx. midnight. All clear to return home at 0114 hours. Line cut around entire 6.8 acre burn with combination of D940 dozer line and TFC2 hand line. We have also completed our After-Action Report debriefing with crews.
 - **Aircraft Crash at Gnos Field:** Aug 31st Single occupant small plane crashed into a hanger resulting in a fire to both the plane and hanger. One fatality was reported. NTSB and FAA are investigating the cause with a 30-day min waiting period.
 - Chief Dicochea attended a meeting at North Marin Community Services (NMCS) to review the Wildfire Risk Assessment Survey results and come up with action items to help reach out to the Latin community. The meeting was attended by NMCS staff (Maria and Maria, Cassandra), Charlotte Jordain, Mari Ochoa, Steven Torrence, and Jennifer Guana.
 - Chief Dicochea reviewed the ERS report from the previous weeks and made corrections to the data reporting system.

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211 **FMR Thomas Lyons Activities:**

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- Conducted follow-up regarding two fires that occurred the previous day on Bryan Drive. The first fire was a vegetation fire on private property, and the second involved grass and



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

- 214 paper on a gravel driveway. After completing our investigation, we arrested one homeless
215 individual on two separate charges of 451(d) PC.
- 216 • Responded to Binford Rd regarding a report of a homeless individual attempting to light
217 an unknown object on fire. Upon arrival, it was determined that the individual was
218 merely playing with a lighter behind a sign. There were no signs of burning in the area.
219 The individual had one outstanding warrant for arrest. They were transported and booked
220 into Marin County Jail.
 - 221 • FMR Lyons created a work document to assist patrol staff with investigating fire related
222 scenes and a “cheat sheet” for fire related criminal codes. This document will be provided
223 to the patrol staff and briefing trainings will be conducted.
 - 224 • Assisted patrol with a fire investigation and subsequently the suspect in question was
225 charged with 13001 H&S (*unlawfully causing a fire*).
 - 226 • Due to complaints of fires during nighttime hours at encampments, I conducted a double
227 unit patrol between 1800 and 2300 hours. We patrolled The Marsh, Hamilton Base,
228 Hannah Ranch, 500 Redwood Blvd, and Lee Gerner Park. Marsh (east of 1200 Hamilton
229 Parkway), Hamilton Base, Hannah Ranch, 500 Redwood Blvd, Lee Gerner Park,
230 Hamilton Drive, and Bel Marin Keys Blvd.

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

- 233 • **Sidewalk CPR 2024** event was Saturday, August 17th, 2024, from 10 am to 2 pm. Focus
234 on teaching the public hands only CPR, AED, Stop the Bleed, and Narcan use. The
235 Novato location was next to the Costco entrance at the Vintage Shopping Center.
236 Wildland Mitigation Specialist Jim MacDougall led the Novato Fire contingent along
237 with Reserve Firefighter Tommy Marinoff and several Novato Fire Explorers. Chief
238 Dague did a great job rotating NFD Engine crews through to participate and support the
239 cause. Big thanks to Engineers Zanoni, and Keena who were able to rally the Reserves
240 and Explorers. Kim French for Novato Community was the lead from their agency.
- 241 • **Paramedic Internship Project-** Agency/Intern agreement draft in progress

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243 **Training: B/C Mike Taul:**

- 244 • Tentatively re-scheduled the S-219 burns for October 24/25
- 245 • Worked on background information on Accredited Local Academy (ALA)
- 246 • Acting Captain drill for Kiser
- 247 • PG&E after action meeting & replied to PG&E after action letter
- 248 • Started the process to schedule Fall and Spring classes
- 249 • Finalized the rope cache purchase
- 250 • Start the draft change for Policy 328 regarding safe distances from power lines
- 251 • Arranging time to train with Megan Stevenson and her team from NCH regarding hazmat
252 coordination
- 253 • Acting engineer refresher
- 254 • Mario Bernardini completed Boy Scouts' mandatory training for Explorers
- 255 • Attended Regional Truck Training at SNR station 52



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

- 256 • Mario Bernardini completed his Acting BC training
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258 **Prevention: FM Lynne Osgood:**

- 259 • Monthly Admin meeting
260 • Weekly check-in with Prevention staff & MWPA WMS Supervisor, and VMS
261 Manager.
262 • Pre-construction site visit for a new wine bar.
263 • Social media reviews with Grace (Back to School safety tips & Hero to Hero
264 Medaling)
265 • Attended Monthly Marin FPO meeting
266 • Phone meeting with Supervisor Lucan's Aide, Leslie Weber to discuss community
267 meeting
268 • Reviewed 5-year sprinkler inspection for Station 65
269 • 9 Solar Plan Reviews
270 • Explorer drill training
271 • Training with Thomas Lyons on Fire Investigation
272 • 2 Sprinkler finals, 2 Rough and hydro inspections, 1 Generator Final
273 • 5 Close in hold inspections, 4 Building finals, 2 Occupancy Finals
274 • 1 Solar inspection 1 ESS 1 Home Generator inspection
275 • Plans requiring plan check: 15
276 • 1274 Leafwood Heights - still open, working with the City of Novato. The meeting is
277 set for Tuesday of next week.
278 • Private school inspection-680 Wilson Ave
279 • Business- reinspection at 1682 Novato Blvd. Ste 105
280 • Managed GIS datasets for all Novato Zone vegetation projects
281 • Attended weekly GNSFB check-in meeting with Panorama, MWPA
282 • Coordinated and communicated with all crew foremen and supervisors throughout the
283 week
284 • Communicated to residents about upcoming vegetation work on/near their properties
285 • Maintained budget tracking spreadsheet and contractor invoices spreadsheet
286 • Assisted with the PowerPoint presentation for the Rush Creek community meeting
287 • Led an environmental training for the new Tam Crew seasonals & for all Sonoma-
288 Marin Arborist crews ahead of any work in Novato
289 • Attended an LRAD 100x (mobile LRAD) training in San Rafael
290 • Communicated with Mike Shanks (Genasys) about LRAD proposal for Marin Valley
291 • Met with Rochelle (CAL FIRE) to discuss financial report from Q2 grant reporting
292 period, specifically describing the invoices
293 • Met with Lizzy to get a debrief on the MWPA data collection meeting
294 • Communicated with residents to schedule site visits and discuss work on their
295 property
296 • Prepared contractor's maps for next week's work sites



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

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- Summarized the vegetation work that had been completed this week for our stakeholders
 - 29 Home assessments completed (WMA DSI)
 - 31 Roadside assessments completed (Zone 25, Indian Valley)
 - 92 Grant Assistance
 - 1 weed complaint investigated

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

305 **Fleet:**

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- Made additional communication with PSS regarding ongoing delays with ambulance remount contract. We are awaiting drawings of change orders completed during pre-construction meeting.
 - Took delivery of final Leased Pool Vehicle – Nissan Leaf
 - Reviewed quote from Polaris for 2 UTV vehicles. Sent necessary changes back and requested updated quote with input from floor personnel on desired specifications to best serve district needs.
 - Processed several Bids for Surplus Vehicles and answered several emails to prospective buyers.
 - Reviewed initial change order from Hi-Tech EVS for Type 1 Engines. Staff report to be completed as soon as final change order is agreed upon.

317 **Facilities:**

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- Fowler electric continues to work on our E/V Charging System. As of this morning, they are troubleshooting an issue at our panel to ensure the units function properly. At this point they are not active. Once the units are activated and working, I will coordinate with I.T. and the AmpUp vendor to secure RFID cards for us to activate charging needs. We will also have access to a mobile app. We also installed additional “trickle” charging ports to the rear of the garage to allow those who may also need to plug in their staff vehicles to do so. I will be installing parking barriers and lines to assist with parking.
 - Contacted Jones garage regarding broken garage door at 62. Estimate being created to replace opener for right rear apparatus room door. Still no update on price.
 - Completed troubleshooting of 62 water leak in dorm #3, 4. Found leak with mini split pump in attic space. Made immediate notifications to crews and leadership. Started mold remediation and repairs the same day. All drywall effected by mold will be replaced and repaired by Integrity construction. Long term repair plan for mini split drain/pumps is in process to prevent further issues.
 - Provided carpet samples for 65 Dorms, started staff report for approval of work.
 - Monitored progress of work at Station 61 Heat Pump Shed Construction and Heat Pump Installation. Project nearly completed on 8/23, awaiting delivery and installation of last security door. Arrival anticipated by 9/11/2024.
 - Inspected final project completion of HVAC at 63. Project is fully completed and all systems working well.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

- 339 • Worked on Mold Mitigation repair plan with vendors via phone calls and emails until
340 1200 pm on Friday 8/23/2024 from home.

341 **Communications:**

- 342 • Sent David Clark Intercom unit in for repair. Unit replacement was purchased by
343 mechanics division from county radio and installed on 8/21 to complete intercom repairs
344 on E63.
345 • Installed new B/K mobile radio and radio head into B63 unit. Primary unit being repaired
346 at the County Radio Shop.

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348 **IT Manager: Azar Mashintchian:**

- 349 • Separate meetings with UKG Ready re: TLM, Accruals & Attestation; Payroll & Discuss
350 to do list with Finance, make sure everyone knows what they need to do before our next
351 meeting
352 • Make sure all staff (internal) can log into sites for UKG Ready project
353 • Meet with HCM; UKG Ready Status call; Gather information needed from all for UKG
354 Ready project
355 • Set Eriou up with dual monitors and check laptop so she can work from home
356 • Set up accounts for Jessica & workstation here at Admin
357 • Set up cell phone and desk phone for Jessica
358 • Work on iPhone/iPad MDM issues
359 • Gather information to disable unused Telestaff codes
360 • Jenn to cover for Azar for UKG Ready project for the next 2 weeks
361 • Weekly data analysis report for Calls for Service

362
363 There was no public comment.
364

365 **CONSENT CALENDAR ITEMS**

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

- 368 1. 6/11/24 Facilities Committee Meeting Minutes
369 2. 8/7/24 Regular Board Meeting Minutes

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371 There was no public comment.

372 M/s Hadfield/Goines to approve the consent calendar.

373 Roll Call Vote:

374 Aye: Davis, Goines, Hadfield, Silverman

375 No: None

376 Absent: Francisco

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

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Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

380 **NEW BUSINESS**

381 1. NFD Strategic Plan 2024-2027

382 Board approval is requested to review and accept the final draft of the NFD Strategic Plan 2024-
383 2027

384 Chief Tyler provided an overview of the NFD Strategic Plan for 2024-2027. He noted there are 7
385 lines of effort identified that will become action items necessary to work on in the first 90 days.
386 Lines of effort will be prioritized based on organizational priorities and personnel available to
387 complete the work. The kind of organization we want this to be is described in the Novato Fire
388 3-Year End State. He noted that more than half of the organization participated in this project,
389 including Board members, which has never been done before.

390
391 Director Goines asked if there would be a project manager. Chief Tyler responded that they are
392 considering having a steering committee oversee the plan, potentially made up of the Ops team.

393
394 There was no public comment.

395 M/s Davis/Hadfield to accept the final draft of the NFD Strategic Plan 2024-2027

396 Roll Call Vote:

397 Aye: Davis, Goines, Hadfield, Silverman

398 No: None

399 Absent: Francisco

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

401

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

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

407 Chief Tyler discussed the proposed amendments to the MWPA JPA that were to be considered.
408 To take effect, the Amended JPA Agreement must be executed by three-fourths of the governing
409 boards of the Marin Wildfire member agencies. He noted that Tiburon and Belvedere are the
410 only agencies with fire protection responsibility and fire-related taxing authority that may seek to
411 join Marin Wildfire. To become members, like the initial 17 members, they must agree to sign
412 the JPA Agreement, as amended, and to put a tax measure on the ballot to fund Marin Wildfire's
413 work.

414 There was no public comment.

415 M/s Goines/Davis to adopt Resolution 2024-11, approving the Amended and Restated Joint
416 Exercise of Powers Agreement for the Marin Wildfire Prevention Authority.

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Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

418 Roll Call Vote:
419 Aye: Davis, Goines, Hadfield, Silverman
420 No: None
421 Absent: Francisco
422 Motion Carried: 4-0-1 absent (Francisco)

423
424 3. Resolution 2024-10, a Resolution of the Board of Directors of the Novato Fire District
425 Determining 2024/25 Appropriations Limit
426 Board approval is requested to adopt Resolution 2024-10

- 427 1. The Appropriations Limit for 2024/25 has been calculated to be \$78,854,262 (Exhibit A).
428 2. Adopt Resolution 2024-10 establishing the Appropriations Limit for 2024/25 (Exhibit B).
429 Finance Director Valenti explained the District is required to calculate the appropriations limit
430 and adopt by resolution each year. He ran the calculation based on the change per capita of
431 personal income which resulted in the amount listed. The appropriations of the tax proceeds are
432 well below the limit, but the District is still required to make that calculation.

433
434 There was no public comment.
435 M/s Hadfield/Goines to approve the Appropriations Limit for 2024/25 based on the calculation
436 of \$78,854,262 and adopt Resolution 2024-10.

437
438 Roll Call Vote:
439 Aye: Davis, Goines, Hadfield, Silverman
440 No: None
441 Absent: Francisco
442 Motion Carried: 4-0-1 absent (Francisco)

443
444 4. Station 62 Feasibility Study Proposal for Engineering Services
445 Board approval is requested to accept the Facility Committee's recommendation to proceed with
446 Engineering Services from Nute Engineering. Nute Engineering will provide engineering design
447 services including preparation of plans, specifications, and a cost estimate to facilitate public
448 bidding of the project for construction.

449 Chief Tyler discussed the feasibility study proposal for replacing the septic system at Station 62.
450 He noted that the condition of the current septic system is not reliable, even after being updated
451 and improved several years ago. The engineer would be preparing the plans that would be
452 required to take the project out to bid. He noted that the lot adjacent to the station does not perk,
453 which does not allow for development and expansion without creating a new sewer system line
454 connection. Therefore, any plans for future development are incumbent upon a sewer line. Chief
455 Tyler noted that the costs for this study have been budgeted and will be covered out of the
456 Capital Improvement Fund.

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Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

458 There was a comment made under the Association President’s Report regarding this item- see
459 pages 1 and 2. There were no additional public comments

460
461 Director Hadfield commented that the pump station will be substantial enough to handle any
462 future development plans for the adjacent lot. He noted that he appreciates the Association’s
463 concerns, however, the cost for the feasibility study is money well-spent for the planning of S62
464 and the lot.

465 Director Davis agreed with Director Hadfield and commented that without the feasibility study,
466 we are just guessing.

467
468 M/s Hadfield/Davis to accept the Facility Committee's recommendation to proceed with
469 Engineering Services from Nute Engineering.

470
471 Roll Call Vote:
472 Aye: Davis, Goines, Hadfield, Silverman
473 No: None
474 Absent: Francisco
475 Motion Carried: 4-0-1 absent (Francisco)

476
477 5. Approve Change Order for Modifications to Two Type 1 Engines Under Construction
478 Board approval is requested to accept Staff’s recommendation to approve design modifications
479 to two Type 1 Engines currently under construction at Hi-Tech E.V.S. Modifications include
480 moving Engineer SCBA storage, improving cross-lay location, and upgrading emergency
481 lighting safety features for a total cost not to exceed \$115,000.

482 Chief Tyler discussed the need for a budget adjustment to cover design modifications to the two
483 Tyle 1 Engines currently under construction. The engines will be “clean cab,” meaning there will
484 be no storage of SCBA or turnout gear in the cab with personnel.

485 There was no public comment.
486 M/s Davis/Hadfield to accept Staff’s recommendation to approve design modifications to two
487 Type 1 Engines currently under construction at Hi-Tech E.V.S.

488
489 Roll Call Vote:
490 Aye: Davis, Goines, Hadfield, Silverman
491 No: None
492 Absent: Francisco
493 Motion Carried: 4-0-1 absent (Francisco)

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Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

497 6. Budget Adjustment - Type 1 Engine Funding Increase

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

501 There was no public comment.

502 M/s Goines/Hadfield to approve the transfer of \$350,000 from the Unassigned Fund balance to
503 the Fire Suppression Equipment Capital Account #9308-4815 to support increased costs and
504 required change orders from the original contract signed in 2022.

505 Roll Call Vote:

506 Aye: Davis, Goines, Hadfield, Silverman

507 No: None

508 Absent: Francisco

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

510

511 7. Purchase of 3 Dodge Command Vehicles

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

515 There was no public comment.

516 Director Hadfield asked if these vehicles were part of the lease program. Chief Whittet
517 confirmed that they are not part of that lease program, they are being purchased.

518

519 M/s Hadfield/Goines to approve the purchase of 3 new Dodge Ram 2500 Pickups from
520 Enterprise Fleet Management group in an amount not to exceed \$185,000.

521

522 Roll Call Vote:

523 Aye: Davis, Goines, Hadfield, Silverman

524 No: None

525 Absent: Francisco

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

527

528 8. Budget Adjustment- Admin Building Patio Remodel

529 Board approval is requested to Transfer \$150,000 from Unassigned Fund Balance to the FY
530 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio Remodel.

531 Chief Tyler commented that this item was missed as part of the budget cycle and the money went
532 into the reserves. The request will transfer the funds needed for the patio remodel project from
533 unassigned to assigned so construction can begin.

534



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

535 There was no public comment.

536 M/s Davis/Silverman to approve the transfer of \$150,000 from the Unassigned Fund Balance to
537 the FY 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio
538 Remodel.

539 Roll Call Vote:

540 Aye: Davis, Goines, Hadfield, Silverman

541 No: None

542 Absent: Francisco

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

544

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

546 Staff requests approval from the Board to continue contracting with Life-Assist, Inc. (“Life-
547 Assist”) for the procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”)
548 pharmaceuticals and medical supplies for the District.

549 There was no public comment.

550 M/s Goines/Davis to continue contracting with Life-Assist, Inc. (“Life-Assist”) for the
551 procurement of Advanced Life Support (“ALS”) and Basic Life Support (“BLS”)
552 pharmaceuticals and medical supplies for the District.

553 Roll Call Vote:

554 Aye: Davis, Goines, Hadfield, Silverman

555 No: None

556 Absent: Francisco

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

558

559 **COMMITTEE REPORTS**

560 Directors may report on committee activities and meetings.

- 561 1. MERA (Directors Silverman and Hadfield)- MERA did not meet
562 2. Finance Committee (Directors Davis and Goines)- Finance Committee did not meet
563 3. Marin Wildfire Prevention Authority Board (Director Goines)- MWPA is working on an
564 evaluation/performance review for the Executive Officer
565 4. Facilities Committee (Silverman and Hadfield)- work was reported on the sewer
566 feasibility study (item 4)

567

568 **FINANCIAL REPORTS**

569 Informational items for review. No action is needed.

570 1. Financial Reports, July 2024:

571 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report

572 b. Revenues and Expenditures Detail Financial Report



Novato Fire District Board of Directors
Regular Board Meeting Minutes
September 4, 2024

- 573 c. Vendor Summary Financial Report
574 d. MWPA Revenues and Expenditures
575
576 2. District Monthly Contracts Information
577

578 **INFORMATION**

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

- 580 1. Customer Surveys July 2024
581 2. MERA Update: August 2024 (meeting was cancelled)
582 3. Upcoming meetings and events:
583 • Ember Stomp 9/7/24 11:00 am - 5:00 pm
584 • Steve Rucker Memorial Golf Tournament 9/9/24
585 • Facilities Committee Meeting 9/10/24 @ 9:00 am
586 • Next Regular Board Meeting 10/2/24 @ 10:00 am
587 4. Written Communications – Chief Tyler noted that several written communication items
588 were received and read them to the Board.
589 • Thank you to Captain Blue, Engineer Wehr, and FF/Medic Swanson for responding
590 to a very difficult family call.
591 • Thank you letter to WMS Jim MacDougal
592 • Thank you letter to Kyle Nichols for supporting home hardening and vegetation
593 management (Zone Zero) in the Pacheco Valley area.
594 • AD-98 Record of Exceptional Performance for Captain Owen Valuch and a personal
595 thank you letter to Captain Valuch from a resident.

596 The Board entered closed session at 11:37 am.

597

598 **CLOSED SESSION**

- 599 1. Public Employee Appointment

600 Title: Fire Chief

601 (Gov. Sec. 54957(b)(1).)

602 The Board returned to open session at 12:34 pm. There was no reportable action.

603

604 **ADJOURNMENT**

605 There being no further business to conduct, President Silverman adjourned the meeting at 12:34
606 pm.

607

608 Respectfully Submitted,

609 *Jennifer Craigne*

610 Jennifer Craigne

611 ASM/Clerk of the Board

612