



Novato Fire District Board of Directors
Regular Board Meeting Minutes
October 2, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.
2
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 with that person. The Board needs to vote and approve the request to participate
10 remotely.
11 Director Michael Hadfield addressed the Board and requested remote participation in the Board
12 meeting due to having a contagious illness. There were no adults over the age of 18 in the room
13 with Director Hadfield.
14
15 There was no public comment.
16
17 M/s Davis/Goines to accept Director Hadfield’s request to participate remotely in the Regular
18 Board Meeting on 10/2/24.
19
20 Roll Call Vote:
21 Ayes: Goines, Davis, Silverman
22 Noes: None
23 Absent: Francisco
24 Motion Carried: 3-0-1
25
26 **ROLL CALL**
27 Present: President Silverman, Directors Bill Davis, Mike Hadfield (remote), and Bruce Goines
28 Absent: Shane Francisco
29
30 **STAFF MEMBERS PRESENT**
31 Fire Chief Bill Tyler, Deputy Chief Dicochea, B/C Dan Peters, B/C Whittet, ASM/Board Clerk
32 Jennifer Crayne, Finance Director Joe Valenti, FM Lynne Osgood, Accountant Jessica Nguyen,
33 IT Manager Azar Mashintchian, Fire Prevention Specialist Lauren Galli, EMS Billing Analyst
34 Shannon Wager, Administrative Assistant Kelley Penney, and WMS Kyle Nicholes.
35
36 **OTHERS PRESENT**
37 District Counsel Riley Hurd, Peter Lewicki
38
39 **OPEN TIME FOR PUBLIC EXPRESSION**
40 None.
41
42 **AGENDA ADJUSTMENTS**
43 None.
44



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45 **ASSOCIATION PRESIDENTS' REPORT**

46 None.

47

48 **DIRECTOR MATTERS**

49 Director Davis commented on the obituary for former board member, Skip Fenner. Chief Tyler
50 noted that the District sent flowers to the family.

51

52 **CHIEF'S REPORT**

53 **Calendar**

- 54 • Tuesday October 1st Novato High School Healthcare and first responder career night
- 55 • Wednesday October 2nd BOD Monthly Meeting
- 56 • Friday Oct 4th Fire-resilient Lands Alliance (*Management of Everything*) *FLAME* semi-
57 *annual meeting. Sarah Labberton participation*
- 58 • Friday Oct 11th College of Marin Career Day - NFD Booth
- 59 • Sunday Oct 13th NFD Open House and Pancake Breakfast Station 62, 8:00 to 12:00
- 60 • Tues to Thurs, Oct 15th to the 17th Cal Chiefs Conference in Orange County.
- 61 • Thursday Oct 17th at 10:17 am - Great Shake Out
- 62 • Sat Oct 19th NMCS/NFD Spanish Speaking Community Outreach
- 63 • Tue Oct 22nd GNSFB Field Trip 10:00 am End of Fairway in Marin Country Club
- 64 • October 24-25th S219 Burn at Marin Valley -VMS will have a table at MVMCC

65

66 **Administrative Items:**

- 67 • **SPECIALIZED ASSISTANCE FOR EVERYONE (SAFE)** City of Novato proposed
68 program: This mobile crisis response team is modeled after the successful Crisis
69 Assistance Helping Out on the Streets (CAHOOTS) in Eugene, Oregon. Key to
70 programming is alleviating the burden placed on police, fire, emergency medical
71 services, and hospital emergency departments to manage crises that derive from
72 emotional and physical distress, substance use, and homelessness. PPSC will be able to
73 leverage existing behavioral health programs in Novato and Marin County as post-de-
74 escalation referrals. The program is currently being used in San Rafael, Petaluma, and
75 Santa Rosa
- 76 • The cutover to the NextGen MERA system is complete. 10/3/24 Hospitals first at 0800
77 Hrs. the ECC will make a notification to all the agencies that they serve to keep all their
78 EMS radio traffic to *MMC 1, KTL 1, and NCH 1*. If there is an in-progress call the
79 notification will be delayed. This will be on the current Gen MERA. If at any time there
80 is a failure, medics will refer to the LEMSA policy 7003 for hospital contact processes.
81 Once the broadcast has been made, Technicians from Red Cloud Communications and
82 Motorola will “hot swap” radios *KTL 2 and HOSP ALL* at Kaiser Terra Linda. This
83 process includes the replacement of antennas, radio consoles, and handsets. These Talk
84 Groups will not be available during this time
85 At the same time the work is occurring at Kaiser, a Marin County Radio Technician will
86 be at Marin Medical Center and Novato Community installing the updated code plug into



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87 their existing radios. Again, MMC 2, NCH 2, and HOSP ALL will not be available during
88 this time. At approximately 0900 Hrs., the Kaiser team and the Tech at Marin General will
89 be contacted to ensure their work has been completed, or when it is expected to be
90 completed. Once the first phase of work has been completed at Kaiser, Novato, and Marin
91 Medical Center, the ECC will make a notification to all the agencies that they serve via
92 radio and TTO to move all their EMS radio traffic to NCH 2, KTL 2 and MMC 2,
93 respectively. These will both be on the NextGen MERA system. Additionally, HOSP ALL
94 will be available.

95
96 Once all the EMS radios are operational, which is expected to be late morning, the ECC
97 will make a notification to all the agencies that they serve that they are to switch over to
98 the MERA Next Gen system. Should there be an in-progress event this cutover will be
99 postponed, and a new cutover time will be given. At that time, the ECC will notify all
100 agencies to switch to the NextGen System and that the “regular” use of the EMS radios can
101 resume.

102 *To accomplish this, each Zone’s stations (Central, North, South) will be rung down one*
103 *zone at a time and advised to switch to NextGen MERA with an additional ring down and*
104 *radio check 5 minutes later using NextGen MERA.*

105 Once all three Zones are confirmed to be switched and in service on NextGen MERA the
106 ECC will then begin to utilize the callsign of “Marin” on all talk groups moving forward
107 The ECC and field units will use the callsign “Marin” for all traffic

- 108 ▪ The naming convention for Control D2 will be North
- 109 ▪ The naming convention for Control E2 will be Central
- 110 ▪ The naming convention for Control G2 will be South
- 111 • Strategic Plan Tracking Tool – we reviewed one option, but Azar has built an internal tool
112 that we are looking at this week.
- 113 • Ember Stomp Wildfire Festival last month was a huge success. Expanded activities, great
114 interactions, demonstrations, collaborations, and relationship building.
- 115 • Rucker Golf Tournament was a success! Special thanks to DG Peters for coordinating all
116 elements of the event.
- 117 • Marin Economic Forum & Economist Robert Eyster: *Deliverables due by October 22,*
118 *2024*
- 119 • Chief Tyler completed an interview with a UC Berkeley professor associated with Connected
120 Communities under a National Science Foundation Grant looking into best practices on wildfire
121 mitigation in the community of Novato.
- 122 • New NFD Payroll System transition is full steam ahead. The coordination of this process
123 is being led by Azar and Jenn. All finance members and HR are fully engaged. Working
124 on integrating the vacation accrual integration as it relates to the vacation bid process for
125 January 2025.
- 126 • SOC update: Bulk of CAD info has been dumped. Working on updating the 20 to 30
127 questionnaires.



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- 128 • NFD 100 Year Celebration Committee: Expanding participation including a design
129 committee and outside fire historian support.
130 • Updating all Forms to fillable PDF and renaming by division and type ongoing in
131 accordance with strategic plan LOE.
132 • Conversion of all documents to electronic versions and reorganizing per the records
133 retention policy. Presentation completed on vendor used for our EMS billing
134 documentation. Any policy changes or contracts will come to the BOD for authorization.

135 **MWPA Field Projects:**

- 136 • Work completed in the last 2 weeks:
137 • Robinhood Dr. hazard tree removal, Sonoma-Marin Arborists*
138 • Rowland Blvd. private parcel, Forster & Kroeger *
139 • Blackberry removal in Pacheco Creek, Forster & Kroeger *
140 • Bahia open space, Hanford *
141 • Glen Rd. hazard tree removals, Sonoma-Marin Arborists*
142 • Canyon Rd. & Trumbull Ave. evacuation route clearing, Sonoma-Marin Arborists

143 **Work in progress:**

- 144 • Robinhood Dr. private parcels, Conservation Corps North Bay *
145 • Carnoustie Heights private parcels and open space, Tam Crew *
146 • End of Fairway Drive private parcels, Conservation Corps North Bay *
147 • Sherwood Place private parcels, Forster & Kroeger*
148 • Garner Dr. private parcels, Forster & Kroeger *
149 • Green Point private parcels, Hanford *
150 • St. Andrew's Drive private parcel, Conservation Corps North Bay *
151 • Calle de la Selva private parcel, Forster & Kroeger *
152 * Greater Novato Shaded Fuel Break

154 **OPS: D/C Dicochea:**

- 155 • Reviewed the ERS reports from the previous weeks - corrected and sent back to captains
156 to update as needed
157 • Met with retired NPD detective Bill Welch to discuss the WVPP training for ALL NFD
158 members. We developed a criterion for training that meets the WVPP.
159 • Attended the Los Robles MHP community meeting and participated in a fire resilience
160 board game that was created by Professor Thomas Maiorana from UC DAVIS. Marin IJ
161 covered the meeting.
162 • Chief Dicochea presented badges to 5 Reserve firefighters at the Reserve firefighter
163 training at station 62.
164 • NFD support with coverage in Petaluma and Rancho Adobe fire memorial service for a
165 fire captain who recently passed away.

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



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- 167 • Paramedic Internship Project- Agency/Intern agreement draft completed. Side letter
- 168 drafted. NPFA voted to support now included in new business for BOD authorization.
- 169 Complete - Thank you!
- 170 • Confer with Dr. Salz and Katie Grossman on changes to the upcoming EMS Academy.
- 171 • Services Agreement Completed for Culturally Competent Clinicians for BHA agreement.
- 172 • Facilitating Galleri Cancer Screening and Pinnacle physicals coming up

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

- 174 • Tentatively re-scheduled the S-219 buns for October 24/25
- 175 • Conducted a meeting for possible ALA certification at the training tower. 8 to 12-month
- 176 process - the goal is to be able to be certified to proctor FF1 and FF2 certifications in-
- 177 house.
- 178 • Worked with OPS and BC group regarding additional mayday policy and procedure
- 179 updates.
- 180 • In the process of placing the yellow forcible entry door into the tower

181 **Prevention: FM Lynne Osgood**

- 182 • MCFIT monthly meeting
- 183 • 10 Solar Inspection
- 184 • 7 ESS
- 185 • New plan submittals received for the week: 7
- 186 • Plan reviews: 2 completed
- 187 • 4 plan reviews that require a quick review from Lynne.
- 188 • Inspections: 1 School inspection
- 189 • Attended Car-Fit program at Valley Memorial
- 190 • Met with Sarah regarding VMS marketing with Kiosk
- 191 • Put together materials for Firewise group meeting - Nick
- 192 • Managed GIS datasets for all Novato Zone vegetation projects
- 193 • Attended weekly GNSFB check-in meeting with Panorama, MWPA
- 194 • Facilitated weekly WMS/VMS huddle
- 195 • Kicked off the outreach for the 3 apartment complexes/HOAs that will be the most
- 196 impacted by the S-219 burn
- 197 • Attended MWPA's 2nd science integration meeting via zoom
 - 198 ▪ Q&A on Pathways presentation
 - 199 ▪ dive into on-parcel risk
- 200 • Maintained budget tracking spreadsheet and contractor invoices spreadsheet and began to
- 201 compile invoices and numbers for Q1 reporting
- 202 • Updated the crew calendar for upcoming locations and prepared contractor maps
- 203 • Coordinated with CCNB & F&K's crew supervisors to assist with crew checks next week
- 204 • completed Vector Solutions trainings for the month
- 205 • Managed Hanford through broom removal in Green Point - coordinating crew access
- 206 with property owners and collecting new Right of Entry agreements



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- 207 • Assisted Tam Crew with the CCNB burn pile training in Country Club
- 208 • Contacted the 3 apartment complexes/HOAs that will be most impacted by the S-219
- 209 burn
- 210 • Updated the flyer for the controlled burn
- 211 • Communicated with Marin Valley Mobile Country Club to host an info table at their
- 212 clubhouse during burn
- 213 • 29 Home assessments completed (WMA DSI)
- 214 • 73 Roadside assessments completed (Zone 25, Indian Valley)
- 215 • 0 HOA Assessments completed (ERS)
- 216 • 126 Grants processed

217
218 **Organizational Resources: B/C Jeff Whittet**

219 **Fleet:**

- 220 • Made additional communication with PSS regarding ongoing delays with ambulance
- 221 remount contract. We are awaiting drawings of change orders completed during pre-
- 222 construction meeting.
- 223 • Reviewed quote from Polaris for 2 UTV vehicles. Sent necessary changes back and
- 224 requested updated quote with input from floor personnel on desired specifications to
- 225 best serve district needs.
- 226 • Completed surplus vehicles process
- 227 • Completed troubleshooting of Station 62 water leak in dorm #3, 4. Found leak with
- 228 mini split pump in attic space. Made immediate notifications to crews and leadership.
- 229 Started mold remediation and repairs the same day. All drywall affected by mold will
- 230 be replaced and repaired by Integrity

231 **Facilities:**

- 232 • E/V Charger Project at Administration office completed by Fowler Electric. Now have
- 233 capacity to rapidly charge 2 E/V's while also Trickle charging 3 other units if necessary.
- 234 • Inspected final project completion of HVAC at 63. Project is fully completed and all
- 235 systems working well.
- 236 • Monitored progress of work at Station 61 Heat Pump Shed Construction and Heat Pump
- 237 Installation. Project nearly completed awaiting delivery and installation of last security
- 238 door.

239 **Communications:**

- 240 • MERA Next GEN2 now online
- 241 • Scott Freedman has rejoined the team as a retired annuitant, IT communication tech

242
243 **IT: Azar Mashintchian**

- 244 • UKG Ready meeting – gather all involved from UKG side to get better understanding of
- 245 integrating into Telestaff - UKG Ready HR meeting & status call
- 246 • Interview and made a job offer for IT Communications position



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- 247 • View “Click Up” demo for Strategic Plan LOE tracking
- 248 • Build Project Mgt for Strategic Planning – saving district \$\$
- 249 • Meeting with Finance & HR to discuss how many integrations we need
- 250 • Work with Colleen on creating a contract between us and MERA for point to point
- 251 • Set up interviews for 2 candidates for IT Tech position
- 252 • Get stats to Citygate for BC Peters

253
254 There was no public comment.

255
256 **CONSENT CALENDAR ITEMS**

- 257 1. 9/4/24 Regular Board Meeting Minutes
- 258 2. Ambulance Fee Debt Write-Off Due to Hardship
- 259 The following accounts have submitted a written request for write-off consideration from
- 260 the Board of Directors. The requests are claiming financial hardship.
- 261 ▶ F24009835 \$1,040.20

262
263 There was no public comment.

264
265 M/s Goines/Davis to approve the consent calendar.

266 Roll Call Vote:
267 Aye: Davis, Goines, Hadfield, Silverman
268 No: None
269 Absent: Francisco
270 Motion Carried: 4-0-1 absent (Francisco)

271
272 **NEW BUSINESS**

- 273 1. Resolution 2024-12, Fire Prevention Week
- 274 Board approval is requested to adopt Resolution 2024-12 proclaiming October 6-12, 2024, as
- 275 Fire Prevention Week.

276 Chief Tyler discussed the importance of Fire Prevention Week and noted that the District will
277 host its annual Open House along with the Novato Fire Foundation Pancake Breakfast to
278 highlight fire safety efforts. The resolution proclaims 10/6-12 as Fire Prevention Week.
279 There was no public comment.

280
281 M/s Davis/Goines to adopt Resolution 2024-12 proclaiming October 6-12, 2024, as Fire
282 Prevention Week.

283 Roll Call Vote:
284 Aye: Davis, Goines, Hadfield, Silverman
285 No: None
286 Absent: Francisco
287 Motion Carried: 4-0-1 absent (Francisco)



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288 2. Resolution 2024-13, Great California Shake Out

289 Board approval is requested to adopt Resolution 2024-13 acknowledging the district's desire to
290 participate in the Great California Shake Out and continue our work toward making our community
291 more prepared and resilient.

292 Chief Tyler discussed the Great California Shake Out and noted the District's desire to
293 participate in an earthquake drill and continue working toward making the community prepared
294 for a major earthquake.

295
296 There was no public comment.

297
298 M/s Silverman/Hadfield to adopt Resolution 2024-13 acknowledging the district's desire to
299 participate in the Great California Shake Out and continue our work toward making our community
300 more prepared and resilient.

301 Roll Call Vote:

302 Aye: Davis, Goines, Hadfield, Silverman

303 No: None

304 Absent: Francisco

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

306

307 3. Resolution 2024-14, Breast Cancer Awareness Month

308 Board approval is requested to adopt Resolution 2024-14 designating October 2024 as National
309 Breast Cancer Awareness Month.

310 Chief Tyler noted the District's desire to continue participating in the Breast Cancer Awareness
311 Program that happens during the month of October. Staff will wear pink to raise awareness about
312 breast cancer.

313
314 There was no public comment.

315
316 M/s Hadfield/Davis to adopt Resolution 2024-14 designating October 2024 as National Breast
317 Cancer Awareness Month.

318 Roll Call Vote:

319 Aye: Davis, Goines, Hadfield, Silverman

320 No: None

321 Absent: Francisco

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

323

324 4. Paramedic Preceptor/Intern Fee Assessment Compensation Benefit Side Letter

325 Board approval is requested to accept staff's recommendation to enter into a side letter
326 agreement with the Novato Professional Firefighters Association to implement a new Paramedic
327 Preceptor/Intern Fee Assessment Compensation Benefit

328



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329 Chief Tyler commented that this program was brought to him by EMS B/C Dan Peters and noted
330 that this is already being done in the Bay Area. The proposed fee will be redistributed in the form
331 of a one-time stipend to the designated Paramedic Preceptor, ensuring the program's
332 sustainability and continued excellence in providing hands-on experience to aspiring paramedics.
333

334 There was no public comment.

335
336 M/s Davis/Goines to accept staff's recommendation to enter into a side letter agreement with the
337 Novato Professional Firefighters Association to implement a new Paramedic Preceptor/Intern
338 Fee Assessment Compensation Benefit.

339 Roll Call Vote:

340 Aye: Davis, Goines, Hadfield, Silverman

341 No: None

342 Absent: Francisco

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

344

345 5. Resolution 2024-15, a Resolution of the Novato Fire Protection District Ratifying the
346 Employment Agreement Between the Novato Fire District and Information Technology (IT)
347 Technician – Communications Scott Freedman

348 Board approval is requested to adopt resolution 2024-15 ratifying the Employment Agreement of
349 IT Technician Scott Freedman.

350 Chief Tyler commented that this is a position that the Board authorized during the budget
351 process. Scott Freedman is a retired B/C who was very involved with communications. He will
352 provide valuable support to the IT Division.
353

354 There was no public comment.

355

356 M/s Hadfield/Goines to adopt resolution 2024-15 ratifying the Employment Agreement of IT
357 Technician Scott Freedman.

358 Roll Call Vote:

359 Aye: Davis, Goines, Hadfield, Silverman

360 No: None

361 Absent: Francisco

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

363

364 6. Authorization of IGT Funds Transfer 4 of 4 to Department of Health Care Services (DHCS)
365 for participation in the Public Provider Ground Emergency Medical Transportation (PP-GEMT)
366 Program for CY 2024

367 District staff recommends sending the fourth and final quarter payment for CY 2024 (invoice
368 amount \$108,008.27) to DHCS as a voluntary contribution to the non-Federal share (NFS) of
369 Medi-Cal expenditures for purposes of Assembly Bill 1705. This contribution is required in



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370 order to qualify for the maximum Federal funds match which enables the District to obtain the
371 maximum reimbursements for Managed Care (MC) and Fee-For-Service (FFS) transports.

372 Finance Director Valenti explained that this is the fourth and final payment for the IGT-PP-
373 GEMT program and must be received by 10/15/24.

374
375 There was no public comment.

376
377 M/s Davis/Silverman to send the fourth and final quarter payment for CY 2024 (invoice amount
378 \$108,008.27) to DHCS as a voluntary contribution to the non-Federal share (NFS) of Medi-Cal
379 expenditures for purposes of Assembly Bill 1705.

380 Roll Call Vote:
381 Aye: Davis, Goines, Hadfield, Silverman
382 No: None
383 Absent: Francisco
384 Motion Carried: 4-0-1 absent (Francisco)

385
386 7. Stryker gurney (2) purchase, trade-in and warranty
387 Board approval is requested for Staff's recommendation to purchase 2 new Stryker Power Pro 2
388 gurneys with batteries and assemblies for \$70,626.70 paid in one installment due upon Board
389 approval.

390
391 Board approval is requested for Staff's recommendation to single source the above contract
392 based on the following criteria:
393 Stryker is the manufacturer of the Stryker Power Pro-2 gurney, and the recommendation meets
394 the criteria for single source justification due to Stryker being the exclusive provider and supplier
395 of product standardization, specifications, and/or compatibility with existing equipment.

396
397 There was no public comment.

398
399 M/s Davis/Goines to purchase 2 new Stryker Power Pro 2 gurneys with batteries and assemblies
400 for \$70,626.70 paid in one installment due upon Board approval using a single source contract
401 with Stryker.

402
403 Roll Call Vote:
404 Aye: Davis, Goines, Hadfield, Silverman
405 No: None
406 Absent: Francisco
407 Motion Carried: 4-0-1 absent (Francisco)

408
409 **COMMITTEE REPORTS**
410 Directors may report on committee activities and meetings.

411



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- 412 1. MERA (Directors Silverman and Hadfield)- no meeting last month, next meeting is 10/23
413 2. Finance Committee (Directors Davis and Goines)- no meeting, next meeting TBD
414 3. Marin Wildfire Prevention Authority Board (Director Goines)- MWPA met 9/19
415 • Approved an environmental document (ingress/egress) for western and southern
416 Marin Coastal Zone- uncontested
417 • Completed an evaluation for Mark Brown- CPI 3.5% increase and 2.5% merit
418 increase
419 • No meeting in October
420 4. Facilities Committee (Silverman and Hadfield)- next meeting is 12/10/24
421

422 **FINANCIAL REPORTS**

423 Informational items for review. No action is needed.

- 424 1. Financial Reports, August 2024:
425 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
426 b. Revenues and Expenditures Detail Financial Report
427 c. Vendor Summary Financial Report
428
429 2. District Monthly Contracts Information
430

431 **INFORMATION**

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

- 433 1. Customer Surveys August 2024
434 2. MERA Update: September 2024
435 3. Upcoming meetings and events:
436 • Open House and Pancake Breakfast 10/13/24
437 • Next Regular Board Meeting 11/6/24 @ 10:00 am
438 4. Written Communications- ASM Crayne read written correspondence:
439 • Resident thanking WMS Jim MacDougall for assistance submitting grant forms
440 • Letters from Assistant Chief Hellver thanking D/C Dicochea and B/C Dague for
441 assistance with their B/C selection process.
442 • Two letters thanking B/C Whittet for the evacuation presentation he gave to the
443 Marin Valley Emergency Safety Team
444

445 *The Board entered closed session at 10:58 am*
446

447 **CLOSED SESSION**

- 448 1. Public Employee Appointment (Gov. Sec. 54957(b)(1).)
449 Title: Fire Chief
450
451 2. Conference with Legal Counsel- Anticipated Litigation (Gov.Code Sec.54956.9(d)(2).)
452 Significant Exposure to Litigation: 1 matter
453
454 3. Conference with Legal Counsel- Anticipated Litigation (Gov.Code Sec.54956.9(d)(2).)



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455 Significant Exposure to Litigation: 1 matter

456

457 4. Conference with Labor Negotiators (Gov.Code Sec.54957.6)

458 a. Agency designated representatives: Jenica Maldonado

459 b. Employee organizations: NFCOA, NPFA, NSAS

460

461 *The Board returned to open session at 1:10 pm. No reportable action was taken.*

462

463 **ADJOURNMENT**

464 There being no further business, President Silverman adjourned the meeting at 1:10 pm.

465

466 Respectfully Submitted,

467 *Jennifer Crayne*

468 Jennifer Crayne

469 ASM/Clerk of the Board

470