

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, January 17, 2007

**CALL TO ORDER:** 7:35 p.m. by Director McLeran. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present with the exception of Director Rakow and Director Moore. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:** At this time item number one from “New Business” was taken first – Election of Officers/Board of Directors 2007:

- M/S Murray/Naso to elect Director McLeran as Chairman. All ayes,
- M/S McLeran/Murray to elect Director Naso as Vice Chairman. All ayes.
- M/S McLeran/Murray to elect Director Moore as Secretary. All ayes.

1. Chief Smith informed the Board of two special district member positions to the LAFCO Board coming available effective May 2007. There was no interest from the Board to fill these positions at this time.

2. Chief Smith reported for Director Moore on a recent tour given by RVPA of the MGH/ER catheter lab. He was very impressed and found it a good reinforcement for the 12-lead cardiac monitors. Discussion followed. Board members expressed an interest in such a tour if possible.

RVPA has hired a consultant to work with and implement its strategic plan.

3. Chief Smith told the Board of previous meetings concerning fire service consolidation issues within the Ross Valley. He reported that the CGR consultant has worked out some administrative personnel costs. He may have more particulars at the February BOD meeting. Governance is a primary concern – discussion ensued. A major factor is whether agencies costs with consolidation will exceed their current costs. A report from CGR should be available by the end of February.

Chief Smith and Chairman McLeran led a discussion on one of the biggest issues of consolidation – finance and property tax shift. An organizational chart has been done. Something may be available for the March BOD meeting in this area.

**NEW BUSINESS:**

1. Covered previously under “unfinished business”.

2. Accountant Hom led the Board in a review of the 2006/2007 fiscal year budget. He compared the profit and loss report dated January 14, 2007 including December and April tax revenue received and projected. Accountant Hom estimates an approximate \$140K above what had previously been anticipated. He mentioned the fact that the County of Marin is behind in its reporting of property tax reapportionments. Final figures are expected in mid-February. Accountant Hom reports a current reserve of \$1.7 million. We are currently at 53.7% of revenue budget and 48.6% of expense budget. Breakdown as follows:

- Salaries @ 50%
- OT @ 99% (OES reimbursements still pending)
- Retirement @ 46%

- Service/Supply @ 48%
- Capital Outlay @ 31%

Chief Smith and Accountant Hom proposed the following to the Board:

- \$86K outstanding reimbursement from State/California (OES) to be added to Account 9950 (State Fires). Also, a like amount @ \$86K to be added to Overtime Account 1030 to offset overtime expended at state fires. M/S Murray/Naso. All ayes. Chief Smith reported that OT for 2006/2007 was extremely high due to the number of out-of-county runs and the fact that CDF did not lend as much assistance to Federal incidents this year as it has in previous years, thereby increasing responses for local government fire agencies. It is hopeful that we will be able to anticipate more accurately for these costs for 2007/2008.
- Move \$75K from building reserve category to the 4000 account series to pay for current and in-coming architect fees for building modernization. M/S Murray/Naso. All ayes.

The Board thanked Accountant Hom for his very thorough report. Director Murray especially likes the report format that Accountant Hom has used.

3. Chief Smith reported on his proposal to the Office of Traffic Safety for an Equipment Grant for the purchase of a set of vehicle extrication equipment. A discussion of need and current automotive design ensued with discussion from Captain Glenn and B/C Hadfield concerning previous research and study of vendors. M/S Murray/Naso for Chief Smith to proceed with obtaining an Equipment Grant through the Office of Traffic Safety for extrication equipment. All ayes.

4. Chief Smith reported that the new Pierce Engine has been delivered. The Board reviewed a January 12, 2007 letter from Marin County Counsel regarding liquidated damages. The Board agreed that the last sentence of the letter is too soft and asked Chief Smith to have County Counsel draft a letter using a stronger tone in respect to a response from Pierce.

Discussion followed regarding small claims options. It was noted that the Fire District does want to maintain a positive relationship with Pierce Mfg. as they do build a very good fire engine, and we may want to purchase another one from them in the future.

**CORRESPONDENCE:** The Board reviewed a letter from Marin County Counsel dated January 9, 2007 concerning a previous Board request.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed.

#### **CHIEF'S REPORT:**

1. Chief Smith reported that the warning system siren has been delivered. An electrician has been out to check the site. Unfortunately, a damaged part has had to be returned, and we are currently awaiting delivery of a new part. Chief Smith reported on the need for a district policy/procedure for the operation of the system. Director Naso suggested holding a public demonstration/press conference once the system is operational. Chief Smith was directed to request the vendor expedite the repair.
2. Chief Smith reported a delay in delivery of the winter newsletter due to a printer/publisher problem. He will request a substantial reduction in the final printing costs due to the delay.
3. Chief Smith reported that he is very pleased with the new engine. He reports that we are still waiting for some additional equipment. Staff is currently training in driving techniques. A Pierce factory-training technician will come out when Ross FD's engine is ready so as to be able to complete both units in one visit. B/C Hadfield reported on the working/driving of the new engine.

4. Chief Smith reported to the Board that there are currently many interesting and exciting things going on in Marin County fire agencies. New technology with mobile data computers and mapping are among them.

5. Chief Smith invited the Directors to remain after tonight's meeting to inspect the warning system siren and to take a ride in the new engine.

**OTHER:** Chief Smith will look into domestic water costs being at 80% mid-way through this fiscal year. It may be due to possible leak by the flagpole that has been repaired. Possible refund may be available.

**APPROVAL OF WARRANTS:** M/S Naso/Murray to approve Warrants No. 385 to and including No. 437 in the amount of \$214,248.48. All ayes.

The next regular meeting will be held on Wednesday, February 21, 2007.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 8:34 p.m. All ayes.

Respectfully submitted,

Carol Abraham  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, February 21, 2007

**CALL TO ORDER:** 7:05 p.m. by Chairman McLeran. Battalion Chief Galli led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Directors Moore/Naso. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

1. Architect Don Dommer and his associate, Sophia Verniard, presented updated drawings of the pending building remodel project and relayed various aspects on the progress of the project. Specific areas discussed included the need for space, filling in the current indent now being used for MCSO parking, separating the public areas from the staff quarters, current code infractions and current ADA issues. Additionally noted were the inefficiencies of the current HVAC system, staff space, roof drains and room for additional development of an EOC room. Seismic issues will also be impacted. Front deck accessibility was discussed as well. The future size and configuration of the shop area, as far as it will be useable for parking a fire engine inside, was discussed. Also discussed was a new roof cover to hide the current mechanical components and to make the appearance of the roof more attractive from the street as well as to the up-slope neighbors. Roof work would also consider the current water-pooling problem. Construction "soft costs" will have to be considered – an estimate of \$500,000.00 per Accountant Hom at a previous BOD meeting.

The next step will be for Mr. Dommer to deliver the drawings to the cost estimator. He hopes to have figures available for the March 2007 BOD meeting. At that time Chief Smith recommends discussing the budget over the next two-year period as well as the options for financing the project. Chief Smith relayed to the Board his pleasure in working with Mr. Dommer and his staff members. The Board as well stated its pleasure with the project results thus far and indicated that it wants to begin the remodel process as soon as possible.

The Board asked Chief Smith for the status on notification to the MCSO regarding the upcoming building remodel. Chief Smith reported that the "word on the street" is that the MCSO is currently looking for a new location for the Kentfield Sub-Station. A lengthy discussion ensued concerning the possible extension of the MCSO lease, whether or not it will be beneficial to keep the MCSO housed at the KFPD to appease those members of the public who may perceive the building as a "public safety building", whether or not the MCSO makes good tenants, and the probability of the MCSO staff members utilizing the KFPD building after changes are made in the remodel. At the request of Director Rakow, Chief Smith was directed by the Board to formally inform the MCSO of our intent to remodel our building, thereby affecting their location for up to ten months during the work process. Additionally, Chief Smith was directed to inform the MCSO of the fact that they will have reduced office space as well as losing two parking spaces. Discussion continued regarding giving the MCSO sufficient time to find a suitable replacement location prior to our work beginning on the remodel project. Chairman McLeran suggested that Director Rakow assist Chief Smith in preparing to advise the MCSO of its future tenancy at KFPD and that the progress of this process be reported at the March 2007 BOD meeting.

2. Chief Smith and Director Naso reported on the proposed speed cushions to be placed on Manor Road by the County of Marin. The fact that some Manor Road residents are in

favor of the cushions while others are not was discussed. Chief Smith will have staff track its response times once the cushions are in place compared to those times prior to the installation. He also warned staff to use extreme care when traversing this area. The fact that this will be a “pilot” project was discussed in so far as public notice or formal hearings being necessary. Director Naso reminded the Board that the speed signs promised by Supervisor Brown have not yet been installed.

3. Chief Smith updated the Board on the progress of fire agency consolidation issues. He reported on a meeting held February 1<sup>st</sup> at the COM and one held February 13<sup>th</sup> at the KFD station. Items reviewed/discussed included disaster preparedness; opinion noted by Supervisor Brown that the cost of services couldn't exceed the cost of implementation. The Town of Ross opposes any transfer of property tax money (CGR presented a formula showing the tax shift to be 25% to 50% of property tax revenue). As an example, CMFD has a \$3,400,000 fire department budget. This would be reduced to \$1,700,000 if a property tax shift to a fire district were implemented. The Town would have to make up the difference. Salary parity was discussed using CMFD as an example, as it is currently the highest paid department of the five participating agencies. At this point it is realized that some agencies are very solvent while others have financial issues. Chief Smith pointed out the fact that CMFD and KFPD are financially solid. He feels that RFD will most likely join a JPA rather than consider a property tax revenue shift to a fire district. Director Murray brought up the three-person engine company staffing and suggested that KFPD will not be reduced to a two-person engine company, so if other agencies do not want to participate on that comparison, they should not remain in the consolidation loop. Director Rakow suggests moving ahead with the three original agencies – RFD, KFPD and LFD. Chief Smith agreed with Director Rakow.

#### **NEW BUSINESS:**

1. Chief Smith announced the promotion of FF Mark Pomi to Engineer effective January 2007. The Board congratulated Mark.
2. Chief Smith requested the Board allow him to run for a seat on the Executive Board of FAIRA. He is currently a board member. M/S Directors Rakow/Naso. All ayes.
3. Chief Smith requested the Board allow him to run for a seat on the Executive Board of FASIS so that he can evaluate and understand the ever-increasing workers' comp rates. M/S Directors Murray/Moore. All ayes.
4. The Board reviewed the 2006 Fire/Life Safety report furnished by B/C Galli. Director Rakow noted that 2006 was an injury-free year for staff. This will help reduce our workers' comp experience modifier rate next year. Chief Smith mentioned the fact that information included in this report was beneficial to him when he was preparing grant requests.
5. Chief Smith reported that he and some staff members took delivery of the new type-one engine OES 325. He stated that staff is working to add some equipment, however, the engine came very well equipped including search and rescue equipment. He stated that all the staff has completed Rescue Systems I and that some have completed RS II.
6. Chief Smith reviewed changes to the 2007/2008 KAOF contract to be effective July 1, 2007. This will be year three of a three-year contract. Included are an additional vacation day per year, and a salary adjustment of 5-½%. Neither the KAPF nor the Board feels that any contract discussions are necessary at this time.

**CORRESPONDENCE:** Once piece of correspondence was discussed. A liquidated damages clause concerning the late delivery of the new engine has required assistance from Marin County Counsel. Pierce Mfg. has not responded to letters sent thus far. Discussion ensued regarding steps and a hose bed cover. The Board recommended dealing directly with the manufacturer rather than the dealer. Director Rakow and Chief Smith feel liquidated damages are due. Director Rakow suggested pushing Pierce to respond.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed.

**CHIEF'S REPORT:**

1. Chief Smith informed the Board of the recent death of Art Poganski, a former KFPD Director.
2. Chief Smith gave the Board an updated report on the installation of the emergency warning system. Director Naso related frustration at the delay in the delivery and installation of this equipment. Engineer Fox reminded the Board of notification to the residents of Kentfield of future testing of the system.
3. Chief Smith informed the Board that Tom Forster, formerly with Skywalker Ranch Fire Brigade, would be heading up the RVPA long-range planning document and developing a timeline with priorities for that JPA.
4. Chief Smith informed the Board that the OTS has received his grant request for extrication equipment. Their fiscal year begins in October, so we will hear then if our request has been accepted. If the grant money comes through, the new equipment will be placed on the Truck. The current equipment will either be returned to LFD or moved to one of the engines. He also reported that the Ross Valley area fire chiefs are looking at additional funding for citizen preparedness programs.

**OTHER:** Director Rakow suggested feature items such as highlighting staff members be used in future newsletters. Previously, articles have highlighted Board members as well as a memorial piece on Frank Zita.

**APPROVAL OF WARRANTS:** M/S Directors Murray/Rakow to approve Warrants No. 438 through and including No. 499 in the amount of \$284,527.92

The next regular meeting will be held on Wednesday, March 21, 2006 at 7:30 p.m.

A moment of silence was held to remember former Director Arthur Poganski.

M/S Directors Murray/Rakow to adjourn this meeting at 9:07 p.m. All ayes.

Respectfully submitted,

Carol Abraham  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – SPECIAL MEETING**

**DATE:** Wednesday, July 2, 2008.

**CALL TO ORDER:** 2:12 p.m. by Chairman Naso. Director Corbet led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** None

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:** This meeting was held to review and discuss the financial options available for the building modernization project. Chief Smith recapped the information previously covered including the major points to be considered. Accountant Hom gave a power point presentation covering statistics from lenders canvassed to date in order that the Board is able to determine which lender to choose and at what terms.

- Bank of Marin – Construction period loan with permanent financing, monthly payments
- Wells Fargo Bank – Lease purchase with annual payments
- Municipal Services Group – Installment purchase with annual payments
- First Municipal Financial – Lease purchase with semi-annual payments

Loan amounts were based on \$4 million for ten and fifteen years. See Accountant Hom's power point presentation for details. MSG and FMF are groups that fund municipal projects only to the public sector.

Accountant Hom mentioned that the primary factor to remember is the District's cash flow. Therefore, he does not recommend a ten-year amortization loan. His recommendation would be a \$4 million loan for fifteen years with no balloon payment. He noted a \$13K difference between the high and low of the four proposed lenders. He also recommends a loan with the ability to pay down on the principal without a pre-payment penalty, as the District may wish to pay down the loan if an increased special assessment is passed in November 2008. Accountant Hom recommends using reserves first as they are earning less interest than loan costs. He noted that if the special assessment were increased at the November 2008 general election, the cash would not be realized until December 2009. An increase of 1% in loan interest rate from 4.16 to 5.16 will raise the debt service by \$313,722 over fifteen years. The current rates being quoted are 2% lower than two years ago. Discussion ensued regarding the difference between a construction loan and lease purchase. Not knowing if interest rates will move up or down, it is possible to use current reserves for early construction costs and make loan application at a later date. Chief Smith feels that a 4 to 5% loan interest rate is good. He also stated wanting the District's debt service to fit its cash flow. Monthly, semi-annual or annual payments will all work for the District.

In closing his report, Accountant Hom reminded the Board that it must choose a financing plan within the next few months, however, no decision is needed today. Also, the Board must be comfortable with its decision.

Director McLeran suggested choosing a plan today. Accountant Hom reminded the Board of deadlines due on given rates. Director Murray suggested striking the ten-year loan plan as being too aggressive for the District. Accountant Hom suggested considering a lender with pre-payment options that are workable for the District. As a public entity, Director McLeran likes the option of borrowing from a municipal group. However, Bank of Marin, being a neighborhood business, is also desirable. Discussion ensued between the two municipal lenders. Director Murray finds MSG attractive. Chief Smith agrees their payment figures are best. FMF, however, does have the option of semi-annual payments.

Chief Smith reported a projected 2007/2008 fund balance of \$470K stating a portion could go to fund reserves and a portion to construction costs. Construction payments late into the 2008/2009 fiscal year will not allow for another high fund balance next year (2008/2009). Director McLeran suggested using current reserves and beginning a loan as of the second quarter of the fiscal year. Accountant Hom agreed to initiate a loan toward the end of the calendar year, as we will have a better knowledge of actual construction figures with fewer unknowns. Lengthy discussion about interest rates and using reserves for the first three months of construction costs, etc. Director Murray recommended using MSG with a fifteen-year loan and watching interest rates, allowing thirty-days for application to be initiated in September 2008 for availability in October 2008. Director Murray also recommended advising the lender of the District financing plans. Chief Smith will need a Board resolution at the August 2008 meeting. Chief Smith outlined the draft July 16, 2008 Board meeting agenda to contain 1) preliminary 2008/2009 budget, 2) District resolution for increased special assessment that would include a November 2008 ballot measure, 3) KAPF negotiations. He advised the Board that he has utilized a 3% salary adjustment for preliminary budget calculations.

At this point Accountant Hom asked the Board for a “trigger point” to apply earlier than sixty-days for a loan. Director Guidi suggested making an immediate decision with an increase in interest rates. Director McLeran asked about borrowing a full \$4 million if we are using reserves. Chief Smith stated that \$3.7 is the District’s total reserves. He would not want to draw down the reserves completely to save interest. Originally the building modernization project was expected to cost \$2 - \$2.5 million. Chief Smith feels a \$4 million loan is now a conservative amount without knowing of any contingencies and keeping our reserves strong. Director Murray suggested using this same logic and proceeding now. Accountant Hom reminded the Board that MSG’s original quote for a \$4 million loan was 4.5% to the third week of June 2008. It is currently at 4.85%. Director McLeran asked about a “loan lock.” Director Guidi recommended proceeding now rather than waiting to make a decision at the July 2008 regular Board meeting.

M/S McLeran/Corbet to move to select Municipal Services Group for a 15-year product to finance a \$4 million debt. All ayes.

Director Murray asked to go on record as thanking Chief Smith and Accountant Hom for all of the time and energy that they have put into this project to date.

**OTHER:** None

The next regular meeting will be held on Wednesday, July 16, 2008 at 6:00 p.m.

A moment of silence was held for departed members.

M/S Murray/McLeran to adjourn this meeting at 3:25. All ayes.

Respectfully submitted,

Carol Abraham  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, March 21, 2007

**CALL TO ORDER:** 7:35 p.m. by Chairman McLeran. Director Murray led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

1. Don Dommer, of Don Dommer Associates, presented an updated schematic design draft report as well as an estimated cost report on the proposed building modernization plan. Mr. Dommer reported on ADA issues, code issues, staff planning, administrative issues, able-bodies issues, as well as the need to approach the KPAC. Construction costs remain at approximately \$2,500,000 with “soft-costs” such as permits, temporary quarters/office, design fees, and interior furnishings being at least another \$500,000.

Also discussed at length was whether or not to remove/replace/repair the building's existing roof. Although the present roof is relatively new, the fact that it has drainage problems is an issue.

Chief Smith related various scenarios regarding on-site portable offices versus leasing an apartment/office space in one of the complexes next door to the fire station.

Director Moore asked about the proposed 3” clearance in the shop area between the ceiling and any engine's hose bed cover as proposed. Staff reported that it is very seldom that an engine is actually parked in the shop area, so they do not see this as being a problem. Discussion also included easement encroachment to the east side of the building.

Chief Smith asked for direction from the Board as to moving from Phase One of this project to Phase Two – which may be started in two weeks. M/S Rakow/Moore to move to Phase Two of the building modernization plan to include extension of the niche on the east side of the building. All ayes.

2. Tom Brightbill of CGR Consultants reported on his findings concerning consolidation issues currently being studied between five Ross Valley fire agencies. The report indicated that, based on anticipated revenues and estimated expenses, the “new” fire agency will experience approximately \$2 million dollars in shortfall of revenue. This report will be shared with the other agencies involved. Mr. Brightbill feels that this is the time to ask each specific agency whether or not it wishes to remain in consolidation talks. Mr. Brightbill anticipates a three-agency report by the April 2007 Board meeting.

Mr. Brightbill complimented all agency staff members for their continued contribution and cooperation. The Board, in turn, thanked Mr. Brightbill for his study.

3. Chief Smith reported on his recent meeting with Captain Tim Little of the MCSO concerning its thoughts on extending the lease on the sub-station that will expire June 30, 2008. The MCSO does not want to be without office space during the KFPD building remodel, and it feels that it is time to look for a new long-term space. It is currently looking at space at the College of Marin. For these reasons, it has reviewed the Dommer Associates schematics of the remodel. Captain Little told Chief Smith that the “new” space would probably not meet the long-term needs of the MCSO. Chief Smith

suggested to the Board that if the MCSO requests an early release from the current lease, the MCSO would not be financially penalized. The Board agreed to end the lease early if agreeable with the MCSO.

**NEW BUSINESS:**

1. M/S Murray/Moore to vote for the following LAFCO representatives: #1 - Dennis Rodoni, #2 - Davis S. Mitchell, #3 - Kenneth A. Marks. There is no need to vote for an alternate, as only one person is running. All ayes.
2. Chief Smith reported that he would attend the Marin County Emergency Response Expo on April 12, 2007 at the Civic Center and that all Board members are also invited. A flyer was enclosed with the Board packet.
3. Chief Smith reminded the Board of the Strategic Planning session coming up on April 13, 2007 with a regular monthly Board meeting to be held immediately following. Three Board members are unable to attend on this date, so they asked Chief Smith to reschedule the meetings. Chief Smith will contact Marilyn Snider to reschedule the Strategic Planning session. The next regular Board meeting will be held at 7:30 p.m. on Wednesday, April 18, 2007.
4. The homeowners at 14 Madrone have drawn up a severance agreement concerning the donation of their property for use by the Fire District for training purposes. Our counsel, as well as our general liability insurance company, will have some changes to be made to this document. M/S Murray/Rakow to insure the property owners maintains liability insurance in the severance agreement. All ayes.
5. Closed session will be moved to the end of this meeting.

**CORRESPONDENCE:** Reviewed. A letter just received from Pierce Manufacturing, dated March 20, 2007, will be added to the April meeting agenda. A letter just received from the Marin County Civil Grand Jury, dated March 19, 2007, will be added to the April meeting agenda.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed.

**CHIEF'S REPORT:**

1. Chief Smith reported that the warning siren contractor would begin installation tomorrow, and the system will be tested after a press release has been issued.
2. Chief Smith reported that Director Rakow would be moving to Nashville, TN and that, tentatively, his last meeting with the Board will be in May 2007. The Board will have to seek an interim director. Director Rakow's term expires November 2007. All Board members regret losing Director Rakow from the Board and wish him well in his relocation.

**OTHER:** None

**APPROVAL OF WARRANTS:** M/S Rakow/Naso to approve Warrants No. 500 to and including No. 561 in the amount of \$208,008.15. All ayes.

The Board moved to closed session at 9:30 p.m. for Chief Smith's annual performance review. It reconvened at 9:41 p.m. with no reportable action taken.

The next regular meeting will be held on Wednesday, April 18, 2007.  
A moment of silence was held for departed members.  
M/S Murray/Moore to adjourn this meeting at 9:45 p.m. All ayes.

Respectfully submitted,

Carol Abraham, Recording Secretary



**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, April 18, 2007

**CALL TO ORDER:** 7:35 p.m. by Chairman McLeran. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** Directors McLeran, Moore and Naso were present. Directors Rakow and Murray were absent. Also in attendance were Chief Smith and Accountant Hom.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Moore. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

1. Tom Brightbill, of CGR Management Consultants, gave two presentations regarding the fire consolidation financial study. Mr. Brightbill's first presentation was the study presented between the five fire agencies. This study has not changed in regards to the two-million dollar shortfall of revenue.

Mr. Brightbill's second presentation was a study based on the scope of the three original fire agencies (Ross, Kentfield, Larkspur). According to Mr. Brightbill, the financial study presents "Net Estimated Cash Flow" of \$1200.00. This scenario assumes a \$500K annual funding from RVPA and placing additional apprentices as vacation relief fire fighters

Chairman McLeran remarked on the number of "assumptions" and stated his concern as to where the money would come from if these "assumptions" were false. He also asked exactly what was in this for KFPD and mentioned the other agencies having to make up the financial shortfall. Mr. Brightbill stated that the presentation was to all five of the other agencies and that after his presentation, we would know which agencies wanted to move forward into phase II with CGR.

Chief Smith asked Mr. Brightbill if we were headed for a JPA versus consolidation into a fire district. Mr. Brightbill responded that this wouldn't be known until we know which agencies are prepared to move into phase II. He noted there being several successful JPA's.

Chairman McLeran asked Mr. Brightbill the cost of phase II. His response was approximately \$20K per agency. Several members from the different agency's associations stated that they backed the move forward 100%. Association members also stated that if a JPA was established, an interim time frame could be established with a set timetable to move into a full district. Mr. Brightbill related some of the positives in moving forward.

Chief Smith mentioned his concern regarding the assumptions, but he understands that the end result must be a better department with better service for the communities involved. Chief Smith also questioned the study's long term planning for capital replacement items.

B/C Hadfield stated that it would be more beneficial to move forward with consolidation efforts now on our terms rather than later when we are forced to consolidate.

The Board and staff thanked Mr. Brightbill for his presentation of the studies thus far.

2. Director Moore wanted to follow up on the strategic goals that he and B/C Galli were assigned. Director Moore stated that it was impossible for him to come up with a specific price on the cost to the District to send some of its Association members to paramedic

school. He stated that tuition varied between \$2500 and \$10K. There are also the questions of how the District would be covered while Association members were in class, and will the District pay for coverage. There is also the question of whether or not RVPA will approve three or four paramedic positions for KFPD. The recent RVPA study specifically stated that there was no need for additional paramedics within its system.

Consolidation issues bring questions as well. Director Moore stated that this would be an item for the Board's decision, but he feels that it is better to hire paramedics in the future when openings arise within the District.

B/C Galli was not in attendance to discuss the idea of an additional rescue unit within the Ross Valley area. Chief Smith's proposal for an additional rescue unit to the Ross Valley fire chiefs through grants or a JPA was met with negative input from other area fire chiefs; however, Chief Smith may pursue this item some time in the future.

3. Chief Smith was nominated for a two-year term on the FASIS Board of Directors (through 2009). M/S Naso/Moore. All ayes. Ballot signed.

4. Marin County Counsel has been in contact with Pierce Manufacturing concerning liquidated damages on the new Engine. Pierce has offered KFPD a \$4K settlement. MC Counsel recommends KFPD accept the offer as a fair one. Chief Smith and the Board agree. M/S Naso/Moore to accept the offer from Pierce Mfg. All ayes.

5. MCSO Tenancy – Chief Smith has met on several occasions with MCSO, Captain Little, regarding MCSO tenancy and the District's building modernization project. The architect drew up a conceptual plan including the S/O space. The MCSO feels that the current and proposed space does not meet its long-term needs. To that end, the MCSO is currently negotiating a lease elsewhere in Kentfield. Chief Smith reported that Captain Little acknowledges the long-term limitations at the District's facility and feels the space available at the College of Marin is superior. The Chief and Captain Little agree that both agencies have had a harmonious agreement for almost 40-years and want to depart on good terms as well.

The Chief recommended that the Board of Directors terminate the lease upon request by MCSO. The Board agreed with this arrangement if the MCSO occupies another space prior to the ending date of the lease (June 30, 2008).

6. Chief Smith reported on recent changes to the shop and dorm areas in the building modernization plan. He also reported on giving direction to the architect as to the use of the space previously occupied by the MCSO for fire district use.

Chief Smith reported that the first phase of the contract is 80% complete. He also stated that there were two modifications to the initial plan costing an additional \$3K. There was a decision to include a "ring-down" system design as well as an electrical design change. Chief Smith noted that once the final schematic drawings are finished, it would be very expensive to make any changes.

Chief Smith will work with Accountant Hom on the financing of the entire remodel project. He is working with Don Dommer on the costs and will give a presentation on the budget for the remodel project at the next Board meeting.

Chief Smith has been in contact with the property manager of the apartment building at 944 Sir Francis Drake Boulevard regarding the possibility of renting two units for KFPD use during the remodel. One could serve as office space and one for living quarters. He is also looking for space for administration operations.

7. Chief Smith's annual review in closed session has been moved to the end of this agenda.

8. Chief Smith offered credit to Director Naso for being the P/R genius in regard to the new warning system, including the siren installed on the roof of the fire station. Three

television stations, the Marin Independent Journal, and a news radio station covered the story.

Director Naso reported talking to some Greenbrae residents who did not hear the siren, however, Kent Woodlands and the Kent Avenue area had great coverage. Director Naso also mentioned the installation of an air horn on the roof; however, other Board members feel that we have done as much as we can with the warning system (Siren, TENS). The idea of an air horn at Marin Catholic was discussed. Chief Smith noted that the District received compliments from OES regarding the disaster system upgrades.

#### **NEW BUSINESS:**

1. Chief Smith noted the procedure that is to be followed along with a timeline for the upcoming vacancy on the Board. If an appointment is made prior to the filing date, the person applying will be put on the November ballot, otherwise, there will be an open seat on the ballot. Chief Smith and Director Naso will interview interested applicants for the open seat on the Board of Directors.
2. Accountant Hom gave a presentation on the Marin County Civil Grand Jury "Retiree Health Care Costs" report. The District currently uses a "pay as you go" basis. This will show as a long-term liability on a financial report. CalPERS has the following options available: "Pay as you go", "Pre-fund", or a "Mix." An outside actuary must be completed prior to application.

Accountant Hom stated that the District needed to be very careful when answering the questions from the Marin County Civil Grand Jury.

3. Chairman McLeran directed Chief Smith to prepare the response to the Grand Jury regarding GASB 45 and report at the next Board meeting.
4. RVPA Resolution No. 1-2007 reviewed. M/S Naso/Moore to adopt/sign. All ayes.
5. Marin County Election Consolidation Resolution No. 2-2007 reviewed. M/S Naso/Moore to adopt/sign. All ayes.

#### **CORRESPONDENCE:**

1. Pierce Mfg. and M/C Counsel reviewed under Unfinished Business
2. Carol Abraham's letter regarding 2007/2008 contract/salary adjustments reviewed. M/S Naso/Moore to approve. All ayes.
3. Dan Hom's letter regarding 2007/2008 salary adjustments reviewed. M/S Naso Moore to approve. All ayes.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed.

#### **CHIEF'S REPORT:**

1. Chief Smith reported on the recent structure fire at 622 Goodhill Road. Recent water main system upgrades really helped. The Fire District's quick response, as well as its ability to keep the fire from threatening other properties, was noted positively by the neighbors.
2. Chief Smith reported on a recent letter from Supervisor Brown regarding two speed cushions to be installed on Manor Road. A consensus of all neighbors will be necessary to make them permanent.
3. Chief Smith reported on a recent letter from Supervisor Brown regarding support/endorsement from the Fire District for flood zone improvement.

**OTHER:** None

**APPROVAL OF WARRANTS:** M/S Naso/Moore to approve Warrants No. 562 to and including No. 630 in the amount of \$232,721.93. All ayes.

The Board moved to closed session with Chief Smith at 9:48 p.m. to discuss his annual review. It reconvened at 10:37 p.m. with no reportable action taken.

The next regular meeting will be held on Wednesday, May 23, 2007.

A moment of silence was held for departed members.

M/S McLeran/Naso to adjourn this meeting at 10:40 p.m. All ayes.

Respectfully submitted,

J. D. Moore, Secretary  
Board of Directors

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, May 23, 2007

**CALL TO ORDER:** 7:35 p.m. by Chairman McLeran. The Pledge of Allegiance was recited.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

1. John W. Maher, CPA, of Maher Accountancy, reviewed the final audit for fiscal year ending June 30, 2006 with the Board. Mr. Maher addressed administrative responsibilities concerning internal control. He and Chief Smith will review options for changes. The Board thanked Mr. Maher for his work on the audit.

Director Rakow asked Chief Smith for the dollar amounts currently in the Building Modernization Reserve Fund (\$1.1 million) as well as the Apparatus Replacement Reserve Fund (\$330K).

2. Chief Smith reported on the last meeting of the five Ross Valley fire agencies involved in the proposed consolidation study. The Town of Corte Madera (Corte Madera Fire Department) has chosen not to be involved in Phase II of the study (at a cost of \$20K per agency). Ross Valley Fire Authority wants to pursue some type of consolidation, however, the towns are not in a position to spend additional revenue at this time. The Town of Ross (Ross Fire Department) wants to be involved in Phase II of the study but only on the following terms: If RVPA will contribute \$500K and the "third person" to furnish an engine company will be a "trainee" (Apprentice Firefighter) as proposed in CGR's report. The Larkspur City Council (Larkspur Fire Department) recently voted 5/0 to move to Phase II. Ross Fire Department and Ross Valley Fire Authority continue to work together on possible consolidation, contract or JPA options.

From work on recent consolidation efforts thus far, the following joint goals will be considered for additional discussion by the city managers and the fire chiefs: Disaster Preparedness, Fire Prevention, Incident Command, RVPA/EMS. Director Murray stated that he is not much in favor of pursuing Phase II, as it does not appear to be a fiscally sound move for the Fire District. Chairman McLeran stated that he is beginning to agree with Director Murray's opinion. Both agree that KFPD currently has a higher standard and compensation package and further agree that the other fire agencies must come up to those standards. They feel that the "assumptions" included in Phase I of the consolidation study show as a deficit of at least \$1 million annually and that it has taken too long in the process without enough positive reinforcement. Director Murray further stated that KFPD has too many other things going on currently to spend additional time on consolidation issues that are not fiscally sound. Director Rakow stated that he feels further study should take place with only the Ross Fire Department and the Kentfield Fire Protection District being involved. He feels that one more try between these two agencies will be beneficial.

At this time Engineer Trimble, representing KAPF, was asked the opinion of the labor groups. He noted that three of the agencies' associations do not agree with the proposed model using apprentices and vacation relief apprentices. If utilized, KAPF would require a sunset on the practice by a one-year time frame. Additionally, KAPF would only agree to a JPA for a specific time frame. Director Moore feels that three-person engine companies are needed throughout the Ross Valley area. Chief Smith stated that the participating agencies all have various goals – including the four mentioned previously.

He also stated some participating agencies do not support the three-person engine company concept.

At this time Chairman McLeran asked for a vote of the Board whether or not to proceed to Phase II of the consolidation study. Director Murray asked Chief Smith for his opinion. Chief Smith reported on having met with all three shifts and stated that they do not recommend the consultant's consolidation model at this time, even with three agencies, due to the staffing and financial assumptions addressed in the CGR report. Chief Smith concurs with this decision. M/S Murray/Naso not to continue with Phase II of the proposed study. Agreed by Chairman McLeran, opposed by Director Rakow, abstained by Director Moore.

B/C Hadfield stated that he feels a district cannot operate effectively without a stable funding source. He further stated that, by all indications, the City of Larkspur and the Town of Ross are not willing to give up their current tax bases to fund a new district.

3. This item was taken out of order due to members of the public having arrived after the public discussion time slot. Some residents of Manor Road are concerned with public safety as it relates to traffic issues on the street. Some residents are concerned about traffic calming devices being utilized on Manor Road as being detrimental to the response time of emergency vehicles to the area. After the recent installation of trial speed cushions on Manor Road, Director Naso passed out flyers to some 300 households in his neighborhood stating his personal concern and disapproval of the cushions. These cushions are the result of the Manor Road Safety Coalition's work with Supervisor Brown regarding perceived excessive speed. As a long-time resident of Manor Road, Director Naso is against the permanent installation of speed cushions. Mr. Bruce Corbet, a resident of Los Cerros Drive, is also opposed to the permanent installation of speed cushions on Manor Road. Mr. Christian Lind, Mrs. Karen Neal and Mrs. Lisa Mango are in favor of the permanent installation of speed cushions. Mrs. Mango is the Chairperson of the Manor Road Safety Coalition.

Chief Smith reported that several years ago speed cushions were installed on McAllister Avenue in response to a Marin County Department of Public Works study on accidents and excessive speed in the McAllister Avenue/Berens Drive areas of the Bacich Grammar School neighborhood. The area has several means of access and egress, so these cushions do not pose an adverse emergency response impact to the Fire District. At issue with speed cushions on Manor Road is the fact that there is only one way in and one way out of the Manor Road and lower Los Cerros Drive areas for emergency vehicle traffic. He also stated that he attended a demonstration at the Marin County Civic Center on the use of speed cushions. Chief Smith did not find those used in the demonstration to be as aggressive as the ones now installed on Manor Road.

Captain Glenn reported to the audience that he took the Engine and the OES on a run of Manor Road to test the speed cushions. The Fire District's current policy dictates that the apparatus is to be slowed to a stop prior to crossing any speed cushions. A lengthy discussion between the Board and the members of the audience ensued. Mrs. Mango reported having the support of Supervisor Brown as well as having done extensive research to find the speed cushions currently in use. She stated feeling that Director Naso's flyer was not in good faith to the community and was damaging to the safety coalition's cause. She further stated that her research on the cushions determined that emergency apparatus should be crossing them at a speed of 25 mph with a response delay of five seconds per hump. Although she agrees that the cushions are inconvenient, she reports that they have helped the traffic situation on Manor Road.

Chairman McLeran stated that Director Naso's flyer was not from the Fire District Board, and he agreed with Supervisor Brown's desire to help his constituents. Chairman McLeran further agrees that something should be done about this situation. He suggested a committee be formed to work with the MRSC and the KFPD. He also stated that it has been determined in his neighborhood that the motorists found most often to be driving with excessive speed are actually its own residents. Mrs. Mango reported having tried many forms of traffic slowing in the past. Director Naso told of securing the help of the California Highway Patrol to monitor traffic in the area some years ago. He asked about

having this done again. Chief Smith mentioned other studies of this area having been done recently including allowing street parking on one side of the roadway only.

Chairman McLeran again requested a committee be formed to include KFPD, MRSF and the Marin County Department of Public Works. Director Rakow feels the KFPD should facilitate such a meeting, whereas Chief Smith feels it is the responsibility of the MCDPW to do so. Mr. Corbet stated remembering previous monitoring by the CHP. He would like to explore additional designs for traffic calming and further stated that he has no knowledge of any past accidents in the neighborhood. Per Director Rakow's recommendation, Chief Smith agreed to facilitate a meeting of these groups. Chairman McLeran agreed to help with objective facilitation. Director Naso will alert his supporters and Mrs. Mango will arrange with other members of the public as to a date and time for such a meeting. It was agreed that Supervisor Brown should attend as well. Mrs. Mango asked to be allowed to ride in an engine to see first-hand the effect traversing the cushions at a slow speed may have on emergency response times as well as a higher speed (25 mph) may have on apparatus damage or occupant injury. Members of the public at this meeting include: Mr. Christian Lind, 14 Manor Road, Kentfield (816-1447), Mrs. Karen Neal, 10 Corte Cordova, Kentfield (925-1860), Mrs. Lisa Mango, 32 Manor Road, Kentfield (925-4367), Mr. Bruce Corbet, 320 Los Cerros Drive, Kentfield (461-5694).

4. Chief Smith reported that the asbestos report for the building modernization plan was received today. The architect, Don Dommer, has requested a soils study be done for the existing and future areas including drains and a thicker concrete pad in the engine room as well as the existing sheriff's office parking notch that is proposed to be included with the construction project. He also reported that plans have been submitted to Marin County Planning for design review. He feels that there should only be an administrative review and that the project should be able to go to bid within six to eight weeks. He is looking at a start date for the remodel as early December 2007.

Chief Smith reported on looking at off site office space for the administrative and paid staffs. Administrative office space will cost approximately \$2K/month and paid staff office space will cost approximately \$1100/month per apartment. There may be a six-week period that a tented structure will be needed for the apparatus. The La France engine may be stored at a Garbarino facility.

Chief Smith reported that there is currently about \$1.1 million in reserve towards an estimated cost of \$2.4 million for construction costs. "Soft" costs, such as fees and furnishings, may bring the total cost to approximately \$3.2 million. It will be recommended that positive annual fund balances be designated to the Building Reserve Account (2006/2007 – 2008/2009). We are currently earning 4.75% on funds invested with the County of Marin. A construction loan will cost 3.2% for a \$2 million loan for 10, 15 or 20 years and can be covered by the additional .02 cents now being collected as our special square footage assessment. All District capital replacement items, such as apparatus, are completed with nothing being needed for the next ten years. Most other equipment reserves, such as hose and heavy rescue equipment, are fully funded. Chief Smith also feels that the timeline for complying with GASB 45, regarding funding post-retirement health benefits (2009/2010), will be met.

5. Chief Smith reviewed the KFPD response to the Marin County Civil Grand Jury with the Board. M/S Murray/Moore to accept the MCCGJ response as drafted. All ayes.

6. The Board discussed the vacant seat due to the resignation of Director Rakow. They have one interested party to date. Although not required, Director Rakow suggested an ad be placed in the Marin Independent Journal as opposed to only placing notice within public view as required. The Board can assign a committee to interview prospective members, or the entire Board may interview the candidates in open session.

#### **NEW BUSINESS:**

1. FAIRA Election – M/S Moore/Naso to vote for the seven individuals listed on the FAIRA ballot attached. All ayes. Ballot signed.
2. Accountant Hom explained the graphs and reports presented to the Board regarding the 2007/2008 budget including estimated revenues. The biggest personnel cost increase is in CalPERS contributions. GASB 45 will be an issue for future consideration. He suggested the Board consider setting money aside for this once the building modernization has been completed. Chief Smith reviewed the proposed 2007/2008 line item expenses. He also explained the continuation of the reserve allocations. Chief Smith asked the Board to furnish him with any comments/questions concerning the 2007/2008 budget proposal prior to the completion of the agenda for the June 2007 meeting.
3. Director Naso reported a total collection of \$60K for the Alisa Ann Ruch Burn Foundation at the recent Burn Relay. This is up by \$10K from last year's collection. The relay began in Healdsburg and ended in Southern Marin.

**CORRESPONDENCE:** Reviewed

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed.

**CHIEF'S REPORT:**

1. Chief Smith and B/C Galli have been working on the College of Marin's renovation plans. Chief Smith reports that the new physical education building will not be sprinkled due to the cost involved. The current code does not require sprinklers in this facility. He reported that he and B/C Galli are working on the code requirements related to access and water delivery.
2. Chief Smith reported that Captain Glenn attended an excellent training session last week with the Los Angeles County FD as a Marin County USAR member and that he will give the Board a presentation at the next monthly meeting.
3. Chief Smith reported requesting a \$60K grant from Homeland Security for the pending "Get Ready" classes designed for resident disaster preparedness, however, it is possible that we may receive closer to \$107K. Two-hour classes are due to begin September 29, 2007.
4. Chief Smith will submit his 2007/2008 contract requests prior to the next Board meeting.

**OTHER:**

1. B/C Hadfield reported taking delivery of a new Unit, a 2008 Ford F250, that staff is now beginning to put the necessary equipment on.
2. Chief Smith presented a plaque to Director Rakow on behalf of the Board and staff upon his retirement. This is his last meeting. Director Rakow thanked everyone and expressed his pleasure at having been on the Board. Chief Smith stated his pleasure at having worked with Director Rakow and that he has been an asset to the Fire District and to the Board. He wished him the best of luck in his relocation.

**APPROVAL OF WARRANTS:** M/S Moore/Naso to approve Warrants No. 631 to and including 697 in the amount of \$338,644.79. All ayes.

The next regular meeting will be held on Wednesday, June 20, 2007.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 10:05 p.m. All ayes.

Respectfully submitted, Carol Abraham, Recording Secretary



**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, August 8, 2007

**CALL TO ORDER:** 7:37 p.m. by Chairman McLeran. Director Murray led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso to approve the minutes of the June 2007 meeting. There was no meeting held in July 2007.

**PUBLIC COMMENT PERIOD:** Mr. Michael Biber, a resident of 326 Los Cerros, Greenbrae, addressed the meeting concerning speed cushions on Manor Road in Greenbrae. Mr. Biber reported having copies of Marin County Board of Supervisors' guidelines concerning speed cushions in unincorporated areas from which he directed questions to the Board.

Chief Smith reported the Fire District's initial concern to the installation of speed cushions was due to delayed emergency response time, wear/tear to apparatus, possible adverse effects to patients being transported in ambulances as well as displacement of equipment within storage areas of the apparatus. However, Chief Smith explained that while the Fire District is responsible for public safety, the Marin County Department of Public Works is responsible for the conditions and maintenance of its roads.

Chief Smith also noted that the BOS installed the Manor Road speed cushions with the caveat that there would be a three-month trial period prior to the acceptance of the cushions on a permanent basis. Reportedly, a neighborhood survey incorporating residents traveling from Vista Grande, Los Cerros and Manor Road would be conducted according to Supervisor Brown's office.

Mr. Biber inquired as to the percentage of homes to be surveyed. Chief Smith has been tasked with arranging a meeting between concerned parties; however, one has not yet been established for many reasons, including the recent work by the BOS concerning the flood zone vote. Although the trial period has expired, there seems to be no decision made regarding the speed cushions. The BOD reiterated the fact that the Fire District alone cannot determine the outcome of the installation of speed cushions. In addition to the BOS, law enforcement and EMS must also be involved.

Discussion ensued regarding the number of homes served by the Fire District by way of Manor Road, a recent road test by St. Joseph's Ambulance Company (KFPD was not invited to participate), various tests to be conducted by Fire District apparatus, as well as service by R-40. Due to the fact that this item was not previously placed on this meeting's agenda, it was decided to place it on the September 2007 agenda with the hope of having received some dialog from Supervisor Brown's office by that time.

Mr. Biber inquired if the Fire District will be pro-active in this matter or simply render its opinion on the Manor Road speed cushions. Chief Smith feels that the County of Marin will ultimately do as it feels best serves the area, however, he noted that in the past the County has usually taken the Fire District's opinions very seriously. Mr. Biber mentioned comparisons between the Manor Road speed cushions and others within the County. Chief Smith noted that he has asked his staff to log calls when responding to the Manor Road. He feels that unbiased witnesses should conduct tests.

**UNFINISHED BUSINESS:**

1. Chief Smith reported on the following concerning the fire station remodel project:

- Pest report indicates a termite infestation in the outside wood trim of the deck area and water damage to the south-facing side of the building near the public entrance. The problems will be mitigated during remodel.
- Soil samples have been taken to determine the compactness below the engine room flooring for determination of weight allowances, etc.
- The electrical contractor is ready to lay out the design for load testing and replacing the 1968 electrical service main.
- A construction management firm, Pro PM of Walnut Creek, has submitted a proposal for the modernization project that has been reviewed by Marin County Counsel. Chief Smith is prepared to review Counsel's comments tomorrow and will report them to the BOD at the September 2007 meeting.
- Architect Don Dommer will have the interior room elevations ready for review soon, and these can be presented at the September 2007 BOD meeting or possibly at an additional gathering sooner.
- The exterior elevations and topography for the building have been surveyed. The current slope is not accessible for use by disabled persons. Adjustments will be made during remodel.

At this time Dr. and Mrs. William Good, of 3 Stetson Court, addressed their concerns about the fire station remodel. The Goods have lived at this address for the past ten years, during which they have enjoyed a good relationship with the Fire District. They request that the Fire District be sensitive to its neighbors, specifically with the visual design/placement of all antennas as well as the station's speaker noise levels. A lengthy discussion ensued between the Board, Chief Smith, Dr. and Mrs. Good and the staff present. New technology has actually reduced the need for many of the antennas currently on the existing roof of the fire station. Speaker placement will be discussed with the architect. Chief Smith offered to view the station's rooftop from the Good's property so as to see exactly what can be done. Both parties will stay in touch during the remodel project.

2. Chief Smith passed out copies of the M/C Transmittal Three to coincide with Resolution No. 3-2007 for the Board's review. Chief Smith asked Accountant Hom to review the parameters of the Special Assessment resolution and the Appropriations Limit Resolution No. 4-2007 with the Board. The dollar amount concerning Resolution No. 4-2007 is \$2,092,000.00. After discussion, the Board voted as follows:

M/S Murray/Naso to approve/sign Resolution No. 3-2007. All ayes.  
M/S Murray/Naso to approve/sign Resolution No. 4-2007. All ayes.

Chief Smith will deliver Resolution No. 3-2007 to the Marin County Auditor/Controller's office tomorrow.

3. Chief Smith reviewed the Board's approval of the 2007/2008 budget at the June 2007 meeting noting changes that had been made. He reported that Accountant Hom has entered the budget into Quick Books. The Board was furnished with final copies of the budget. Copies will also be sent to the M/C Auditor's Office and the State of California Controller's Office. Chief Smith thanked the Board for its approval of the 2007/2008 budget.

#### **NEW BUSINESS:**

1. After introduction by Chief Smith concerning the three new Mobile Data Computers (MDC), the Board agreed to sign a maintenance agreement with the Marin County Sheriff's Office to include IT and software support at an annual cost of \$2300. M/S Murray/Naso. All ayes.

2. Chief Smith explained the revenue available for the Marin County "Get Ready Program" from SUASI, Homeland Security and OES grants. He reported many people have put in long hours to bring this program to fruition. Formal kickoff is scheduled for September 29, 2007. KFPD will handle the finance portion of the program. Accountant Hom will open a separate set of books for the program, and a separate checking account will be opened. Chief Smith explained this program as being the "new emergency

preparedness program” for this generation. He hopes to have a signed MOU with SUASI in the amount of \$95K that will be used to supply training materials, marketing and coordination for the program.

3. Chief Smith reviewed the Board’s current vacant seats. John Rakow resigned recently due to his move from the area. Additionally, J. D. Moore has notified Chief Smith of his recent move from the area. Mr. Moore’s letter of resignation is included with the BOD correspondence. Chief Smith explained that under Government Code 1780, according to Marin County Counsel, the Board might appoint two people to fill these vacancies. If no appointments are made, the Board may run short as long as it maintains a 3/5 majority. Chief Smith further explained Director Rakow’s term as due to end effective January 2008 and being up for election November 2007. His replacement, if appointed, must register to run in the November election by August 10, 2007. Director Moore’s term is due to run until January 2010. Notice has been posted of the current vacancies per Code 1780. The Board may appoint a person to Director Moore’s position who will then file to run in the November 2009 election.

Chief Smith informed the Board that he and Director Naso had spoken to four people who showed interest in filling the two vacant Board positions. The interviews resulted in a recommendation of two people. Chief Smith introduced Mr. Bruce Corbet and Mr. Robert (Rob) Guidi. Both men are Greenbrae residents. Director Naso reported finding meetings with both candidates meaningful and explained both as being long-time members of the Fire District community. He feels both will be assets to the KFPD/Board of Directors. It was noted that both men have filed for positions on the Board with the Marin County Registrar of Voters Office.

M/S Murray/Naso to appoint Bruce Corbet to replace John Rakow on the KFPD/BOD. All ayes. M/S Murray/Naso to appoint Rob Guidi to replace J. D. Moore on the KFPD/BOD. All ayes.

Mr. Guidi will withdraw his papers from the November 2007 election process. Mr. Corbet will maintain his position to run in the November 2007 election.

Chief Smith explained that the KFPD/BOD has had a very busy agenda over the last 18 months and that he is glad to be able to have five votes to affirm staff action for the betterment of the Fire District community. Director Murray reported that he looks forward to working with both men. Chairman McLeran and Director Naso also welcomed both men.

3. It was noted that the position of Secretary of the Board is open with the resignation of Director Moore. Discussion on this item will be deferred to the September 2007 BOD meeting. Chief Smith reported that the resignation of Director Moore also leaves a vacant position on the Ross Valley Paramedic Authority Board. Chief Smith is the alternate from KFPD and will continue to attend RVPA Board meetings until a replacement member is chosen. Discussion regarding this matter will be placed on the KFPD BOD agenda for the September 2007 meeting.

**CORRESPONDENCE:** Reviewed. No opposition to proposed building modernization plan noted from M/C Community Development Agency Design Review (June 28, 2007)

**DISTRICT OPERATIONS:**

1. The Incident Logs and Overtime Reports for June and July 2007 were reviewed.
2. No responses from the M/C BOS have been noted to the speed cushions concerns on Manor Road.
3. Chief Smith advised the Board on the July 7, 2007 annual training exercise sponsored by the Marin/Sonoma Training Officers. Thirty-plus departments were represented in a mutual aid drill. KFPD Captain, Dave Glenn, was in charge of logistics for the exercise.

**CHIEF'S REPORT:**

1. Chief Smith reported that John Maher, CPA, has sent a letter, not yet received, of engagement for audit of KFPD records effective June 30, 2007. He noted a 3% COLA increase in price for the audit. The Board deferred to Accountant Hom's recommendation. This item will be placed on the September 2007 BOD agenda.
2. Chief Smith reported receiving a call from Forestville's Fire Chief, Gary Duignan, informing him that KFPD has received a CDF (Cal Fire) grant in the amount of \$6K+ for the purchase of turnouts and safety equipment under its volunteer program.
3. Chief Smith reported that KFPD has applied for bond funding for a photovoltaic system to possibly be installed during the building modernization if approved by architect, Don Dommer, as well the structural engineer. Initial evaluations predict 25% compensation in electric savings.

**OTHER:** Chief Smith thanked Bruce Corbet and Rob Guidi for stepping forward to serve on the KFPD/BOD.

**APPROVAL OF WARRANTS:** M/S Naso/Murray to approve Warrants No. 0759 to and including No. 0819 in the amount of \$292,035.16 (June, 2007). All ayes.

M/S Murray/Naso to approve Warrants No. 0820 through and including No. 0885 in the amount of \$316,231.48 (July 2007). All ayes.

The next regular meeting will be held on Wednesday, September 19, 2007.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 9:15. All ayes.

Respectfully submitted,

Carol Abraham  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, September 19, 2007

**CALL TO ORDER:** 7:35 p.m. by Chairman McLeran. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

1. Chairman McLeran presented the Oath of Office to Bruce Corbet, Michael Murray and Rob Guidi. Three certificates were signed.
2. Chief Smith presented an update to the on-going Manor Road speed cushion situation (refer to memo 9/14/07 and evaluation 8/15/07). Although KFPD has been invited to participate in the trial period for the cushions, we have not yet been advised of a date to meet with members of the M/C BOS and M/C DPW. Chief Smith hopes to have a response from Supervisor Brown by the next Board meeting.

Lengthy discussion ensued to inform the two new Board members of the process to date on the installation of the cushions. The following information was noted: Manor Road residents were approached about installation of sidewalks, at a cost of \$386K and a loss of three feet of front yard space for specific houses, which was declined by residents. The M/C Traffic Department has eliminated parking on one side of Manor Road. It was noted that MCSO might not be responding Code 3 in the Manor Road area. Mr. Biber, of 326 Los Cerros Drive, Greenbrae, noted during the public discussion period of the August 2007 BOD meeting that, in fact, the present speed cushions on Manor Road do not meet certain pertinent criteria.

Director Naso thanked Chief Smith for the work that he and his staff have done thus far concerning the Manor Road situation.

3. Chief Smith passed out current design development estimates and specs concerning the pending building modernization. He reminded the Board that he has all statistics available from architect, Don Dommer, for their review if they would like to see them. He recapped the progress of the project for the two new Board members. All members noted that they feel the space has been well laid out.

The HVAC system was discussed noting pros and cons. Director Murray reminded Chief Smith of the need for a liquidated damages clause to the modernization contract. Director Murray also mentioned an inevitable 10% increase over most bids to be received. Chief Smith told the Board that he and Accountant Hom would strategize the fund balance from the previous fiscal year to allot to the Building Modernization Fund. Chief Smith also noted that there might yet be a few more changes to the planning stages of the modernization project. He will contact Don Dommer to give an updated presentation at the October BOD meeting.

#### **NEW BUSINESS:**

1. After some discussion, Director Murray volunteered to fill the vacant Secretary's position on the KFPD Board. Former Director Moore previously held this position prior to his leaving the Board. M/S Naso/Corbet to appoint Director Murray as Secretary to the KFPD BOD. All ayes. There was discussion as to the progression of BOD officers.
2. Chief Smith reminded the Board of the fact that former Director Moore also held the position of KFPD Board representative to the RVPA. He gave the current Board a brief presentation on the history of the RVPA and the positions covered by various agencies. Chief Smith is the alternate KFPD contact between KFPD and RVPA and usually attends all RVPA Board meetings. Although the KFPD representative can be a Kentfield resident or KFPD staff member, it is most beneficial to have a Board member as the KFPD representative to RVPA.

Director Guidi noted that he would always be available for daytime Board activities and needs, but that he has difficulty meeting evening requirements other than the monthly BOD meetings. Director Corbet agreed to give the position a try. M/S Murray/Naso to appoint Director Corbet as the KFPD representative to the RVPA. All ayes. The Board will review this position, along with the KFPD BOD Chairman's position, at the January 2008 BOD meeting.

3. As Accountant Hom was unable to attend tonight's BOD meeting, Chief Smith passed out a letter from him dated September 17, 2007 regarding a recently received engagement letter from Maher Accountancy pertaining to a financial audit for period ended June 30, 2007. M/S Naso/Murray to continue with the services of Maher Accountancy and to engage it to perform the financial audit of the KFPD for the year ended June 30, 2007. All ayes. Chairman McLeran signed the letter of engagement. One copy will be returned to Maher Accountancy.

4. Chief Smith reviewed the services of FAIRA and MARSH and the fact that the two have saved the many fire districts they serve over 11 million dollars in premium costs during the 19 years that they have been doing business. FAIRA has requested KFPD vote on a ballot to amend Articles No. 21 and 27 of its current JPA and sign corresponding Resolutions No. 2007-5 and 2007-6. Following explanation and discussion:

M/S Murray/Naso to vote “yes” and sign Ballot. Five aye votes.  
M/S Murray/Naso to sign Resolution No. 2007-5. All ayes.  
M/S Guidi/Corbet to sign Resolution No. 2007-6. All ayes.

5. Chief Smith explained previous auditors’ concerns regarding internal fiduciary controls, specifically, “separation of duties” for the administrative staff. Currently the Administrative Secretary and one Director sign all District warrants less than \$50K. All warrants over \$50K require the signatures of two Directors. With salary adjustments effective July 1, 2007, payroll now averages \$53K. Due to the timeliness of securing signatures from two Directors and making bank deposits by 4:00 p.m., it was requested to allow the Administrative Secretary and one Director to sign payroll warrants up to \$60K. M/S Murray/Naso to increase the limit of payroll warrants requiring only one Director’s signature to \$60K. All ayes.

6. Chief Smith briefly explained the lease agreements with cellular sites currently renting spaces on KFPD property. One particular company, AT&T, has approached him to decrease its annual rent fee and COLA in exchange for a 42-month guarantee. The current lease stipulates that AT&T has 60-days in which to exit its lease. Chief Smith requested the BOD to assist in re-negotiating a lease package or making the decision not to make any changes within the current lease agreement. An in-depth discussion ensued regarding competition between cellular agencies and their needs for prime sites through the Ross Valley. Chairman McLeran volunteered to assist Chief Smith in researching the current AT&T lease and looking into its request to change the current lease structure.

**CORRESPONDENCE:** All correspondence was reviewed. Director Naso complimented the staff on its assistance to CMFD at an apartment fire on August 8<sup>th</sup>. Chief Smith explained the LAFCO memo and accompanying resolution concerning the Ross Valley area service review and sphere of influence update. He has the complete LAFCO report should any of the Board members wish to review it.

**DISTRICT OPERATIONS:**

1. The Incident Log and Overtime Report were reviewed.
2. B/C Galli reported on the up-coming 2008 Fire Code and UWI Code updates that will be placed on the October, November and December 2007 agendas for readings.
3. Chief Smith presented an update on the “Get Ready Marin” program to be kicked off on Saturday, September 29<sup>th</sup>. A press conference will be presented outside the San Rafael City Council chambers. The actual program will be presented inside the chambers following the press conference. Chief Smith will be attending, and he invited the Board members to join the leaders of various communities in learning how to promote the program.

## **CHIEF'S REPORT:**

1. Chief Smith informed the Board of his receipt of a Cal Fire grant for volunteer fire assistance of \$6K for new fire shelters and web-gear improvement. A resolution will be placed on the October 2007 agenda stating KFPD agreement with Cal Fire to spend the funds as directed.
2. OES 325 returned during the Board meeting from its September 15<sup>th</sup> deployment to the Butler II fire in San Bernardino County.
3. New Unit 17 (four-wheel drive) is in service.
4. Chief Smith reported having viewed four spaces for the relocation of the administrative staff during the up-coming building modernization. B/C Galli reported on the line staff's search for quarters during this time period as well. He also explained the need for increased "zone-drops" during the remodel project.
5. Chief Smith will attend the California Fire Chiefs' annual conference September 24 – 26, 2007 in Riverside.
6. The Town of Ross and the City of Larkspur are negotiating a JPA. Chief Smith reminded the Board that it was the decision of the KFPD not to form a JPA with neighboring fire agencies.
7. Chairman McLeran asked Chief Smith if he had email addresses for all Directors. Information can be passed among the Directors via this method, however, it must be remembered that no dialog related to Fire District decisions can be made due to Brown Act rulings.

**OTHER:** The annual Pancake Breakfast will be held at the station on Sunday, October 7, 2007. The annual Holiday Party will be held at Giorgio's on Friday, December 7, 2007.

**APPROVAL OF WARRANTS:** M/S Naso/Murray to approve Warrants No. 866 through and including No. 945 in the amount of \$295, 820.59. All ayes.

The next regular meeting will be held on Wednesday, October 17, 2007.

A moment of silence was held for departed members.

M/S Murray/Corbet to adjourn this meeting at 10:00 p.m. All ayes.

Respectfully submitted,

Carol Abraham, Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Wednesday, October 17, 2007

**CALL TO ORDER:** 7:35 p.m. by Chairman McLeran. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Guidi. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:** Note: At the request of Chief Smith, and with the consent of the Board, two items from New Business were taken out of order at this time:

1. First Reading of the 2006 Uniform Fire Code, 2007 California Fire Code: B/C Galli explained the reading process as well as the background for updates and new adoptions to this code. He stated that he is hopeful the entire County of Marin will adopt this code in the unincorporated areas. He also explained that any change(s) KFPD might choose to make after the final code adoption may be done through a new resolution. Board members were given a synopsis of the Code under consideration. M/S Murray/Corbet to accept this reading of the 2006 UFC, 2007 CFC as explained and to suspend further action until the second reading at the next regular Board of Directors' meeting in November 2007. All ayes.

2. First Reading of the 2003 International Urban Wildland Interface Code: B/C Galli explained the reading process as well as the background for updates and new adoptions to this code. He stated that this code has the biggest changes enhancing current standards related to building standards in interface areas. He noted that the County of Marin has adopted the 2003 code versus the 2006 code. M/S Murray/Guidi to accept this reading of the 2003 IUWI Code as explained and to suspend further action until the second reading at the next regular Board of Directors' meeting in November 2007. All ayes.

**UNFINISHED BUSINESS (Continued):**

1. Chief Smith presented an update on the building modernization project. He noted that the schematic schedule is nearly complete and that he and staff are now working with the architect on the interior finishes, mechanical, and design schedules. He noted that the design schedule dictates final pricing and construction costs. He noted a meeting scheduled for tomorrow with the electrical engineer and the architect. Chairman McLeran asked about a construction start date. Chief Smith noted that March 2008 was most likely depending on contract agreements and approval of plans by the County of Marin.

Chief Smith noted that the administrative staff is looking at possible office space at 907 SFDB while the firefighting staff is looking at possible office/residential space at the Ross Fire Department. If this works out, KFPD could secure a temporary agreement with Larkspur Fire Station No. 16 regarding dual response times.

Director Naso asked about the warning siren, fuel-pump and cell sites requiring a constant source of electricity. Chief Smith noted a need for backup plans for all concerns and hopes to have clarification for the Board at the next regular meeting in November 2007. Chief Smith further noted that November or December 2007 should bring us to the 75% design mark with the architect firm, Don Dommer Associates. He suggested inviting Mr. Dommer to a Board meeting prior to the end of the year.

2. Chief Smith has not heard back from AT&T concerning a possible adjustment to its current cell site lease at KFPD. He recapped AT&T's proposed adjustment as paying less money over a guaranteed longer lease term. Chairman McLeran had reviewed the current lease and he and Chief Smith noted changes that they addressed to AT&T. Chief Smith will report at the next regular Board meeting.

#### **NEW BUSINESS:**

3. Chief Smith noted grant application for the 2007 Volunteer Fire Assistance through the State of California Department of Forestry and Fire Protection in the amount of \$6211 as having been awarded to KFPD. These funds will be used for the purchase of new fire shelters. A project agreement and resolution were reviewed. M/S Guidi/Murray to sign the Agreement and Resolution No. 2007-7. All ayes.

4. M/S Murray/Corbet to grant the written request from Chief Smith to transfer \$250K from the Building Replacement Reserve Account No. 6915 to the Building Renovation Capital Outlay Account No. 4050. All ayes.

5. Accountant Hom presented a report on the District's financial state effective June 30, 2007. The Board reviewed the corresponding Profit and Loss Statement. Accountant Hom reported that actual revenues in the form of taxes exceeded the budgeted revenues. Special Assessment monies exceeded budgeted monies. He explained the ERAF income as never being included in the proposed budget as it is a variable depending on the economic status of the state schools. This was a \$193K source of income. Expenses were reviewed as well as Capital Outlay items.

Net fund balance for fiscal year 2006/2007 is \$690K. Designated Reserves stand at 2.78 million dollars and Undesignated Reserves are approximately \$750K. Chief Smith will issue a report at the next regular Board meeting regarding recommendations for distribution of undesignated reserves.

Director Murray asked about the Vacation Account No. 1540. Chief Smith explained this as being an approximate accrual for a member of staff nearing retirement. The Board

thanked Accountant Hom for his very concise report and for its clear explanation. Chief Smith thanked Accountant Hom as well.

Chief Smith informed the Board of the recent audit by CalPERS - the first for KFPD - as well as the upcoming financial audit by Maher Accountancy.

**CORRESPONDENCE:** Reviewed.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed. Reimbursement of State fires was discussed.

**CHIEF'S REPORT:**

1. Chief Smith reported on the September 29<sup>th</sup> kickoff for the "Get Ready Marin" program and thanked those Board members who participated. He noted taking the program to Oakland today at the regional SUASI meeting. This is the agency that granted the funds. He feels that the timing is good for the program considering the events of last winter's flooding. With the addition of the TENS program and the KFPD warning siren, the residents of the area must be knowledgeable in what to do in the event of a disaster, as public safety personnel will be unable to attend to the needs of each and every individual citizen. Engineer Trimble is the training coordinator for the program.
2. Chief Smith reported on serving 826 people at the recent annual Kentfield Association of Firefighters pancake breakfast/fundraiser and open house. He feels this is a great outreach and public relations event.
3. Chief Smith invited all Board members to attend the upcoming California Special Districts Association one-day class in Sacramento on November 9<sup>th</sup> with him. Pamphlets were distributed in the Board packets.
4. Chief Smith presented Director badges to Director Corbet and Director Guidi.

**OTHER:** None

**APPROVAL OF WARRANTS:** M/S Naso/Guidi to approve Warrants No. 946 through and including No. 1010 in the amount of \$267,130.83. All ayes.

The next regular meeting will be held on Tuesday, November 13, 2007

A moment of silence was held for departed members.

M/S Naso/Corbet to adjourn this meeting at 8:57 p.m. All ayes.

Respectfully Submitted,

Carol Abraham, Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING**

**DATE:** Tuesday, November 13, 2007

**CALL TO ORDER:** 6:45 p.m. by Chairman McLeran. Director Corbet led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present with the exception of Director Guidi who was on vacation. Also in attendance were Chief Smith, Accountant Hom and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Corbet. All ayes.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

1. Don Dommer, Don Dommer Architects, thanked the Board for moving its meeting to a Tuesday in order to accommodate his presentation. He outlined the entire proposed project and reviewed the building remodel plans to date. Mr. Dommer reported submitting plans to the County of Marin by year-end 2007, prior to any code changes that may take effect as of January 2008. Costing and timing were reviewed. Mr. Dommer reported the possibility of hiring a third-party commercial plan check person who is familiar with Marin County issues. The project reached an estimated cost of approximately 2.8 million dollars effective August 2007 - not counting solar panels. He reported running about 10 days late but hopes to go to bid by February 2008, once permits are issued. With a construction period of 10 – 12 months, he hopes the project will be move-in ready early in 2009.

Remodel versus new construction costs were discussed. Mr. Dommer reported a variance from \$275 to \$600 per square foot with full upgrades for a building that will last another 30+ years. Director Naso requested Mr. Dommer be in constant contact with the Fire District during the remodel process. Director Murray mentioned installing additional electrical outlets to accommodate all future updates. Chief Smith and Don Dommer stated their satisfaction with the Electrical Engineer, Paul Carey.

The Board thanked Mr. Dommer for his presentation. The next step will be procurement of cost estimates and the selection of a project manager.

2. Some discussion concerning the second of three readings of the 2006 UFC, 2007 CFC, and 2003 IUWIC. Chief Smith mentioned that the hope is for the Marin County Board of Supervisors to adopt all unincorporated areas at one time. M/S Murray/Corbet to accept this reading of the 2006 UFC, and the 2007 CFC, and the 2003 IUWIC and to suspend further action until the third and final readings at the next regular Board of Directors' meeting in December 2007.

3. Chief Smith reviewed AT&T's request for an amendment to the lease for its cell site at KFPD. AT&T refused to accept the counter amendments offered by KFPD. There are 22 years remaining on the current lease, and AT&T is currently monitoring its site usage. Chief Smith thanked the Board for its help in this lease review process.

**NEW BUSINESS:** Chief Smith reviewed Accountant Hom's report from last month including the increase in the special assessment for building modernization. He recommended the Board designate last year's surplus, including the special assessment funds. M/S Murray/Naso to designate \$575K to Account No. 6915 – Building Replacement. All ayes. There is approximately \$10K still remaining in undesignated funds.

The 2006/2007 current financial audit now being prepared will show final figures. Chief Smith stated his satisfaction with the sound financial status of the KFPD. He and Accountant Hom will study future financing options for the station modernization project and will report back to the Board.

Final figures are not yet in regarding ERAF funds. Chief Smith thanked Accountant Hom for his help in the mechanics and logistics of record tracking. The Board also extended its thanks to Accountant Hom.

**CORRESPONDENCE:** Reviewed.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed.

**CHIEF'S REPORT:**

1. Chief Smith reported that 40 people attended the Get Ready Marin program on November 15<sup>th</sup>. He reiterated the fact that these classes are needed due in part to public response to the December 2005 floods and the need for the public to be able to care for itself for at least 72 hours, or possibly three to five days, when/if the public safety staff becomes overwhelmed with emergency calls.
2. Chief Smith reported that he and Director Naso attended a recent CSDA seminar covering various Conflicts of Interest and the Brown Act. Director Naso reported receiving a lot of good information.
3. Chief Smith reported on a recent meeting with Supervisor Hal Brown concerning the Manor Road speed cushions. Supervisor Brown wants this project to be finalized as soon as possible. There will be a meeting on December 5, 2007 at 7:00 p.m. at Bacich School for neighborhood input. Chief Smith will attend the meeting. If Board members wish to attend, they will do so as residents of their neighborhood rather than as Board members representing KFPD.

Topics still under consideration include painting curbs red for “no parking” 50-60 feet alongside the cushions and the ability to drive from the beginning to the end of Manor Road without negative impact to fire apparatus and staff. Additionally, a survey of the residents of the neighborhood must be made before finalization of the project.

**OTHER:** None.

**APPROVAL OF WARRANTS:** M/S Murray/Corbet to approve Warrants No. 1012 to and including No. 1076 in the amount of \$292,336.93 excluding Warrant No. 1011 which was voided. All ayes.

The next regular meeting will be held on Wednesday, December 12, 2007 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 8:00 p.m. All ayes.

Respectfully submitted,

Carol Abraham  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS – SPECIAL MEETING**

**DATE:** Monday, December 10, 2007

**CALL TO ORDER:** 10:00 a.m. by Chairman McLeran. Director Guidi led the assembly in the Pledge of Allegiance

**ROLL CALL:** All Directors were present with the exception of Director Murray. Chief Smith and Recording Secretary Abraham were also present.

**PUBLIC COMMENT PERIOD:** There was no request from the public.

**UNFINISHED BUSINESS:**

The third and final readings of the 2006 Uniform Fire Code, 2007 California Fire Code and 2003 International Urban Wildland Interface Code were approved and voted on as follows:

M/S Naso/Corbet to adopt the 2006 UFC as presented. All ayes.

M/S Naso/Guidi to adopt the 2007 CFC as presented. All ayes.

M/S Naso/Guidi to adopt the IUWIC as presented. All ayes.

Additionally, the following resolutions were read and approved as follows:

M/S Naso/Corbet to approve Resolution No. 8-2007. All ayes.

M/S Naso/Guidi to approve Resolution No. 9-2007. All ayes.

**NEW BUSINESS:** None

**OTHER:** None

The next special meeting will be held on: No special meeting has been planned to date.

A moment of silence was held in honor of departed Ross Valley Fire Department Retired Captain Ed Kelly.

M/S Corbet/Guidi to adjourn this meeting at 10:23 a.m.

Respectfully submitted,

Carol Abraham  
Recording Secretary