

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

**MEETING TYPE:** Regular

**DATE:** May 17, 2017

**CALL TO ORDER:** 6:30 p.m. by Chairman Naso. Director Naso led the assembly in the Pledge of Allegiance.

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** Gerbsman/Evergettis M/S to approve the minutes of April 19, 2017. All ayes.

**PUBLIC COMMENT PERIOD:** As there were no members of the public in attendance, no comments were received.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. KAPF Labor Contract Negotiation Process: Chief Pomi commented the subcommittee met with the KAPF negotiation team in April. Chairman Naso asked if there were any comments for public discussion. Captain Garcia commented they presented another request to the subcommittee and was awaiting their response.
- b. Closed Session pursuant to Government Code §54957.6 for Public Labor Negotiation and Government Code §54957.6(a) for Public Employee Benefit Negotiation: The Board moved into closed session at 6:33 pm. The Board returned to open session at 6:36 pm. Director Gerbsman reported the subcommittee presented the request to the Board. The Board reviewed and discussed the request and unanimously agreed to remain with the very fair and reasonable 3% increase offered in good faith. Captain Garcia responded the Association was happy with the offer and the Association authorized him to accept the 3% offer from the Board. Captain Garcia thanked the Board for considering the initial and second request and thanked the Board for their offer. Chief Pomi commented the staff would prepare the MOU for the June meeting agenda.

**NEW BUSINESS:**

- a. Ross Valley Paramedic Tax Rate F/Y 2017-18: Chief Pomi referred to the staff report on the RVPA tax rate adjustment for the upcoming year. He explained that in 2014 voters approved a four-year cycle in which this tax would increase \$6.00 a year for four consecutive years. We are now in year three of the four-year cycle. The current tax rate is \$63 per residence. The tax rate for FY 17/18 will go up \$6.00 to \$69 per residence. Kentfield, as well as all fire agencies from Fairfax to Larkspur that are members of the RVPA, are asked to pass resolutions. Additionally, the RVPA is moving their billing process to the Novato Fire District. They prepare billing for Corte Madera and Marin County Fire as well as themselves. For the first time most of the county EMS billing is under the same agency. Chief Pomi reported that over the past two years the RVPA has gone from a deficit-sustaining budget taking \$400,000 from reserve funds to a balanced budget with a \$96,000 positive fund balance for the FY 2017/18 preliminary budget presented earlier this month. He added the positive fund balance is the result of the RVPA watching their spending and the board providing direction on how to manage the Authorities' money in different accounts as well as the tax rate increase of \$6.00 per residence. Chief Pomi referred the Board to the Resolution in the board packet and asked the Board to approve the resolution, which the District will send to the county.
- b. Resolution No. 2-2017 in support of the Ross Valley Paramedic Tax Rate for FY 2017/18: Gerbsman/Murray M/S to approve Resolution No. 2-2017 in support of the Ross Valley Paramedic Tax Rate for fiscal year 2017/18.

**OPPORTUNITY FOR PUBLIC COMMENT:** There were no public comments made.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- c. Bickmore Engagement Letter for OPEB Actuarial Valuation Services: Chief Pomi explained the District is on schedule to initiate another OPEB actuarial for our retired District employees and Board members. He referred to the Bickmore Service agreement in the Board packet stating Bickmore performed the District's last two previous actuaries; Cathy McLeod worked on the last one in 2015. The actuarial provides the District with information on the required amounts to contribute towards the trust as the District continues to fund post medical benefits. The Fire District currently has \$1.8 million in the trust. Currently the District funds the trust through our budget per the recommendation of the 2015 actuarial, known as ARC (Annual Recommended Contribution). The Governmental Accounting Standards Board (GASB) sets the governmental financial reporting standards. One of the new accounting standards, GASB75, is replacing GASB45. GASB75 requires the District to conduct the valuation of unfunded liability,

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

identify the ARC, now called ADC (Actuarial Determined Contribution) and report the results annually. This requirement will start with fiscal year ending 2018. The calculation should be similar. Chief Pomi referred to the actuarial service fees proposal as follows: \$5500 for the July 2017 Actuarial Funding Valuation Report for fiscal years ending June 30, 2020 and June 30, 2021. The GASB75 report for fiscal year ending 6/30/18 at \$1300 and fiscal year ending 6/30/19 at \$1200. They are not sure how long it will take to complete the actuarial and have noted if the process takes less time, the District will be billed on actual time. In 2015, the valuation cost \$6750, this year Bickmore reduced their price to \$5500 for the actuarial process. Total cost of the valuation services is \$8000, an increase of \$1200 over the two-year period. Chief Pomi reported he budgeted \$8000 for the valuation in the FY 2017/18 preliminary budget. Chief Pomi asked if Board members had any questions. A brief discussion ensued. Gerbsman/Evergettis M/S to approve the Bickmore engagement letter for OPEB actuarial valuation services.

**OPPORTUNITY FOR PUBLIC COMMENT:** There were no public comments made.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

**CORRESPONDENCE:** Reviewed. Chief Pomi commented on the EMS Event announcement recognizing exemplary care given by Engine 17, (Captain Garcia, Engineer McKnight, Firefighter Marty and Volunteer Firefighter Hassen) Engine 16 and Medic 18 that responded to a cardiac arrest event. The Crew arrived, went to work and the patient survived. The patient will be recognized at this survivor event. He hopes to attend a future board meeting to thank the crew. A very positive outcome commented the Chief. Chief Pomi and Board members thanked the crewmembers.

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

**CHIEF'S REPORT:**

- a. Building Project Update (HVAC/Shop Floor): Downing has completed the reseal of joints, and ducting of the pipework on the roof in March. Chief reported there were no leaks in the system during the March storms. Chief Pomi recognized Engineer Trimble for his work. He added Engineer Trimble was still working closely with Downing on maintenance and upgrading of the HVAC system to ensure its operating properly. Chief recommended the Board look at the shop tonight. Engineer Trimble worked with the flooring company placing a new slip resistant sealant on the shop floor, and painted the walls a darker gray. He added the shop looks really nice, a very professional job, and thanked Engineer Trimble for all the work. The Board thanked Engineer Trimble.
- b. Seasonal Firefighters: Chief Pomi report that in April our Captains interviewed seasonal firefighter candidates. The three selected candidates met with him. The three seasonal firefighters are John Paul da Roza, Ryan Mock, and Tony Tescalco. They will start June 12, working 40 hours their first week, on vegetation management, hydrant maintenance, and ensuring their equipment is ready for the fire season. They will begin shift work on June 21. They will act as the fourth member of the crew.
- c. Wildfire Awareness Week May 7-13, 2017: Chief Pomi announced that last week was Wildfire Awareness Week. The Governor put together a proclamation for the State of California. In Kentfield, the crews have started SRA inspections/R4291 to encourage residents to create defensible space around their property. If you see the engine out in your neighborhood this is what they are doing for the next few months. Public Service Announcements were released to the community. The District published information on our website and through the NextDoor site in addition to an ARE YOU READY brochure, included in our board packet, to be distributed as needed. Our agency is collaborating with FIRESafe Marin and other County Fire agencies to communicate the same message Countywide. Golden Gate Transit buses will run the ARE YOU READY campaign by the end of May through June.

Chief Pomi added he attended the FIRESafe Marin meeting last Friday. The District had applied for two grants through PG&E. Both grant requests were for \$11,000 each for projects in the Kent Woodlands and Greenbrae. He reported the District did not receive any grant funding. The \$100,000 funding was distributed to Corte Madera, Larkspur, Mill Valley and Tam Valley fire agencies. Chief Pomi reported he would reapply for funds next year.

**DIRECTOR MATTERS:**

Director Gerbsman commented on the Online Harassment training he had taken and reported some trouble with the initial log on. He asked Chief Pomi to explain the training and deadlines. Chief Pomi replied that Captain Glenn set up training in Target Solutions, a web based program, discovered there was a 48-hour security window from initial set up to the first log on. If users do not log on within that period, the password expires. He reported there is not an immediate deadline. Captain Glenn will contact board members, work with them individually to ensure they can successfully access the Target Solutions website, and take the training.

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

Director Naso reported he attended the RVPA meeting and found it interesting to hear about what they are doing and what they are trying to accomplish. He reported the RVPA Board is creating a letter to Larkspur regarding their opposition to the closure of the Bon Air Bridge. He also reported he and Chief Pomi have been attending the MERA meetings in Novato. He commented the move to the new system is moving along in spite of issues and feels it will be a good system.

**APPROVAL OF WARRANTS:**

Murray/Evergettis M/S to approve warrants 805300775 to and including 805300839 for \$321,546.32.

**OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.**

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

The next regular meeting is tentatively scheduled for June 14. Administrative Assistant Mulkeen will email members to confirm the date.

A moment of silence was held for first responders: firefighters, paramedics, and law enforcement officers, that they are careful and safe during this fire season.

Murray/Gerbsman M/S to adjourn this meeting at 7:09 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary