

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

MEETING TYPE: Regular

DATE: June 14, 2017

CALL TO ORDER: 6:31 p.m. by Chairman Naso. Director Murray led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Evergettis to approve the minutes of May 17, 2017. All ayes.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. SMART Train Drill/Training: Captain Glenn explained the training was created by Battalion Chief Michael St. John and coordinated with the Marin County Training Officers and completed in April. The training drill enacted a collision between the SMART train and a bus with multi-patient casualties. The drill gave participants hands on experience with multi-patient protocol. Participants included every paid Marin Fire Agency interested in attending in addition to San Rafael Police, Marin DPW, CHP helicopter, and SMART Train Railroad Administration. Captain Glenn played a short video of the training highlights. The Board thanked Captain Glenn for the presentation.

UNFINISHED BUSINESS:

- a. KAPF Labor Contract Negotiation Process: Chief Pomi reiterated that at last month's board meeting the board offered KAPF a 3% salary adjustment for the 2017/18 contract year and that the Association accepted the offer. Chief added the staff prepared the MOU effective July 1, 2017 through June 30, 2018 with necessary updates, noting the last page, Appendix A reflects the 3% salary adjustment. Chief Pomi asked the Board for their ratification of the contract. Director Murray asked if the salary adjustment was the only change made to the MOU and that all other benefit levels remained the same. Chief Pomi confirmed that the salary adjustment was changed and that the only other change was to how time off accruals are posted. They changed from posting monthly to per payroll. M/S Murray/Evergettis to approve the KAPF MOU for 2017/18 labor contract. Ayes: Corbet, Evergettis, Murray, Naso.

NEW BUSINESS:

- a. Provisional Firefighter 2017/18 Labor Contract Negotiation Process: Chief Pomi referred to the Provisional Firefighter agreement in the board packet and commented that this position is not covered under the KAPF MOU. The Provisional Firefighter negotiates separately under his own contract and is currently at Entry Level 1. Chief Pomi said the Provisional Firefighter's contract is updated to reflect FY 2017/18 dates, and that page 6 Appendix A, reflects the 3% salary adjustment, which the Board approved for the KAPF. Chief Pomi requested the Board review this contract in open or closed session. The Board agreed not to go into closed session. After brief discussion, M/S Evergettis/Naso to ratify the Provisional Firefighter's contract effective July 1, 2017 through June 30, 2018. Ayes: Corbet, Evergettis, Murray Naso.
- b. Administrative Staff 2017/18 Labor Contract Negotiation Process: Chief Pomi referred to his memo in the board packet requesting a salary adjustment for the administrative staff commensurate with the salary adjustment the Board approved for the KAPF. To discuss the request the Board moved into closed session at 6:50 pm. The Board returned to open session at 6:53 pm. M/S Director Murray/Corbet to approve a 3% salary adjustment for administrative staff, Chief Pomi, Accountant Hom, and Administrative Assistant Mulkeen effective July 1, 2017 through June 30, 2018. Ayes: Corbet, Evergettis, Murray, Naso.
- c. Special Fire Tax Assessment F/Y 2017/18: Chief Pomi provided the following historical perspective on this tax assessment. In 1979 voters approved Measure H, taxing finished buildings up to .06 cents per square foot as well as a sliding fee schedule for vacant parcels greater than one acre. In 2013, voters approved Measure G, increasing the square footage tax ceiling to .10 cents, plus a COLA. This measure also allowed the District to tax garage space and other "nonliving space" structures on the parcel. Chief Pomi commented that the F/Y 2016/17 tax assessment is .07 cents and it is time for the Board to consider the tax assessment for F/Y 2017/18. Chief referred to his memo in the board packet and the figures provided by Accountant Hom reflecting a CPI of 3% this year. Chief Pomi added the District could increase the tax to a maximum of .1057 cents if the Board chooses. Currently, F/Y 16/17, the District charges .07 cents per square foot generating approximately \$535,000 with \$8,000 generated from unimproved parcels. Chief Pomi noted the District square footage is about the same and estimates if the District maintains the current tax assessment rate the total income would be approximately \$543,000 for F/Y 2017/18. Chief Pomi asked the board to discuss options

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on the assessment amount. After a brief discussion, all members concurred to remain at .07 cents for the F/Y 2017/18.

- d. Resolution 3-2017 Adopting Special Rates for F/Y 2017/18: M/S Murray/Evergettis to approve Resolution 3-2017 adopting the special fire tax assessment for F/Y 2017/18 at .07 cents.

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

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

- e. 2017/18 Preliminary Budget:
Director Murray commented upon his review of the preliminary budget that the Chief add a column to the budget to reflect the difference, an increase or decrease, between the budget years making it easier to read. Chief Pomi appreciated the feedback and will modify the final budget worksheet for the next board meeting.

Chief reviewed the preliminary budget and highlighted the following categories:

REVENUE

Category 9001/Property Tax Current Secured: projected to increase 5% or \$206,203.
Cell Site Categories: 9905/AT&T, 9945/Sprint reflect 3% increase due to automatic COLA; **9910/T-Mobile** reflects decrease due to PG&E meter installation.
Category 9920/Marin General Hospital: reflects 3% increase due to automatic COLA.
Total revenue change will increase \$211,557 over last year.

PERSONNEL COSTS

Category 1005/Admin Assistant: Reflects 3% increase
Category 1020/FLSA: reduced from \$38,800 to \$35,800
Category 1025/Holiday Pay: slight increase from \$60,300 to \$62,300 due to 3% raise
Category 1030/Overtime: reflects an increase due to two tremendous fire seasons, adjusted by \$22,000 from \$350,000 to \$372,000
Category 1035/Pay at Retirement: increase of \$25,000 to total of \$100,000. This category used for anyone that may retire from the District to cash out unused vacation, sick and comp time
Category 1045/Volunteer/Seasonal Firefighter: no change from last year
Category 1050/Salaries Safety & Category 1055/Provisional: reflects 3% increase
Category 1515/Health Insurance: Insurance rate adjustments are on a calendar year, not fiscal. Projected estimates are 7% increase. Chief estimated at 5%
Category 1520/Incentive Pay: Increased \$25,000 due to 3% salary increase and projected additional educational incentive costs for firefighter step increase to engineer level.
Category 1530/PERS Retirement: reflects a large increase, \$106,000, due to the Chief's miscalculation last fiscal year. He explained that in FY 2016/17 he budgeted \$591,000 and should have budgeted \$645,000 to \$650,000 in this category. When Fire Chief Smith retired, he took his PERS figures out and did not consider adding in the retirement costs for the Provisional Firefighter, \$11,000. Additionally the District paid off the safety side fund totaling \$278,000, saving \$40,000 in interest. He used the \$160,000 number, which is the amount the District is saving this current year vs. using \$118,000. A \$40,000 difference. Chief noted he miscalculated last year's budget by \$50,000. He advised he is adding the \$50,000 to this category to cover the expenses. The PERS budget increase of \$50,000 based on a \$5.6 million budget accounts for barely 1% of expenses. That is a normal standard that includes the raises that have been approved, and the unfunded liability portion payment of \$214,000. While the figure looks large in the FY 2017/18 proposed budget it is actually half of the difference because he under budgeted last year.
Category 1560/OPEB: reflects an increase of \$70,000 from \$275,000 to \$345,000 due to the accounting change from GASB75. GASB75 requires agencies to show implicit liability in their audits. CalPERS reported retirees are living longer, increasing retirement costs that need to be projected in budgets. This type of reporting was not reported before. The projected CERBT ARC for FY 2017/18 is \$345,000. In discussions with Accountant Hom, Chief Pomi reported they thought if the District could budget the implicit liabilities and make a positive balanced budget the District should proceed. Chief added the goal is to continue to build the trust in hopes the dividends will pay all retiree healthcare in the future. The CERBT currently has \$1.9 million, with \$75,000 interest year to date.
Total Personnel costs will significantly increase by \$363,181 from \$3,847,838 to \$4,211,019.

SERVICE & SUPPLY

Category 2080/Workers Compensation: Workers Compensation insurance increasing \$23,000 from \$172,000 to \$195,000, a significant increase. The District has been playing catch up on this budget category. Worker's Compensation based on total payroll. Last year the District starting submitting DE9s inclusive of total payroll and overtime. Overtime is processed at worker's comp rate at .83% of that overtime cost. It is believed

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that in the past, overtime was not reported or processed correctly so our worker's comp costs were in the range of \$140,000 to \$150,000. Last year it jumped to \$172,000 due to a different reporting process and an increase in total overtime. As a result, the District received a true up invoice for additional funds due for 2015/16 based on an audit from our insurance provider. Chief Pomi commented that since we are now reporting the correct figures we should not see another significant increase in future years. The District did not have any new claims this year, which reduced our xmod. The Chief noted our xmod should go down again next year.

Category 2100/County of Marin SB2557: This category covers charges from the County of Marin to collect our house taxes and additional assessment taxes (Measure G). This category increasing from \$61,000 to \$72,500 for FY 2017/18.

Category 2150/Prevention & Public Education: This category increases from \$14,500 to \$16,500 to cover digitizing building plans and reviews. B/C Hadfield identified a vendor that can provide this service. The District processes 150 plans a year and all of the records are stored at the station. B/C Hadfield added this company advises how to set up files, plans and emails. They will take our files up to their company scan, evaluate records and organize files for the District. The records are stored on three drives; two are returned to the District and the vendor keeps one. The District did not opt to store our data off site. B/C Hadfield will load the records onto Emergency Reporting System, a web based database, which has three storage sites in the country. B/C Hadfield added he is evaluating a program that allows contractors to submit digitized plans, make mark ups on line and email the reviewed plans back to the contractor. This program is offered as a subscription service. He added the District does not have the bandwidth to accommodate this service yet.

Category 2210/Medical Supplies: This category increases from \$11,000 to \$14,000. Chief Pomi reported the RVPA authorized to purchase new defibrillators. The District will be getting some from the RVPA and the District will purchase new defibrillators to ensure all company vehicles have the same equipment.

Total Service & Supply at \$737,371 reflecting an increase of approximately \$44,000.

DEBT SERVICES

This category covers the required payment for the District building renovation project.

Category 3110/Fire Station Reno Project-Principal: The category reflects a slight increase in principal at \$250,675.

Category 3120/Fire Station Reno Project-Interest: This category reflects a marginal decrease in interest, at \$58,787.

The Fire Station Renovation notes will be paid off in June 2024, with seven years remaining on the loans.

Category 3130/Solar: no change in this category, it remains at \$6,568. This loan will be paid off in December 2020, in three and a half years.

Total Debt Services at \$316,030.

CAPITAL OUTLAY

Category 4005/MERA;High/Low Band Radios;CAD Communications: Budgeted \$75,000 for our radio and communications for the building, ring down, new MERA system coming on-line soon, Bindex King portable radios, and additional un-related costs.

Category 4010/Computers: Reduction in budget from \$13,800 to \$7,500.

Category 4050/Building Repair: Chief reported moving \$100,000 from this category to Apparatus Replacement, reducing this category from \$200,000 to \$100,000.

Category 4070/Apparatus Replacement: this fund will increase from \$20,000 to \$100,000. If the funds are not utilized, he suggested moving them to the District reserve accounts.

No change in other categories.

Total Capital Outlay will increase by \$49,000 from \$309,752 to \$359,543.

BUDGET ANALYSIS

Total Revenue is at \$5.7 Million

Total Personnel is at \$4.2 Million

Total Service & Supply is at \$737,371

Total Debt Service is at \$316,030

Total Capital Outlay is at \$359,543

The projected fund balance for Fiscal Year 2017/18 will be at \$68,131 to the positive.

Chief Pomi asked the Board for questions. There was none. M/S Naso/Evergettis to approve the 2017/18 preliminary budget as presented by Chief Pomi. Ayes: Corbet, Evergettis, Murray, Naso.

CHIEF'S REPORT:

- a. CalOES Reimbursement: Chief Pomi referenced the OES out of county assignments and reimbursement tracking worksheet in the Board packet. He reported the District has been paid for all assignments except for the Little Valley incident in October 2016 and the winter water team deployment to Lake Oroville. The District is projected to receive approximately \$243,435 for this fiscal year. This figure includes OT, the administrative and worker's compensation fees. The budget review tonight reflects substantial figures that are diffused by these reimbursements.

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- b. McAllister Paving Project this Summer: Chief Pomi referred to the email from Nancy Vernon. He announced they are working on the MMWD project and putting in the sidewalks. They are not going to pursue speed bumps. Most residents are excited about the project to make the neighborhood safer for kids using this corridor. Chief commented it is great to work with the neighborhood group.

DIRECTOR MATTERS:

Director Naso reported that the Alisa Ann Ruch Burn Relay on May 24 raised \$35,100.

CORRESPONDENCE: Reviewed

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

APPROVAL OF WARRANTS:

Directors Naso/Murray M/S to approve warrants 805300840 to and including 805300902 for \$270,243.91. All Ayes

The next regular meeting will be held on July 19, 2017.

A moment of silence was held for people affected by the apartment fire in London, the shootings in Arlington, Virginia and San Francisco.

M/S Murray/Naso to adjourn this meeting at 7: 47p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary