

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

**MEETING TYPE:** Regular

**DATE:** September 20, 2017

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Murray to approve the minutes of August 16, 2017. All ayes.

**PUBLIC COMMENT PERIOD:**

Mr. Grant Welling, Kentfield Fire District retiree, recognized Chief Mark Pomi for the leadership, and support he provided to the Ross Valley Fire Department firefighters, employees and their community with the recent passing of Firefighter/Paramedic Chris Mahoney on August 2, 2017. Chief Pomi, Chief Weber and Chief Brown collaborated with union support to provide grief counseling and peer support to the department two days later. Mr. Welling commented he arrived at the fire station on Friday, August 5 to offer and get support. When he arrived, he saw people he loved, people he would give his life for. What he saw that day was Chief Pomi who was available, sensitive to the situation, approachable and supportive to everyone. His presence had a huge impact on the department. The one constant he heard was that whatever happened in that town the Chiefs were certain it would be taken care of by supporting agencies. Chiefs Pomi, Weber and Brown were committed to supporting this community and coordinated mutual aid coverage for the Ross Valley Fire Department to provide seamless service. That type of service comes from good leadership. You never hear compliments about the Fire Chiefs, you only hear about the job the people that they lead perform. Mr. Welling added, "he has never been more proud of the fire service than he was that day. It means a lot to him and the people of the Ross Valley Fire Department, thank you Chief Pomi." Chief Pomi thanked Mr. Welling for the recognition.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. Badge Pinning of Engineers Marty and Nelson: Chief Pomi announced that tonight was a night of recognition for Engineers Andrew Marty and Zach Nelson. Chief Pomi explained that Engineer Nelson was unable to attend tonight due to a family commitment. He invited the Marty Family to join him for the presentation. Chief Pomi recognized Andrew Marty and his family as Andrew promotes to Engineer. Chief Pomi thanked the Board and recognized visiting staff and neighboring fire agencies/firefighters, family and friends. Chief recited the definition of a Firefighter Engineer. Chief Pomi commented that Engineer Marty is reliable, enthusiastic, and adaptable and devoted to his family and his fire family here at Kentfield Fire District. Chief gave a brief overview of Engineer Marty's employment history with ten years of service. He added that Engineer Marty is currently working on his engine task book, is a CERT Trainer, is interested in swift water rescue and is a great asset to the Kentfield Fire District. Chief Pomi announced he was pleased Engineer Marty has accomplished this next step.

The board recessed at 6:45 pm for a short reception honoring Engineer Marty.

The board resumed the meeting at 6:53 pm.

**UNFINISHED BUSINESS:**

- a. Vegetation Management Plan Update – 21 Turnagain Road, Kentfield: Chief Pomi reported that County Counsel sent a second letter to Mr. Stanek stating his response to the first letter was unacceptable and outlined what Mr. Stanek is required to do. County Counsel requested a response from Mr. Stanek by September 15. To date County Counsel has not received a reply. County Counsel will start to plan future steps/action for the District to take. A discussion ensued on what the next steps would entail and if the District could legally pursue action against Mr. Stanek. Chief Pomi advised he would share County Counsel recommendations at the next board meeting. He added that the District has the obligation to pursue action against Mr. Stanek in an effort to get him to complete the vegetation management plan.

**NEW BUSINESS:**

- a. Annual GANN Appropriations Limit Report: Accountant Hom explained the District is required to calculate the GANN Appropriations Limit every year. The GANN Appropriations Limit was approved by voters decades ago. It imposes a limit on the amount of money a government agency can spend, not the revenues they can collect. Based upon the calculation if an agency has more than the limit, and voters do not approve an increased spending limit, the agency has to refund a portion of the taxes collected to the property owners. The calculation of 2016/17 GANN Appropriations Limit for the District was \$5.3 million dollars. The District limit is reoccurring due to the passing of Measure G. In absence of this measure, excess revenues would need to be returned

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to property owners. The independent auditors review this calculation during the annual audit. Accountant Hom announced that the District is required to make this report available at the District and on the website for the public to examine at any time.

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

M/S Naso/Evergettis to approve the annual 2016/17 GANN Appropriations Limit Report.  
Ayes: Corbet, Evergettis, Murray, Naso

- b. Measure G Tax Report FY 2016/17: Accountant Hom explained this is an annual report required by Measure G. The Measure requires the District provide an accounting of the revenues received and spent. Accountant Hom recalled Measure G funds are to be used for a specific purpose. Chief Pomi referred the Board to page four of the report noting the language the District used for the Measure G Tax Report: it may be used to increase budgeted accounts for the purpose of meeting current and future financial obligations including but not limited to pensions and other post-employment benefits. Chief Pomi also noted that the language from Measure G page 10, item two, Use of Funding, states, if approved by the voters the special tax will be used solely for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the District. Chief Pomi recalled when the District created the initial Measure G Tax Report FY 14/15, it was decided by the Board that year that the special tax may be used to increase budget accounts for meeting current and future financial obligations including, but not limited to, pension and other post-employment benefits. It was not to be used for salaries. Chief Pomi and Accountant Hom commented that annually when the Board adopts the special tax rate they are responsible for designating how those funds are budgeted. Accountant Hom referred to Figure 3, page 5 and explained the following details for FY 2016/17. The District received \$544,277 from special tax revenues, Measure G. The District only paid out \$452,371 total for unfunded liabilities, including \$275,000 in OPEB obligation. The unfunded liability and OPEB were the only items that were specifically mentioned by the Board as eligible expenditures from Measure G revenues. As a result, the District did not spend the entire funded amount for this fiscal year. Accountant Hom explained that Figure 3 is a cumulative number. In previous years, the District spent more. The fund ending balance is \$535,548. As of the end of FY 2016/17, cumulatively, the District spent more than the special tax generated. Accountant Hom suggested the Board make note of this expense for next year when they make a resolution to adopt the special tax. Chief Pomi commented that this last fiscal year the District did not pay additional extra money to PERS because the District paid off the side fund the previous year. He recommends that this year, at mid-budget year review, when the Board reviews unassigned fund balances if they wish to pay off a portion of the unfunded liability that this payment would calculate right into this figure. The District spent \$535,548 over what was collected since Measure G was approved.

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

M/S Evergettis/Corbet to accept the Measure G Tax Report FY 2016/17.  
Ayes: Corbet, Evergettis, Murray, Naso

**CHIEF'S REPORT:**

- a. Mobile Disaster Trailers/Disaster Preparedness Month: Chief Pomi referred to his staff report in the board packet and announced September is national disaster preparedness month, and the District needs to make sure our community is prepared for disaster. It's everyone's job to be prepared not just the fire department. Citizens need to be prepared to sustain themselves for 3-7 days, get informed, find safety, and take action to be prepared to improve the recovery effort. Chief advised the Get Ready Marin program offers the CERT, Certified Emergency Response Team, training program. Kentfield Fire District will be teaching this course in November at the College of Marin. Another disaster preparedness option is to create a mobile disaster trailer, page 3 of the packet, shows picture of this type of unit from Corte Madera, currently staged in a parking lot in their jurisdiction. These units are stocked with medical supplies, tools for CERT personnel, tables, cones, pop up tents, and a generator. The site of the unit is a place for CERT personnel to congregate to prepare/handle the disaster. Chief Pomi asked the Board if they would want to create this unit at Kentfield. Chairman Naso and the Board showed interest. Chief Pomi commented the trailers can provide limited supplies to fill the 72-hour gap for the Red Cross to respond and noted that Kentfield has 2500 residents. He reported Engineer Marty researched the cost to purchase and insure this equipment is estimated at \$15,000. Chief Pomi recommends filling the unit with tables, tents, medical supplies, some emergency cases of water, a generator, power strips, blankets, ponchos, and extra batteries for our community. Director Murray commented he recognized that residents should prepare themselves however; he views this unit as an educational tool and a valuable resource. Director Murray recommends the District reach out to the community and encourage them to take action. Chairman Naso suggested the District engage homeowners associations in the area, ask if they are interested, and want to get involved in this effort and help stock the supplies. Chief Pomi will initiate this project and reach out to staff members to work on this project. If any Board members are

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interested along with a community member we can form a sub-committee and set goals, refine the direction and financial needs then address the full board for consideration. All Board members approved of this action.

- b. Pancake Breakfast: Chief Pomi reported the annual pancake breakfast and open house is on Sunday, October 8. In addition to the jumpy and balloons the Kentfield/Greenbrae Historical Society will attend as well as Erik Humber, our Blood Bank Coordinator. We will serve pancakes, eggs, sausage, and yogurt. Chief Pomi asked Board members to attend if they are available. Engineer Trimble is chairing the event with Firefighter Bridges assisting.

**DIRECTOR MATTERS:**

Director Evergettis attended FireSafe Marin meeting. He reported the organization is disbursing PG&E grants, most recently one to Larkspur/Corte Madera. He added that Sleepy Hollow District had 50% turnout for evacuation drill.

**CORRESPONDENCE:** Reviewed

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

**APPROVAL OF WARRANTS:**

Directors Evergettis/Corbet M/S to approve warrants 805301036 to and including 805301108 for \$450,410.51. All Ayes

The next regular meeting to be determined. Audit presentation may be November or December.

A moment of silence was held for departed members.

M/S Naso/Murray to adjourn this meeting at 7:35 p.m. in honor of Michael J. Buck Murray. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary