

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

MEETING TYPE: Regular

DATE: November 15, 2017

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Evergettis/Corbet to approve the minutes of September 20, 2017. All ayes. Director Gerbsman abstained.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: N/A

UNFINISHED BUSINESS:

NEW BUSINESS:

- a. 2016/17 Independent Audit Presentation: Mr. Mark Wong introduced himself to the Board, commenting this is his firm's fourth year auditing Kentfield Fire District. He explained the audit team consisted of one supervisor and two staff members that worked two-five day intervals. Mr. Wong presented the following audit highlights. He reviewed the Memorandum of Internal Control and Required Communications advising the audit tested certain internal controls, not all. The District statements are value statements in all aspects. Mr. Wong continued reporting the following findings from the Basic Financial Statement. The District net position is \$5,375,762 as of 6/30/17. This figure incorporates long-term assets and liabilities; fire engine purchase, lease on building and the sizable pension liability as noted, \$5.2 million. The total net position is \$5 million, an increase of \$1 million from last year's audit. This increase is due to a .1% increase in the CalPERS discount rate. CalPERS announced it plans to reduce the discount rate for the next two years resulting in an increase of pension liability for government agencies. Noncurrent assets, pre-funded OPEB obligation, currently reported at \$753,429 will be reported as a liability in 2017/18 under GASB75, the new accounting standard. Mr. Wong reported the net change in the Governmental General Fund is \$496,612 with reported revenues higher than budgeted reflecting a net change of \$2.4 million, a positive change. He cautioned the Board to be aware that the upcoming changes with GASB75, the OPEB liability, and the projected decrease in the CalPERS discount rate, the District position will change next year. He reported the 2015 unfunded OPEB obligation reported by the actuarial was \$2.1 million. There will be a change in this liability on the next actuarial report in 2018 because of the new measurement. Mr. Wong explained the OPEB asset, due to the GASB75 reporting will become a liability in 2017/18 audit. In summation, Mr. Wong advised the audit had no findings to report. Mr. Wong asked the Board if they had any questions. There was none.

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

M/S Gerbsman/Evergettis to approve the Basic Financial Statements for Fiscal Year Ended June 30, 2017 as presented by Mr. Mark Wong. All ayes.

M/S Gerbsman/Corbet to approve the Kentfield Fire Protection District Memorandum of Internal Control and Required Communications Fiscal Year Ended June 30, 2017 as presented by Mr. Mark Wong. All ayes.

Chief Pomi recognized Accountant Hom and Secretary Mulkeen for the work they performed during the audit. The audit on-site work began in August with a return visit in September. There was a tremendous amount of correspondence between the auditors and the District completed within a short timeframe.

Account Hom recognized both Chief Pomi and Secretary Mulkeen's efforts. He commented this is the earliest, in his recollection, that the District has presented the financials to the board. He added it was most timely to see the financial reported in November rather than February the following year.

Director Gerbsman recognized the team for their performance. He added that from his experience having been involved in a number of audits over the years the financial controls, presentation and the assistance of the team has been excellent.

- b. Shared Services Concept: Chief Pomi referred to his staff report in the board packet. He explained as the District continues to try to provide better service to our community the District, at times, is limited in resources due to the structure of our organization, and needs additional resources. He introduced the concept of shared services and explained it may mean reaching out to our neighboring agencies within the County. Shared

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services may be utilized in fire prevention, administration, and other processes. The advantages include cost sharing, less duplication, increase firefighter and public safety, in addition to strengthening the District, our mission, and potentially our neighboring agencies. Chief Pomi added there might be some opportunities offered to the District as well as other neighboring agencies. Chief recommended the Board create an ad hoc committee to discuss and explore shared services opportunities in addition to addressing District personnel needs, and then present information to the full board at our monthly meetings for further discussion. He recommends two board members, a labor representative serve with him on the committee. Directors Gerbsman and Evergettis volunteered.

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

M/S Evergettis/Gerbsman to approve the creation of an ad hoc committee to investigate shared services concept/opportunities and the selection of the two board members to participate. All Ayes.

Chief Pomi will contact the new ad hoc committee members to schedule a meeting.

CHIEF'S REPORT:

Chief Pomi introduced this new format to highlight activities from the District. He reported the following:

Projects/Initiatives/Committees

RVPA - October and November meetings cancelled. The Defibrillators were purchased and distributed. We have them on our apparatus.

MERA – Running into extended delays with a potential go live date in 2019-20. Motorola is working on coverage issues. Director Naso reported the next meeting is November 29, 2017.

MCFCA - Meeting monthly with a scheduled meeting tomorrow. They have been discussing fire prevention, risk reduction (a hot topic), in addition to behavioral health awareness of our employees. The Fire Chiefs are collaborating with local union association group to create a peer support team.

Planning

Holiday Party – Scheduled for December 16. The invite went out. Contact Sharon if you have not received it. The party is with Central Marin Fire at the Corte Madera Rec Center. The dinner is catered with a host bar. Family members are included.

Financial/Budget

Audit – Presented tonight.

Operations/Significant Events

Operations - Chief reviewed the number of service calls for September (87) and October (119). He added that the 911-center received over 3,000 calls the first twelve hours of the Sonoma county incident.

Training/Wellness & Fitness

The staff completed annual physicals and vaccinations for the year. In the coming months staff going through awareness training in-house.

Prevention/Public Education/Community

FireSafe Marin - Chief reported the District received a tremendous number of calls about what the District is doing for the community, etc. Chief encourages residents to access the FireSafe Marin site, a self-paced online resource. Chief and B/C Hadfield discussed setting up educational tours of the North Bay fire communities for Board members and community leaders to learn about defensible space, topography, etc. Chief Pomi suggested community leaders from Greenbrae, Laurel Grove and Kent Woodlands be invited and provided the following dates: November 28, 29 & 30, December 4 or 6, between 9:00 am and 1:00 pm. Chief Pomi directed Secretary Mulkeen to email the Directors and coordinate schedules.

Berens Drive Project – Chief reported Kentfield Fire worked with Marin County Parks and CSA17 to clear this area, owned by the State of California. He directed the Board to the before and after pictures in the board packet. These three organizations worked together to gather funds to get the work done. The State does not have the ability to do vegetation management.

Logistics

Captain Fox is now responsible for building maintenance. Captain Fox reported to the Chief that with the last series of storms, the building did not have any leaks. Engineer Johnston has all engines/equipment working well since their return from out of county. He reports the new engine still on schedule.

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Labor/Association

Chief Pomi announced that the Pancake Breakfast went well. He thanked all the members that helped and supported this successful event. Last night the District had our blood drive with 102 scheduled appointments.

Out of County Events

Out of County Event - Chief Pomi reported that on Monday, October 11 our OES325 responded to the North Bay fires with Captain Fox/B Shift assigned to the Atlas Fire in Napa. In route to the Atlas Fire they stopped on Highway 37 and worked a fire that started there; Task Force 2126, led by B/C Hadfield with engine company Captain Garcia/C Shift, headed up to Tubbs/LNU but they too stopped at the Highway 37 fire to assist OES325. Chief Pomi commented there was a tremendous need for resources immediately at the North Bay Fires. Marin County had thirty-eight engines and 154 firefighters working for a 10-day period on the North Bay Fires; meanwhile extra staffing was provided in the county. Everyone was working at our District, as well as Marin County Fire, Novato Fire too. He commented this is a reflection of the tremendous commitment of our members. Chief asked B/C Hadfield or Captain Garcia if they wanted to comment on the event.

B/C Hadfield reported he was called at 8:00 am on October 11 as a Strike Team Leader, for local strike team 1. After waiting several hours in Novato for south bay engines to arrive, they proceeded to the Atlas Fire on highway 101 without them; they were diverted to the fire on Highway 37. He was assigned to division bravo and ran a bulldozer and aircraft to head the fire off. They worked this fire for five to six hours until it was contained. They were redirected to Shell Vista Fire Department and re-assigned to the Sonoma fires. The Strike Team worked these fires through Thursday morning, with no relief crews available. The first four days, crew got four hours sleep/day. However, on Friday afternoon, they were given a break and rested on a local vineyard. On Saturday, the crew was assigned to the Tubbs Fire, from Fountain Grove to Rincon Valley and rested on Sunday. The remainder of their assignment was in Oakmont, working Monday and Wednesday, with Tuesday and Thursday as rest days. They were released on Friday, October 20. B/C Hadfield commented he was extremely proud of the crew. He worked with three engines from Marin: Kentfield, Central Marin, and Southern Marin in addition to an engine from Watsonville and a water tender from Camp Parks. The Task Force came together quickly and worked really well together. B/C Hadfield added there was no logistical support at beginning of fire. Local citizens and the Shell Vista Fire Department took care of their meals. He recognized Grant Eules and Jesse Pasquale for arranging Camp Marin at the Seminary for the Marin firefighters. He added it seems that when times are bad, the best comes out of everyone.

Captain Garcia added he thought his crew did a very good job. He was impressed by the positive attitude of the people living in this community whether they lost their homes or stayed and saved them. He added he felt Sonoma and Marin County Fire Departments worked well together.

Director Gerbsman commented he was impressed with the out of county report by B/C Hadfield and Captain Garcia and thanked them for their work. He added in the past year and a half his family has made three-911 calls, one a fire and two medical. Director Gerbsman extended his personal thank you to the responding crews.

DIRECTOR MATTERS: N/A

CORRESPONDENCE: Reviewed

DISTRICT OPERATIONS: The Incident Log and Overtime Reports for September and October 2017 were reviewed.

APPROVAL OF WARRANTS:

Evergettis/Corbet M/S to approve September warrants 805301109 to and including 805301165 for \$429,298.41. All Ayes.

Gerbsman/Evergettis M/S to approve October warrants 805301166 to and including 805301218 for \$424,137.45. All Ayes.

The next regular meeting will be held on December 20, 2017.

A moment of silence was held for the North Bay Fire families that lost loved ones and for those that lost their homes. Chairman Naso added he is thankful our firefighters came back safe.

M/S Naso/Gerbsman to adjourn this meeting at 7:25 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary