

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

**MEETING TYPE:** Regular

**DATE:** Tuesday, January 16, 2018

**CALL TO ORDER:** 6:30 p.m. by Chairman Evergettis. Captain Glenn 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:** M/S Gerbsman/Naso to approve the minutes of December 11, 2017. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** 2 presentations move to Chiefs Report

**UNFINISHED BUSINESS:**

- a. Fire Inspector Position – Chief Pomi reported the District received six applicants of which three candidates were interviewed and assessed. Interviews took place last week. The Chief raked the candidates. He reported he is in process of making a tentative job offer pending background and medical checkup. All three candidates work within the fire service in Marin County. Chief Pomi will update the Board in February.

**NEW BUSINESS:**

- a. 2017/18 Mid-Year Budget Adjustment – Chief Pomi referred to his staff report in the board packet noting he is requesting two budget line item adjustments. He explained the initial budget category #9950/State Fires Reimbursement was budgeted at \$200,000. This amount is under budget considering the District was out of county for over 90 days, from July 9 through December 20, 2017. Tonight he is requesting the Board adjust the 2017/18 budget as follows: increase category #9950/State Fires Reimbursement from \$200,000 to \$450,000; and, increase category #1030/Overtime from \$372,000 to \$622,000. He reported that, to date, the District has only received reimbursements from three of the ten out of county incidents. He estimates the District will continue to receive reimbursements through June 2018.

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

M/S Murray/Gerbsman to approve increasing category #9950/State Fires Reimbursement from \$200,000 to \$450,000. All ayes.

M/S Murray/Gerbsman to approve increasing category #1030/Overtime from \$372,000 to \$622,000. All ayes.

- b. County of Marin 17/18 Annual Statement of Investment Policy – Chief Pomi advised the Board the District general funds are banked with the County of Marin Treasury Department, pooled with other Marin County agencies. The County of Marin is required to prepare an annual statement of investment policy to report on how the funds are invested. The Board of Supervisors has approved the investment policy. Agencies with money in the pool are required to adopt/approve the investment policy. Kentfield Fire District has \$2 million in this general fund and \$3 million in reserve. Chief Pomi requested the Board approve the County of Marin 17/18 Annual Statement of Investment Policy.

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

M/S Gerbsman/Naso to approve the County of Marin 17/18 Annual Statement of Investment Policy. All ayes

- c. Form 700/Statement of Economic Interest – Chief Pomi reminded the Board, as elected officials, they are required to complete this form every year. The Form 700 is in their board packet. He asked if any Board members had questions on the Form 700. There was none. Chief Pomi requested Board members to complete the form and return it to Administrative Assistant Mulkeen who will file with the appropriate agency.
- d. Ethics Training/AB1234 – Chief Pomi announced this law requires two-hour training every two years. Our records show all Board members need to take this online training now. He advised that Administrative Assistant Mulkeen would email Board members the link to the training website tomorrow. He encouraged Board members to contact Administrative Assistant Mulkeen if they had any difficulty with the training.

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- e. FDAC Conference – Chief Pomi announced the 2018 annual conference would be in Monterey, CA from April 10-14. He reported that he and Director Naso attended last year. The conference presentations vary from legal updates to tree mortality. The District will cover registration, hotel and meals at no cost to Board members wishing to attend. Topics this year have not been announced, however, they will have legal updates and governance. Chief Pomi and Director Naso are attending. If interested contact Administrative Assistant Mulkeen by Friday, January 26, 2018.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

RVPA: Meeting was held on January 4, 2018.

MERA: Chief reported he received an email on Friday, January 12 that the MERA Board and Marin County DPW will work with the Regional Planning Committee and the FCC to get the 700 megahertz system approved. There was potential we would have to turn our system down which meant we would have to put in more towers causing further delay. However, on Thursday, January 11 Chief Pierce, President of MERA, said our application was approved without changes. This is a tremendous win for Marin County. This puts the project on a faster track to complete the project in two years. The next MERA Board meeting is scheduled for January 24.

MCFCA: Chief Heine is retiring from Novato Fire Protection District, January 2018. He served for 32 years with the District. He has taken a Fire Chief position with Rincon Valley/Windsor Fire. Bill Tyler, Novato Fire Marshal, has been offered the Fire Chief position.

**Planning**

Holiday Party – Was Saturday, December 16 at the Corte Madera Community Center.

There was a good turnout, 100 people attended. We will continue the tradition.

Crab Feed – Scheduled for Friday, February 16, 2018 at the Log Cabin, in San Anselmo.

**Financial/Budget**

OPEB valuation – Chief reported receiving a completed draft for staff review. Ms. Cathy MacLeod, from Bickmore Risk will give the presentation at the February Board meeting. Accountant Dan Hom will attend and present our mid-year review and the Board can work on the allocation of unassigned fund balances. Chief Pomi explained he wanted the Board to hear the OPEB valuation report first so the Board understands the District's financial position, what our unfunded liability is, and approve a pre-funding policy.

**Operations/Significant Events**

The District responded to 105 calls for service in December.

1171 total calls for service in 2017. Up from previous year.

**Training/Wellness & Fitness**

Annual Infection Control Training delayed due to Engineer Viau being called out of county.

The crews started 2018 EMT training and will continue with Shift/Company and CMTC training.

**Prevention/Public Education/Community**

KWPOA annual meeting tomorrow night at MAGC. Chief giving presentation of fire preparedness.

Collaboration planning meeting with Marin Parks/Open Space. They are putting together a VMP work plan for the Greenbrae/Redwoods and Baltimore Canyon area.

Firewise Workshop is scheduled on Friday, February 9, 2018. The District published the workshop on our website and NextDoor. Open to all residents.

**Logistics**

Building – HVAC system has remained leak free since the last rainstorm. Captain Fox and Firefighter Bridges going through building and will create a maintenance schedule of repairs in addition to a two-year plan.

New Engine 17 – Engineer Johnston announced he and Engineer Nelson would travel to Wisconsin in three to four weeks to review and ensure all the changes they requested have been implemented. The engine will be completed and on the floor ready for their examination. Engineer Johnston distributed the new engine specifications to Board members and highlighted the following features: There will be a yellow/red chevron pattern on the back of the engine, a DOT requirement. Full airbags providing roll over protection-a newer safer system. It will have a diesel exhaust system, which helps gas burn cleaner. In the cab, all seats will be facing forward, which helps the firefighter prep when going to a fire. They created compartments to store goods (boots, helmets), a DOT requirement, making it safer for the firefighters. An additional option will allow them to shut down the engine but keep all the engine emergency lights on. The lights will be

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bigger and brighter around the outside of the vehicle. It will also have an auto-start feature, which will start the engine if the batteries are running low. It will have 500-gallon water capacity and increased horsepower to 50. The engine colors will be different and the front bumper will have a 1-3/4" hose line, 50 feet long. Engineer Johnston estimates Pierce employees would deliver the engine by March 1. The radios and wiring will be installed here. Pierce personnel will train District employees.

**Labor/Association**

Chief reported two members are currently on leave of absence.

**Out of County Events**

Captain Dave Glenn gave the following highlights of the Thomas Incident in Ventura/Santa Barbara County. Captain Glenn was the Assistant Strike Team Leader working with Strike Team Leader B/C Jeff Rowan from San Rafael Fire. OES325 left for this assignment on December 5 returning to Kentfield on December 20. He gave an overview and presented pictures of a typical fire camp layout reporting 7,000 to 8,000 firefighters worked the Thomas Fire. The strike team he worked with provided structure protection for four to five days in Ojai. On December 10, they were assigned below a hilltop fire operation and worked on a dozen spot fires due to high winds. On December 16, they were advised the fire was moving in their direction and were assigned to Park Hill Lane to provide structure prep for several days. Captain Glenn pointed out a hiking trail, which was widened by a hand crew. His strike team put in hose line on that ridge to provide protection if needed. It turned out they could not use the line because the fire got too intense too fast. Captain Glenn showed a sequence of dramatic pictures showing the approaching fire, how fast the fire moved, and then flames on and around the home they were protecting, with winds gusting at 40-50 mph. The Division told them to pull out as fast as they can because the fire was over-running the entire area. Captain Glenn commented he never saw a fire move this fast. As they were evacuating the area they could see eight to ten other houses that would have burned had they not put out spot fires. An hour later they headed back to the house they were protecting and found the fire was in the house burning through the roof tile. Captain Glenn showed a picture of Captain Garcia looking into the house to see if there was anything they could possibly do to save this house. They decided it was unsafe to make entry to save the home as the roof was sagging in several places and the structure was unsafe. They had wildland fire apparel on, not structure fire apparel and were not equipped to enter the building. He concluded by saying it was intense that day, just shocking for all of them to be at a fire in the middle of December. Captain Glenn added this is the area of the mudslide and shared a number of maps and photos. After the presentation, Captain Glenn responded to a number of questions posed by Board members. Chief Pomi thanked Captain Glenn and the crew for their work on this fire.

**DIRECTOR MATTERS:** Director Evergettis attended the FireSafe Marin meeting and commented on the current drive to make communities safe. FireSafe Marin is looking for funds to get the work done.

**CORRESPONDENCE:** Reviewed. Chief Pomi commented on the firefighter behavioral health commitment letter and a letter from Bickmore Risk regarding a donation they made to the Bay Area Firefighters and Families Fund.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed for December 2017.

**APPROVAL OF WARRANTS:**

M/S Directors Gerbsman/Naso to approve December warrants 805301280 to and including 805301319 for \$507,176.67. All Ayes.

The next regular meeting will be held on February 21, 2018.

A moment of silence was held for Cory Iverson, the firefighter who lost his life in the Thomas Fire, and to give thanks for the safe return for our members.

M/S Murray/Gerbsman to adjourn this meeting at 7:43 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary