

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

MEETING TYPE: Regular

DATE: Tuesday, February 21, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Engineer Johnston 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 Naso/Gerbsman to approve the minutes of January 16, 2018. 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. Fire Inspector Update – Chief Pomi advised the board the District received six applications and interviewed three applicants. Chief extended a conditional job offer to the top applicant, but they turned down the position. Chief contacted the remaining applicants for further consideration but he was not comfortable offering the position to either. Chief Pomi reported he has redefined the job responsibilities and will have Fire Marshal Ruben Martin continue with the District plan reviews, inspections, and enforcement piece. The Chief will handle community outreach. The engine company shifts will handle vegetation inspections. Todd Lando will consult with the District to do our summer vegetation management program this year. Chief said he is comfortable with current staffing level. In the near future, the Chief may repost the position to a larger base the first week of March. The funding for this position remains in the budget at \$75,000. There are no additional funds expended because of not filling this position at this time. Director Gerbsman expressed concern about overextending current staff. Director Naso offered to help if needed.

NEW BUSINESS:

- a. OPEB Presentation by Catherine MacLeod of Bickmore – Ms. MacLeod could not make the meeting due to a schedule conflict. Chief Pomi and Accountant Hom presented the report. Accountant Hom advised the District is required by CalPERS to provide a biannual actuarial report every two years. This valuation is as of June 30, 2017. Accountant Hom highlighted the following sections of the report: The Executive Summary on Page 1, Section A. He explained a couple of years ago the actuarial standards changed their valuation to include the implicit (age-rated) and explicit (age-based) liability. Accountant Hom explained CalPERS health premiums are not age rated. The premium rates are the same whether you are 19 or 64 years old. Based on this type of rating the actuary valued the liability based on the CalPERS rate and they are too low. As a result, the younger population subsidizes the premiums for the older population. Based upon the actuaries' calculation if CalPERS was an age rated health plan it would add an additional \$727,000 to the liability. As a result, this increases the District's total actuarial accrued liability to \$4.10 million; the District has funded the account just under 50% at 48.9% or \$1.96 million, bringing the total unfunded actuarial accrued liability to over \$2 million. Accountant Hom commented that the District has made great strides at bringing this debt down. Accountant Hom referred to page 13, Table 1A-Actuarially Determined Contribution for Fiscal Years Ending 2020 and 2021. He reported our unfunded accrued actuarial liability is \$2 million, amortized over 19 to 20 years for years ending 2020 and 2021. Based on these figures the unfunded actuarial annual liability payment for currently retired employees is \$138,000 or \$142,000; the normal cost for our current active employees is \$196,000 or \$202,000. The total actuarial determined contribution (ADC), previously known as ARC (annual required contribution), is \$357,689. Accountant Hom advised the District is in a good position. Currently the District is paying the amount of the ADC and paying for the retiree health premiums. These two figures exceed what the District is funding annually. This figure will taper off as we continue to post 100% funding and the years to pay off the liability will decrease significantly. The District is also using a lower estimated rate of return, 6.73%; therefore, the District will not take the full 20 years to pay down the liability. Chief Pomi added the District started funding the OPEB liability in 2008/09. This year the District is right at the ten-year mark. Accountant Hom asked the Board to accept the report as prepared by Bickmore.

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

M/S Gerbsman/Naso to approve the OPEB Actuarial Valuation Report as prepared by Bickmore. All ayes.

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- b. OPEB Funding Policy – Accountant Hom advised the second part of the OPEB actuarial is to establish a funding policy. The staff's recommendation is to establish funding at 100% of actuarial determined contribution as stated in the actuarial. Chief Pomi added this funding policy covers years ending June 30, 2020 and June 30, 2021.

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

M/S Gerbsman/Naso to establish the District funding policy at 100% of the Actuarially Determined Contribution. All ayes.

- c. F/Y 2017/18 Budget Mid-Year Review: Accountant Hom presented the following budget highlights covering July 1 through December 2017.

District Revenues: *Category 9001/Property Tax Current Secured*-the District has received \$2.4 million of the \$4.4 million budgeted. *Category 9007/Special Assessment Current*-reflects \$300,000 received with \$543,000 budgeted. These revenues are at 56% of annual budgeted amounts. *Category 9046/Excess ERAF*- received \$143,000 with \$225,000 budgeted. Based on the figures the District will end up above budget as of the end of June, a positive position. *Category 9950/State Fires*-as of December 2017 \$200,000 was received. However, the District has outstanding invoices with CalOES. Accountant Hom noted that in January 2018 the Board amended this budget item increasing it from \$250,000 to 450,000. Total Revenues as of December 2017 at \$3.3 million, 58% of annual budgeted amount. The District position is strong.

Salaries & Benefits: Total Salaries at \$2.63 million, 54% of the annual budgeted amount. *Category 1030-Overtime* at \$444,000 due to increase in out of county assignments. He commented that the Board approved a \$250,000 OT budget adjustment in January. Even though this category shows OT over budget, it will not be at the end of the fiscal year due to this OT budget adjustment.

Services & Supplies: \$341,000 spent, at 46% of annual budget.

Capital Outlay: \$22,000 spent as of December 2017. The fire engine expected in March 2018 was pre-paid in February 2017, during the last fiscal year, for \$626,000. It does not reflect in this year's budget. Chief Pomi added the following upcoming purchases for this fiscal year are radios and equipment for \$50,000, \$11,000 for fire equipment. Once the new engine arrives, there may be additional costs/upgrades to cover. Additional costs may include hose and hydrants, and PPE replacement in the spring. Firefighter Bridges with B Shift are managing our building maintenance program and may have some expenses forthcoming, some necessary work on the LaFrance shed, etc. Of the \$337,000 budgeted in Capital Outlay, Chief Pomi estimates the building expenses to be at \$130,000.

Accountant Hom reported that as of the end of December, the budget has a half million-dollar surplus remaining. The District is in a good position. Accountant Hom asked if there were any questions. There was none.

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

M/S Gerbsman/Corbet to accept F/Y 2017/18 mid-year budget review as presented by Accountant Hom. All ayes.

Chief Pomi thanked Accountant Hom for reporting the actuarial report and the mid-year budget analysis.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA: The January meeting was cancelled.

MERA: On January 24, 2018, MERA passed the regional planning committee requirements. They are now back on schedule for the system to be up by 2020. They are starting the environmental impact process.

MCFCA: Chief Bill Tyler appointed NPFDF Fire Chief. The Fire Chiefs are having a planning retreat and workshop the first week of March. The workshop topics include leadership, strategic planning and resource.

Planning/Actions

Disaster Preparedness Trailer: Director Naso, Engineer Marty and Chief Pomi met to discuss the disaster trailer to be used at the District. Chief Pomi met with the President of Marin Catholic High School and reported the school gave a verbal commitment to partner with the District.

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Todd Lando: Chief Pomi advised Todd Lando will contract with the District to assist in vegetation management inspections in the Woodlands (all 559 properties) and 200 additional properties in the Laurel Grove area and Greenbrae. The District has identified high hazard areas. The District Seasonal Firefighters, once hired, are scheduled to start in April and begin training. In May/June they will work with Mr. Lando to conduct these vegetation inspections. Chief Pomi commented that in previous years the engine crews conducted these inspections but would be interrupted by 911 calls. This year there will be an education focus with a series of three inspections: the initial inspection, follow up inspection, and a final inspection after that. Todd Lando will also assist the District with numerous grant opportunities.

Financial/Budget

OPEB Valuation: presented at the February board meeting.

Mid-year Budget Review: presented this evening.

Operations/Significant Events

The District responded to 80 calls for service in January.

The 2018 Seasonal Firefighter recruitment has begun. Our goal is to bring them on earlier this year.

The Marin County Fire Chiefs' Association was awarded a \$50,000 grant for behavioral health from the Secret Santa in Sonoma County. Marin, Sonoma and Napa County Fire Agencies will use this money to enhance behavioral health for employees and first responders. Chief Pomi & Chief Welch had applied for the grant.

Training/Wellness & Fitness

Annual Infection Control Training-everyone working through the training.

Bail Out Training, Fire Fighter Survival - Captain Glenn scheduled this training. He coordinated with Marin General Hospital to use their parking structure for the training.

Commercial Driver's License – Pre-trip inspections, Air Brake Systems – a retired CHP officer came in and gave class; he provided a tremendous amount of information.

Prevention/Public Education/Community

Local Fire Preparedness Community Meetings: Chief Pomi attended and gave presentations at the KWPOA general membership and the Safety Committee and a Lady's Group. Chief met with Greenbrae residents hoping to get a group together and with Moses in the Priory. The participants are very active and willing to participate in prevention activities. Lots of groups interested in safety and what they can do. FireSafe Marin continuing with their educational piece. Senator Mark Levine conducted an event two weeks ago; March 6 the Board of Supervisors are also holding an event at the Supervisors Chambers. Chief learned that the public has not been educated on what the fire agency has done and has been doing to prevent fires in our community.

Logistics

Building: Chief reported that B-Shift personnel have created and have implemented a maintenance program.

New Engine 17: Engineer Johnston reported he and Engineer Nelson are going to Wisconsin on Sunday for a two-day inspection of the engine. He advised that the engine is built and ready for final inspection. He will review his detailed notes to ensure all requirements/changes are completed. Golden State will document the District's comments; meet with the manager who will ensure all issues are resolved. A driver will drive the new engine to Sacramento. Delivery date TBD. Engineer Johnston projects the engine will arrive at the District in middle of March. The District staff will need to work on it. Chief estimates the new engine will be in service the first week of May.

Labor/Association

Chief reported two members are currently on medical leave of absence. Appears both will be extended. He is starting to explore options for staffing due to upcoming fire season. One of the options he is considering is to bring on a temporary firefighter, under a single contract, to fill the vacancy.

The Crab Feed on Friday, February 16, 2018 at the Log Cabin in San Anselmo was a success. Chief Pomi thanked Captain Glenn for planning the event. They had a good turn out.

B-Shift attended a 97-year-old B-Day Party – great community event.

Provisional Firefighter: Chief Pomi requested that the Board approve Provisional Firefighter Bridges become a permanent Firefighter with the District. Firefighter Bridges has been in the position for two years. Historically this position is created during transition times. It allows the District to hire and train a firefighter, and then step into the full time Firefighter position. The District currently has nine professional firefighters with one provisional. Currently the Provisional Firefighter continues to get all benefits except a \$100,000 life insurance policy, estimated to cost the District \$180/year. Chief Pomi recommends that Firefighter Bridges become a permanent full time Firefighter covered by the Association's MOU. The District has the funds for it. Chief considers the Provisional Firefighter position very beneficial to the District

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

M/S Gerbsman/Naso to approve changing Bryan Bridges from Provisional Firefighter to a full time permanent Firefighter.

Out of County Events

Montecito Mudslides – Chief Pomi referred to Engineer Viau Letter. He is a member of USAR team. All members have returned safely after doing some tremendous work in Southern California.

DIRECTOR MATTERS: Director Naso commented he is excited about the disaster trail. He believes it will be a good resource for the District. He is enthusiastic that this project is moving forward. Director Evergettis informed the Board that Chief Pomi gave an excellent presentation to the Woodlands HOA.

CORRESPONDENCE: Reviewed. Chairman Evergettis commented the District Firefighters have done excellent work and the Board is proud of them.

DISTRICT OPERATIONS: The January 2018 Incident Log and Overtime Report were reviewed.

APPROVAL OF WARRANTS:

M/S Directors Naso/Gerbsman to approve January warrants 805301320 to and including 805301402 for \$483,031.10. All Ayes.

The next regular meeting will be held on March 21 2018.

A moment of silence was held for the victims of the Marjory Stoneman Douglas High School tragedy.

M/S Naso/Gerbsman to adjourn this meeting at 7:23 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary