

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, April 18, 2018

**CALL TO ORDER:** 6:30 p.m. by Chairman Evergettis. Captain Fox 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:** Naso/Gerbsman M/S to approve the minutes of March 21, 2018. All ayes.

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

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. **CLOSED SESSION-KAPF:** The Board moved into closed session at 6:31 pm. The Board returned to open session at 6:55 pm. Chairman Evergettis advised he had nothing to report.

**NEW BUSINESS:**

- a. November 2018 General Election Notification for Districts: Chairman Evergettis reported there are several Board members that will be up for re-election this year. Chairman Evergettis advised the Board they are required to adopt a resolution. Chairman Evergettis read Resolution 1-2018.

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

- b. Resolution 1-2018: Directors Gerbsman/Naso M/S to approve Resolution 1-2018 proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.

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

Chief Pomi thanked the Board and advised he will send the Resolution up to the County Elections Department. Chief added affected Board Directors would need to complete/file appropriate documents with the Elections Department if they wish to run for the position. We will keep the Board Directors apprised of the filing deadline.

- c. FASIS Notice of 2018 Board of Directors Election: Chief Pomi explained that FASIS is our worker's compensation self-insurance carrier. They oversee our workers compensation program of which Athens Administrators are our third party administrator. FASIS has a governing board with four open positions for the July 1, 2018 – June 30, 2021 term. The official ballot requests we select up to four candidates. Chief Pomi recommends nominating the four incumbents: Ms. Gloriann Sasser of Moraga-Orinda Fire Protection District, Fire Chief Bill Tyler, Novato Fire Protection District, Acting Fire Chief Roger Meager, Ross Valley Fire Department and Fire Chief Rich Pearce, Tiburon Fire Protection District.

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

Directors Naso/Murray M/S to nominate Ms. Gloriann Sasser of Moraga-Orinda Fire Protection District, Fire Chief Bill Tyler, Novato Fire Protection District, Acting Fire Chief Roger Meager, Ross Valley Fire Department and Fire Chief Rich Pearce, Tiburon Fire Protection District.

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

- d. Unassigned Fund Balances: Chief Pomi explained that every year after the audit the Board has the opportunity to re-align the unassigned fund balances. The Chief and Accountant Hom review the financials and take the opportunity to reassign money not spent the prior year and/or excess revenue, and assign these funds to reserve allocation funds. This process allows the District to re-allocate funds to save for future purchases, for example apparatus replacement, etc. Chief Pomi recommends moving a total of \$532,706 into assigned reserved funds as follows:

Category 6910/Apparatus Replacement: Move \$150,000 into this category increasing this fund balance from \$325,572 to \$475,572. Chief explained that

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the District would need to replace Truck17 in 2023 at an estimated cost of \$1.1 million. If the District continues to fund this line item with \$150,000 every year the reserve fund will reach \$1.225 million by 2023. If we continue to fund this line item through 2029 the fund will have \$1.825 million. This will fund a new truck and an engine.

Category 6915/Building Replacement/Renovation: Move \$245,000 into this category increasing this fund balance from \$202,899 to \$447,899. Chief Pomi commented that the roof was not addressed when the building was renovated and will need to be replaced in the future. If the District funds this category by \$100,000 a year, we can have over \$1 million in this fund in 10 years.

Category 6942/OPEB: Because of the OPEB evaluation, the District has to pay an ADC of \$357,689 annually. Chief Pomi recommends adding \$82,706 to this fund bringing the total fund from \$274,983 to \$357,689.

Category 6965/Planning, Mapping and Vegetation Management: Add \$30,000 to this fund bringing the total fund from \$30,000 to \$60,000. Chief added he wants to create a grant opportunity for vegetation management for our community. This program will be set up to assist residents that do not have funds with matching grants to cover the cost of implementing a vegetation plan.

Category 6970/Heavy Rescue Equipment: Currently this fund has \$25,000. Chief Pomi recommends adding \$25,000 for a fund total balance of \$50,000. He explained that the equipment's life is reaching its end, having used it for eighteen years. New equipment is estimated at a little over \$40,000.

Chief Pomi asked the Board to approve re-allocating a total of \$532,706 from unassigned funds to assigned allocated funds.

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

Directors Murray/Gerbsman M/S to approve the re-allocation of the unassigned fund balance of \$532,706 into assigned fund balances recommended by Chief Pomi to meet the total reserve allocated fund balance of \$3,080,203.

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

- e. Kentfield Fire District Board of Directors Stipend Pay for Meetings – Chairman Evergettis commented he has been thinking about the Director's stipend and noted that the stipend has not been addressed since 2002. Chief Pomi met with Accountant Hom and reported upon investigation, they found some fire districts are considerably ahead of us in relation to compensation. They found that other board members are paid, through a calculation, by the number of meetings they attend and the number of times they come to the fire station for business purposes. Some of these districts have capped the compensation at \$400 per month. Chairman Evergettis proposes that we change our stipend from \$100 per meeting attended to a monthly per-diem of \$250 with the condition the stipend be reviewed on an annual basis. He estimated the annual cost of the stipend at \$15,000. Chief Pomi concurred with Chairman Evergettis and liked the idea of a \$250 stipend paid every month. He added Directors not only come to board meetings, sign checks, attend assigned committee meetings, a few Directors attend meetings on behalf of the District. Director Naso attends the monthly MERA meetings, and Director Corbet sits on RVPA. Chief Pomi reported the current Director's budget is \$8,000; we only spend \$4,000 annually. If the stipend is approved it would increase the budget by \$7,000 which our budget can withstand. Chairman Evergettis remarked that as Board members, they are not on the front line but they are here to ensure that our community is protected, and that the Fire District has the fire equipment and resources in order to serve their community. He recommends the Board approve the \$250 monthly stipend and review the stipend on an annual basis. After Board discussion on comparable Board stipends from other public agencies, input from the Firefighter's Association, and the fact the Board stipend has not been raised since 2002 the Board was unanimous in support of this stipend increase from \$100 per meeting to \$250 monthly per-diem.

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

Directors Murray/Corbet M/S to increase the Director's stipend from \$100 per meeting to \$250 per month.

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

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

FDAC: Chief and Director Naso attended the conference last week in Monterey.

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*MERA:* Radio equipment will be ordered soon. The Chief will meet with Engineer McKnight to review the order.

Planning/Actions

*Seasonal Firefighters:* Three Seasonal Firefighters completed the background process, have been offered jobs and are completing new hire paperwork. They start on May 14. Chief commented he is glad to see three brand new Seasonal Firefighters hired with the District. Chief thanked Firefighter da Roza for his past service. Firefighter da Roza is attending paramedic school this summer.

Training/Wellness & Fitness

Firefighters have done their annual PACK testing this month. The PACK testing helps reinforce they are physically fit to perform out of county assignments. Engineer Viau has put together a health/fitness assessment program. Everyone will go through the program. Blood work up, stress tests, and EKGs are part of the testing profile.

Prevention/Public Education/Community

*FIREsafe Marin/PG&E Fuel Reduction Grant Update:* The District was unsuccessful with our \$30,000 grant with PG&E. Marin County Fire was granted \$30,000 to fund a project in Novato. Consultant Lando is currently working on a CalFire grant for the District so we can continue with our projects.

*Greenbrae Redwoods* – The CCC and the Marin Open Space have completed the project in this area.

*Vegetation Management Plan* – Kentfield residents should receive a flyer on defensible space requirements by the end of the month. The District Seasonal Firefighters will start the defensible space project in mid-May.

Logistics

*Building:* The trees were trimmed in station back yard. The gas pump and generator are no longer covered by overhanging tree branches. Captain Fox, Firefighter Bridges and crew are working on the LaFrance shed. The roof will be replaced and gutters remounted, a new door installed, exterior re-sided and repainted as weather permits.

*New Engine 17:* Currently at Golden State in Sacramento. Engineer Johnston was there Tuesday, April 17. They have work to do and a complete review to be done. Golden State is behind schedule with seven to eight engines to work on before ours. It may be four more weeks before the new engine comes to Marin.

Labor/Association

*Currently two members* are currently on work injury. Our first contract negotiation meeting is scheduled for May 7.

Out of County Events

*The Water Team* on standby for Northern California activity.

**DIRECTOR MATTERS:**

Director Naso reported the FDAC conference was informative. He attended sessions on taking action against cancer in the fire service, sexual harassment, psychological and physical disabilities for employees, and the Santa Rosa Fire Chief presentation on the night of the North Bay fire. Director Naso added he would like, at a future meeting, to discuss a Blood Safe Community. He heard information about this topic at the conference.

**CORRESPONDENCE:** Reviewed.

**DISTRICT OPERATIONS:** The Board reviewed March 2018 Incident Log and Overtime Reports.

**APPROVAL OF WARRANTS:**

M/S Gerbsman/Naso to approve March warrants 805301463 to and including 805301516 for \$413,550.82. All Ayes.

The next regular meeting to be determined.

A moment of silence was held for our troops abroad.

M/S Gerbsman/Naso to adjourn this meeting at 7:41 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary