

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, June 13, 2018

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Corbet to approve the regular meeting minutes of May 7, 2018. All ayes.

M/S Gerbsman/Murray to approve the special meeting minutes of May 14, 2018. All ayes.

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

**AGENDA ADJUSTMENTS:** KAPF Union Rep Garcia was unavailable at the start of the board meeting therefore Chief Pomi recommended the Board move Items 7a and 7b from the Unfinished Business to after Item 8h, under New Business. The Board concurred.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**NEW BUSINESS:**

- a. Ross Valley Paramedic Authority Ballot Measure (November 2018) Update – Chief Pomi explained the RVPA is made up of eight member agencies: Corte Madera, Kentfield, San Anselmo, Fairfax Larkspur, Ross Valley, Sleepy Hollow and the unincorporated areas of Ross Valley (Manor area). Chief Pomi referred to his staff report in the board packet explaining every four years the RVPA brings a tax measure to member agencies for board ratification. The tax measure was proposed by the RVPA in November 2014 and approved by the voters in all member agencies. This tax began at \$57 plus a 50-cent administrative fee paid to the county, and incrementally increased \$6 each year for four years. November 2018 this tax measure will be in its fourth, final year, capping at \$75. The RVPA Board of Directors met with their Finance Committee and staff who recommended continuing this tax for another four-year cycle with an annual tax rate increase of \$4.00 per year. In Kentfield, this tax will raise \$223,500 for the RVPA. Chief Pomi explained a Yes vote would maintain a high level of services, with no fiscal impact to the District. If the Board approves this tax and resolution, the District will have this RVPA tax as a ballot measure on the November 6, 2018 election.
- b. Resolution 5-2018 supporting the Ross Valley Paramedic Authority Measure – M/S Murray/Gerbsman to adopt resolution 5-2018 proposing an increase in the paramedic service tax, establishing a date for election, adopting intended ballot language, requesting the consolidation of said election, requesting election services of the clerk and directing that rebuttal arguments may be received.

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

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

- c. Special Fire Tax Assessment F/Y 2018-19 County of Marin Transmittal 3 Rate Schedule - Chief Pomi referred to the District's Measure G, passed by the voters in November 2013. This special tax assessment, currently at 7-cents with an annual COLA, could go up to .1089 cents. Chief Pomi asked the Board to consider the following points: for each .01-cent per square foot assessed, the tax would yield \$76,000 in revenue. The current .07-cent per square foot assessment yields approximately \$543,000 in revenue. He requested that the Board review the proposed budget revenue projections and expenses and determine the special tax assessment square footage rate for FY 2018/19. Chief Pomi added that the special tax revenue would be used solely for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the district. Chief explained that the Board is required to pass a resolution that allows the County of Marin to apply the taxes to property bills. The Board had a brief discussion on the special tax assessment.
- d. Resolution 6-2018 Adopting Special Assessment Rates for F/Y 2018/19 – M/S Gerbsman/Corbet to adopt the special assessment rates for F/Y 2018/19 as presented on the County of Marin Transmittal Three Rate Schedule form.

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

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

- e. **CLOSED SESSION-Conference with legal counsel regarding existing litigation-Gov't Code 54956.9; Workers Compensation Claim Number 15001068:** The Board

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moved into closed session at 6:45 pm. The Board returned to open session at 6:55 pm. Chairman Evergettis reported there was nothing to report.

- f. Resolution 7-2018 Determining the Industrial Disability of Employee Michael Hadfield and Retirement: M/S Murray/Gerbsman to approve Resolution 7-2018 determining the industrial disability of employee Michael Hadfield.

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

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

- g. Permanent Full Time Firefighter Position – Chief Pomi reported to the Board that with Engineer Trimble’s retirement at the end of April, the District has a need to fill a permanent firefighter position. At last month’s meeting the Board approved the Temporary Firefighter position and appointed Firefighter Tescallo. Firefighter Tescallo was the highest-ranking firefighter on our list. Firefighter Tescallo has met all the requirements of the position; he is supported by the entire paid staff and is a valuable asset to our team at the District. Firefighter Tescallo is a three-year employee, working with the District in the capacity of Volunteer, Seasonal and Temporary Firefighter. Chief Pomi recommends the Board approve Firefighter Tescallo be promoted from Temporary Firefighter to Permanent Full-time Firefighter effective July 4, 2018. M/S Evergettis/Gerbsman to approve the promotion of Temporary Firefighter Tescallo to Permanent Full-Time Firefighter effective July 4, 2018.

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

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

- h. FY 2018/19 Preliminary Budget – Chief Pomi worked with Accountant Hom on the FY 2018/19 preliminary budget. Chief presented the following category highlights:

**REVENUE**

**Category 9001/Property Tax Current Secured:** projected to increase above 5%, with an estimated \$228,274 increase.

**Cell Site Revenue Categories:** 9905/AT&T, 9910/T-Mobile, 9945/Sprint-Crown Castle reflect 3% increase due to automatic COLA.

**Category 9920/Marin General Hospital:** reflects 3% increase due to automatic COLA.

**Category 9950/State Fires Reimbursement:** projects State Fires Reimbursement to increase by \$25,000 reflecting a total budget of \$225,000.

**Total revenue change will increase \$267,244 over last year.**

**PERSONNEL**

**Category 1009/Fire Inspector:** last year we budgeted \$70,000. We are currently in process of recruiting a F/T inspector and project an increase of \$31,200 for a total of \$101,200 for this category.

**Category 1010/Extra Hire/Temp FF:** budgeted for \$3,000 at beginning of F/Y 2017/18, then increased through an adjustment to \$70,000 when the Board approved hiring Firefighter Tescallo as a temporary hire. Todd Lando was hired F/Y 2017/18 as an extra hire in this category to consult on vegetation management. For F/Y 2018/19 this category reflects a \$37,000 increase to hire Todd Lando for defensible space for next fire season and a temporary to fill in where needed.

**Category 1030/OT:** Due to a projected increase of out of county assignments this category increased by \$11,000, from \$372,000 to \$383,160.

**Category 1035/Pay @ Retirement:** reduced \$40,000 to cover the payout of sick, comp time and vacation should an employee retire in fiscal year 2018/19.

**Category 1045/Volunteer Relief/Seasonal Firefight:** reflects a \$5,000 increase, from \$75,000 to \$80,000.

**Category 1050/Safety Salaries:** Increases \$136,000. This increase due to the elimination of the provisional firefighter, category 1055, for \$89,996. The provisional firefighter position became a permanent full-time position. As a result the position reclassified into the safety salary category 1050.

**Category 1515/Health Insurance:** Insurance increase is projected at 5% to begin January 2019.

**Category 1530/PERS Retirement:** Reflects a significant increase of \$146,000 for two reasons; one, if the District brings on a new Fire Inspector there may be a slight increase in our CalPERS Safety contribution and two, CalPERS will be lowering their discount rate .25% to 6.75%. This will increase our contribution by \$146,000.

**Category 1560/OPEB:** Increasing \$11,000 from \$345,000 to \$356,000 to meet the District’s annual contribution.

**Total Personnel costs will increase \$297,017.90 from \$4,211,019 to \$4,508,036.90.**

**SERVICES & SUPPLY**

**Category 2007/Legal Fees:** Increasing \$6,500 from \$8,500 to \$15,000 to cover additional legal counsel, Colman & Frost, LLC.

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**Category 2150/Prevention/Public Education:** Reflects a \$20,000 increase from \$16,500 to \$36,500. The additional funds will cover the cost of a Disaster Command Trailer as requested by Director Naso estimated at \$10,000 to \$12,000. The remaining funds will cover additional costs for public education information (mailers, flyers) on defensible space.

**Category 2205/Fire Equipment:** This category will increase \$8,000, from \$22,000 to \$30,000 to cover unforeseen costs of the new engine.

**Category 2210/Medical Supplies/Equipment:** Estimated to decrease \$3,000 due to the RVPA covering the cost of defibrillators.

**Total Service & Supply at \$797,644 reflecting an increase of approximately \$61,647.**

**DEBT SERVICES**

This category covers the required payment for the District building renovation project.

**Category 3110 Fire Station Renovation:** The category reflects an increase of \$8,595, from \$250,675 to \$259,270. The District has six years remaining on this debt to be paid off by June 30, 2024.

**Category 3130/Solar Debt Service:** no change in this category, it remains at \$6,568. This loan will be paid off in two years.

**Total Debt Services at \$316,030.**

**CAPITAL OUTLAY**

**Category 4005/MERA:** This category reduced by \$25,000 from \$75,000 to \$50,000. All the BK radios are purchased and being placed in service this week. We are going through MERA upgrades, will have new bay station radios and with some associated costs that the JPA is not covering.

**Total Capital Outlay at \$338,809, a \$20,734 decrease from FY 2017/18.**

**BUDGET ANALYSIS**

*Total Revenue is increasing \$267,244 at \$5.9 Million*

*Total Personnel is increasing \$297,017 at \$4.5 Million*

*Total Service & Supply is increasing \$61,647 at \$797,644*

*Total Debt Service remains the same at \$316,030*

*Total Capital Outlay is reduced by \$20,734 at \$338,809*

*The projected fund balance for fiscal year 2018/19 will be at \$17,728 to the positive.*

Chief Pomi asked the Board for questions. There was none. M/S Gerbsman/Corbet to approve the proposed 2018/19 preliminary budget as presented by Chief Pomi.

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

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

**UNFINISHED BUSINESS:**

- a. KAPF Labor Contract Negotiation Process – Chief Pomi reported the Union Association Negotiation Team met with the Board committee this afternoon. The Board committee presented the Association with a 3% salary increase offer. Captain Garcia reported he had contacted eight of the nine Association members and advised the Board the Association accepts the 3% salary increase offer, and extended their thanks to the Board. M/S Gerbsman/Corbet to approve the Association salary increase of 3%. All ayes. Chief Pomi directed Admin Mulkeen to update MOU and gather signatures.
- b. CLOSED SESSION-KAPF: The Board did not move into closed session.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

*RVPA:* Our board approved ballot measure tonight. RVPA adopted their preliminary balanced budget. RVPA is now in a positive surplus.

*MERA:* Next Generation Project Update report is in the board packet for your information. Radio orders have been placed. MERA is going through the CEQA review (environmental impact report) of the new gen system.

*History of the Kentfield Fire District:* Retired Chief Paul Smith met with Chief Pomi and presented a proposal to research, document and complete the District's history. Retired Chief Smith has interviewed past employees and plans to work through the archives to produce a 100-page book on the District. Chief Pomi believes it is beneficial to start working on this project now with centennial coming in 2022.

**Planning/Actions –**

*Seasonal Firefighters:* Three seasonal firefighters have started shift. Daily staffing is now four firefighters.

**Financial/Budget**

*2018/19 Preliminary Budget:* Presented and approved.

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Operations/Significant Events

*Acting Captains Test & Assessment – June 6, 2018:* The District partnered with Central Marin Fire to conduct this testing. A total of ten candidates participated. Chief is pleased to report that Kentfield had three candidates, Engineers McKnight, Nelson, and Marty. All three passed and are working on the next steps to become Acting Captain.

*Thank you letter from Chief Scott Shurtz for structure fire in Corte Madera:* Chief commented that Kentfield Fire District assisted with this challenging structure fire.

Training/Wellness & Fitness

*Wildland Training:* now taking place. San Rafael Fire burning at St. Vincent's during Academy training.

*Healthy Firefighters USA:* All paid staff went through the employee assessments with one on one consultations with the trainer. The assessment included physical fitness testing as well as complete lab work. The Consultant reviewed the results with every employee and discussed healthy eating habits and ways to improve our health. This will be annual evaluation. Chief Pomi added with this program the District will be able to track increases/decreases in physical fitness and overall health. If it helps to identify an issue early that can be addressed it is a positive benefit.

Prevention/Public Education/Community

*Alisa Ann Ruch Burn Foundation –* The Sonoma/Marin Burn Relay was on May 23<sup>rd</sup>. The District did not have an engine participate. The Kentfield Association of Firefighters donated \$750.00.

*Blood Bank Drive –* on May 15, 2018 was the most successful drive yet.

*Vegetation Management Program –* Todd Lando has been working with Seasonal Firefighters to conduct 4291 and 4907 inspections. The District has received good response from the community.

Logistics

*Station 17 Parking Lot* has been resealed and parking spaces re-lined/striped.

*La France Shed Repair Project:* The roof and gutters will be replaced and the shed will be painted.

*Stainless Steel covering projects* were completed throughout the station to cover walls that were being damaged.

Firefighter Bridges managed these projects.

Labor/Association

*Contract Negotiations* ratified tonight.

Out of County Events

*No current events*

*Thank you letter from Ventura FD for Thomas Fire*

M/S Evergettis/Gerbsman to approve the Chief's Report as presented. All ayes.

**DIRECTOR MATTERS:** Chairman Evergettis commented he will pick up new engine with Engineer Johnston on Friday, June 15.

**CORRESPONDENCE:** Discussed in Chief's report.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve May warrants 805301587 to and including 805301648 for \$300,354.84. All Ayes.

The next regular meeting is tentatively scheduled for Wednesday, July 18, 2018 however, Chief Pomi reported he may have a conflict and will need to move the meeting to Tuesday, July 17, 2018. Chief Pomi asked board members if they will be available the month of July. All board members confirmed their availability. Admin Mulkeen will send a note out to confirm the July meeting date.

A moment of silence was held for the safety of armed forces abroad.

M/S Gerbsman/Murray to adjourn this meeting at 7:29 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary