

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, December 19, 2018

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

**ROLL CALL:** All Directors were present. Also in attendance were Chief Pomi, Accountant Horn and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Corbet/Naso to approve the minutes of November 14, 2018. Director Evergettis abstained. All ayes.

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

**AGENDA ADJUSTMENTS:** Chief Pomi asked the Board to move agenda item 8a, Independent Audit of District's Financial Statements for FY ended June 30, 2018 to be presented prior to the special announcements/presentations. The Board accepted the agenda adjustment.

**NEW BUSINESS:**

- a. Independent Audit of District's Financial Statements for FY ended June 30, 2018 – Ms. Katherine Yuen presented the following highlights of the 2017/18 Audit: The audit, conducted according to auditing standards generally accepted in the USA, resulted in a clean, unmodified opinion, the best level of assurance. The new accounting pronouncement of GASB #75, Accounting & Financial Reporting for OPEB, effective June 30, 2018, reflects a net liability of \$2 million for the District. The effects of this financial reporting change takes the District's entire unfunded post employee benefit liability and adds it to our net position. Ms. Yuen presented the highlights on the basic financial statements. She presented two perspectives: entity-wide, which includes near-term assets and liabilities and long term assets (an overview of financial position of the entire District) vs fund level financial statements, which only contain near term assets and liabilities (items the District can liquidate in the next 12 months). The fund financial statements aim is to assist board members to make decisions in the near-term for spending on capital assets. Ms. Yuen reported entity-wide the District's long-term assets net position is \$3 million, an increase of \$173,000 from the prior year. The net investment in capital assets is \$4.3 million, with unrestricted liability at -\$1.3 million. The negative position is due to the implementation of GASB #75 reporting requirement at \$2 million. The other portion is your pension liability estimated at almost \$6 million. The two together pension and OPEB liability is \$7.9 million affecting the net position in a negative way. These are long-term liabilities that you liquidate in the long term. Not an immediate concern.

The general fund balance is \$5.1 million, a \$1.2 mil increase from June 30, 2017; the assigned fund balance is \$3.1 million and the unassigned fund balance is \$2 million.

The fund financial highlights report the average monthly expenditures in FY 17/18 at \$444,000 with the unrestricted fund balance at \$5.1 million. In general, Ms. Yuen reported auditors like to see a fund balance that can cover five to six months of expenses. The District unrestricted fund balance can sustain the agency for 11.4 months. A healthy position.

Ms. Yuen reported the Memo on Internal Control & Required Communication likes to see segregation of duties. They report no control deficiencies noted.

Ms. Yuen thanked the Board for their time and asked for questions. There was none. The Board thanked Ms. Yuen for her presentation and for working with us.

M/S Murray/Naso to accept the independent audit of District's financial statements for FY ended June 30, 2018 as presented by Ms. Katherine Yuen. All ayes.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. Recognition of Chairman Evergettis and his year of service – Chief Pomi acknowledged Chairman Evergettis and presented him with a plaque. Chairman Evergettis thanked Chief Pomi for helping him through this year and commented it is a special pleasure to serve the District and to be involved with such an elite company, thank you so much.

**UNFINISHED BUSINESS:**

- a. Director Evergettis' Oath of Office – Chief Pomi administered the oath of office for Director Evergettis.

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**NEW BUSINESS:**

- b. Election of 2019 Board of Director Officers – Chairman Evergettis reviewed the board memo explaining the District policy states each officer shall serve a standard term of one year. In the past, members rotated through the chair position: Vice Chair Corbet moves to Chair; Secretary Murray to Vice Chair, and Director Gerbsman would be Secretary. The Board consensus is to continue the traditional rotation.

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

M/S Murray/Corbet to accept the standard term for the officers of the Kentfield Fire District for 2019 as presented by Chairman Evergettis. All ayes.

- c. XMR Fire Emergency Services Consulting Agreement – Chief Pomi referred to the agreement between Kentfield Fire District and XMR Fire Emergency Services in the board packet. Chief reported Mr. Lando has been working with the District since May consulting on wild fire risk, 4291 inspections, grant writing, and has been a resource for management on large-scale vegetation management plans. The agreement formalizes the consulting business relationship and states Mr. Lando's scope of work, fee schedule, term, conditions, and insurance liability requirements. The Chief, County Counsel, and Mr. Lando reviewed and approved the agreement. Chief requested the Board's comment on the agreement. After a brief discussion, Director Murray expressed concern regarding insurance coverage. Chief Pomi acknowledged Director Murray's concerns and will work with him to define this area of the agreement. Chief Pomi will continue working on the agreement and will present it again at the January Board meeting.

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

M/S Gerbsman/Corbet to extend the date of acceptance of the XMR Fire Emergency Services Consulting Agreement. All ayes.

- d. CalPERS Resolution of Intention – Chief Pomi explained he has been working on a contract amendment for the Fire Inspector position with CalPERS for several months. When the District hired Fire Inspector Pasero the CalPERS contract showed this position was not listed under the Safety category, as it should be. The CalPERS documents and the Resolution of Intention included in the board packet are required in order to move the Fire Inspector position into the Safety category. He referred the board to the Resolution of Intention, paragraph 3, which adds fire prevention to the list of positions defined as a "Local Fire Fighter" to Section 20434. Chief Pomi asked the board to approve the

Resolution of Intention so he may proceed with the Contract Amendment. Chief added, upon approval, we will load the documents to CalPERS for further action. CalPERS will provide additional documents to be executed at the January 16 meeting.

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

M/S Murray/Naso to approve the CalPERS Resolution of Intention to Amend the Contract and approve the proposed change to Section 20434. All ayes.

Chief Pomi reported the District costs for this contract change are minimal.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

FAIRA Governing Board Nominations – Chief Pomi advised that FAIRA is requesting nominations for the 2019 election. Chief Pomi currently serves on this board and Director Murray is the alternate. Both Chief Pomi and Director Murray confirmed they are interested in continuing in these capacities.

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

M/S Corbet/Gerbsman to nominate Chief Pomi for the 2019 Election of members to the FAIRA Governing Board. All ayes.

Marin LAFCO Nominations-Chief Pomi reported that LAFCO is requesting nominations for two board members. There was no interest from the Board.

MERA-Chief reported that \$4.2 million of change orders were approved at the December meeting, all within budget. MERA is still working through the environmental impact review. The system goes live in 2020.

**Planning/Actions**

2018 Holiday Party was December 15. There was a good turnout by District personnel.

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Long Range Communication Demonstration was on December 5, 2018. Chief reported the product did not perform as advertised, noting that geography and topography affected performance. He continues to gather feedback from testers.

Elections Department Certifications of Elections-Results of the election by polling place are in the board packet for your information.

**Financial/Budget**

FY 17/18 Audit presentation received tonight.

Mid-year Review and Unassigned Fund Balances – Chief announced this will be reviewed at the January or February Board meeting. Accountant Dan Hom will attend. Accountant Hom advised the County just credited the District with December taxes. He acknowledged that January/February will be a good time to review unassigned balances and re-allocate the funds.

**Operations/Significant Events**

Shared Services with Central Marin Fire is running smoothly.

**Training/Wellness & Fitness**

The engine companies are going through Officer Development training this month.

**Prevention/Public Education/Community**

Woodlands Fire Wise Community– Chief Pomi reported Mr. Lando worked with the Woodlands HOA and achieved this recognition. He will work with Greenbrae and Laurel Grove neighborhoods in the near future.

California Fire Safe Council – The North Bay CCC and Kentfield Fire District received a \$200,000 grant for fuel reduction work in the Kent Woodlands, a two year project slated to begin in Spring 2019. Todd Lando, Consultant and Terry Thomas, Director of CCC will manage this project. The plan is to start on Ridgecrest, and work around Blue Ridge up to Evergreen and meet MMWD on the fire road. Most of the land is open space, owned by Marin County Parks. Kentfield Fire District will do the community outreach. Chief Pomi hopes this work will build a substantial firebreak should a fire come up from the Madrone Canyon.

Surplus of E17A/1996 HME Type One Pumper-17A still in house with a few leads.

M/S Naso/Corbet to approve the Chief's report. All ayes.

**DIRECTOR MATTERS:** None

**CORRESPONDENCE:** Reviewed; Director Naso commented when he learned that Retired Fire Chief Mariani lost his house, he contacted the Marin IJ that ran a local story on him.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve November warrants 805301985 to and including 805302039 for \$329,011.58. All ayes.

The next regular meeting will be held on January 16, 2019.

A moment of silence was held for SF Firefighter Steven Pacatte killed last month while commuting to work. Our prayers go to comfort his family at this time of loss.

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

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary