

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

MEETING TYPE: Regular

DATE: Wednesday, January 19, 2011

CALL TO ORDER: 6:35 p.m. by Chairman Murray. Director Naso led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Corbet to approve the minutes of the previous month. All ayes.

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

UNFINISHED BUSINESS: AT&T representative, Ana Gomez, reviewed the previously submitted plans for the upgrade of the AT&T cell site currently located on the fire station roof. AT&T has requested the Board's approval of the plans as submitted in order that it can continue the upgrade process through the County of Marin. Plans call for the removal and relocation of a tri-pod and the installation of new surrounding panels.

The new tri-pods will be no higher than the existing panels. Director Naso asked about the Kentfield Advisory Board's review of the plans. Chief Smith does not feel this is necessary as this is not a new addition – rather an upgrade of an existing site. Director Murray asked about the replacement of the roof screening panels which are currently rated with a 50 year warranty. The new panels will be made of fiberglass. Director Gerbsman suggested a clause be added into the lease agreement that the panels will be replaced as needed. Explanation/discussion ensued. Director Gerbsman inquired of the expanded coverage that will be available to AT&T and its monetary worth to KFPD. Ms. Gomez stated that the increased cover will be more data than voice. AT&T is prepared to double the current monthly rate they pay to KFPD. She stated that she is unable to suggest a higher dollar compensation, but that she is willing to approach AT&T for additional compensation to KFPD once a use permit is issued by the County of Marin. Ms. Gomez stated that AT&T needs approval of the Board for the current upgrade, as described, in order to continue its renewal application for a use permit through the County of Marin. If the County of Marin does not issue a use permit, there will be no upgrades to the current site.

Director McLeran asked about the remaining length of time on the current lease. Chief Smith stated there was 15 years left, however, in as much as AT&T let its use permit expire, we are technically out-of-contract. Ms. Gomez noted that this was an error by AT&T. Director Murray stated the AT&T upgrade/additional revenue to KFPD would be a win-win situation. He then asked if all components of the upgrade could be done at the same time. Ms. Gomez stated that this was not possible as there are various "steps" that must be taken in order to proceed with the process. First, the Board must approve the design plan to be submitted to the County of Marin and agree to move forward with the plan. Second, a Use Permit must be issued by the County. This could take several months; therefore, it is not possible to project a dollar amount to be paid monthly/annually to KFPD at this time. A dollar amount cannot be confirmed until all steps in the upgrade process have been met.

At this time, B/C Galli asked the AT&T representative about the "EMF" factor issues to the station's employees. Ms. Gomez stated that the current antennas propagate "out," not "down." Chief Smith noted that AT&T engineers will furnish information on radiation aspects. Ms. Gomez offered AT&T to do a "pre" construction on-site analysis as well as a "post" construction analysis to measure emissions. B/C Galli asked about the possibility of having an outside agency do an analysis as well. Chief Smith and the Board agreed that this could be done. Ms. Gomez noted that the AT&T antennas can be adjusted directionally if necessary.

Director Murray noted concern for the residents of the neighboring property to the east as well. Ms. Gomez stated that the antennas will point to SFDB rather than to the east toward the apartment building. She also noted that AT&T can do an analysis of the apartment building as well. The neighbors will be notified of the AT&T upgrade once all steps have been covered/completed.

AT&T utilizes a maximum of 4% emissions of the FCC limits permissible. Chief Smith noted that we will be going through these same concerns with T-Mobile in the near future. Director Naso wants all studies to be available to the public. At this point Director Gerbsman stated his opinion in wanting the financial increase to KFPD from AT&T to definitely be more than double the current rate. Ms. Gomez will pass this request on to the proper AT&T representatives.

Director McLeran asked about the installation and use of separate meters to measure electrical usage. Chief Smith noted that AT&T currently pays a \$2100/year access fee per the 1999 lease. He noted that when the recent re-model was done, three "demon meters" were installed. Ms. Gomez stated that AT&T will look into this possibility. Director McLeran would like to see each cell site entity use a separate meter.

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Ana Gomez related the three final concerns as being 1) the Board's agreement to the current layout and its approval to move forward with the process, 2) an EMF analysis will be done, 3) AT&T will explore the possibility of using a separate meter. The Board agreed that the proposed AT&T plan is adequate. The Board thanked Anna Gomez for her attendance at this meeting and for the information she shared. M/S McLeran/Gerbsman to approve the AT&T lease upgrade as presented thus far. All ayes.

NEW BUSINESS:

1. Election of Officers to the Board of Directors for 2011: Nominations were opened and noted as follows: M/S Murray/McLeran to elect Director McLeran to the office of Chairman, Director Naso to the office of Vice Chairman, Director Gerbsman to the office of Secretary. All ayes.
2. 2010/2011 Statement of Economic Interest – Form 700's were completed and signed by each Director.
3. Account Hom presented the 2010/2011 mid-fiscal year report. He reported that this is a good time to do this review since December taxes have been received and posted by the County of Marin. 55% of secured property taxes have been received. 40% will be due in April with the remaining 5% posted in June. We are currently \$5K short from our original prediction for secured property taxes while our special assessment taxes have been received at 55%.

Funds received from excess ERAF are \$9500 above our budget prediction, so this more than makes up the \$5K shortage noted above. Accountant Hom noted the following: Account 9201 – interest is posted to our general account by the County every three months; Account 9950 – funds received in 2011 from the State/Federal for OES response to Hurricanes Ike and Gustav were actually recorded in 2008, the year of the response.

At the end of 2010, revenue is 50% of budget. Discussion ensued regarding receipt of secured property taxes versus special assessment (square footage tax) taxes. Salaries/benefits are currently at 49% of budget. It was noted that 2010 saw one large payment being made to OPEB while 2011 will see quarterly payments being made. Service/Supply is at 42% of the annual budget. Capital Outlay looks good. Debt Service includes principal pay down for solar in 2010.

Director Murray noted the decrease in PG&E rates to which Chief Smith reported working on statistics with the a department at the County of Marin to outline these rates since moving into the new station. He plans to present the findings at a future meeting. He also noted that the new station has all energy efficient appliances. The Board thanked Accountant Hom for yet another clear and concise financial presentation.

CORRESPONDENCE: Two pieces of correspondence were reviewed.

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

DIRECTOR'S REPORT: Director Naso showed an aerial view of the entire roof area of the fire station. Director Murray noted his concern whenever a contractor must make access to the roof for repairs, upgrades, etc. He noted the need to limit access to keep from damaging the roof area. It was noted that all amended leases with cell site entities will include language noting a 24/7/365 notification prior to any/all accessing the roof. Chief Smith noted that Mark Kelley, MACK 5, had suggested an alternate access to the roof when AT&T begins its cell site upgrade. Director McLeran noted a policy/procedure might be incorporated for access by any/all entities requiring roof access.

CHIEF'S REPORT:

1. Chief Smith reported that the first of two fire flow projects in Greenbrae has been completed. Thousands of feet of pipe will be installed in an additional area of Greenbrae as well as Kent Woodlands in the near future.
2. Chief Smith explained the KPFA request to file for IRS Section 125 allowing employees who pay out-of-pocket for a portion of their health care insurance to do so with pre-tax dollars versus the current post-tax dollars. He will have additional information at next month's meeting.
3. Chief Smith passed out B/C Galli's annual 2010 Fire Prevention Report. Director Gerbsman inquired if KFPD charges for false alarm responses. It does not.

OTHER: None

APPROVAL OF WARRANTS: M/S Murray/McLeran to approve Warrants No. 3556 through and including No. 3634 in the amount of \$583,272.07. All ayes.

The next regular meeting will be held at 6:30 p.m. on Wednesday, February 16, 2011.

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A moment of silence was held for departed members. Chief Smith dedicated this meeting to the memory of Laura Luttringer who passed away last week. Laura was the wife of Frank Luttringer, KFPD former accountant of many years.

M/S McLeran/Naso to adjourn this meeting at 8:06 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary

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BOARD OF DIRECTORS MEETING**

MEETING TYPE: Regular

DATE: Wednesday, February 16, 2011

CALL TO ORDER: 6:30 p.m. by Chairman Murray. Chief Smith and Recording Secretary Abraham led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/McLeran to approve the minutes of the previous month. All ayes.

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

UNFINISHED BUSINESS:

1. Chief Smith read and presented a plaque to out-going Chairman Murray who in turn thanked all staff members for their help and patience during the transition to the newly remodeled fire station. He then turned the gavel over to in-coming Chairman McLeran. Chairman McLeran noted hoping that 2011 will be as successful as was 2010.
2. John Maher, Maher Accountancy, congratulated the Board on the completion of the newly remodeled fire station. In his opening comments, Mr. Maher complimented the Board on the fact that the first year Post Retirement Benefits are paid up through June 30, 2010. He and the Board reviewed the final year-end audit effective June 30, 2010 beginning with page 2 of the document. As there were no questions from the Board, it thanked Mr. Maher for his work on the audit. Accountant Hom highlighted page 28 of the audit effective June 30, 2010 to the Board as well.
3. There was no proposal available from AT&T regarding proposed upgrades to its equipment. Additionally, Chief Smith noted that he has not seen any communication come through the County Planning Department.

NEW BUSINESS:

Chief Smith introduced Engineer, Mark Pomi, to review the proposed IRS Code Section 125 information to the Board. Resolution No. 01-2011 will adopt Section 125 "Premium Only Plan" allowing for pre-taxed medical benefit coverage. There will be no financial cost to the Fire District, and the plan will be run through the current payroll system. M/S Gerbsman/Murray to approve Resolution No. 01-2011. All ayes. Gerbsman/aye, Naso/aye, Corbet/aye, Murray/aye, McLeran/aye.

CORRESPONDENCE: LAFCO ballot results were reviewed.

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

DIRECTOR'S REPORT:

1. Engineer Pomi and Director Naso noted the following: Per Engineer Pomi, Allied Heating/Sheet Metal moved the ducting from the back dorm (#216) to the hallway two weeks ago and he reports great results. There are no adverse symptoms of previous problems. He thanked the Board for following through with the necessary repairs and dealing patiently with the previous problems. In turn, Chairman McLeran thanked staff for its patience and diligence managing the problem as well. Director Naso reported that the newly repaired siding (deck area) has shown no leaks during the last rain storm. He noted the stairwell steps have been re-sealed; however, it is apparent that they will need an additional coat of sealer. With the siding and dorm problems taken care of, Chief Smith noted that he is still working on a few repair items.

Director Naso asked about the placement of the light fixtures in the Meeting Room. Chief Smith noted that the original plans for the landing had been revamped and the electrical design was never changed accordingly. He noted that he did not feel it was a concern.

2. Director Gerbsman reported having spoken to Supervisor Hal Brown who seems to be in stable condition. He would appreciate hearing from us.

CHIEF'S REPORT:

1. Chief Smith noted that although the solar equipment will never cover 100% of the station's electric usage cost, it has significantly cut the electrical power costs since moving back into the building, as evidenced by the graph he passed out to the Board. Current evidence shows a \$1K/month savings. Final figures won't be available until we have passed through an entire winter and summer season. All agree that it is too early to know if the system will pay for itself

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within the predicted time frame of 13 years. There is some indication that the system may pay for itself sooner than expected.

2. Chief Smith explained the Public Records Act Request by the Bay Area News Group (BANG). Accountant Hom noted that the information to be contained in the report will be more invasive than the information previously sent to the State Controller's Office. Chief Smith has reviewed the request with Marin County Counsel. He requested/obtained the Board's approval to finalize the response to BANG by Friday. Director Gerbsman recommended sending a hard copy of the report by certified/return receipt requested mail through the USPS.

3. Chief Smith informed the Board of a revision in the Marin County Planning Department. It will no longer do plan checks and testing on residential sprinkler systems effective January 1, 2011. All fire agencies will now be tasked with providing their own personnel to conduct the testing and inspections for each project in their jurisdictions. This will, of course, increase the work load for Chief Smith and B/C Galli. Therefore, Chief Smith asked the Board for its approval to draw up an ordinance relative to the cost required of KFPD staff to work on these plan checks/ sprinkler tests. Chief Smith noted that in 2008 we processed approximately 15 plan design reviews and approximately 85 in 2010. Prior to the recession, we would normally see about three to four per week. Now there are solar and energy rebates enticing more remodels.

Chief Smith noted that it is the hope that all agencies will mirror the others fee schedules for these plan checks/sprinkler tests. For a major remodel, the process may take two to three hours, whereas a solar installation may take approximately one hour. Chief Smith also wants these services to possibly be shared.

Marin County Counsel will work on an ordinance and the publication of same with a hearing to follow. He hopes to have the proposed ordinance and fee schedule ready for Board review by March 2011 and adopted by April 2011.

Director Murray agrees it will be a good idea to mirror other participating agencies in a fee schedule. Chairman McLeran asked about the billing process. It was noted by Chief Smith that the applicant would drop off a check when turning in his/her plans to the KFPD.

4. Chief Smith reported on the recent receipt of three applications for a Zita Scholarship. Two volunteers are currently scheduled for the next graduation from the Fire Academy at SRJC.

OTHER: None

APPROVAL OF WARRANTS: M/S Murray/Corbet to approve Warrants No. 3635 to and including No. 3707 in the amount of \$311,848.64. All ayes.

The next regular meeting will be held on Wednesday, March 16, 2011 at 6:30 p.m.

A moment of silence was held for departed members.

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

Respectfully submitted,

Carol Abraham
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, March 16, 2011

CALL TO ORDER: 6:28 p.m. by Chairman McLeran. B/C Michael Hadfield led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Naso to approve the minutes of the previous month. All ayes.

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. All Directors signed a new signature card for the Marin County Auditor's Office.
2. Chief Smith reported on a recent accident involving Unit 17. Our driver was at fault when he struck the upper wall while backing into a parking stall of an apartment unit. Damage to the building is under \$300.00. According to our general liability insurance company, FAIRA, we must file a claim. However, we were advised to decline the claim and give it to our insurance adjuster for payment (Glatfelter Ins. Co.). This will shorten the time of discovery from two years by statute to six months. Glatfelter will pay the claim directly to the owner of the apartment building (this has been done). Director Gerbsman asked about receiving a signed release, however, Director Murray, noted this is not necessary with the decline of the claim knowing the insurance adjuster has/will pay. All directors agreed to this method of handling the situation, and Chief Smith was directed to advise the claimant that the Fire District has rejected the claim submitted relative to the property damage.

An item will be placed on the April 2011 agenda to reimburse the Automobile/Equipment Repair fund from the Self Insured Reserve fund for this expenditure of damage to the Fire District's pickup truck (Unit 17).

3. There was no interest from members of the Board to apply for the vacant positions on the FASIS BOD.

4. Chief Smith reviewed the process involved in establishing a proposed fee schedule for fire prevention, plan checks and related inspections included in Ordinance No. 112. There had been previous discussion of this proposal at the February BOD meeting as well. He referred the Board to his memo of March 10th included in the current Board agenda packet. Instructions have been provided by Marin County Counsel to proceed with the proposal. This ordinance will mirror those of other Marin County fire agencies. A notice of hearing will be posted in the local newspaper at least 10 days prior to the hearing. Additionally, a notice of the meeting for such hearing will be posted at least 14 days in advance to any interested person(s) filing a written request. A notice of estimated costs will be provided at least 10 days prior to the April 2011 hearing meeting which will be held during the regular Board of Directors' meeting at 6:30 p.m. on Wednesday, April 13, 2011.

Chief Smith informed the Board that Ordinance No. 112 would be adopted 60 days after final passage. He explained how the new fee schedule differs from the actions taken by the Fire District over the past many years. "True Cost Recovery" issues and "Indirect Costs" were discussed. The Board agreed that this schedule covers average costs and is in line with the other fire agencies. Director Gerbsman voiced his recommendation that the Fire District adopt the proposed fee schedule as outlined at this meeting.

Ordinance No. 112 – First Reading: Following Chief Smith's explanation, and according to instructions previously furnished by Marin County Counsel, M/S Directors Murray/Naso to waive further reading of Ordinance No. 112. All ayes.

CORRESPONDENCE: All was reviewed. Director Naso noted that Engineer Trimble presented a very interesting "Get Ready Marin" class that he attended.

The KAPF #1775 has requested an April 2011 date to begin the 2011/2012 negotiation process. The Board moved to closed session at 7:00 p.m. to discuss the upcoming negotiation process. It reconvened at 7:04 p.m. with nothing to report.

B/C Hadfield invited Board Members to attend a Fire Operations Drill sponsored by IAFF Local 1775 on Thursday, May 19, 2011 at SRFD Station No. 52 from 8:30 a.m. to 1:00 p.m. followed by a BBQ lunch. Responses are to be directed to Engineer Garcia.

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

DIRECTOR'S REPORT: Director Naso reviewed the building modernization project punch list item by item, which he handed out to the Board and staff members present. Those items that have been completed were removed from the list and any still pending will be reviewed at the April 2011 meeting. Chairman McLeran thanked Director Naso for his diligence in this process. Director Naso in turn thanked Chief Smith for following through on the list of items to be completed.

CHIEF'S REPORT:

1. Chief Smith invited each Board Member to make an appointment to have his picture taken for the ten-year formal staff picture on either April 8th or 9th.
2. Chief Smith explained the up-coming grading of the Fire District by ISO (Insurance Services Office). KFPD currently hold a "3" rating which is very good. It takes 70 points to maintain the same rating. Director Murray noted it being a huge accomplishment to attain a "3" rating, especially given the Fire District's wild land exposure.
3. Chief Smith mentioned receiving an increase in interest for "CERT" and "Get Ready Marin" classes from the public. In light of the recent devastating 9.0 earthquake in Japan, he would like to establish on-going classes to be available to Fire District residents. He suggested emails be sent to the Greenbrae Property Owners' Association and to the Kent Woodlands Home Owners' Association. Engineer Trimble explained the differences between the "CERT" and "Get Ready Marin" classes/tasks/procedures. Chairman McLeran asked Director Naso about media advertising.
4. By his memo of March 16, 2011, Chief Smith updated the Board on AT&T's proposal to upgrade its lease for space here at the fire station. A draft of the proposal should be available from the AT&T representative at the April 2011 meeting. It was discussed and decided to have Marin County Counsel review the package after it has been presented rather than have someone from MCC attend the Board meeting to hear the proposal. The Board would specifically like to see the proposed rent increase available at the meeting.

OTHER: None

APPROVAL OF WARRANTS: M/S Naso/Murray to approve Warrants No. 3716 to and including No. 3764 in the amount of \$149,153.84. All ayes.

The next regular meeting will be held one week early on Wednesday, April 13, 2011 due to Passover and Easter holidays.

A moment of silence was held for departed members.

M/S Murray/Corbet to adjourn this meeting at 7:30 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, April 13, 2011

CALL TO ORDER: 6:34 p.m. by Chairman McLeran. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present with Director Gerbsman participating via teleconference from VA. Chief Smith was also in attendance.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Corbet to approve the minutes of the March 2011 meeting with the following change: Warrants No. 3708 through and including No. 3764 in the amount of \$244,248.83 for the month of February 2011 were approved. All ayes.

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

UNFINISHED BUSINESS:

1. Chief Smith advised the Board that Ana Gomez of AT&T would not be attending this meeting as previously scheduled. AT&T is still in the process of assembling packets that will contain the lease template, financial proposal, etc. regarding the new lease for proposed cell antennas to be placed on the KFPD station roof. Ms. Gomez is scheduled to attend the May 2011 BOD meeting.
2. Prior to the second reading of Ordinance No. 112, Chairman McLeran opened the meeting to Public Hearing. Information as relative to the fees was discussed by staff and Board members. After discussion, Chairman McLeran closed the Public Hearing. M/S Murray/Corbet to reduce the proposed ministerial permit fee from \$295 to \$177 per hour with the caveat adjustments may be made if necessary at a later date. All ayes.

M/S Murray/Naso to adopt Ordinance No. 112 as amended. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Murray/aye, Naso/aye.

NEW BUSINESS:

1. The Board reviewed a revised version of Resolution No. 2-2011 distributed by Chief Smith. After noting a slight change in wording, there was a M/S Murray/Naso to approve said resolution. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Murray/aye, Naso/aye.
2. Chief Smith recommended two fund transfers be made: M/S Murray/Gerbsman to transfer \$2900 from General Insurance Reserve Fund No.6950 into Auto/Equipment Repair Fund No.2050 leaving a balance in Fund No.6950 of \$23,100.

M/S Gerbsman/Murray to transfer \$2000 from Fire District Planning Reserve Fund No.6965 into Fire Conference Fund No.2120 in order to have Chairman McLeran and Director Naso attend the April FDAC conference with Chief Smith. This transfer will leave a balance in Fund No. 6965 of \$58,000. All ayes.

3. M/S Corbet/Murray to vote for the four candidate agencies as noted in ballot/correspondence of March 31, 2011 to the FASIS BOD. All ayes.

CORRESPONDENCE: The Board reviewed a letter from David LaHorgue thanking B/C Galli and "B" shift for their assistance during a recent wind/rain storm.

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

DIRECTOR'S REPORT:

1. In light of the recent disaster in San Bruno with an exploding gas line, Director Naso inquired if PG&E has supplied the Fire District with information on underground gas mains, etc. If not, he inquired whether it will be necessary for Marin County Counsel to request same via a letter on the District's behalf. Chief Smith noted that PG&E had reported to the District the location of the main transmission line. B/C Galli reported that gas lines have not posed a big problem within the District. When/if necessary, homes are evacuated as a safety precaution.
2. Director Naso thanked Chief Smith for sponsoring a recent community Get Ready Marin program at the fire station. Director Naso was hoping for a larger turnout and noted that while email addresses were used to advise Kent Woodland and Greenbrae residents, he feels it might be more advantageous to use the USPS to advise all residents of the Fire District.

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CHIEF'S REPORT:

1. Chief Smith reported on the progress being made with the fire station repair items.
2. 50 people attended the April 2nd Get Ready Marin program held at Kentfield Fire District. A GRM class will be provided soon for 150 - 5th grade students at Kent Middle School.

OTHER: None

APPROVAL OF WARRANTS: M/S Gerbsman/Corbet to approve Warrants No. 3765 through and including No. 3838 in the amount of \$342,737.64. All ayes.

The next regular meeting will be held on Wednesday, May 18, 2011 at 6:30 p.m.

A moment of silence was held for departed members.

M/S to adjourn this meeting at 7:30 p.m. All ayes.

Respectfully submitted,

Ronald T. Naso, Vice Chairman
Board of Directors

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

MEETING TYPE: Regular

DATE: Wednesday, May 18, 2011

CALL TO ORDER: 6:34

4 p.m. by Chairman McLeran. Director Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Directors Naso/Corbet to approve the minutes of the previous month. All ayes.

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

UNFINISHED BUSINESS:

1. The Directors reviewed the April 22, 2011 proof of publication regarding Ordinance No. 112.
2. The Kentfield Professional Firefighters Association requested dates to meet with the Board regarding 2011/2012 labor negotiations. Tuesday, May 24, 2011 at 5:00 p.m. was selected.
3. Chief Smith explained that Ana Gomez of AT&T would not be at tonight's meeting due to delays with construction issues. She assured Chief Smith that she is continuing to work on the proposed lease update.

NEW BUSINESS:

1. After discussion, M/S Gerbsman/Naso to sign Resolution No. 3-2011 regarding a consolidated general election with the County of Marin on November 8, 2011. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Murray/aye, Naso/aye. It was noted that Directors Corbet and Murray will run for additional four-year terms.
2. Chief Smith reported on Maher Accountancy's proposal to audit the KFPD financial statements for year ended June 30, 2011. Their fees for these services will be \$14K. Chief Smith noted a \$2K increase over last year's audit. M/S Gerbsman/Naso to accept the offer from Maher Accountancy in the amount of \$14,000.00 for year ended 6/30/2011. All ayes.
3. Bickmore Risk Services has provided its proposal to complete two actuarial valuations of OPEB. The first valuation will be dated July 1, 2010, and the second will be dated July 1, 2011. These valuations are required by CERBT pursuant to requirements under GASB 57 (refer to BRS letter of February 1, 2011). Chief Smith noted that BRS will reduce the cost of the second years review since they already have much of KFD information. He also noted that the trust earned almost \$12K in the first quarter of 2011 on our \$200K. M/S Gerbsman/Murray to accept Bickmore Risk Services proposal to provide two actuarial valuations of OPED liabilities under GASB 45. All ayes.
4. Chief Smith presented the Board with information concerning the 2011/2012 budget proposal in review form only. He hopes to adopt the preliminary budget in June and the final in September. Following are specific points reviewed:

Revenue: \$200K shortfall in projected revenue 2010/2011.

Salaries: Refer to draft workbook of 5/18/2011 – there will be a slight COLA from cell site/MGH income; Health Insurance estimated increase of approximately \$21K, PERS rates to increase approximately \$62K.

Service/Supply: More good news than bad...Workers' Comp XMod rate is down from 1.11 to .97 allowing for \$14K to the good. Chief Smith feels additional trimming is possible, and he will work on this.

Capital Outlay: Although the Ford Expedition is 10 years old, it only has 40K miles and is in good condition; so it will not be replaced as originally planned in the apparatus replacement program. KFD uses age for replacement of apparatus.

Debit Service: The solar principal/building modernization debt service has been paid down resulting in a decrease in annual debt service expenses of \$53K.

Reserve: 3.6 million dollars which includes recent property taxes paid. Funds will need to be allocated. Chief Smith will prepare a request for allocation in September 2011.

Chief Smith explained his CalPERS analysis included in the draft 2011/2012 budget workbook and his accompanying report. Two ideas were discussed at length, taking into consideration funds to be allotted to apparatus replacement, building debt, OPEB obligation and CalPERS

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obligation. Direct pay-down as well as loan/refinancing via Brandis Tallman, LLC were discussed. In conclusion the Board chose a direct pay-down method versus loan/refinance. Chief Smith will advise Brandis Tallman LLC of the Board's decision. Additionally, it requested that Chief Smith prepare a draft comparing a pay-down using \$750K, \$500K, and \$250K for five and ten-year scenarios for the next BOD meeting.

Director Gerbsman asked Chief Smith for comparisons with local fire agencies concerning "side funds." Chief Smith reported that Tiburon FPD recently paid down, over eight years, a 3 million dollar debt and has realized substantial reduction in CalPERS rates. Chief Pearce highly recommended this avenue.

Director Murray discussed GASB 54 requirements addressing fund balances (reserve accounts). Chief Smith noted that KFPD only has one "resolution" concerning reserve accounts which is designated to "CalPERS Rate Stabilization." Other reserve accounts have been established and modified at the Board's direction. Chief Smith will include information on GASB 54, including a proposed policy, in the June 2011 BOD agenda packet which will be adopted with the final 2011/2012 budget.

CORRESPONDENCE: Reviewed

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

DIRECTOR'S REPORT:

1. Director Naso inquired about any additional pending items concerning the fire station modernization project. Chief Smith reported the following: Front window has been ordered; treatments for rodents continuing; repair to shower doors in progress; Electro Shade has been contacted regarding repair to the shades in the clubroom which are still under warranty; Engineer Trimble has installed a dryer in the shop and will be installing to additional plugs; LaFrance shed has been cleaned out; the front garden area will be worked on this summer when the flowers have finished blooming. Chief Smith reported hiring a new gardener to replace the one recently let go due to his crew's inadequate methods. Chief Smith will continue to review work done by the replacement gardener.
2. Director Naso reported the recent Alisa Ann Ruch North Bay Burn Relay brought in \$34,295. This was \$3K short of last year, however, it was noted that a large contributor recently passed away. He noted the generosity of many fire agencies as well as last-minute donations from the public witnessing the event.
3. Director Naso reported being asked recently by an off-duty firefighter about possible consolidation between Ross Fire Department and Ross Valley Fire Department. Chief Smith noted that he was aware of the current talks and mentioned that Ross Fire Department had unofficially approached Kentfield Fire District for a contract for fire services last year.

CHIEF'S REPORT:

1. Chief Smith reported on the recent FDAC annual conference attended by himself and Directors McLeran and Naso. Everyone picked up a wealth of information and thanked the Board for providing the opportunity for them to attend. Director Naso mentioned there being standing room only in many of the breakout sessions as well as meeting a good contact should KFPD choose to host another strategic planning session in the future. Chief Smith noted attending breakout sessions on the Firefighters Bill of Rights and Firefighter Ethics issues.
2. Chief Smith reminded the Board members that they have been eligible to participate in the Fire District's health program since the 1990's. Sitting Directors may participate in the CalPERS medical health plan as well as Delta Dental and Vision Care. Additionally he explained that after eight years of continued service, should a Board member leave his position, he will be considered a "retired member." As such, he is eligible to continue his participation in health benefits if he chooses. It was noted that sitting Directors will have their healthcare premiums paid by the District and may, if they choose, add their spouses/dependents at their own cost.

OTHER: None

APPROVAL OF WARRANTS: M/S Naso/Murray to approve Warrants No. 3839 to and including No. 3902 in the amount of \$308,710.84. All ayes.

The next regular meeting will be held on Wednesday, June 15, 2011 at 6:30 p.m. A special meeting will be held on Tuesday, May 24, 2011 at 5:00 p.m. for negotiation purposes w/KPFA.

A moment of silence was held for departed members.

M/S Gerbsman/Murray to adjourn this meeting at 8:05p.m. All ayes.

Respectfully submitted,
Carol Abraham, Recording Secretary

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

MEETING TYPE: Special meeting

DATE: Tuesday, May 24, 2011

CALL TO ORDER: 5:04 p.m. by Chairman McLeran. Chief Smith led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance was Chief Smith, along with the Kentfield Professional Firefighters' Association labor negotiation team led by Engineer Anthony Garcia and assisted by B/C Jim Galli and Engineer Dan Trimble.

APPROVAL OF PRIOR MONTH'S MINUTES: None

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

UNFINISHED BUSINESS: None

NEW BUSINESS: The Ground Rules for Negotiations were presented by Engineer Garcia to Chairman McLeran. It was noted that there were no rule changes from last year. Both representatives reviewed the document and signed copies were distributed. Engineer Garcia discussed the on-going contract verbiage changes proposed by both management and labor in 2010. Discussion ensued. It was agreed that Engineer Garcia, Chief Smith, and Director Murray would meet and review the draft changes and present them to the full Board at the June 2011 meeting.

Engineer Garcia then discussed the Association's view of the current economic conditions and the affect of the economy on the District's finances. In consideration of the current and projected District budget, the Association is not requesting a change in salary or benefits for contract year 2011/2012. The Association requested that the Board of Directors consider a cost-of-living salary adjustment at a later date. The Board discussed the Association's COLA request.

M/S Murray/Gerbsman to accept the Kentfield Professional Firefighters' Association request for a 2011/2012 contract without any changes from the existing agreement. All ayes.

CORRESPONDENCE: None

DISTRICT OPERATIONS: None

DIRECTOR'S REPORT: None

CHIEF'S REPORT: None

OTHER: None

APPROVAL OF WARRANTS: None

There is no additional special meeting scheduled. The next regular meeting will be held on Wednesday, June 15, 2011 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Murray/Corbet to adjourn this meeting at 5:41 p.m. All ayes.

Respectfully submitted,

Paul D. Smith
Fire Chief

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

MEETING TYPE: Regular

DATE: Wednesday, June 15, 2011

CALL TO ORDER: 6:30 p.m. by Chairman McLeran. Director Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present with the exception of Director Murray. Director Gerbsman was on teleconference from Alexandria, VA. Also in attendance were Chief Smith and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Corbet to approve the regular minutes of the previous month. All ayes. M/S Corbet/Naso to approve the special meeting minutes of May 24, 2011.

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

UNFINISHED BUSINESS:

1. Engineer Anthony Garcia provided all Directors with handouts explaining the updated language in the 2011/2012 Memorandum of Understanding for the Kentfield Professional Firefighters Association. The document was reviewed by line items. Chief Smith noted to the Board that Director Murray had reviewed the current document, after Accountant Hom provided the current salary appendix, with Engineer Garcia previously. M/S Corbet/Naso to approve the 2011/2012 MOU between the KAPF and the KFPD. All ayes.
2. Chief Smith proposed the Special Assessment tax levy for 2011/2012 at .06 cents according to Transmittal Three – M/C Department of Finance Tax Division. M/S Naso/Gerbsman to approve Resolution No. 5-2011 adopting Special District Assessment for 2011/2012 at .06 cents per square foot of structure size and/or up to \$20 per acre of unimproved property. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Naso/aye. Resolution signed.
3. Chief Smith provided all Directors with handouts concerning the continuing process of adopting Governmental Accounting Standards Board (GASB) 54. This ruling incorporates committed fund balances, assigned fund balances and unassigned fund balances to be reported in the Fire District's annual financial statements.

After discussion, M/S Corbet/Naso to approve Resolution No. 4-2011 establishing a Fire District policy in compliance with GASB 54 for the general fund. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Naso/aye. Resolution signed.

4. Chief Smith passed out revised copies of his preliminary budget for 2011/2012 along with a budget analysis. After reviewing by line items, all Directors agreed with Chief Smith's synopsis. He reported the budget being \$17,500 in the black and suggested closeout reserve allocation be done in September 2011. M/S Gerbsman/Corbet to approve the 2011/2012 preliminary budget as presented this date by Chief Smith. All ayes.

NEW BUSINESS:

1. A new signature card was signed for the County of Marin/Bank of America account.
2. Chief Smith reported on information received from the Ross Valley Sanitary District's proposed sewer rate increase recently mailed to area property owners. He stated that many entities are opposing the increase - mentioning the winter 2010 sewer spill and lack of immediate reporting of same to local governmental agencies. A 22% rate increase is noted in the Ross Valley area with the City of Larkspur's rate to be almost doubled. After discussion, the Board directed Chief Smith, as the Fire District property owner, to protest, in writing, the proposed rate increase.

CORRESPONDENCE: All correspondence was reviewed.

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

DIRECTOR'S REPORT: Director Naso inquired as to the status of the few remaining items to be remedied concerning the building modernization project. A landscape gardener will work on the drainage in the front garden area once the flowers are no longer in bloom. We are waiting for a part to the motorized component on the clubroom window shade.

CHIEF'S REPORT:

1. Chief Smith advised Brandis Talman, LLC that the Fire District will not be using its services regarding the CalPERS side fund pay down. He explained the CalPERS actuarial recently received and comparison of the ratio of Fire District reserves to County of Marin earnings. Chief Smith provided the affects to safety rates in paying down the side fund at \$100K, \$250K or \$500K

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

increments. It is Chief Smith's goal to eventually clear the side fund debt. After discussion, M/S Gerbsman/Naso to move \$250K from reserves to CalPERS for the payment of the Safety Members' side fund.

Chief Smith explained the Miscellaneous Member category rate currently at 32%. Paying down the side fund for this category will reduce the rate to approximately 15%. Chief Smith recommends clearing this debt. Director McLeran agreed. Although Director Gerbsman is reluctant to lower the reserve cushion, he agrees that it will be beneficial to lower the rate. Chief Smith reported that Account Hom recommended using reserves to this end in so much as it will not have an adverse cash effect to the Fire District. Paying down this side fund will reduce the Fire District's liability.

M/S Gerbsman/Naso to transfer \$115K from reserves to pay down the Miscellaneous Member side fund. All ayes.

2. Chief Smith reported hearing from Dr. William Good (lives behind the fire station) that he is not opposed to modifications to the AT&T cell site located on the fire station roof as long as he is not affected. His concern is noise producing equipment. Chief Smith will invite Mr. and Mrs. Good to the next meeting involving an AT&T presentation. Currently, AT&T representatives have been unable to elaborate on any additional proposed improvements. AT&T site rental payments continue to be received in a timely manner.

OTHER: Chief Smith informed the Board of Administrative Secretary Abraham's intent to submit her retirement paperwork due to health issues. The Board will hold a special meeting on Thursday, June 23, 2011 at 4:30 p.m. to discuss her replacement.

APPROVAL OF WARRANTS: M/S Naso/Corbet to approve Warrants No. 3903 to and including No. 3963 in the amount of \$237,142.69. All ayes.

The next regular meeting will be held on Wednesday, July 20, 2011 at 6:30 p.m.

A moment of silence was held for departed members including the two fallen firefighters from San Francisco who died in the line of duty earlier this month.

M/S Corbet/Naso to adjourn this meeting at 7:30 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary

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

MEETING TYPE: Special Meeting

DATE: Thursday, June 23, 2011

CALL TO ORDER: 4:35 p.m. by Chairman McLeran. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, Accountant Hom and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: None.

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

UNFINISHED BUSINESS:

1. There was no additional information to be discussed concerning the District budget.
2. Chief Smith reminded the Board of its previous approval to make a pay down to the Safety Members' side fund. A check will be issued this week to CalPERS in the amount of \$250K.

Additionally, Chief Smith reminded the Board of its previous approval to make a pay down to the Miscellaneous Member's side fund. After receiving up-to-date information from CalPERS Actuarial Division, Chief Smith asked the Board to rescind this action. With the current status of the Miscellaneous category being eliminated due to the retirement of the current Administrative Secretary, the current fund will be moved from an active fund to an inactive fund. If the new hire is activated at a different rate, CalPERS suggests not paying down the original fund at this time.

M/S Gerbsman/Naso to rescind the authorization from the June 15, 2011 meeting allowing for a pay down of the side fund for the Miscellaneous Member category of \$115K. All ayes.

NEW BUSINESS:

1. No action to be taken for KFD Administrative Personnel Contracts.
2. Chief Smith explained the current formula of 3% @ 60 applicable to the current Miscellaneous category. He suggests an alternate formula for the administrative new hire.

At this time Accountant Hom explained the "benefit formula" spreadsheets handed out and the Board's need to choose an applicable percentage rate. Additionally, the Board must choose the position's rate of final pay (final year or average of final three-years). Salary compensation was discussed at this time as well. Chief Smith presented a five-step plan beginning at \$58K and progressing to \$70,500.

Discussion ensued regarding a pool from which applicants will be sought for the administrative position. The AFSS Section of Cal Chiefs can be utilized as well as the County of Marin – due to many recent layoffs. Notice will also be posted on the KFD website. Chief Smith will work on the following for the Board's approval: Job description, benefit package, website entry, employment opportunity listing, and review of all by Marin County Counsel. He expects to have a flyer available by July 5, 2011 for distribution by the end of July or middle of August 2011.

Director Naso suggested a committee be formed of a Board member, Chief Smith, Administrative Secretary Abraham and a member of the paid staff. Chief Smith would include Accountant Hom on such a committee as well. Director McLeran noted not being sure such a committee would be necessary as the final choice of applicant will rest with Chief Smith. Chief Smith noted the possibility of using outside people for pre-qualification of applicants after which those chosen would be interviewed by a committee, if one is formed.

Accountant Hom explained the method by which Novato FD runs its "Career Development Program." Levels run from Entry to Top Step – in house. Chief Smith mentioned Cal Chiefs, Administrative Section, Profession Recognition Program Levels I and II.

Lengthy discussion followed between the Board, Chief, Accountant and Staff present regarding salary tiers as well as benefit tiers. M/S Murray/Corbet to authorize Chief Smith to seek a new hire for the administrative support position to include: 2.5% @ 55 formula, 36-month final compensation, 2% COLA. All ayes.

The Board will study the current and possible new benefit package including retirement prior to the next regular BOD meeting. This will include discussion regarding health benefits for employment as well as post-employment for this position.

CORRESPONDENCE: None

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

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

DIRECTOR'S REPORT: None

CHIEF'S REPORT: None

OTHER: None

APPROVAL OF WARRANTS: None

The next regular meeting will be held on Wednesday, July 20, 2011 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 5:36 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, August 17, 2011

CALL TO ORDER: 6:41 p.m. by Vice Chairman Naso. Director Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present with the exception of Chairman McLeran. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Corbet to approve the minutes of the regular meeting of June 15, 2011. All ayes. (Note that Director Murray abstained from voting as he was not in attendance at this meeting). M/S Murray/Corbet to approve the minutes of the special meeting of June 23, 2011. All ayes.

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

It is to be noted that Vice Chairman Naso will address agenda items out of order due to the fact that Director Gerbsman may have to leave the meeting early. All items requiring votes were addressed first. Be it also noted that Director Gerbsman did leave the meeting at 8:00 p.m.

UNFINISHED BUSINESS:

1. Chief Smith reviewed the letter of June 20, 2011 from CalPERS regarding the lump sum payment to reduce the 2011-2012, and later, employer contribution rates. Payment of \$250K was made on June 24, 2011. This will reduce the employer Safety contribution rate by 1.9%. Funds on deposit will earn at the rate of 7.75%.
2. Chief Smith reviewed the status of the current Fire District Secretary application process. Several applications were received, from which the selection committee chose six (6) candidates to be interviewed on Saturday, August 27, 2011. Candidates were chosen based on applications and resumes submitted. Based on job set skills related in the candidates applications, no additional compliance examinations will be necessary. Director Gerbsman, Accountant Hom and current Administrative Secretary Abraham will conduct the interviews to establish a ranking from one to six. Chief Smith hopes to conduct his final interviews prior to September 1st.

NEW BUSINESS:

1. Chief Smith reviewed proposed Resolution 6-2011. After review, M/S Murray/Gerbsman to approve "Resolution No. 6-2011 Amending the Original Implementation of the California Conflict of Interest Act" thereby eliminating the position of "Treasurer" of the KFD concerning Form 700 filing. All ayes. Murray/aye, Gerbsman/aye, Corbet/aye, Naso/aye.
2. Chief Smith explained the process concerning a resolution of intent to contract w/CalPERS relative to the Miscellaneous Category Section 20475 (2.5% @ 55 Full Formula) and Section 20037 (Three Year Final Compensation). A review of future costs for this program was produced by the CalPERS Actuarial Division and is included. There must be a 20-day wait between signing the resolution of intent and the signing of the final resolution to contract. After review, M/S to approve "Resolution No. 7-2011 Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Kentfield Fire Protection District" thereby changing the retirement benefits of the miscellaneous category. Murray/aye, Gerbsman/aye, Corbet/aye, Naso/aye.
3. Chief Smith reviewed correspondence of July 28, 2011 from Bickmore Risk Services concerning its most recent (July 1, 2010) actuarial report of GASB 45. He explained the OPEB assets as of June 30, 2011 of \$126K, the annual required contribution of \$168K noting that the District budgets \$170K annually to this fund. Accountant Hom noted that the District maintains a fund balance just shy of \$2 million, including \$170K in the CalPERS trust account. This account has done financially better than expected over the past year and will show as an asset in the 2010 financial audit. Director Gerbsman noted the fact that 7.75% rate of return must be used for actuarial valuations, however, he noted that although we are currently in good financial shape, we must be ever watchful of possible economic changes with salary related concerns increasing (e.g. health care). M/S Gerbsman/Corbet to accept the report from Bickmore Risk Services outlining its actuarial valuation of August 2011 as presented. All ayes.
4. Chief Smith noted the attendance of three members of the Ross Fire Department. He informed the Board, and members of the audience, of a meeting with the Ross Town Safety Committee that he and Director Murray attended in June 2010. He further explained his purpose in attending a more recent Ross Safety Committee meeting to correct erroneous information concerning Kentfield Fire District's intent regarding any possible consolidation of the two fire agencies including any misconception of the closure of the Ross fire station and the release of its fire safety personnel. Director Murray reiterated the fact that he considered the June 2010

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

meeting a "brain-storming" session wherein there was no mention of any proposal being made by the Kentfield Fire District.

A very lengthy discussion between the KFD Board and staff and the RFD staff ensued regarding recent e-mail correspondence between Ross Town Council member Scot Hunter and Chief Smith as well as a hand-written note from RFD Chief Vallee.

The Board agreed that when/if the Ross Town Council desires any discussion of a possibility of a union between itself and the KFD, a formal request for proposal should/must be made by Ross. It was further agreed that any such process would/will take much time and effort to compile all of the necessary information needed to do a study, including political, financial, etc. issues. Additionally, any plans for the future of both entities must have full approval of the citizens of those entities.

The BOD gave Chief Smith direction to put together correspondence directed to all necessary parties including the Ross Town Mayor, Town Manager, Council Members, both fire agency labor associations, representatives of both fire agencies, and KFD Board of Directors inviting the Ross Fire Department to explain what the process is for its wants and needs for the future.

CORRESPONDENCE: Correspondence received in June and July 2011 was reviewed.

DISTRICT OPERATIONS: The Incident Logs and Overtime Reports for June and July 2011 were reviewed.

DIRECTOR'S REPORT: None

CHIEF'S REPORT:

1. Chief Smith reviewed at length the Marin Municipal Water District/Kentfield Fire District Fire Flow Project Update. Completed projects and proposed future projects were reviewed by the Board and Chief Smith.
2. Chief Smith asked the Board to consider holding a special meeting in order to sign the final Contract Resolution as discussed above in as much as there is a twenty-day wait period which will fall prior to the date of the BOD regular meeting. There will be a special meeting on Wednesday, September 7, 2011 at 10:00 a.m. for said signing.
3. Chief Smith reported no word from AT&T regarding roof-top upgrades. Additionally, T-Mobile sent an engineer to evaluate the structural integrity of the roof for a possible equipment upgrade. The Fire District has not received a specific proposal from T-Mobile.

OTHER: B/C Galli noted receiving almost \$3K in planning permit fees from July 1st to date.

APPROVAL OF WARRANTS: M/S Murray/Corbet to approve Warrants No. 3964 to and including No. 4033 in the amount of \$755,491.61 for the month of June 2011 and Warrants No. 4034 to and including No. 4095 in the amount of \$363,732.27 for the month of July 2011.

There will be a special meeting on Wednesday, September 7, 2011 at 10:00 a.m.

The next regular meeting will be held on Wednesday, September 21, 2011 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Murray/Corbet to adjourn this meeting at 8:40 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary

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

MEETING TYPE: Special

DATE: Wednesday, September 7, 2011

CALL TO ORDER: 10:05 a.m. by Chairman McLeran. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Director Gerbsman teleconferenced from Alexandria, VA. Chief Smith was also in attendance.

APPROVAL OF PRIOR MONTH'S MINUTES: None

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

UNFINISHED BUSINESS:

1. Resolution No. 8-2011, authorizing amendments to the Miscellaneous Category Sections 20475, 21354.4, 20037 allowing for a different tier in certain benefits, was discussed. These changes will take effect on September 8, 2011 and will affect the CalPERS retirement benefit package of the Fire District Secretary. M/S Murray/Naso to approve and sign said resolution. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Murray/aye, Naso/aye.

2. Chief Smith recapped a meeting with Town of Ross officials, Gary Broad and Scot Hunter, as well as Fire Chief Tom Vallee, which took place on August 22, 2011 and included himself, Director Gerbsman and Administrative Secretary Carol Abraham. Director Gerbsman outlined several significant issues. Ross representatives told Kentfield representatives that the Town is in discussion with another fire agency as well as entertaining discussion with Kentfield Fire District.

Ross noted they were expecting a \$200K financial shortfall. Director Gerbsman pointed out several financial issues to be considered including unfunded pension liabilities, unfunded health coverage issues as well as possible future purchases of capital equipment. Additionally, Director Gerbsman mentioned the process of communication with constituents of both agencies to gain their approval/disapproval of any joining of the two agencies will be a major factor. Each agency's representative will research various components of financial issues and report its finding to the other agency. The issue of property tax revenue was touched upon.

Chief Smith noted that to date he has not heard back from the Town of Ross relative to their unfunded liabilities. He mentioned a pending meeting with LAFCO regarding property boundaries.

Director Naso advised that he has always been in favor of a union between RFD and KFD, however, he did point out that it appears the Town of Ross is looking at making a possible commitment elsewhere. Director Murray stated his concern regarding the pending financial shortfall expected by the Town of Ross in 2012. He is also concerned about the disparity of salaries between the two fire agencies. He mentioned that he would welcome consideration of property tax revenue from the Town of Ross. He knows that the possibility of this transition has been discussed in the past without any action being taken. Chairman McLeran noted that although the Town of Ross does not appear to be most interested in a union with KFD, the District should continue to pursue the idea. Director Gerbsman noted that there are pertinent issues on the table that need to be answered in order to make intelligent business decisions. He feels the ball is currently in Ross' court.

Director Gerbsman excused himself at 10:25 a.m.

3. Chief Smith reported on his meeting with the three final candidates of six chosen by the selection committee for the pending Fire District Secretary position. He reported that all three candidates are highly qualified. His recommendation is to offer the job to Lisette Varnese pending a background investigation. Carol Abraham will work with the new hire during her transition.

NEW BUSINESS: None

CORRESPONDENCE: None

DISTRICT OPERATIONS: None

DIRECTOR'S REPORT: None

CHIEF'S REPORT: None

OTHER: None

APPROVAL OF WARRANTS: None

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

The next regular meeting will be held on Wednesday, September 21, 2011 at 6:30 p.m.

A moment of silence was held in remembrance of 9/11.

M/S Murray/Corbet to adjourn this meeting at 10:45 a.m. All ayes.

Respectfully submitted,

Ronald T. Naso, Secretary
Board of Directors

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

MEETING TYPE: Regular

DATE: Wednesday, October 19, 2011

CALL TO ORDER: 6:37 p.m. by Chairman McLeran. Director Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Murray to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: None

UNFINISHED BUSINESS:

1. Chief Smith reviewed the finalized version of the new CalPERS contract for the miscellaneous category 2.5% @ 55.
2. Chief Smith discussed proposed upgrades by AT&T, originally reviewed in December 2010, comparing them to the newest upgrades proposed as of September 2011. It was agreed that the most current proposal is vastly different than the 2010 model. Chief Smith feels that the most recent AT&T proposal upgrade plan looks to be a "disaster." Additionally, AT&T is in violation of its current contract with KFD as its use-permit with the County of Marin is long expired. Previous contacts and/or requests from AT&T representative, Ana Gomez-Abraca, have been very sporadic. To date, an upgrade proposal has not been accepted by the Board nor has an amount of revenue been discussed. Ms. Gomez-Abraca has been advised of the Fire District's requests, including an updated use-permit and contact to the Board/District by AT&T design staff for discussion of all areas of the pending/proposed upgrade.

Chief Smith informed the Board that T-Mobile has recently secured a use-permit. It, too, has mentioned wanting to discuss equipment upgrades.

Chief Smith reported that Sprint, who owns the equipment on the flagpole fronting the fire station, is requesting an upgrade as well. The cellular site is maintained through Crown Castle. Chief Smith reminded the Board of the design review process when the pole/equipment was originally installed and the need to create an aesthetically pleasing product. The new request is slated to increase the antenna's (top portion of the pole) from its existing size of 2 ½ x 7 to approximately four feet wide in order to accommodate three new panel antennas. Discussion ensued regarding contract language referring to equipment change and the need to consider reasonable modifications.

3. Chief Smith reviewed previous correspondence and conversations with members of the Ross Town Council concerning a possible consolidation of the KFD and the RFD. He noted that the correspondence included in this month's BOD packet was written from him on an informational basis noting that the KFD BOD has not taken any action on the proposal extended by Ross in its formal Request for Proposal. The Board reviewed, in length, the fact that it has requested specific information from the Town of Ross on numerous occasions. These requests have just recently been met after several additional requests being made from Ross. The KFD BOD feels it has pointed out specific items to be discussed at length with the Ross Town Council representatives, including but not limited to governance issues, revenue issues, services, staffing, salary differential issues, unfunded liability issues, etc. The Board feels that the Town of Ross wants to expedite the process without giving it sufficient research.

The most current correspondence from Ross to Kentfield is to decline an annexation model of a direct property tax shift as a funding source between the two agencies. Ross has, however, requested KFD to explore a JPA model. A very lengthy discussion followed between the Board and the Ross Fire Department labor group represented by Captain Jake Peterson.

The most recent request from Ross Town Manager, Gary Broad, was received by Chief Smith on October 14th requesting KFD agree to explore a JPA model; however, he also requested that it be developed and presented to the Ross Town Council by October 28th. At this point, Director Gerbsman explained how much research would be needed for such consideration. Additionally, Director Gerbsman mentioned that in all matters concerning any possible consideration of consolidation, the constituents of the KFD would need to be advised and any concerns be addressed.

Discussion followed regarding some objections/questions that are being considered by Ross including property tax shifts and board representation. Director Gerbsman outlined specific areas to be discussed with the constituents of each agency including fiduciary issues, a predicted budget shortfall of \$200K in 2012 by Ross, salary differentials, unfunded liability issues, and

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

governance issues. Chief Smith also reminded the group of the fact that Ross has not yet determined what it will do with its current, existing fire station facility.

The KFD Board feels there are too many important issues that have not been fully discussed and researched and questions the need for "urgency" on the side of Ross. Possibilities for this may include the fact that current Town Manager, Gary Broad, has recently resigned from his position and current Fire Chief, Tom Vallee, will be retiring next year. Additionally, there will be two vacant council seats in Ross by election time in November 2011. Director Gerbsman stated that he feels the KFD has been very pro-active, responding to requested questions from Ross with far less response from Ross. Director Murray stated that he feels KFD has run an efficient business model that has worked well over many years and continues to do so at this time. He sees no sense of urgency to incorporate the two agencies without substantial research.

Captain Peterson stated not wanting to miss an opportunity to consolidate due to a possible lack of communication between the two governing bodies of each fire agency and hopes to see all players working together. Director Gerbsman stated that KFD went to a meeting in Ross at the recent onset of consolidation discussion and would be willing to meet again. He stated hoping the Ross Fire Department labor association understands the KFD side with regard to complete transparency between its Board of Directors and the residents of the Fire District.

At this time the Board directed Chief Smith to invite face-to-face communication between the Town of Ross and the Kentfield Fire District. Chief Smith will direct an immediate invitation wherein all issues will be discussed including notice to District residents. Chief Smith reiterated his concern that ten years down the road he would hate to realize a missed "opportunity" to create a unified fire agency for the betterment of both agencies. He mentioned speaking to Fire Chief, Rich Pearce, of the Tiburon Fire District, about its contract with the Belvedere community (similar agencies as Kentfield/Ross) and the challenges it faced originally.

Chief Smith thanked the Board and both the Ross and Kentfield labor associations for their input and support.

At 7:30 p.m. Board Chairman, Ralph McLeran, requested a fifteen minute break. At this time the Board moved to item number three under New Business. Chief Smith had arranged for current and previous staff to attend a "recognition" reception honoring Carol Abraham for her years of service to the Fire District as she prepares for retirement. Chairman McLeran read a Resolution from the Board of Directors (and may I say that I was "absolutely overwhelmed" by the surprise and "extremely grateful" to all who arranged and participated in the recognition). At 7:45 p.m. Director Gerbsman excused himself from the remaining portion of the meeting as he was not feeling well.

NEW BUSINESS:

1. The Board resumed business at 7:45 p.m. with Oaths of Office being administered to Directors Corbet and Murray by Chairman McLeran.
2. The Board reviewed the recent contract to be signed between the Fire District and the Marin County Sheriff's Office for dispatch services for fiscal year 2011/2012. The fact that the current contract is \$6,600 less than the previous year is due for the most part because of San Rafael Fire Department's payment of its full share this year based on calls for service as well as operational costs. M/S Murray/McLeran to approve the "Agreement for Professional Services" with the Marin County Sheriff's Office. Four ayes, one absent.

CORRESPONDENCE: All reviewed.

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

Captain Glenn gave a power point presentation on the current year-to-date status of the KFD training program, USAR, and Leadership Development seminars. Chief Smith spoke relative to volunteer retention/training.

DIRECTOR'S REPORT: None

CHIEF'S REPORT:

1. Chief Smith reported on the KAOF annual Zita Pancake Breakfast held on October 9th. He mentioned the fact that Chief Frank Zita's son and daughter-in-law helped in the serving line.
2. Chief Smith reported on the progress of the Fire District Secretary job recruitment.

OTHER: None

APPROVAL OF WARRANTS: M/S Murray/Corbet to approve Warrants No. 4215 through and including No. 4215 in the amount of \$285,731.04. Four ayes, one absent.

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

The next regular meeting will be held on Wednesday, November 16, 2011 at 6:30 p.m. It was noted that the December meeting will be held on Wednesday, December 14, 2011.

A moment of silence was held for departed members.

M/S Corbet/Naso to adjourn this meeting at 8:41 p.m. Four ayes, one absent.

Respectfully submitted,

Carol Abraham
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, November 16, 2011

CALL TO ORDER: 6:30 p.m. by Chairman McLeran. Director Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Chief Smith was also in attendance.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Murray to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: There were members of the public in attendance; however, no comments were received.

UNFINISHED BUSINESS:

1. Chairman McLeran moved agenda item No. 3, Ross/KFD Update/Discussion, to the top of the docket as a courtesy to those in attendance this evening from the Town of Ross and Ross Valley Fire Department. He gave the audience a brief update on last week's Ross Town Council meeting. Chief Smith reviewed a study done over the last year-and-a-half developing a "conceptual outline" wherein KFD would provide fire service to the Town of Ross. He reiterated that the Fire District has not made a proposal to the Town but has had discussions on how the concept might evolve. A KFD sub-committee, consisting of Board Chairman McLeran and Board Secretary Gerbsman, was appointed last month by the KFD Board of Directors to meet with the Ross Public Safety Committee. Their direction was to discuss governance and financial issues. Director Gerbsman outlined his input at the Ross meeting, specifically stating the process for the KFD Board to undertake intelligent business discussions based on its fiduciary responsibility to the KFD constituency. His concerns are: 1) Ross dealing with its issues of existing employee pay/benefit differentials, estimated to be approximately \$90K annually, 2) unfunded liabilities, relative to pension and health care, 3) capital equipment replacement. He also addressed the unconditional tax shift issue that would be required if Ross joined the Fire District.

Director Murray commented that the existing KFD business plan has proven to work well. Director Naso commented that KFD runs a tight ship with strong fiscal planning and leadership. Director Gerbsman then recapped the issues, process, and public input that the Fire District would require to continue these discussions with Ross. Ross Councilman, Hunter, who was in attendance, relayed the Ross position relative to its needs. He stated that Ross is not willing to join a District, as that means permanently giving up a portion of its property tax base. This is the position held unanimously by the Ross Town Council. Therefore, as the Ross Town Council understands what the Town and labor group wants, joining a Fire District is a "non-starter." It is the Town's desire to further explore a JPA (Joint Powers Authority) model.

The Board continued discussion relative to fire service models, consolidations, and operational efficiency. However, at this time, the Board unanimously agreed that it did not want to further pursue a JPA model to provide fire service to the Town of Ross. That being stated, the Board acknowledged that future discussion relative to this subject may be addressed at the appropriate time under appropriate circumstances. Chairman McLeran thanked those in attendance from Ross for their comments and participation with regard to this agenda item. He invited members of the audience to stay for the remainder of this meeting, however, all politely declined. Chief Smith complimented the KFD Board and staff for their professional and timely responses to the recent Ross discussions.

2. Chief Smith outlined the FASIS Board election and gave a brief synopsis on each candidate. M/S Murray/Naso to vote for John Hardcastle, Borrego Springs FPD. All ayes.

3. The fiscal year ended 6/30/2010 report due by John Maher, Maher Accountancy, was postponed until the regular December 2011 meeting due to the fact that (1) the audit is still in "draft" form so was not included in this month's BOD agenda packet, (2) Accountant Hom is not available to attend tonight's meeting, (3) Chairman McLeran met with Chief Smith on Monday, November 14, 2011 and they decided it would be better to wait and review the completed audit with all parties in December.

NEW BUSINESS: Chairman McLeran opened the election for officers of the BOD effective January 2012: M/S Murray/Corbet to elect Director Naso as Chairman. All ayes.

M/S McLeran/Murray to elect Director Gerbsman as Vice Chairman. All ayes.

M/S McLeran/Gerbsman to elect Director Corbet as Secretary. All ayes.

Chairman McLeran requested that future BOD officers be nominated each November and sworn in prior to the close of the December meeting, thereby allowing the new officers to assume responsibilities each January.

CORRESPONDENCE: All reviewed.

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

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

DIRECTOR'S REPORT: None

CHIEF'S REPORT: Chief Smith briefly discussed the following items:

1. Update on recently received approval from MMWD to continue the Fire Flow improvements that were requested by KFD staff. The time table for completion of all requested projects is approximately ten years.
2. Two people are currently completing background investigations for the position of Fire District Secretary.
3. Update on proposed improvement projects to existing cellular telecom sites operated by AT&T, T-Mobile, and Sprint/Crown Castle at the fire station.
4. Update on recent presentation to Standard & Poor's analysts regarding re-funding of the existing \$10M Kentfield School District bond. Chief Smith addressed the fire prevention and protection of the property tax base.

OTHER: None

APPROVAL OF WARRANTS: M/S Murray/Gerbsman to approve Warrants No. 4216 through and including No. 4269 in the amount of \$308,632.52. All ayes.

The next regular meeting will be held on Wednesday, December 14, 2011 at 6:30 p.m.

A moment of silence was held for departed member, Engineer Frank Berthinier, who passed away recently.

M/S Murray/Naso to adjourn this meeting at 7:45 p.m. All ayes.

Respectfully submitted,

Ron Naso, Vice Chairman
Board of Directors

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

MEETING TYPE: Regular

DATE: Wednesday, December 14, 2011

CALL TO ORDER: 6:33 p.m. by Chairman McLeran. Director Naso led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present with the exception of Director Murray who was ill. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Corbet/Gerbsman to approve the minutes of the previous month. All ayes.

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

UNFINISHED BUSINESS:

1. John Maher, Maher Accountancy, presented the final version of the audit report for June 30, 2011 to the Board. He also passed out a corrected page "two" to the audit showing the \$250K side-fund for the CalPERS pension pay-down. The Board reviewed the audit page by page with Mr. Maher. Questions were asked and answered as the report was reviewed. Mr. Maher noted the proper separation of duties as followed by Chief Smith, Accountant Hom and Administrative Secretary Abraham. He complimented Chief Smith and staff on good internal management and reporting which keeps audit costs down as information is readily available. He also found the internal control environment to be good and noted that the KFD has excellent controls given the size of the organization. Chief Smith asked about the higher valuation (50%) for sick leave buyback. Mr. Maher noted that this was implemented with the June 30, 2010 audit negotiated by the Union two years ago and is listed on page "seven."

The Board thanked Mr. Maher for his report. Copies of the audit, including the corrected page, will be sent to the State of California, the County of Marin, and Municipal Finance Corporation.

2. Accountant Hom outlined the most recent Profit/Loss Report and explained the distribution of current property taxes. He noted being very pleased that we are so close to the original projected budget. Chief Smith noted that some expenses have been 100% paid for this fiscal year. Accountant Hom will advise once the County has posted excess ERAF money. He noted total revenue at \$163K, salaries/benefits at 51%, capital outlay at 40% and debt service at 51% showing the budget to be exactly where it should be at this point in time. The Board thanked Accountant Hom for this detailed update and clear presentation.

NEW BUSINESS:

1. Chief Smith reviewed the current term life insurance program, put into place approximately 15 years ago and carried by the Fire District, on its paid safety staff in the amount of \$100K paid at \$19/month/person by the District. Most of these policies have reached maturity. He further explained that Engineer Garcia, on behalf of the KAPF, has been working on implementing a continuation of coverage. Currently, the District pays approximately \$2400 annually for coverage. Prices at today's market will be approximately \$4500 annually for the same amount of coverage. Chief Smith reviewed options regarding the District's increasing the amount it extends to the Association members for coverage including the immediate coverage of any represented new hires at \$100K for a 30-year term. This will avoid sharp increases as members' age and/or have medical, etc. issues during their future employment. A lengthy discussion followed between Chief Smith, the Association members present, and the Board. The Board moved to closed session at 7:21 p.m. to discuss the life insurance issue. It reconvened at 7:30 p.m. with no reportable action taken.

M/S Gerbsman/Corbet to increase the annual amount the Fire District pays to \$4500 based on ten paid safety staff members. The KAPF will allocate the various populations. All ayes.

Accountant Hom inquired where the additional funds were to be taken from in the budget. M/S Gerbsman/Naso to increase Account No. 1515 – Health Insurance to cover the \$4500 expenditure for a total of \$328,589.00 from the original \$326,489. All ayes. The KAPF thanked the Board for its generous offer.

CORRESPONDENCE: Reviewed

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

DIRECTOR'S REPORT:

Chief Smith presented Chairman McLeran with an engraved plaque denoting his years as Chairman of the Board and thanked him for a job well done. Following are the new positions to

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

be effective with the January 2012 meeting: Chairman – Ron Naso, Vice Chairman – Steven Gerbsman, Secretary – Bruce Corbet. Chairman McLeran noted having had a great year serving the Board and the community.

CHIEF'S REPORT:

1. As B/C Galli was in attendance at this meeting, he gave a brief report on the recent structure fire at 200 Woodland Road. He showed photos and noted that he will have a video presentation available at the next regular meeting. He also mentioned an additional structure fire today at 40 Fernhill Avenue in Ross at which KFD was first on scene assisting Ross Fire Department.
2. Chief Smith introduced Sharon Mulkeen. Pending direction from the Board, Chief Smith will offer Sharon the position of Fire District Secretary effective January 2012. She will replace current Secretary, Abraham, who will retire. Director Gerbsman recommended Chief Smith be given the latitude to negotiate a contract within current budget allocations and to hire Sharon. The Board agreed and welcomed Sharon to the KFD. Sharon thanked the Board and noted looking forward to working within a community environment.

OTHER: None

APPROVAL OF WARRANTS: M/S Naso/Corbet to approve Warrants No. 4270 through and including No. 4322 in the amount of \$217,096.26. All ayes.

The next regular meeting will be held on Wednesday, January 18, 2012 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Corbet/Gerbsman to adjourn this meeting at 8:00 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary