

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

MEETING TYPE: Regular

DATE: Wednesday, January 21, 2015

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

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, County Counsel Brady, Accountant Hom and Recording Secretary Mulkeen.

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

PUBLIC COMMENT PERIOD: There were no comments received from the public.

RECOGNITION: On behalf of the Kentfield Fire District, its Board and staff, Chief Paul Smith recognized Bruce Corbet for his leadership and outstanding service as the 2014 Chairman of the Board. Chief Smith remarked that 2014 was a busy year. The Board in conjunction with the District promoted two Captains, hired two firefighters, balanced the budget, and renegotiated the terms of the District's lease purchase on the fire station.

UNFINISHED BUSINESS:

- a. **Closed Session: Conference with Legal Counsel-Anticipated Ligation/Crown Castle/Sprint Issue:** The Board moved into closed session at 6:38 pm. The Board returned to open session at 6:43 pm. Chairman Murray reported the Board gave Counsel Brady some direction.
- b. **HVAC Roof Request for Proposal Update: B/C Hadfield reported the Mechanical:** Evaluation/Design/Building Services RFP was published two weeks ago with the Marin Builder's Exchanges in Marin and Sonoma, published with the Marin IJ twice, and on the Kentfield Fire website. The mandatory bid walk through was scheduled for today but no one showed. B/C Hadfield also noted he personally invited six to eight companies to bid on the project. After some discussion, the Board asked Counsel Brady to conduct research on how the District should proceed within the guidelines of public agency law/policy obligation.

NEW BUSINESS:

- a. **FY 2014-15 Budget Review:** Chief Smith introduced Accountant Hom to present the mid-year budget report. Accountant Hom advised the budget report is for figures as of 12/31/2014.

District Total Revenues reflect property taxes at 54.97%, right on target for secured property taxes. The County of Marin will apportion another 40% of taxes in April and the remaining 5% in June. The special tax assessment, code 9007, reports at 64.67% based on the District's original tax assessment estimate. Since the Board approved a special tax assessment increase effective January 2015 (.07 per square foot and inclusion of garage space) this will change the estimated value of the special tax assessment to \$540,000 by the end of the year - \$80,000 a positive variance compared to what was initially budgeted. AT&T cell site revenue is higher than budgeted because the District had not finalized the rental agreement before the FY 2014/15 budget was created. Also the revenue is reflecting an overpayment the District is trying to adjust. All the revenue from State fires has not been collected. To date the District has collected \$44,000 from Cal OES, with outstanding invoices estimated at \$41,000. This budgeted line item is short compared to budget due to lack of State fire/emergency response requests in the FY 2014/15. Overall the District's collected revenue as of 12/31/2014 is \$2.67 million which is about 56% of the budgeted revenue.

At this time Director Naso questioned the amount of extra funds available to put towards the HVAC system. Chief Smith replied that the District will address funding that project and other considerations in the coming months relative to other options, i.e., unfunded liabilities.

Salaries and Benefits are at 50% of budget, right on target. Overtime, code 1030, is currently at 57% with safety regular pay right at 50%. Health insurance slightly over budget because there were seven payments in a six month period showing an increase with this line item at 58.25%. The employer funded portion of employee retirement is at 48% and OPEB is on budget at 50%. The District makes four quarterly payments at \$50,000 each to the CalPERS Trust. There are two more payments to make this fiscal year.

Services and Supplies overall are at 44% of budget. However, worker's compensation, code 2080, is over budget with expenditures at \$82,000 or 52% of budget. Whereas, Dispatch, code 2105, budgeted at \$55,800, is under budget because the County of Marin Sheriff's Office had not invoiced the District until January 2015.

Capital Outlay is under budget coming in at 33%. The District has spent \$42,000 vs. total budget of \$127,000. Accountant Hom suggested the \$40,000 currently budgeted in code 4050, building

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renovation, may be re-designated into a roof fund. If the District does not use these funds this fiscal year the Board may want to place it in a designated roof improvement fund for the 2015/16 budget year.

Debt Service on budget at 51%. The District pays the solar debt once a year; the others relative to the building lease purchase, twice a year.

In conclusion Accountant Hom reported revenues are greater than expenditures by \$437,000 as of 12/31/14. He recommended the Board focus on the additional revenue that will come in as a result of Measure G, about \$80,000 at the end of the fiscal year, and isolate it to ensure it does not contribute to salaries as the Board promised in the Measure G campaign.

Chief Smith reported the Balance Sheet reflects balances in the District's assigned fund reserves of which code 6915, building replacement, has a balance of \$72,000. If the Board considered the transfer of \$40,000 from the building renovation fund, capital outlay fund-code 4050, this could help fund the roof/HVAC project. Chief Smith added he and Accountant Hom will review the budget and make recommendations to fund the roof renovation at the March board meeting.

Chief referred to the CalPERS trust report included with the financials, showing a balance of \$1.2 million, with a current liability of just over \$2 million. The District has made considerable progress in paying down this liability.

- b. Statement of Economic Interests Form 700:** Chief Smith asked the Board members to complete the Form 700 and return it to Secretary Mulkeen.
- c. Resolution 1-2015** identifying the terms and conditions for Fire Department response to incidents outside of the jurisdiction when Kentfield Fire District is compensated or reimbursed for such response. Chief Smith referenced his memo and Fire Districts Association of California's, (FDAC) letter in the Board packet explaining the latest California Fire Assistance Agreement (CFAA) which has caused concern among the local government agencies. This agreement is proposing only to pay agencies responding to out of county fires when they arrive on scene, vs. portal to portal. Currently the District pays its District personnel portal to portal. The letter to OES recommends continuing the discussion meanwhile upholding the agencies request to pay their employees portal to portal. Cal OES recommends public agencies pass a resolution identifying these terms and in turn Cal OES will acknowledge this contract and full reimbursement request. Chief Smith explained that at the beginning of each fire season he and Accountant Hom calculate the hourly salary schedule which is filed with Cal OES and used to reimburse the District after the team returns from the out of county response. Directors Murray/Gerbsman M/S to adopt Resolution 1-2015 identifying the terms and conditions for Fire Department response to incidents outside of the jurisdiction when Kentfield Fire District is compensated or reimbursed for such response. Roll call vote: Corbet: Aye, Gerbsman: Aye, McLeran: Aye, Murray: Aye, Naso: Aye. Motion passes.
- d. Marin LAFCO Nominations:** Chief Smith introduced this opportunity for interested Board members to be nominated as a Special District member on this Board noting the Kentfield Fire District Board of Directors will need to endorse that nominee. After a short discussion there was no interested expressed among the Board members.

CORRESPONDENCE: Reviewed

REPORTS:

- a. Overtime, Incident (December):** Reviewed

DIRECTOR'S REPORTS:

- a. Emergency Warning System:** Director Naso had correspondence with Chief Smith and B/C Hadfield regarding a part on order to repair the siren. B/C Hadfield confirmed the District is waiting on a part for the siren. B/C Hadfield approved the proposal and is waiting for the repair contract to arrive. The certified electrician service team is currently attending training in Chicago this week. B/C Hadfield will schedule the repair upon their return.

CHIEF'S REPORT:

- a. AT&T Cell Project Update:** Chief Smith reported he had a walk through with the AT&T construction manager on January 20. Several of the issues reported last month by Director Naso have been repaired, others not. The EMF Engineer visited our site the week of January 12 and met with the Chief and Engineer Trimble. Engineer Trimble witnessed the tests and reported that the Engineer documented almost no perceptible EMFs in the station, none at the sidewalk, and almost none in the vicinity of the fire station. We will get the official engineer's report as part of the project close out and will have it available at the station if the neighbors are concerned. The Chief is very pleased with these results. The noise decibel report in the contract has not been scheduled but there have been no issues with noise from the shed behind the station. The water proof tests for the ducts that were damaged by AT&T still need to be scheduled. Allied Mechanical will conduct the repairs and AT&T will pay for them. Director Gerbsman negotiated, as part of this contract, a \$25,000 or \$50,000 performance bond in favor of the District. Chief Smith

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asked AT&T on the status of the performance bond and advised that it is still an open item. The Chief is pleased with the expanded garbage pit area paid for by AT&T as a result of the electric meter location and commented the Board is pleased with the increase of the AT&T cell site revenue. The Board and the KFD staff are pleased with the decrease in EMFs reported. Chief Smith has not been pleased with the responsiveness and communication with AT&T construction progress and the leaks that occurred due to their activity on the roof. Chairman Murray recommended the Chief contact the neighbors and shares the EMF report in effort to keep communication open and transparent. Chief Smith replied the report is very technical and thought a letter would be more appropriate. Director McLeran suggested the District not translate the report but instead post it to our website and direct people to view it online.

- b. KFD Blood Drive:** Chief Smith reported our next blood drive, in partnership with MAGC (Marin Art & Garden Center), is scheduled for Tuesday, February 10 at KFD. Chief Smith had spoken with Erik Humber, Blood Drive Coordinator, who reported having 62 appointments on the schedule. Chief Smith commented this is a very positive community event.
- c. FDAC Conference:** Chief announced this conference is scheduled in April at the Embassy Suites Hotel in Napa. Board members are encouraged to attend. If interested please contact Secretary Mulkeen.

APPROVAL OF WARRANTS: Directors Naso/McLeran M/S to approve December warrants no. 6707 to and including 6782 in the amount of \$481,764.40. All ayes.

The next regular meeting will be held on Wednesday, February 18 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors McLeran/Gerbsman M/S to adjourn the meeting at 7:27 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary