

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, February 18, 2015

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

**ROLL CALL:** Chairman Murray, Directors Corbet and Naso were present. Director Gerbsman joined the meeting remotely. Director McLeran was absent. Also in attendance were Chief Smith and Recording Secretary Mulkeen.

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

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

**UNFINISHED BUSINESS:**

- a. **HVAC Roof:** Chairman Murray reported on the sub-committee meeting held on Thursday, February 12. Attendees at the meeting with Chairman Murray included Chief Smith, B/C Hadfield, Director Naso, and Engineer Trimble. Chairman Murray noted that Novato Fire District had similar problems with their HVAC system in several of their buildings. They decided to approach contractors and/or mechanical contractors to look at their system and make recommendations. The KFD sub-committee decided to take this different approach while still complying with public bid/public works requirements. The District will solicit/invite two to three contractors to address the roof issue and make recommendations, review the recommendations and create a Request for Proposal (RFP) for public bids. After the sub-committee meeting Engineer Trimble explained B/C Hadfield had asked him what direction to go and if he could provide him with more contacts. Engineer Trimble commented he will ask Novato Fire District for feedback on the contractors they consulted. He added Novato Fire District not only had HVAC system problems, but problems with foundation, plumbing, and electrical on a number of their buildings. They picked a firm that evaluated all six of the buildings. Then they brought in three reputable contractors and asked for their recommendations and a quote. All three recommendations were identical except for products suggested. Engineer Trimble noted that of the three contractors Novato Fire worked with they recommended two and passed their information on to him. Engineer Dan will provide B/C Hadfield with a short list of reputable commercial contractors to contact. Chairman Murray added he tried to contact Paul at West Bay on the District's behalf. Chairman Murray asked Engineer Trimble to keep the Chief apprised of his progress and let him know if the sub-committee needs to meet again. Engineer Trimble asked if B/C Hadfield has the authority to move forward and schedule contractors to review the roof. Chairman Murray replied, yes. The Board members thanked Engineer Trimble for his contribution. Director Naso commented he is glad the HVAC roof project is back on track and is comfortable with this new direction.

**NEW BUSINESS:**

- a. **Acting Captain Position:** Chief Smith recalled that since the District had promoted Acting Captains Fox and Pomi to full Captain positions last year, the District has been without Acting Captains. In January Captain Pomi, working with B/C Michael St. John of Mill Valley, organized the Captain Assessment Center and administered the test January 23. Captain Pomi invited fire officers from other fire agencies to assist with the evaluations. The District has five eligible engineers, four tested and successfully completed. The candidates were ranked as follows: Engineer Garcia, first; Engineer Viau, second; Engineer McKnight, third; and Engineer Johnston, fourth. The officers met and discussed the District's needs. The Chief recommends that the top two ranked candidates: Garcia and Viau, be assigned to Acting Captains and work them through the task book assignment. He would like the Acting Captains to be ready and in place by mid-April 2014 for the fire season. Chief would like to establish an Acting Captains' list to remain active for one year with the possibility of extending the term at his discretion. The Chief congratulated Engineers Garcia and Viau for doing a really good job. They trained hard and prepared well. This opportunity will give personnel more depth in the field and provide real time experience in anticipation of the future of the District. The Board congratulated Engineer Garcia who was in attendance. Engineer Garcia thanked the District for arranging the test and Captain Pomi for spearheading the effort. Captain Fox also thanked Captain Pomi for his work on the Assessment Center, he did a fantastic job. Chairman Murray/Director Naso M/S to support Chief Smith's recommendation to assign Engineer Garcia and Engineer Viau to Acting Captain positions and to create an active Acting Captain's list based on the Assessment Center ranking order. All Ayes.

**CORRESPONDENCE:**

Chairman Murray noted the thank you letter from Mill Valley Fire complimenting Captain Pomi's leadership in the Assessment Center. He asked how Mill Valley Fire collaborated with the District. Chief Smith

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explained the District had asked Mill Valley to provide an assessor for the test which they were happy to provide. Mill Valley Fire also had a candidate for Acting Captain and asked if he could participate in our Assessment Center. B/C St. John and Captain Pomi worked out the details and were able to incorporate the Mill Valley candidate in the testing process. The District had also received a request from Tiburon Fire to participate but they were not ready to test in January. The District will work with them in setting up their Assessment Center when they are ready. Chief Smith remarked that the assessors were pleased with the Kentfield Fire District candidates. Chairman Murray commented that the input from officers outside of the District is valuable.

Director Naso commented on the Safe Routes to School announcement expressing the positive involvement of law enforcement with this program. He, however, is concerned with making McAllister Street one way as one of the resident's attending the workshop asked to be considered.

**REPORTS:**

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

**CHIEF'S REPORT:**

- a. **KFD Blood Drive Results:** Chief Smith reported on the Tuesday, February 10 Blood Drive. They have upgraded to a new computer system and are working out the problems. The Blood Drive had 84 scheduled appointments, of which 72 showed, and 11 deferrals. There were 62 successful donations with 4 double reds. Mr. Humber, the Blood Drive Coordinator, had spoken with the Chief a number of times expressing concerns with issues at the drive. Director Corbet asked if the number of appointments had increased in comparison to previous blood drives. Chief Smith replied that in the past we would receive 20-30 donations. Since that time the Blood Centers of the Pacific closed their San Rafael location and the District has partnered with the Marin Art & Garden Center, MAGC, resulting in a larger pool of donors. Chief Smith commented this is a great community outreach program.
- b. **FDAC Conference:** Chief Smith reported that he and Director Naso are attending this conference in April in Napa. There is still time to register before the end of February. If Directors are interested contact Secretary Mulkeen.
- c. **KFD Emergency Siren Update:** Chief Smith advised an email was sent out last week reporting the parts are in and the District is still in process of scheduling the repair. Director Naso commented he had received the email and thanked the Chief for the attention to this matter.

**APPROVAL OF WARRANTS:** Director Naso questioned the gas charge on an invoice for Aquatech Consultancy, Inc. Chief Smith replied this agency charges the District for their travel time. Aquatech, Fishman and Aramark Uniform also charge a fuel surcharge as part of their delivery fee. They have done this for years. Director Naso also noted the \$3,000 check paid to Gary Barner Investigations and asked how many candidates were going through background checks. The Chief replied, six. Chairman Murray/Director Naso M/S to approve January warrants no. 6783 to and including 6853 in the amount of \$321,493.09. All ayes.

Director Gerbsman asked if there was a Sprint/Crown Castle update. Chairman Murray noted it was not on the agenda tonight. However the Chief reported he had spoken with County Counsel last week and she reported having contact with someone at Sprint/Crown Castle and that they were reviewing the District's settlement agreement.

The next regular meeting will be held on Wednesday, March 18 at 6:30 pm (the day following a national holiday, stated the Chairman).

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

Directors Naso/Corbet M/S to adjourn the meeting at 7:00 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary