

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, June 17, 2015

**CALL TO ORDER:** 6:30 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, County Counsel Brady and County Counsel Brandes and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Gerbsman/Naso M/S to approve the minutes of the May 20, 2015 regular meeting. All ayes.

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

**UNFINISHED BUSINESS:**

- a. **Closed Session-Conference with legal counsel-anticipated litigation: significant exposure to litigation pursuant to subsection (4) of subdivision (d) of Gov't Code Section 54956.9 regarding contract dispute. (One Potential Case)-Crown Castle-Crown Castle/Spring Contract Issue Update:** The Board moved into closed session at 6:31 pm. The Board returned to open session at 6:45 pm. Chairman Murray reported the Board gave County Counsel direction on the Sprint/Crown Castle dispute.
- b. **KFD Budget and Financial Accountability:** Director Gerbsman advised the Board he had spoken with Chief Smith and requested a public report of the actions that the Board, in conjunction with the Chief and the Union, had taken to maintain the District's financial viability over the last several years. Chief Smith thanked Director Gerbsman and the Board for the opportunity to publicly record the District's financial accomplishments. He directed the Board to the Review of Board Actions Relative to Fiscal Accountability memo in the Board packet. Chief advised the Board that he had met with our auditors, Maze & Associates, to review the year-end perspective and discuss GASB68 strategic planning. Chief Smith reported that Maze & Associates noted that Kentfield Fire District financials are in good standing. Chief Smith outlined the following Executive Summary of the Board's actions for the past several years:
  - Fire Station Remodel and Project Funding Financing**-through this refinancing the Board negotiated a reduction of the interest rate from 4.65% to 3.40%, resulting in \$17,513 annual savings relative to \$175,000 savings over the remaining ten years on the debt service.
  - OPEB (Other Post Employment Benefit) Obligation Liability**-The Board funded this liability in 2013/14 and 2014/15 contributing \$200,000 per year to cover future medical insurance premiums for retirees. Chief Smith checked this account this last week and reported the total liability is estimated at two million dollars. The District currently has approximately \$1.3 million in the CalPERS/CERBT trust as of today. The earnings on the money have been doing really well. The District is on track to have this obligation 100% funded in less than five years.
  - CalPERS Pension/Retirement Program**-The Miscellaneous category is tiered. The Board approved a \$120,000 payment in 2014 to pay off the Tier 1 remaining obligation. The current Miscellaneous plan has no unfunded liability. The Safety category liability, classic member tier, has a side fund attached to it. The District has paid down this side fund in 2013, \$250,000, and in 2015, \$680,000, with a liability of approximately \$350,000 remaining. The Safety category, PEPPA member tier, does not have any significant liability attached to it.
  - Grant Opportunities**-The District has received a number of grants: \$158,000 FEMA grant for SCBA purchase, \$4,000 State grant for protective clothing, and this year a \$10,550 FireSafe Marin grant has been secured for vegetation management. Chief Smith met with B/C Hadfield and recalled the District received grants for diesel apparatus filters for health and safety, a public emergency warning siren on the roof and the electric power generator in the back parking lot of the fire station. In the last ten years the District has received \$500,000 through grants. Chief Smith added he works closely with the union staff members on developing the grant requests.
  - Fiscal Best Practices Review**-The Board subcommittee reviewed and updated fiscal policies and procedures with Chief Smith and Accountant Hom to adopt transparent best practices for the District. These reviews will take place annually.Director Gerbsman commented on the importance that the District provide full transparency of our public funds to our constituents. It's a credit to the District, the Union working with the Board and the Chief's leadership in order to accomplish these financial standards and meet financial responsibility with accountability to the public. Director Gerbsman directed Secretary Mulkeen to post Chief Smith's report on the District website. Chairman Murray commented it's a good idea to place the report on the website.
- c. The Board went into closed session at 6:55 pm. The Board returned to open session at 7:07 pm. Chairman Murray commented that this agenda item was incorrectly posted. This item was not a closed session for labor negotiations but a closed session for the Board subcommittee to report back to the full Board on the meetings they have had with the union representatives. Chairman Murray requested the record be corrected and the agenda annotated. Chairman Murray reported

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

that during the closed session the subcommittee brought the board members up to speed on the union negotiations.

- d. **Open Session/Contract Negotiation Review:** Chairman Murray reported the Board met and the subcommittee reported the process to the full Board. The Board feels they have a fair offer on the table with a firm 3% offer. Chairman Murray framed this offer with the following historical points: the Association and the Board have worked together well during the economic turndown when many city governments were taking benefits away from employees, the KFD Board prides itself that it did not take away benefits during the negotiations and that was not the Board's intent, additionally the District has been fortunate financially and did not have to do that. Director Gerbsman restated the offer for this year is 3%. Captain Glenn acknowledged the offer and stated he will need to bring this offer to the union membership at their next meeting. Captain Glenn requested a meeting with the subcommittee next week. He and Engineer Trimble will coordinate with the subcommittee members to schedule a date.

**NEW BUSINESS:**

- a. **Board Appointment to the JAC:** Chief Smith explained that several years ago the District made an alliance with the JAC (Joint Apprenticeship Committee). The JAC provides funds, \$3.00 for every hour of training, for the advancement and training of Firefighters to Engineers and Engineers to Captains. Engineer Trimble is the Labor Rep, Captain Glenn, the Training Rep, Chief Smith represents District Administration and Ex-Director McLeran represented the Board. With his vacancy on the Board Chief Smith is requesting a new member be appointed by the Fire District Board. Director Gerbsman volunteered to represent the Kentfield Fire District Board. Chairman Murray/Director Naso M/S to appoint Director Gerbsman to the JAC. All Ayes.
- b. **2015/16 Special Fire Tax Assessment and Board Resolution 4-2015:** Chief Smith advised the Board that the Marin County Assessor's Office is requesting the District's special fire tax assessment rate for 2015/16. To assist the Board with the decision Chief Smith redistributed the 2015/16 Budget Analysis and the Pre-Budget Revenue documents that were presented and approved at the May meeting for the Boards' information. After a brief discussion, Chairman Murray commented given the District's financial position he felt the assessment rate should remain at .07 cents. This comment was supported by all Board members. Director Gerbsman/Corbet M/S to maintain the assessment rate at .07 cents per square foot and to pass Resolution 4-2015 to adopt special assessment rates for F/Y 2015/16. Roll Call vote: Corbet/Aye, Gerbsman/Aye, Murray/Aye, Naso/Aye. Resolution passes.
- c. **Board Vacancy and Process for Replacement Member:** Chairman Murray informed the Board that the District is required to notify the Registrar of Voters of a member vacancy within fifteen days of vacancy. On behalf of the Board, Chairman Murray did send a letter advising Mr. Dan Miller that Director McLeran resigned due to his move out of the District. He further advised the Board that the Board has the right to appoint a replacement or they can wait a specified amount of time and let the Board of Supervisors appoint a replacement. The appointed Director has to run in the November election and submit the necessary paperwork by August 8. Chief Smith added he had spoken with County Counsel then distributed two pages of information, one from counsel and the other from Dan Miller, County Elections Department and was advised the District has sixty days from June 1 to appoint a director and that the appointee will have to run in the November election to continue on the Fire District Board. Chief Smith asked the Board for direction on this issue. After some discussion the Board directed Chief Smith to post the position on the Kentfield Fire District website and make a few contacts in the community. The interested candidates may interview with the Board or a subcommittee as well as representatives of the KAOF. Engineer Trimble appreciated the union being invited to participate in this process. In closing Chairman Murray directed Chief Smith to officially reach out to community members and asked the KAOF to approach Chief Smith or himself with recommendations.

**CORRESPONDENCE:** Reviewed

**REPORTS:**

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

**CHIEF'S REPORT:**

- a. **Update on Roof HVAC System:** Chief Smith met with Mr. John Pappas, Mechanical Engineer two or three times to evaluate our HVAC system and invited Mr. Chris Barger, of Allied Mechanical and Director Naso to conduct a walk-through of the roof issues. Chief Smith distributed a memo addressed to Allied Mechanical listing the issues he wanted addressed at the site walk-through. During the meeting they discussed areas of concern and requested repairs be initiated based on those issues considered most critical. The Allied Mechanical tech has been working on the building for 3-4 years and has some insight on some of the issues. Allied Mechanical will provide the District with recommended system alterations based on their recommendations and those of the District's Consulting Mechanical Engineer. Director Naso thought the meeting was productive and felt he expressed the District's desire to limit the cost but get the issues resolved and in working order. Director Naso believes the biggest issue is the transition elbows/u joints and the clearing of the walking path on the roof.

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

- b. Update on Fire Prevention Activities:** Chief Smith reported that Lynne Osgood, our Fire Prevention Officer has accepted a full time position with Novato Fire District and is expected to start late June and added she will be missed. B/C Hadfield will handle fire prevention activities in the interim as he is already handling our vegetation management project. Chief Smith advised his preliminary budget contains funds for a part-time fire prevention officer to provide high quality service to the public. He reported having a few resources to contact.
- c. Report on Structure Fire: 121 Kent Avenue:** B/C Hadfield reported the fire was reported at 9:30 am with Chief Smith and Marin County Sheriff Deputy first on the scene. As Engine 17 arrived Chief Smith called for a rescue ladder as someone was trapped by flames on the second story balcony. Engineer McKnight set the ladder and Captain Glenn climbed up and brought the victim down. Meanwhile Firefighter Nelson pulled a 2 ½ from another truck and got a water line established. Engineer McKnight lead the fire attack team into the apartment. B/C Hadfield reported upon his arrival he carried a second bundle of hose up to the fire and took over incident command. He said the fire was under control by 10:02 am. Initially, a neighbor who saw the smoke coming through the apartment door opened the door to check on the occupant, saw the flames and retreated without closing the door. As a result flames were running down the 75 foot hallway. The resident of this apartment dove out his window and sustained minor injuries. There were two other injuries reported. The investigation revealed the fire started in the bathroom, and quickly spread to engulf the entire apartment. Chief Smith acknowledged B/C Hadfield did an excellent job managing multiple companies, securing the building and meeting the medical needs of those injured. Residents, other than the unit where the fire started, were back in their apartments in three days.

**APPROVAL OF WARRANTS:** Directors Naso/Murray M/S to approve May warrants no. 7038 to and including 7083 in the amount of \$216,398.01. All ayes.

A moment of silence was held for retired San Francisco Fire Lieutenant Terry White who recently passed away.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary