

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, January 20, 2016

CALL TO ORDER: 6:30 pm by Chairman Gerbsman. 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 Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES:

Corbet/Evergettis M/S to approve minutes of December 7, 2015 special meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Naso/Murray M/S to approve minutes of December 9, 2015 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

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

UNFINISHED BUSINESS:

- a. **Crown Castle/Sprint Update:** Chief Smith reported the District received the settlement check from Crown Castle. Additionally Crown Castle has increased their monthly rent to \$325 (initially reported at \$350 but corrected by Chief Smith at February 17 meeting) to cover electricity costs until they get their own meter installed at the District. Chief Smith reported seeing plans for a power meter and its placement, in addition to completing the site walk. However he hasn't received permit plans from the County on this project. Chief estimates they are three to six months out.

NEW BUSINESS:

- a. **Actuarial Report on GASB 45 Retiree Benefit Valuation:** Chairman Gerbsman welcomed Catherine MacLeod of Bickmore Risk to present the actuarial report. Ms. MacLeod began her presentation noting that the draft report was prepared with these basic assumptions: the District will continue to contribute 100% or more of the total ARC each fiscal year; the District changed from CERBT asset allocation strategy 1 to strategy 2, in June 2012 (noted error in cover letter) which affects the discount rate used in this valuation, 6.73% vs. 7.61%, used in the prior valuation rate; and the District will continue to follow the current terms of PEMHCA resolution on file with CalPERS. Ms. MacLeod began with the Basic Valuation Results chart, noting a typo in the first column, total participants should be 28 not 23. She noted that due to the GASB 45 reporting changes the District has to report implicit liability this year to reflect the funding gap between the premium paid by the retiree prior to Medicare eligibility and the District's actual premium cost. Ms. MacLeod reported the following highlights:

The Basic Valuation Results first compare the 2013 explicit valuation liability to the 2015 explicit/implicit valuation with the reduced discount rate which increases the liability from \$2.3 million to \$2.8 million. In the two year period additional costs were accrued for active employees, significant contributions were made to the trust and some benefits were paid to retirees. They expected the impact result in the UAAL (unfunded actuarial accrued liability) would be a net decrease of \$158,000 but the actual UAAL turned out to be higher, at \$764,000 due to the following factors: the requirement to report implicit subsidy, the decrease in the discount rate from 7.06% to 6.73%, the increase in liability to cover rate increases of future disability/service retirements, mortality and other terminations; and a \$53,000 decrease from favorable plan experience. In general the experience of the plan and assumptions were favorable to the District. Employees worked longer before retirement or there was more turn over than predicted and CalPERS medical premiums did not increase as much as they had predicted. Bickmore's assumptions were more conservative than they needed to be. The implicit liability adds \$636,000 for a total accrued liability of \$3.465 million. Chief Smith commented after discussing the draft actuarial at length with Ms. MacLeod he is confident the District is in a good position. Ms. MacLeod added with the \$200,000 annual ARC and the pay go of \$90,000 per year the District would have this liability paid off in 22 years from the date of the report.

Ms. MacLeod also reviewed the expected OPEB figures for FYE 2018 reporting both the explicit and implicit expenses with a total estimated ARC of \$345,000. If the District commits to paying the total \$345,000 this expense can be paid through three contribution sources: 1) payments the District makes to CalPERS for retiree premiums-estimate of \$125,000 - \$126,000; 2) the implicit subsidy estimate (which can be taken as an OPEB credit depending on group experience, i.e., you can take OPEB credit if retiree expenses more than active employee premium cost) \$51,000 estimate; and 3) quarterly OPEB trust contributions totaling \$167,870.

Chief Smith reported he and Mark Pomi had discussed the advantages of funding the implicit liability and what mechanisms, cash or credit, the District could use to fund it without negatively impacting our financials. They will discuss this when they meet with Brandis/Tallman next week. Chief Smith suggested the District continue to contribute to the Trust the annual ARC and use the \$51,000 credit in combination with the applicable pay-go premiums.

There were no additional questions for Ms. MacLeod. Chairman Gerbsman thanked Ms. MacLeod for her presentation.

- b. **2015/16 Annual Statement of Investment Policy:** Chief Smith and Accountant Hom explained the District's general checking account is banked with the County of Marin Treasurer's office, pooled with other Marin County agency funds. Annually they prepare a statement of investment policy which becomes the District's investment policy as it relates to the District's participation in the treasury pool. The policy is acknowledged by the District and filed.
- c. **F/Y 2015/16 Budget Mid-Year Review:** Chief Smith introduced Accountant Hom to present the mid-year budget report. Accountant Hom reviewed the following highlights for budget figures as of December 31, 2015.

District Total Revenues from property taxes are received December 10 and April 10 and are credited to the District as follows: in December-55%, April -40% and June, 5%. Our Property Tax Secured, code 9001, was budgeted for \$3.853 million; the District collected \$2.18 million reflecting 55% by calendar year end. The special tax assessment, code 9007, currently at .07 per square foot, is at 55% or \$289,000 of our revenue projection. Excess ERAF, code 9046, budgeted for \$200,000 shows \$123,000 received currently reporting above the 50% threshold; a positive budgetary revenue position. Code 9950, State Fires budgeted at \$250,000 has only received \$39,000 as of December 31, 2015. CalOES is slow to pay on invoices, with their typical turnaround of upwards of six to nine months. The District has \$350,000 of unpaid invoices due from CalOES with projected reimbursement by April 2016. Overall the District has collected \$2.8 million based on \$5.243 million budgeted or 54% of budget.

Salaries and Benefits: Admin Secretary Salary, code 1005, and Safety/Regular Pay, code 1050 are at 50% and 49% of budget. Overtime, code 1030, is over budget due to out of county assignments during the first quarter. Accountant Hom suggested the Board may want to consider making budget amendments at a later date to increase state fire revenue by a certain sum and increase overtime to back fill. CalPERS Retire Employer, code 1530, is at 85% due to the \$350,000 payment the District made in July 2015 to pay down the side fund. Health Insurance, code 1515 is on budget at 45%. OPEB, code 1560, is on target at 50%. The District is making quarterly payments at \$50,000 each. Next year when the Chief creates the 2016/17 budget we will need to incorporate the Bickmore Actuarial report that Ms. MacLeod presented today. In total this category is at \$2.181 million, 58% of annual total.

Services and Supplies overall are at 48%, with a total of \$310,000 spent in this category.

Capital Outlay expenses total \$70,000 with a budget of \$300,000 in this category. Chief Smith commented that he budgeted \$200,000 to code 4050, Building Renovation, due to the roof issues/repairs. Chief Smith estimates the District may spend \$20,000 more this year to repair new leaks, apparently related to the HVAC system, identified this January.

Chairman Gerbsman asked if the Board had any questions. No questions were posed.

- d. **Fire Chief Transition and Schedule:** Chief referred to the memo in the Board packet reporting he and Captain Pomi have been working together since the beginning of the new year. Chief Smith reported the items they have been working on with plans to work on finances with Accountant Hom in February. Captain Pomi added that the transition was going well and he was thankful for the time to meet contacts. He added that throughout this transition is he looking at different ways to streamline processes. Chairman Gerbsman commented he has been monitoring the transition and feels the process is moving well. Chairman Gerbsman requested this item be placed on the February agenda in order to check status against objectives on transition schedule.
- e. **Appointment of KFD Representative to RVPA, MERA and FAIRA:** Chief Smith reported he currently serves as the District representative to these boards. He recommends that Captain Pomi replace him effective March 16, 2016. In order for this transition to take place these agencies require written notice and board action assigning the new District representative. After a brief discussion Murray/Evergettis M/S to notify RVPA, MERA and FAIRA agencies that our new District representative will be Mark Pomi effective March 16, 2016. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.
- f. **Closed Session-New Fire Chief Contract:** The Board moved to closed session at 7:29 p.m.; returned to open session at 7:53 p.m. Chairman Gerbsman reported the Board members reviewed the contract and need further discussion. This item is to be on February agenda.

- g. **Provisional Firefighter:** Chief Smith announced with his upcoming retirement there is an opportunity for the District to move Provisional Firefighter Nelson to a permanent position. Chief Smith added that the provisional firefighter position has a strategic benefit to the District. As such he recommends that the District keep the provisional Firefighter position and that the Board direct District staff to develop, review and create an examination process on current members with the goal of placing a new provisional firefighter in this position as of March 16, 2016. Chief Smith requested the Board approve this position. Captain Pomi added the process will take forty-five days from announcing the position through interviews to the completion of the necessary medical examination. His objective is to complete the process before March 16, 2016. After a brief discussion Murray/Naso M/S to approve moving Provisional Firefighter Nelson into a permanent Firefighter position with an effective date of March 16, as proposed and allow District staff to initiate the recruitment of a provision firefighter with current members. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.
- h. **Form 700/Statement of Economic Interest:** Chief Smith asked Board members to complete the Form 700 and return it to Secretary Mulkeen.
- i. **Fire Board Sub-Committee for Directors' Reports:** Chairman Gerbsman announced he would like to create a sub-committee with Directors Naso and Evergettis. Director Naso will be the lead. The role of the sub-committee would be to receive issues from the Fire Chief or a board member that need to be addressed by the board, and discuss them with the Chief for posting on the board agenda. Chairman Gerbsman asked the sub-committee to work with Chief Smith and Pomi on creating a CalPERS training component for the BOD.

CORRESPONDENCE: Reviewed – Chief Smith asked B/C Hadfield to brief the Board on his participation with the Active Shooter/Violent Encounter Committee Task Force as the District recently received correspondence from Local 1775 relative to B/C Hadfield's participation in a recent exercise. B/C Hadfield reported the Operations group was tasked by the Marin County Fire Chiefs (MCFC) to create an active shooter policy because of the evolving incidents around the U.S. involving mass shootings. B/C Hadfield chaired the task force with members including Jeff Whittet, and Dan Mahoney. They searched throughout the U.S. and reviewed policies and developed a unified response to violent encounters policy for MCFCs. B/C Hadfield learned while this task force was working on this policy the Marin training officers were educating themselves on the same issue. The Marin training officers had discovered that CalJAC had developed a program with input from law enforcement and fire as to how these situations should be handled with the Rescue Task Force where firefighters enter a location with police protection to remove the victims so they do not bleed to death. With this information the Marin Operations Chiefs invited the Marin Training Officers, Local Union representatives and law enforcement into the committee. B/C Hadfield reported this is the first time in Marin County history that all these disciplines were brought together. The Local put together a grant request to CalJac, which was approved, to provide training for two individuals from every police agency, fire agency, and private ambulance company countywide for a train the trainer program. CalJac conducted the training on December 12, 2015 at Skywalker Ranch training 70 attendees. In turn these 70 will train the curriculum throughout the county so all first responders are trained. B/C Hadfield reported Marin County is the first county in the nation to bring this type of training together with all entities. If we ever have to respond to this type of incident everyone has similar training and will know how to respond effectively with this active shooter protocol. The Board thanked B/C Hadfield for the presentation and his participation in this valuable training.

Director Murray suggested to the Board they formally acknowledge Jenna Brady, County Counsel for her diligent work on the Crown Castle settlement. After a brief discussion the Board agreed and directed Chief Smith to initiate correspondence for the Chairman's signature on behalf the Board.

REPORTS: Reviewed

CHIEF'S REPORT:

- a. **Valley Fire Recognition:** Chief Smith referred to his memo in the Board packet. The District has been to 11-12 major incidents this fire season. One of these was the Valley Fire. California State Assembly Member Levine is recognizing firefighters that responded to this fire. Chief Smith noted this does not side step the important work other firefighters performed at other fires this past fire season. Chief Smith presented the recognition certificates from California State Assembly Member Levine to: Captain Glenn, Engineers Johnston and Viau and Firefighter Johnson.

Chief Smith also presented a plaque in recognition of Michael Murray for his service as Chairman of the board in 2015 on behalf of the Board, District Staff and KFD members.

DIRECTOR'S Reports

- a. **KFPD HVAC/Roof Screening:** Director Naso presented a DVD of the roof showing the roof from a helicopter perspective and opened a discussion with the Board regarding the current roof status: leak/duct issues and safe walking path problem. As a result of the discussion Chairman Gerbsman asked Directors Naso and Evergettis to work with B/C Hadfield on this continuing roof issue.
- b. **McAllister Corridor Traffic Issues:** Director Naso distributed the Safe Routes to School Taskforce Meeting Notes of 9/24/15 for the Board's information. He expressed concern regarding

item #8 which reported approval of the Fire Chief regarding placement of street bumps on McAllister Avenue. Director Naso noted he had not heard this information before. Chief Smith responded he did not know about this meeting. Director Corbet added he had not heard about this proposal at the RVPA meetings. Chairman Gerbsman asked Director Naso to investigate where the speed bumps are planned to be placed and report to the Director's Subcommittee.

APPROVAL OF MONTHLY EXPENSES

M/S Murray/Evergettis to approve December warrants 7510 to and including 7585 in the amount of \$572,003.82. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for February 17, 2016.

A moment of silence was held for departed firefighters that have lost their lives in recent fires.

M/S Murray/Corbet to adjourn meeting at 8:38 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, February 17, 2016

CALL TO ORDER: 6:30 pm by Chairman Gerbsman. Director Naso led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: Chief noted under unfinished business item a, Sprint Crown Castle section he had reported at the January 20 board meeting the rent increased to \$350 month; He reported after the meeting he reviewed the agreement and found the rent increased to \$325 month and noted the correction in the board minutes. The current minutes reflect this correction. Director Naso/Evergettis M/S to approve minutes of January 20, 2016 regular meeting with this noted correction. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

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

UNFINISHED BUSINESS:

- a. **Allied HVAC Maintenance Proposal:** Chief Smith reported he set up an appointment with an Allied mechanical engineer to review the roof equipment and invited Director Evergettis to join them. The review took 45 minutes as they examined the entire system, the number of units on the roof, in addition to discussing Allied's proposal, retro fit option and the District's long term plan. Director Evergettis commented the HVAC system was a typical installation; lots of joints and flexible phalanges. He recommended maintaining the existing HVAC system, making repairs as needed every year until the roof disintegrates or reaches its maximum life and then replace the entire roof. He reported there is new equipment available on the market now where instead of six or seven heat pumps you can have one large heat unit and pipe in fresh air using existing ventilation. In ten to fifteen years it will be good idea to change to one large system and do it when the roof is redone. Director Evergettis explained Allied's proposal covers the five areas to be repaired with mastic and installation of UV protectors for the flexible joints, with a total of 22 hours of work; with supplies and union wages the grand total comes in at \$6,900, an acceptable figure. Chief and Director Evergettis recommend the District create a HVAC reserve fund to plan for replacing the entire system in the future. Chief Smith added this should be a recommendation for a reserve category in the 2016/17 budget. He noted our Building Replacement fund has \$75,000 and suggested the District use this to start building the reserve account; every year add \$75,000 to \$100,000. Chief Smith added with today's cost projection a new roof may be from \$500,000 to \$700,000 by 2030. Director Naso asked for Engineer Trimble's opinion. Engineer Trimble replied he had not seen the proposal. Director Naso requested that the KAOF review the proposal and comment on it. Chairman Gerbsman requested Engineer Trimble review the proposal with the KAOF and get back to the Chief with appropriate feedback.
- b. **Staff Transition/Appointment Announcement:** Captain Pomi reflected at last month's meeting he explained that with Chief Smith's retirement, and his promotion to Chief, the District will have a couple of positions to fill. Referencing his memos in the Board packet Captain Pomi reported he had met and interviewed the Acting Captains and announced that Engineer and Acting Captain Anthony Garcia has successfully completed all of his requirements and will be promoted to Captain on C shift effective March 16. In addition, Provisional Firefighter Zach Nelson had met all his requirements and will be moved into a permanent Firefighter position effective March 16. Captain Pomi reported the staff had interviewed five candidates for the provisional Firefighter position today keeping with the schedule to appoint a Provisional Firefighter by March 16.
- c. **Bickmore Risk Actuarial:** Chief Smith commented that last month the Board received a draft copy of this actuarial from Ms. Catherine MacLeod. As noted during the meeting, there were two changes needed in the draft. The District hasn't received the final copies yet although we do have the electronic copy. Chief Smith advised the Board the District will wait until the final copy arrives and have the Board review and approve the actuarial report at next month's meeting.
- d. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR:** The Board moved into closed session at 6:43 pm. The Board returned to open session at 6:51 pm. Director Gerbsman reported the Board accepted the contract agreement as negotiated with Mark Pomi, the new Fire Chief. M/S Murray/Naso to accept Mark Pomi's Fire Chief contract agreement between Mark Pomi and the Kentfield Fire District. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

NEW BUSINESS: Director Gerbsman moved this closed session up to accommodate the county counsel's schedule.

- a. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL REGARDING ANTICIPATED SIGNIFICANT LITIGATION AGAINST THE FIRE DISTRICT:** The Board moved into closed session at 6:52 pm. The Board returned to open session at 7:07 pm. Director Murray reported they had met with county counsel and gave them direction to rectify the FLSA situation.

UNFINISHED BUSINESS:

- e. **CLOSE SESSION: CONFERENCE WITH LABOR NEGOTIATOR AND KAPF:** The Board went into closed session at 7:09 pm. The Board returned to open session at 7:20 pm. Director Gerbsman reported the Board decided to establish a subcommittee with Directors Naso and Murray as members. They will meet with Chief Smith, Captain Pomi and Engineer Trimble to discuss the contract changes. Director Gerbsman requested this item be placed on the March agenda next month.

CORRESPONDENCE: Reviewed. Director Murray thanked Chief Smith and Chairman Gerbsman for creating the thank you letter acknowledging County Counsel Jenna Brady's outstanding legal support of the District Board.

REPORTS: Reviewed. Director Naso noted he did not see the incident report address detail that had previously been part of the board packet. Secretary Mulkeen reported it was replaced with the Breakdown by Major Incident Types for Date Range Report which summarizes the type of calls the District handles overall. Director Naso expressed interest in the address detail report being included. Secretary Mulkeen will ensure the incident report with the address detail will be in next month's Board packet.

CHIEF'S REPORT:

- a. **Update on Fire Chief Transition:** Chief referred to his memo in the Board packet regarding the progress on the Fire Chief transition. He reported they are on schedule: they met with appropriate county personnel, debt service representatives, the tax special assessment contact, and on special contracts relative to our revenue stream with a few more items to cover this month. Captain Pomi added he and Chief Smith will meet with the provisional firefighter candidates and finalize the selection next week. Chief Smith reported Captain Pomi moved into the Chief's office this month and that they continue to work on the transition schedule. Chairman Gerbsman added he has met with Chief Smith and Captain Pomi and reported they are on schedule, noting Chief Smith's input is critical. Chairman Gerbsman added he will continue to monitor the transition and welcomes Board members to contact the Chief or Captain Pomi if they have questions.
- b. **FDAC Conference: April 6-8, 2016:** Chief Smith referred to the FDAC conference flyer in the Board packet noting the conference is local, in Napa. If Board members are interested it is a good conference and covers a number of relevant topics. Board members were instructed to contact Administrative Assistant Mulkeen by March 6 if they are interested in attending.
- c. **KFD/MAGC Blood Drive: Tuesday, February 23, 2016** Chief Smith thanked Acting Captain Garcia and crew for hanging the blood drive banner. Chief reported there are eighty appointments scheduled for the blood drive. It is a good community builder and residents know we are participating in a lifesaving event.

DIRECTOR'S Reports

- a. **CalPERS Retirement Education Session for Board Members:** Director Naso reported he and Director Evergettis attended a meeting with Chief Smith and Captain Pomi this week. During the meeting they were given an overview of the CalPERS retirement plans. Director Naso reported there is a lot of information and he believes this type of training is good for the entire Board. Chairman Gerbsman agreed commenting it is good to have this knowledge base as the District enters into the next negotiation. Captain Pomi reported Acting Captain Garcia and C Shift will be the lead with this next negotiation cycle. Chairman Gerbsman added the intent of this subcommittee is to provide an open educational opportunity for the staff and board members.
- b. **HVAC System:** covered earlier.
- c. **McAllister Corridor Traffic Issues:** Director Naso referenced the Safe Routes to School meeting minutes he presented last month with a reference to speed bumps on McAllister Avenue. Director Naso distributed a response he received from Wendi Kallins, of Safe Routes to School, for the Board's review. Wendi Kallins' response notes that the residents in the McAllister Safe Streets group are exploring an option to add speed humps to address the speeding issue on this street. Director Naso commented his concern is for everyone's safety and expressed his opinion that speed humps slow emergency vehicles. Director Naso requested a subcommittee be assigned. Chief Smith commented he felt speed hump response, currently on Manor Street, do slow the engine down but are only considered an obstacle. A brief discussion ensued with B/C Hadfield and Engineer Trimble confirming the District policy requires the engine to stop, slow down, prior to going over a speed hump, but do not think it has a huge effect on the response time. Director Murray commented that as long as the District follows policy he sees the McAllister Corridor issue out of our realm. However he agrees that Kentfield Fire District should be consulted during the planning process if any changes to traffic flow are proposed.

Chief Smith reported that he and Captain Pomi met with Supervisor Rice and DPW Engineer on February 9 regarding the McAllister Street improvements. Following that meeting, Chief Smith attended the Safe Routes to School community meeting on February 12. The meeting was well attended by representatives from Bacich and Kent communities. DPW conducted a walk through highlighting the current issues for students walking/biking to Bacich and Kent Schools as follows:

lots of streets without sidewalks and poor drainage on some causing children to walk in the streets to avoid the puddles. Also cars coming into the neighborhood, turning right onto McAllister off of SFD are going too fast. Chief Smith reviewed several plans from the meeting which clearly identified the flooded sidewalks, the McAllister Avenue paving project and improvements to Bacich and Kent Schools with the Board. Chief Smith advised the Board that DPW discussed these issues at the meeting on Friday and did not hear any strong opinions from the subcommittee. Chief Smith informed the Board that the District is now on the technical advisory committee and noted the plans reviewed this evening are all still part of the discussion. He recommends the District continue to stay involved with these committees. As a side note he added there are several large projects in process or in planning phases that will impact KFD as follows: MMWD main replacement from Manor Road to the Ross town limit, the Traffic flow improvement project from the 101 corridor to the town of Ross, the SFD Blvd re-pavement project to be completed once Marin General improvements are complete and this project on McAllister Avenue. In closing Chairman Gerbsman acknowledged that the District did not have to deal with the McAllister Avenue project plan at this juncture and that the McAllister Community Group will contact the District when they are addressing the bump issue.

APPROVAL OF MONTHLY EXPENSES

M/S Naso/Murray to approve January warrants 7586 to and including 7652 in the amount of \$315,415.24. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for March 16, 2016. Start business meeting at 6:00 pm; badge pinning afterwards.

A moment of silence was held for the safety of law enforcement officers, firefighters and paramedics.

M/S Murray/Corbet to adjourn meeting at 7:50 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Special
DATE: Wednesday, March 2, 2016

CALL TO ORDER: 4:00 pm by Chairman Gerbsman. Director Naso led the assembly in the Pledge of Allegiance.

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

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

UNFINISHED BUSINESS:

- a. **Review of proposed contract:** The negotiation subcommittee, Director Naso and Director Murray, reported to the Board on their recent discussion with the Association relative to the contract. Director Gerbsman asked if Board members had any further questions or concerns. There were none. Chief Smith thanked the subcommittee, Engineer Dan Trimble, Captain Dave and Captain Mark Pomi for their assistance in this endeavor. Chairman Gerbsman moved to closed session at 4:05 pm. The Board returned to open session at 4:20 pm. Director Murray reported out that the Board had met and discussed the Kentfield Association of Professional Firefighter's MOU and there was nothing to report out. M/S Murray/Naso to accept and pass the proposed contract with the Marin Professional Firefighters/Kentfield Association Professional Firefighters as presented for the contract year July 1, 2015 to June 30, 2016. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Chairman Gerbsman requested a moment of silence.

M/S Naso/Evergettis to adjourn meeting at 4:28 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Paul D. Smith
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, March 16, 2016

CALL TO ORDER: 6:00 pm by Chairman Gerbsman. Director Naso led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Director Murray. Also in attendance were Chief Pomi and Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Corbet M/S to approve minutes of February 17, 2016 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Naso.
Directors Naso/Evergettis M/S to approve minutes of March 2, 2016 special meeting. Ayes: Corbet, Evergettis, Gerbsman, Naso.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. **Recognize Fire Chief Paul D. Smith:** Chief Mark Pomi announced this special occasion of Chief Smith retiring after 41 years of service. He introduced Supervisor Rice to present a Board of Supervisor's Resolution to Chief Paul D. Smith. She recited the resolution. Chief Smith extended his thanks to Supervisor Rice and the Board of Supervisors for the kind words and recognition. Director Gerbsman, on behalf of the Board of Directors, read Resolution 1-2016 honoring Chief Paul D. Smith for his service to the District. Engineer Dan Trimble, on behalf of the Kentfield Association of Professional Firefighters (KAPF), presented Chief Smith with a plaque thanking and recognizing him for his 41 years of dedicated service. Chief Smith thanked the Board of Directors and the KAPF stating that few agencies have an open, transparent relationship with the union, administration and the Board of Directors which he believes is unique and special. He feels privileged to be a part of the organization and thanked the Board and the KAPF for the recognition. Mr. Ken Fineman recognized Chief Smith with some reflections of working with him during the 2009 building remodel noting he was an incredible trivia player, had an excellent work ethic as time and time again he would answer calls well after closing, and what a pleasure and honor it has been to know and work with him. Chief Lando expressed his thoughts of working with Chief Smith. As Chief Lando prepared for his retirement he began thinking about a successor and in his mind there was no one else but his good friend, Chief Smith. At that time the District needed someone who was stable, who could make things work and take the next step. Chief Smith had a high degree of integrity and good follow through. Chief Lando commented he marveled at how Chief Smith and his wife were with their family. It told him everything he needed to know. He knew the District would be in great hands. He added upon Chief Lando's retirement the District and Chief Smith hired Mark Pomi and congratulated Chief Pomi on his appointment. Chief Pomi thanked Chief Lando. Chief Smith thanked Chief Lando for his recognition.

UNFINISHED BUSINESS:

- a. **Allied Contract Update:** Chief Pomi reported he received a HVAC proposal from Allied. He will schedule a meeting with Engineer Trimble and the subcommittee to review the proposal.
- b. **July 1, 2015 Actuarial Report on GASB 45 Retiree Benefit Valuation:** Chief Pomi advised the Board that this is the final report, noting two mathematical corrections on page seven changing the total participation number from 23 to number 28 under the explicit 7/1/2013 column; also noting the correction that the District is in Strategy 2 discount rate of 6.73%. Directors Evergettis/Corbet M/S to approve final actuarial report on GASB 45 Retiree Benefit Valuation with noted corrections. All Ayes: Corbet, Evergettis, Gerbsman, Naso.
- c. **Provisional Firefighter/EMT Appointment:** Chief Pomi noted with the Chief's retirement the District had an opening for a Provisional Firefighter. The District interviewed five candidates within house, and Chief Pomi announced Bryan Bridges was offered and has accepted the position. Directors Naso/Evergettis M/S to approve the appointment of Bryan Bridges to the Provisional Firefighter/EMT. All Ayes: Corbet, Evergettis, Gerbsman, Naso.

Director Murray arrived at the meeting at 6:22 pm, with apologies for his late arrival.

- d. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR:** Chairman Gerbsman moved the Board into closed session at 6:23 pm. The Board returned to open session at 6:25 pm. Chairman Gerbsman commented there was nothing to report. Directors Murray/Corbet M/S to approve the Provisional Firefighter Agreement with Bryan Bridges as submitted. All Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

NEW BUSINESS:

- a. **KAPF 2016/17 Contract Negotiation Process:** Engineer Trimble formally opened contract negotiations with the Board and will establish dates to meet. He reported that Captain Anthony Garcia from C Shift is the lead negotiator with the normal ground rules. Chairman Gerbsman suggested a subcommittee of Directors Evergettis and Murray meet with the negotiation team. Director Murray inquired if the ground rules were the same as in previous years. Engineer Trimble replied, yes. Engineer Trimble added that Secretary Mulkeen has dates to schedule the CalPERS educational session.

CORRESPONDENCE: Reviewed. Chief Pomi recognized Erik Humber, KFD/MAGC Blood Drive Coordinator present at the meeting tonight, and thanked him for organizing and working on this community event. The Blood Bank staff arrive early around 12:00 noon and are here until 10:00 pm – 11:00 pm.

REPORTS: Reviewed. Chief Pomi noted the February OT report figures do not reflect the correct hourly rates due to a coding limitation in FileMaker Pro. The coding change will be made on Friday, March 25 when FileMaker Pro is upgraded. Chairman Gerbsman requested that the February OT report be rerun after the coding change and included in the April Board packet.

CHIEF'S REPORT:

- a. **FLSA Report:** Chief Pomi reported Accountant Hom has been able to extract data from payroll and run retro FLSA calculations. Chief Pomi and Secretary Mulkeen will compile data to present to employees for their review this week. We will present the data to employees next week to resolve the FLSA issue. President Trimble of the KAPF has been briefed and has been in contact with the Association. Chief Pomi will give a status report at the April meeting.
- b. **Chief Transition Update:** Chief Pomi announced he and Chief Smith have been transitioning since the beginning of the year and were able to successfully complete all tasks. Marin IT was able to transition Chief Smith's electronic files necessary to move forward. Chief Pomi thanked the Board for this opportunity.

DIRECTOR MATTERS

Chairman Gerbsman thanked Supervisor Rice for attending the board meeting and thanked Secretary Mulkeen for her work during this transition. Director Murray thanked Chief Smith for doing a wonderful job and recalls when he received the appointment Director Murray said you'll look back and say this was a piece of cake. Director Murray also thanked the entire paid staff, Accountant Hom and Secretary Mulkeen for all they have done during this transition. Director Naso commented what he had learned from Chief Smith and will use that knowledge for years to come, has enjoyed conversations regarding his family and wished the Chief, his wife and family the best. Director Evergettis expressed his thanks for Chief Smith's participation in the KWPOA evacuation drills; Chief did a great job. He also thanked Chief Smith for welcoming him into the Fire District and was thankful to serve the District while Chief Smith was here.

APPROVAL OF MONTHLY EXPENSES

Directors Murray/Corbet M/S to approve February warrants 7653 to and including 7716 in the amount of \$275,130.94. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for April 20, 2016 at 6:30 pm.

A moment of silence was held for departed firefighters that have lost their lives in recent fires.

Directors Gerbsman/Murray M/S to adjourn meeting at 6:34 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, April 20, 2016

CALL TO ORDER: 6:30 pm by Chairman Gerbsman. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Pomi and Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Director Naso/Evergettis M/S to approve minutes of March 16, 2016 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

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

UNFINISHED BUSINESS:

- a. **Allied Contract Proposal Update/HVAC:** Chief Pomi reported meeting with the board subcommittee and discussed how to mitigate the HVAC issues: roof ducting and piping. It was brought to the District's attention to investigate if we could remove/scrub, clean caulking and joints and reseal them which may give the District some time to set up funding to replace the whole system. Chief Pomi reported that Allied Heating submitted a bid proposal three times the cost of the original bid. Director Naso requested the District get additional bids. Engineer Trimble contacted two HVAC vendors and received one verbal bid to date, which was lower than Allied's. The second contractor is scheduled for a site visit on April 28. The District will request a bid to seal ducts and also bid on a service contract. Chief Pomi added the subcommittee will reconvene after the bids arrive and may have a recommendation by the June board meeting. Director Naso asked if the station had any leaks recently; Chief Pomi replied none during the last storm. Director Naso commented he was pleased about the direction this project was going.
- b. **KAPF 2016/17 Labor Contract Negotiation Process:** Chief Pomi explained this item will be on the agenda every month in preparation of the union negotiation. He acknowledged the board subcommittee members, Directors Murray and Evergettis, have not yet met with KAPF Association representatives yet. Chief reported the negotiation team just had a CalPERS presentation from a CalPERS representative last week and have a better understanding of the benefits. Engineer Trimble had submitted questions in advance of the meeting to be addressed. Directors Evergettis and Naso attended the CalPERS meeting and felt the presentation was informative. Director Murray requested the presentation material be disseminated to all Association members and agreed with Chief Pomi that this item stay on the agenda. In addition, Director Murray requested there be an overview of the CalPERS retirement benefits presentation placed on the May agenda. Captain Garcia advised the Association is meeting on Monday to discuss the CalPERS presentation, after which, the negotiation team will reach out to the board subcommittee. Chairman Gerbsman asked about the negotiation timeline. Captain Garcia responded he will work on a timeline after Monday's meeting. Director Murray commented he had met with Captain Garcia today and encouraged Captain Garcia to contact him to set up meetings and to discuss negotiation items. Chairman Gerbsman reiterated to Chief Pomi to continue to leave this agenda item on future agendas with the inclusion of the closed session government code to allow the board to move into closed session if necessary.

NEW BUSINESS:

- a. **FASIS Board of Directors Election:** Chief Pomi explained the FASIS, Fire Association of Self Insurance System, organization is made up of 190 agencies directed by an eleven-member board, providing workers compensation insurance to its members. Currently the Board has three open positions with five candidates on the ballot. Chief Pomi recommended selecting the incumbents: Fire Chief Grinell, Bodega Bay FPD, Fire Chief Wood, Vacaville FPD, and Chief Freeman, Valley of the Moon FPD as the direction the FASIS pool has been led in the last several years has been very positive. After a brief discussion Directors Naso/Murray M/S to select the three candidates Chief Pomi recommended for the FASIS Board of Directors. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.
- b. **T-Mobile Proposed Cell Site Modification:** Chief Pomi explained T-Mobile is one of our cell sites and their second amendment to the contract with the District permits T-Mobile to add three additional antennas. Chief reported receiving a letter from T-Mobile, referenced in the Board packet, notifying the District that it will be necessary to add the antennas in the near future. He advised that he and B/C Hadfield had seen some of the plans, others were submitted to the County. Chief Pomi added that the amendment includes a number of conditions the District identified that once the work is completed T-Mobile is responsible for, i.e., damage to the roof causing leaks. The District will hire Aquatech to test the roof's reliability following T-Mobile's work. Chief Pomi noted T-Mobile will have to follow the county permit process, however did not know T-Mobile's timeline. He is confident that he and B/C Hadfield can manage it. The District has worked with them before and knows what to expect.

- c. **MERA Application/Measure A Parcel Tax Exemption for Low Income Seniors:** Chief Pomi explained since MERA passed Measure A they have put together a tax exemption for low income seniors. To qualify for the exemption homeowners need to be 65 years or older and make less than \$65,000 annually. The District has posted the article and application on our website. MERA has it posted on their website and will publish it in the local newspaper. Director Gerbsman asked if the information was going to be posted in public places for people to see it. Chief Pomi replied he would ask at the MERA governance meeting for their outreach methods. The parcel tax exemption totals \$29.00.

CORRESPONDENCE: Reviewed. Chief described several types of correspondence received. Chief Smith's thank you for the heartfelt reception and recognition at the March meeting. B/C Galli (retired), letter acknowledging our Pinning Ceremony; a couple thank you notes to B Shift on incidences; and a thank you from South Lake County FPD for responding to the Valley Fire.

REPORTS: Reviewed. Chief Pomi noted the coding had been corrected in our overtime database system, FileMaker Pro, and the revised February OT report reflects the correct figures in addition to the March OT report.

CHIEF'S REPORT:

- a. **FLSA Report:** Chief Pomi reported Accountant Horn completed the FLSA calculations. County Counsel created an agreement letter for employees to review and sign. Chief met and reviewed the agreements with each employee on amounts owed to them from the District. All agreements were acknowledged, signed by the employee, the Union Rep and Chief Pomi. Copies of agreements were given to employees and filed in the employee's personnel record. All employees have received their compensation through payroll. Chief Pomi reported as of February the District calculation of the OT rate is accurate. Engineer Trimble thanked the Board for doing due-diligence on this issue and added Kentfield Fire District is the first department to finalize this issue.
- b. **Grand Jury Website Transparency Report Card Update:** Chief Pomi announced that on March 17, 2016 the Grand Jury published their report card. The District received a C- and noted there were recommendations that all County agencies that did not receive a B- or higher have to acknowledge the grade and improve the website. Chief read and reviewed detail on what's needed and identified a number of items we need to post on the website to meet transparency requirements. Chief reported the District is doing our job but not posting on the website. Chairman Gerbsman requested Chief Pomi create a letter by the May Board meeting for the Board's response and his signature. He also requested the website link be sent to the Board members so they can review the website. Upon completion of the website Chief Pomi will complete the self-audit as required by the Grand Jury.
- c. **New MDC/CAD Update:** On March 29 Marin County Sheriff's Office turned on the County's new computer aided dispatch, CAD, system reported Chief Pomi. He thanked the staff for their patience as there were a few bugs to work through. Chief noted with the new CAD system the District's MDCs need to be replaced. B/C Hadfield and Chief Pomi found a product, a tablet, last year that will meet the District's needs. The District is financially responsible for the purchase. Chief Pomi is working with Novato and San Rafael Fire agencies to create a work order to qualify for bulk pricing. He will make a funding adjustment recommendation at the May meeting to purchase the tablets. Chairman Gerbsman discussed the \$20,000 estimated budget with Chief Pomi and remarked the District could cover this purchase without issue. Director Murray asked if the crew had any safety concerns. Chief Pomi replied the crew acquired a laptop from Marin County Sheriff's Department, and are using another tablet with CDCE Company that we are demoing with a program called NetViewer, a program you can log on to and see what's going on but it's not interactive. Each company still hears tones; the verbal dispatch is still there it's just you need to use a microphone instead of the computer. Equipment installation is targeted for late May and be up and running in June. Chief Pomi reported all agencies are in the same place. Chief Pomi explained that Dispatch is centrally located in San Rafael at the Los Gamos property. There are three fire dispatchers and 1 supervisor; there are up to seven Sheriff Office dispatchers. Each dispatcher covers a different region; Chief Pomi suggested he could arrange a site visit for board members.
- d. **Marin County Regional Fire Academy:** The academy is currently underway. Our recruit Firefighter Bryan Bridges is attending with a total of thirteen recruits. The academy runs ten weeks, with graduation scheduled for June 17. The academy is taught by different Marin agencies; the home station is Southern Marin/Station 9 but they will travel to different stations for training, i.e., Tiburon, Southern Marin, Kentfield. Chief Pomi will let the Board know the confirmed graduation date. He advised the Academy opened on April 9 with a family day where families are invited to meet and greet other recruits and staff. Chief Pomi extended a thank you to B/C Hadfield, his wife Allison and his family for graciously offering their guest house to Firefighter Bridges to stay at during the training. The Board thanked B/C Hadfield for the generous offer.
- e. **Chief Smith Retirement Function:** Chief Pomi reported Chief Smith is working on confirming a date for his retirement function and is looking at May 14 or 21 although a venue has not been secured. Engineer Trimble will contact Chief Smith to finalize plans.

DIRECTOR MATTERS

Director Naso reported he attended the FDAC conference with Chief Pomi in early April. The conference was good with lots of interesting speakers, especially the presentation by the San Bernardino Fire Chief and Head of EMS on the active shooter incident and how first responders responded to it. He felt the conference was better organized and that the venues followed each other. Director Naso felt he had learned a lot. Chief Pomi noted that CalFIRE representatives were there and gave a state of the state presentation, expressing concerns with the Central Valley South, El Niño repercussions, and the tree mortality in Fresno and Kings pushing 30 million. Dave Tetter, Deputy Director, was down there and reported this condition went on for miles and miles. They also expressed concern with how they are going to man hand crew resources; because of the early release programs there are less inmates available to be on these crews. Chief Pomi commented that the FLSA discussion he attended only had three out of the fifty attending that had started to address that issue. He commented that the networking at the conference was good and he had the opportunity to visit with other Marin agencies. Chief Pomi advised that the FDAC conference is scheduled every April and highly recommends everyone attending. The cost is included in budget annually.

Director Evergettis reported he is a Director of FireSafe Marin and during their meeting last Monday Chief Pomi's project for the PG&E grant, to clear properties under power lines, was approved for \$11,000. Director Evergettis was very pleased. He added twelve to fifteen projects were approved countywide. This year PG&E has \$200,000 in their grant program. He was pleased Chief Pomi completed the grant application with him and that it was accepted.

APPROVAL OF MONTHLY EXPENSES

M/S Murray/Corbet to approve March warrants 7717 to and including 7778 in the amount of \$433,550.79.
Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for May 11, 2016 at 6:30 pm.

A moment of silence was held for Mark Lesley of Ambrosia Restaurant, who has fallen ill with cancer and is at Marin General Hospital.

M/S Murray/Naso to adjourn meeting at 7:25 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, May 11, 2016

CALL TO ORDER: 6:30 pm by Chairman Gerbsman. Director Naso led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Pomi and Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Director Evergettis/Corbet M/S to approve minutes of April 20, 2016 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

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

UNFINISHED BUSINESS:

- a. **CalPERS Benefits Educational Presentation:** Chief Pomi distributed a synopsis of the CalPERS presentation from Gwen Bridges to Board members and reviewed the following topics: the difference between Classic and PEPRAs employees and the 2018 changes in the government code regarding employer paid member contributions (EPMC). A brief discussion ensued to clarify the code interpretation. Director Murray commented he thinks the intent of the government code change was for the benefit of agencies whose pension accounts are extremely under-funded. This is not the case at the Kentfield Fire District.
- b. **KAPF 2016/17 Labor Contract Negotiation Process:** Chief Pomi reported the Association and Board sub-committee have met and asked if anyone present wanted the opportunity to address the process at this time. Attendees suggested they have the time to speak after the closed session, item 5.c.
- c. **Closed Session pursuant to Government Code §54957.6 for Public Labor Negotiation and Government Code §54957.6(a) for Public Employee Benefit Negotiation:** The Board moved into closed session at 6:44 pm. The Board returned to open session at 7:27 pm. Chairman Gerbsman reported the subcommittee presented to the Board their options and the discussion/dialog they had regarding the three contract points. He explained the Board is prepared to offer a firm 2.5% increase for one-year; the other two contract items will not be discussed in open session.

Captain Garcia asked for clarity on the one-year vs. multi-year contract. Chairman Gerbsman responded the Board had no interest in a multi-year contract. Director Murray expressed the Board's concern with possible public perception on how the District structures salary increases. The District's salaries are paid by tax revenue and the Board doesn't want public perception to assume if taxes rise the extra revenue will be available for salary increases. Captain Garcia remarked they presented the contract based on a model being used at the Novato Fire District which seems to be successful. Chairman Gerbsman advised that the Board discussion focused on taxpayer concerns. Director Evergettis commented the Board represents the tax payer and expressed the Board's concern with multi-year automatic salary increases vs using the revenue to build annual budgets to fund general operations (inclusive of salaries), building repair, building reserve accounts, and paying unfunded debts and liabilities. The Board is not comfortable with justifying automatic increases to the tax payer. Chairman Gerbsman added the multi-year contract limits the Board's fiscal control; the current process lets them review annual balance sheets, see where the District is, and make cash wise decisions. He added, in regards to the other proposed contract items, there is no intent, as of today, to do anything that would take away or move some of those numbers around. Director Murray added that the District's revenue stream increased 7% this year, next year it may be less, at 5%. Also the District projects to see a \$55,000 increase in healthcare expenses and \$23,000 increase in worker's compensation costs next year, along with the 2.5% salary increase the Board is offering the expenses are projected to total \$132,000 over last year's budget. The Association should be aware of this \$132,000 additional expense. Captain Garcia thanked the Board for the 2.5% offer and commented he wants to work together to please the tax payers, employees and the Board. He will report back to the Association and schedule another meeting. Chairman Gerbsman requested Captain Garcia work in good faith. Captain Garcia thanked the Board for their time. Chairman Gerbsman requested Captain Garcia bring the Association's reply directly to the Board at the June meeting.

- d. **Grand Jury Website Transparency Report Card Update:** Chief Pomi referred to his letters in the Board packet in response to the grand jury report, 2015/16 Web Transparency Report Card. The Grand Jury requested the District agree to our C- grade, and if the grade was less than a B-, to upgrade the website and complete the self-audit. In reviewing the transparency requirements Chief Pomi noted the District has been doing the work but not posting it. To meet the requirements, he reported Admin Mulkeen and our Website Consultant, Todd Lando, have been posting the recommended documents. Chief Pomi requested the Board's approval to the

District's response. Directors Murray/Corbet M/S to approve the District's response to the Marin County Grand Jury Report on website transparency report card as written by Chief Pomi. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

NEW BUSINESS:

- a. Request for FY 2015/16 Budget Line Item Adjustment:** Chief Pomi advised he had met with Accountant Hom and is requesting to make two budget line adjustments due to an increase in overtime hours as a result of the big fire season in the state this last summer/fall of 2015 and our employees going out of county. The District initially budgeted category 9950/State Fires at \$250,000; category 1030/OT at \$350,000. For accounting purposes Chief Pomi is requesting for the current F/Y budget that the District increase category 9950/State Fires, from \$250,000 to \$415,000 and increase category 1030/OT \$165,000 from \$350,000 to \$515,000 to accommodate out of county overtime expenses. Directors Murray/Evergettis M/S to approve increasing category 9950/State Fires from \$250,000 to \$415,000 and increase category 1030/OT by \$165,000, from \$350,000 to \$515,000. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.
- b. Request for Fund Transfer:** To cover the purchase and installation of the District's new Mobile Data Computers (MDCs) to be installed in the truck, engine and pick-up, Chief Pomi requested the Board approve the transfer of \$25,000 from category 1009/part-time Fire Inspector to category 2200/S&S Computers, leaving a remaining budget in category 1009 of \$44,000. After a brief discussion Chairman Gerbsman/ Director Murray M/S to transfer \$25,000 from category 1009/part-time Fire Inspector to category 2200/S&S Computers. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.
- c. KFD Safety CalPERS Side Fund:** Chief Pomi introduced the history of how the safety side fund was established and defined the side fund as the difference between what the District has funded vs. what our contract has promised. The majority of the safety side fund covers employees that are currently receiving retirement that the District still needs to fund. Chief Pomi reported the District makes annual payments of \$230,000. Last year the District made an additional payment of \$680,000 to reduce our liability and saved the District \$265,000 in interest. Chief Pomi stated he had spoken with Ms. Barbara Ware, our CalPERS actuarial, and she advised the District's current safety side fund liability is \$278,980. Chief Pomi shared the safety side fund figures that Ms. Ware provided reflecting future payments in F/Y 2016/17 at \$168,641 and F/Y 2017/18 at \$141,106 for a total of \$309,747 including the 7.5% interest rate. If we pay down the current liability of \$278,980 the District would save \$30,767. Chief Pomi, after reviewing the profit/loss budget vs. actual on a cash basis with Accountant Hom, acknowledged that with the increase in revenues this fiscal year, 7% vs the budgeted 5%, there are District funds available to retire the safety side fund; making this payment in 2016 will lower the District's 2017 CalPERS liability payment by \$147,718. He encouraged the Board to consider paying the safety side fund because the GASB 75 & 78 reporting changes are approaching and the District will be required to report our total unfunded liability which is about \$3.4 million. Chief Pomi recommended the Board approve this payment and retire the \$278,980 liability, from the 2015/16 budget, to pay off the current safety side fund liability by June 30, 2016. After brief discussion Directors Evergettis/Naso M/S to pay \$278,980 to CalPERS to pay off the District's safety side fund by June 30, 2016. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Chief Pomi thanked the Board and advised he will contact Ms. Ware to finalize the payment details.

CORRESPONDENCE: None

REPORTS: Reviewed.

CHIEF'S REPORT:

- a. Assessing Residential Wildfire Hazards Workshop:** Chief Pomi informed the Board that FireSafe Marin and the Sleepy Hollow Protection District are hosting this one-day workshop on June 11 at the Sleepy Hollow Community Center. Community members are invited to attend at no cost. Registration must be completed online.
- b. ISO Classification:** Chief Pomi reported the District received the ISO classification of Class 1. He explained there is a tremendous amount of work involved in building the required documentation: emergency communication, water supply, risk assessment, and our equipment. There is an onsite inspection; they inspect our records and spot test our hydrant flow. MMWD provided the District with flow amounts that all go into a formula. The District scored 92/105. Any score over 90 is classified as a Class 1. There are about 979 agencies that go through this process statewide, only 19 get Class 1. Nationwide there are 48,754 agencies, only 132 are Class 1. Other fire agencies that received a Class 1 in Marin are Novato and San Rafael; Larkspur and Ross Valley Fire received a Class 2. The District was a Class 3, now Class 1. Chief Pomi noted that this is something to be very proud of. Although there is no direct effect on the cost of insurance, Director Murray commented that Underwriters may look at it in positive light and give positive credits. Chief Pomi added the classification is effective in August; residents will receive notification from ISO that the rating has been lowered.
- c. Seasonal Firefighter Update:** Chief Pomi advised the Board that the staff interviewed nine candidates; three are currently going through the background process. He hopes to offer/fill the three seasonal positions by mid to late June. The District's Provisional Firefighter Bryan Bridges is in week five of the academy, now at the halfway point. The academy trains on truck operations,

swim and surf classes, ropes to water rescue, fire suppression and EMS too. The tentative graduation date is June 17 at Woodacre.

DIRECTOR MATTERS:

Director Naso reported he attended the May Day Celebration on Saturday, May 7 event at Kent Middle School. Director Naso brought fire brochures to distribute, the Kentfield Historical Society and Marin County was there to discuss the Sir Francis Drake Blvd renovation. A Shift was present and they had brought La France. Unfortunately, it rained during the entire event and attendance was low.

Director Evergettis expressed sincere sorrow of the passing of Mark Lesley and the loss of the Ambrosia restaurant. Everyone in the community just feels terrible. Mark was a citizen of the community who added to the ambiance and pleasure of living in the community. He was on the top of that. He is so sorry to lose him.

Director Murray added that Mark Lesley had a good eye for the camera. He took photos of kids in sports, many of whom he did not know. Mark took the time to network with the community till he found the parents so he could share the photo with them. He did this for Director Murray and he commented that this type of outreach depicted Mark's character.

Chairman Gerbsman announced there will be a memorial service for Mark Lesley on Saturday, June 4, at 11:00 am at St. John's Episcopal Church. He advised Chief Pomi that Ms. Lisa Hart will be contacting him regarding the service. He added Mark was a delightful man and a very good friend. He reported they had a last supper at the restaurant with 95 people attending. Mark's nephew, Damon Hall, the former chief at MoMo's, prepared a delightful meal. Mark's longtime friend, Lisa Hart, sang an Aria and Dr. Michael Bronshvag sang Danny Boy. It was a beautiful and moving tribute to Mark.

APPROVAL OF MONTHLY EXPENSES

Directors Naso/Evergettis M/S to approve April warrants 805300001 to and including 805300043 in the amount of \$321,025.50. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for June 15, 2016 at 6:30 pm. Murray

A moment of silence was held in memory of Mark Lesley, owner of Ambrosia and citizen of the community who passed away in April.

Directors Murray/Naso M/S to adjourn the meeting at 8:10 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, June 15, 2016

CALL TO ORDER: 6:30 pm by Chairman Gerbsman. Director Evergettis led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Director Murray. Also in attendance were Chief Pomi and Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Director Naso/Corbet M/S to approve the minutes of the previous month. Ayes: Corbet, Evergettis, Gerbsman, Naso.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. **Recognize Captain David Glenn for 25 years of dedicated service:** Chief Pomi welcomed the Glenn family. Chief stated one of the new traditions he is initiating is to recognize our members for their achievements. He proceeded to say it was his honor to recognize Captain David Glenn for twenty-five years of paid service with the District. Captain Glenn started as a volunteer firefighter with the District and was hired as a paid firefighter on June 17, 1991. Captain Glenn was promoted to Captain in 2003, and has served thirteen years as Captain, and our Training Officer for twelve years. He is a member of the Marin County USAR Team, Marin County Water Rescue Team (OES Team 11) for the state, he participates and is a member of the North Bay Incident Management Team as a Safety Officer, he has served on the Marin County Fire Investigation Team, the Marin County Hazmat Team, held numerous offices in Marin and Sonoma Counties Fire Training Officer's organizations and with the Kentfield Fire Professional and Volunteer Associations. He has also served as an adjunct instructor at the Santa Rosa Jr College for the past twelve years. In 2006 Captain Glenn and the members of the Water Team received the medal of valor from the Marin County Board of Supervisors for their outstanding work during the floods. That is quite an honor. Chief Pomi presented Captain Glenn with a clock/plaque gift and read the dedication: to Captain Glenn for 25 years of outstanding dedicated service to the people of our community. Chief Pomi then introduced the challenge coins he created for the Kentfield Fire District. These coins were used first in the military to give to members when they reached certain plateaus or were challenged into an organization. Chief designed one for Kentfield Fire District which has the engine and truck 17 with the flag on one side; the back of the coin has the KFD patch in color with the words professionalism, pride, honor and integrity written on the perimeter. To start this new tradition, Chief Pomi gave Captain Glenn the first coin. Captain Glenn thanked the Board and Chief Pomi for the recognition. He appreciated the recognition and the start of this new tradition. Chief Pomi also presented Mrs. Glenn with a flower bouquet for her support. Mrs. Glenn thanked Chief Pomi. Chairman Gerbsman, on behalf of the Board of Directors, thanked Captain Glenn for his service recognizing him as a man of ethics, integrity and pride. God Bless you and thank you.

UNFINISHED BUSINESS:

- a. **KAPF 2016/17 Labor Contract Negotiation Process:** Chief Pomi advised the Board that the Association representatives were in attendance tonight to discuss the 2016/17 contract. Captain Garcia reported he had presented the Board's offer to the Association last month and announced all members approved the contract. After that meeting Captain Garcia advised he had contacted Director Murray with this information. Captain Garcia advised he had updated copies of the contract for the Chairman's signature. Chief Pomi added that the contract changes included the effective dates of the contract and that Appendix A reflects the new salary rates with the 2.5% increase which was prepared by Accountant Hom.
- b. **Closed Session/KAPF:** The Board did not move into closed session. Directors Naso/Corbet M/S to approve the proposed contract with the Marin Professional Firefighters/Kentfield Association of Professional Firefighters as presented for the contract year July 1, 2016 to June 30, 2017. Ayes: Corbet, Evergettis, Gerbsman, Naso.
- c. **Closed Session/Provisional FF Bryan Bridges:** The Board did not move into closed session. Directors Naso/Evergettis M/S to approve the proposed contract with the Provisional Firefighter Bryan Bridges as presented for the contract year July 1, 2016 to June 30, 2017. Ayes: Corbet, Evergettis, Gerbsman, Naso.
- d. **Closed Session/Accountant Hom & Admin Mulkeen:** Chief Pomi explained he had presented a letter, in the Board packet, to the Board of Directors requesting a 2.5% increase on behalf of the administrative staff, Accountant Hom and Administrative Assistant Mulkeen effective July 1, 2016. The Board was in agreement. Directors Naso/Evergettis M/S to approve the 2.5% salary

increase for administrative staff as requested by Chief Pomi. Ayes: Corbet, Evergettis, Gerbsman, Naso.

NEW BUSINESS:

- a. **Resolution 2-2016 in support of the Ross Valley Paramedic Tax Rate for Fiscal Year 2016/17:** Chief Pomi explained the Ross Valley Paramedic Tax Rate, initially passed in November 2014, has been approved by our Board each subsequent year. This year, 2016/17, the tax increases \$6.00 from \$57.00 to \$63.00 per living unit or per 1,500 square feet of structure developed parcel in non-residential use for the RVPA services. Chairman Gerbsman commented he and the Chief had reviewed the resolution and he believes it is standard practice. Chief Pomi added this resolution is being reviewed by all Ross Valley member agencies. Director Evergettis asked why the increase was being requested. Chief Pomi responded the RVPA has been deficit spending by an estimated \$50,000 to \$75,000 per year and they need additional funds to fill the gap. Chief Pomi added that Chief Weber reported the agency is close to balancing the budget. Directors Evergettis/Corbet M/S to approve Resolution 2-2016 in support of the Ross Valley Paramedic Tax Rate for fiscal year 2016/17. Ayes: Corbet, Evergettis, Gerbsman, Naso.
- b. **Resolution 3-2016 adopting special assessment rates for F/Y 2016/17:** Chief Pomi explained the special assessment tax is a fire tax that the District assesses on its residents which the Board reviews and approves annually. It originated in 1979 as Measure H. In November 2013 voters overwhelmingly approved Measure G which allows our square footage tax to increase up to 10 cents with an annual cost of living adjustment, COLA. So every year, depending on the CPI, Accountant Hom will calculate the COLA which gets built into our tax rate. This is the first year, 2016/17, we actually calculated the COLA and that it will be effective. Accountant Hom calculated the rate to be at 10.26 cents. The District's current special assessment for F/Y 2015/16 is .07 cents. This past year the District assessed approximately 7,642,000 square feet at .07 cents per square foot resulting in approximately \$535,000 in revenue; and, unimproved parcels accounted for \$8,000 for a total revenue of \$543,000. Director Gerbsman commented that it was stated in the tax assessment that this revenue would not be used for operating expenses and remarked it is important to note that in the assessment paperwork to the county tax office. Chief Pomi responded he will ensure this notation is made on Transmittal Three form. Chairman Gerbsman believes the reason this tax was passed was because the measure defined the use of this revenue was to help pay unfunded liabilities, OPEB and pension debt pay down. Chief Pomi acknowledged this tax assessment was to be used to pay our unfunded liabilities in PERS, the retirement system, and OPEB. The revenue generated from this special assessment will not only help us balance the budget but at the end of the fiscal year any remaining funds are placed in reserve accounts at the Boards discretion, i.e., in the building/hose/apparatus replacement funds. The funds can also be used to pay some of our unfunded liability, in larger amounts, which reduces the interest and overall helps the District save more money. Chief Pomi advised each cent of increase as you move up the scale is approximately \$76,000. This year with the COLA the Board can decide to increase the special tax assessment up to 10.25 cents. Chairman Gerbsman asked if the District's finances warranted a tax increase over the current rate of .07 cents. Chief Pomi replied no he did not see the need to increase the current special assessment rate. Directors Naso/Corbet M/S to approve Resolution 3-2016 adopting the special assessment rates for F/Y 2016/17 at seven cents. Ayes: Corbet, Evergettis, Gerbsman, Naso.
- c. **Resolution 4-2016 authorizing the Fire Chief to sign the Joint Powers Agreement for Hazardous Materials Spills Management:** Chief Pomi explained this JPA was created in 1982 by the Marin County Fire Agencies and is governed by the Marin County Fire Chiefs' Association. Kentfield Fire District became a member in 1982. The JPA was revisited in 1985, and initially set to renew every ten years: 1995, 2005, and 2015. In 2015 the Fire Chiefs thought they would extend the JPA for one year because they wanted to revisit/review the JPA and get legal advice on the document. There are currently eighteen Marin County agency members participating in the JPA listed in the agreement. The Fire Chiefs vetoed the JPA in six months; retired Fire Chief Roger Meager from Ross Valley was given the task to review it and be the liaison, and it has been reviewed by county counsel and city attorneys. For the 2016/17 fiscal year the cost of the JPA is increasing \$10,000 due to deficit spending and the need to replace aged equipment. Chief Pomi advised the cost is distributed between agencies by jurisdiction population and noted the District's costs will increase \$300, for a total of \$2,550. Chief Pomi recommends the Board approve the resolution allowing him to represent the District and sign the JPA. After a brief discussion Director Naso/Chairman Gerbsman M/S to approve Resolution 4-2016 and authorize the Fire Chief to sign the joint powers agreement for Hazardous Materials Spills Management. Ayes: Corbet, Evergettis, Gerbsman, Naso.
- d. **2016/17 Preliminary Budget:**
Chief Pomi reviewed the preliminary budget and highlighted the following categories:
REVENUE:
 - Category 9046/Excess ERAF:** projected to increase due to 5% increase in property taxes, with a conservative estimate at \$25,000, for a total of \$225,000
 - Category 9007/Special Assessment/Measure G:** – projected at .07 cents, budgeted at \$543,000
 - Categories 9905, 9910, 9920, 9945 (AT&T, T-Mobile and Sprint/Crown Castle Lease Agreements, Marin General Lease):** will increase 3% based on COLA lease agreements

Category 9950/State Fire Reimbursement: Reduced down to \$150,000. Chief Pomi explained last year was a banner year and he forecasts fewer deployments this fire season. This figure may change due to actual fire season deployments.

Total Revenue will increase \$114,000 over last year.

PERSONNEL:

Categories 1005/Admin Secretary Salary, and 1050/Safety Salaries: Chief reviewed each line item reflecting the 2.5% increase

Categories 1009/PT Fire Inspector, 1010/Extra Hire, 1020/FLSA OT: Budget figures are static from last year, no change anticipated

Category 1025/Holiday Pay: Noted \$4,000 decrease due to Chief Smith's retirement

Category 1035/Pay @ Retirement: Chief Pomi keeping this category as safety gap in case of retirement in F/Y 2016/17 to pay out sick leave and/or vacation time

Category 1515/Health Insurance: Reflects a projected 10% increase of \$64,000, with total budget of \$526,000. The District will not know insurance costs until November/December.

Category 1530/PERS Retirement: Reflects a \$100,000 reduction due to paying off the side fund (for active safety employees) two years early. As a result, the District is seeing the financial benefit now.

Category 1560/OPEB: The \$75,000 increase is due to the implicit liability financial reporting requirement. Chief Pomi discussed this issue with Accountant Hom and they decided to build it into the preliminary budget to see if its manageable.

Total Personnel cost will increase by \$71,000, from \$3,776,774 to \$3,847,838.

Chairman Gerbsman commented that the biggest increases are seen in worker's compensation and health care.

SERVICE/SUPPLY:

Category 2050/Auto & Equip Repair: Reflects marginal increase of \$5,000 to accommodate the aging fleet, from \$50,000 to \$55,000.

Category 2080/Workers Compensation Insurance: increased from \$149,600 to \$172,200.

Category 2105/Central Dispatch: Estimate a \$6,000 increase due to our dispatching fees and our new CAD (Computer Aided Dispatch) system from \$56,222 to \$62,278.

Category 2300/Telephone: Increase in telephone and wireless system due to change in technology from our MDCs and our wireless connections, from \$14,000 to \$17,500.

Category 2020/LAFCO – increase from \$2,340 to \$2,366.

Director Evergettis asked what LAFCO represented. Chief Pomi advised it is the Local Agency Formation Commission. Its mission is to represent Marin and serve as a mediator between agencies that want to form a JPA or consolidation. They work directly for the State Assembly and are tasked with ensuring both parties are heard. Chief Pomi reported several weeks ago LAFCO attended a meeting between Larkspur and Corte Madera Fire as these two fire agencies would like to join. With Assembly Bill 239 passed, LAFCO advised that an independent financial review is required for an estimated cost of \$25,000 per agency, taking approximately eighteen months to complete. Yet both agencies have already completed a financial review of the proposed consolidation. The Larkspur and Corte Madera Fire Chiefs expressed concern with this new ruling commenting it's very rare that the opportunity to combine two organizations is supported by both a favorable Board and City Counsel. Assembly Bill 239 was presented by Assemblyman Hertzberg and although Chief Pearce went to Sacramento and spoke on behalf of the Marin County Fire Chiefs and their agencies to not pass the bill, a vote was taken and the Assembly passed the bill.

Total Service & Supply at \$693,815

DEBT SERVICE:

These budget categories remain the same as last year.

Category 3110/Fire Station Modernization Project Principal: budgeted at \$242,364.23, seven years left on this debt

Category 3120/ Fire Station Modernization Project Interest: budgeted at \$67,097.47

Category 3130/ Solar P.V.: \$6,568 with four years to see debt paid off in full

Total Debt Service at \$316,029.70

CAPITAL OUTLAY:

SCBA Category: No SCBA equipment needed this year.

Category 4010/Computer: increase due to upgrade of the CAD system and purchase of our new tablets and potential ipad purchase for inspections from \$4,000 to \$10,000.

Category 4015/Fire Equipment: remains static with no projected increase

Category 4050/Building Repair: Chief Pomi reported leaving \$200,000 in the fund to cover HVAC estimates he's working with Engineer Trimble on, first floor front window repairs, and wall repairs (taping, texturing and painting) due to water leak in the first floor glass conference room. The District has \$157,000 left in this category this fiscal year. Chief added the District may want to create a building replacement/roof replacement reserve account. Chief Pomi estimated we have about \$70,000 in the building replacement reserve account.

Total Capital Outlay at \$305,952

BUDGET ANALYSIS:

Total Revenue is at \$5.3 Million

Total Personnel at \$3.8 Million

Total Service & Supply at \$693,815

Total Debt Service at \$316,029.70

Total Capital Outlay at \$305,952

The projected fund balance for fiscal year 2016/17 will be positive at \$189,006 revenue

Once the final budget is approved by the Board, Chief Pomi will review reserve allocations with the Board.

Chief Pomi advised that the Board can approve the preliminary budget tonight and it can still be changed up until the final budget is approved in July. The Chief's next step is to revisit the county predictions on the tax increase. Chairman Gerbsman/Director Naso M/S to approve the preliminary budget for fiscal year 2016/17 as presented. Ayes: Corbet, Evergettis, Gerbsman, Naso.

CORRESPONDENCE: Reviewed.

REPORTS: Reviewed. Chief Pomi commented overtime and incident reports were standard for the month of May.

CHIEF'S REPORT:

- a. **Update on Marin County Regional Fire Academy and Graduation:** Chief Pomi advised the Board the Regional Fire Academy graduation is Friday, June 17 at 3:00 pm at the Southern Marin Fire Station in Sausalito. Firefighter Bryan Bridges is currently expected to participate but may not make it due to the upcoming birth of his second child. He has been attending the academy, working 40 hours a week, then going home on weekends to spend time with his family. He has completed all the necessary requirements in order to graduate so if he is unable to attend he still graduates. Chief Barnes, Academy Director, has been updating Chief Pomi with Firefighter Bridges performance noting he has passed his written and manipulative exams scoring 99% - 100%. Firefighter Bridges is doing a great job. When he returns to work he will be assigned to A shift working with Captain Glenn.
- b. **Update on 2015/16 CalOES Fire Season Reimbursements:** Chief Pomi reported the District had received their last reimbursement of \$71,000 for the South Complex fire from the Feds. The Feds reimburse agencies through their DUNS number and then electronically transfer the reimbursement. As a result, this reimbursement was deposited into our grant account with WestAmerica Bank. That is why we had to write a check from that account to transfer the funds to our general checking account with the County of Marin. Chief Pomi added that the District has completed and submitted our 2016/17 salary survey to OES in preparation for this summer out of county assignments.

DIRECTOR MATTERS:

Director Naso reported attending the May 31 community meeting in Woodacre with Chief Weber, his staff and BC Chris Jurasek from Sonoma Air Attack base. The focus of the meeting was to address fire danger with concerned residents who live in and around Woodacre. Some years ago a fire did come over the ridge from Sonoma and fire agencies are concerned about this happening again. The presentation informed residents on the fire danger and how to protect their lives and property. Director Naso reported a lot of local residents attended the meeting. Candidates running for Supervisor Steve Kinsey's office were also invited to the meeting. Director Naso commented the meeting provided some very useful information.

Director Evergettis reported attending the FireSafe Marin stakeholders meeting last Friday. During the meeting they reviewed the community wildland protection plan, CWPP. He felt it was a great document that looks at fire probability throughout the county. Chief Pomi reported the plan will go to the Board of Supervisors for review in July and that it will be circulated soon. Chief Pomi added the benefit of being a participant in the CWPP is that you can receive federal grant money.

APPROVAL OF MONTHLY EXPENSES:

M/S Naso/Evergettis to approve May warrants 805300044 to and including 805300111 in the amount of \$250,285.23. Ayes: Corbet, Evergettis, Gerbsman, Naso.

The next board meeting is scheduled for July 20, 2016 at 6:30 pm. Director Naso commented he will be unable to attend the July meeting.

A moment of silence was held for the victims of the Orlando attack, for Israel and for our first responders.

M/S Evergettis/Naso to adjourn meeting at 7:30 pm. Ayes: Corbet, Evergettis, Gerbsman, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

Kentfield Fire Protection District
Board of Directors Meeting

MEETING TYPE: Regular
DATE: Wednesday, July 20, 2016

CALL TO ORDER: 6:30 pm by Chairman Gerbsman. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Director Naso. Also in attendance were Chief Pomi and Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Director Evergettis/Corbet M/S to approve the minutes of the previous month. Ayes: Corbet, Evergettis, Gerbsman. Abstained: Murray.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. **Public Hearing for 2016/17 Proposed Final Budget:** The Board opened the public hearing of the 2016/17 proposed final budget at 6:32 pm for public comment. There was no comment. The public hearing closed at 6:33 pm.
- b. **2016/17 Proposed Final Budget:** Chief Pomi referred to the final proposed budget in the Board packet and announced it is similar to the presentation last month with the following highlights:

Revenue:

Property Tax Secured/Code 9001: estimated 5% increase over last year.

State Reimbursements/Code 9950: The final budget reflects an additional increase of \$50,000, from \$150,000 to \$200,000. If the fire season is not as aggressive the District will still have the funds; even if the District has half the fire season, we'll still reach that target because of the potential of property secured tax coming in at 5.5% or 5.75%. The District's revenue will still be at \$5.4 million.

Personnel Costs: reflect same numbers as preliminary budget. These figures reported personnel salary adjustments effective 7/01/2016; no change. Chief Pomi noted the 2015/16 PERS retirement category 1530 was at \$688,000; for F/Y 2016/17 this category is budgeted at \$591,000 due to the Board approving paying off the safety side fund in May 2016.

Service & Supply: Reflects two category changes

LAFCO/Code 2020: increase costs from \$2,366 to \$2,829.

Insurance-General,Auto,Liability/Code 2070: Reflects a decrease of \$1300. The FAIRA pool has done well this year.

Debt Service: for the building remodel and solar purchase. These cost remain the same.

Capital Outlay:

Computers/Code 4010: Final budget shows an increase from \$10,000 to \$13,800. Chief reported the increase is due to the recent discovery that our phone electronics system will no longer be supported by CISCO and will need to be upgraded. The District WiFi will need to be upgraded because it has not been working at full capacity due to our wiring/antennas being eaten by vermin. These figures incorporate estimates from Marin IT.

Reserve Allocations:

Will be reviewed once Accountant Hom closes the 2015/16 books. At that time the Board can revisit and allocate the remaining budget funds into reserve allocations for 2016/17 at our August meeting. This category is included for public transparency.

Chief Pomi summarized the final analysis with total revenue at \$5.4 million; Personnel costs at \$3,847,000; Service & Supply at \$692,000; Debt Service at \$316,000; and Capital Outlay at \$309,000 with a projected reserve of \$236,000. Chief Pomi added there are coding/expense definitions included in the budget packet for the Boards reference. Chairman Gerbsman commented he had reviewed the budget with Chief Pomi and reported the figures are similar to last month's meeting. Chief Pomi asked if anyone had questions. Director Murray asked if the Chief, upon his review, noted any reserve allocations missing that may need to be added to this section. Chief Pomi responded there has been some discussion on increasing funds in the Building Replacement/Code 6915 to replace the HVAC. It may be best to incorporate roof repairs in this category too vs creating another reserve category specific to the roof. This is something

the Board can consider at the next meeting. Directors Murray/Evergettis M/S to accept the 2016/17 proposed final budget as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray.

NEW BUSINESS:

- a. **Marin County Grand Jury Report: First Responder Referral Program:** Chief Pomi reported that on June 16th the Marin County Civil Grand Jury released a full report on this referral program more than a band aid for seniors and recommended the Fire Chiefs implement the program countywide and, secondly, create some type of community outreach. The program was designed in 2014 to provide tools for first responders to bridge the gap between the senior citizens in need and the services available to them. The services will help seniors reach short/long term needs, improve their health, and also work towards keeping them independent. Chief Pomi acknowledged the Marin County Fire Chiefs recognize this is a program they want to support. Chief Pomi crafted a letter to the Marin Grand Jury acknowledging the Fire Chiefs are in full support of the program, and that fire agencies have begun train the trainer, working with Marin County Department of Human Services to develop a public video, and have a timeline plan to implement the program by January 1, 2017. He added that Kentfield, Larkspur, San Rafael and Corte Madera have already implemented the program. Ross Valley and Marin County Fire Agencies are scheduled to implement by September. Chairman Gerbsman suggested the District post informational flyers at Woodlands, Mollie Stones, churches and synagogues, mosques, Jewish Family & Children Services, PTA, HOAs and Next Door websites. Chief Pomi noted the Chairman's suggestion and added there is a subcommittee charged with creating community outreach and he will forward these suggestions to them. Director Murray commented this was a great program. Engineer Viau added the program includes informational resources as well as adult protective services through the County of Marin Health & Human Services to meet their needs. Chief Pomi requested the board accept the Marin County Civil Grand Jury report and authorize the Chairman to sign the letter to the Grand Jury on behalf of the Board. Directors Murray/Corbet M/S to accept the Marin County Civil Grand Jury report, have Chairman Gerbsman sign the letter, and further implement the 911 first responder program as directed. All Ayes: Corbet, Evergettis, Gerbsman, Murray.

CORRESPONDENCE: SMFPD Fire Academy thank you letters reviewed. Chief commented Southern Marin Fire Protection District were the host for the fire academy. Our staff assisted with four to five of the training sessions. B/C Barnes sent thank you letters to the District acknowledging the staff that participated.

REPORTS: Reviewed.

CHIEF'S REPORT:

- a. **Bryan Bridges Academy Graduation:** Chief Pomi reported the graduation took place at Station 1 in Southern Marin on June 17. The class of 2016 had twelve candidates graduate including our Provisional Firefighter Bryan Bridges. Elliott Chapman, who was a resident firefighter with our District, was hired by Southern Marin and graduated with this academy too. The ceremony had an excellent turnout from Kentfield as well as all fire agencies, families and friends. Chief shared a few graduation photos including the Kentfield Fire staff that attended. Chief highlighted the two class projects designed and built by the students outside of classroom hours: the portable hose pulling station and the portable hydrant was quite impressive and will be used for training purposes at future academies. Congratulations to Bryan.
- b. **Building Repair Update:** Chief Pomi reported the first floor conference room wall has been repaired. The District is expecting an estimate from a window company to repair the front office window leaks (Chief's office) in August. Engineer Trimble met with two contractors regarding the HVAC roof repairs and options to fix the issues.
- c. **KWPOA Evacuation:** Chief Pomi reported the drill is scheduled for October 1. It will be the fifth year of the drill and cover the last, fifth, section of the Kent Woodlands. Chief reported the Sheriff's office and neighboring fire agencies will participate. They will use the Alert Marin system and notify residents through the Everbridge system. Chief announced all residents living within the fire district are welcome to come down and observe and/or participate in the drill. Director Evergettis commented this has been a great program and the participation by the Fire District and other agencies has been wonderful.

DIRECTOR MATTERS: None

APPROVAL OF MONTHLY EXPENSES:

Directors Murray/Corbet M/S to approve June warrants 805300112 to and including 805300180 in the amount of \$881,403.53. Ayes: Corbet, Evergettis, Gerbsman, Murray.

The next board meeting is scheduled for August 17, 2016 at 6:30 pm. Agenda may cover the fire code adoption, which is adopted every other year. B/C Hadfield announced the fire code will not be ready for the Board meeting in August. The FPO have scheduled evaluation meetings in July and August. It is possible the fire code adoption can be placed on the September agenda, with a required a second reading in October. Chief Pomi commented we may not need to meet in August. He will review possible agenda items and communicate with the Board on our next meeting date.

A moment of silence was held for the Police Captain of Milwaukee and all life's matter.

Directors Murray/Gerbsman M/S to adjourn meeting at 7:09 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, September 14, 2016

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

ROLL CALL: All Directors were present except Directors Gerbsman and Murray. Also in attendance were Chief Pomi, Accountant Hom and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Director Evergettis/Corbet M/S 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.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

2016 Biennial Notice/Conflict of Interest Code: Chief Pomi referred to his memo in the board packet stating every two years the District is required to review the Conflict of Interest Code, and if amendments are needed, to hold a public meeting. The District currently has Resolution No. 6-2014 on file with the Board of Supervisors with attachment A identifying all Board of Directors, the Fire Chief and General Counsel as required to file. At one time there was a treasurer position, but that has been removed. Chief Pomi does not see a need for amendments as the District is in compliance. Chief Pomi asked the Board to authorize him to complete the 2016 Biennial Notice on behalf of the District. Directors Evergettis/Corbet M/S to authorize Chief Pomi to complete the 2016 Biennial Notice and submit it to the Marin County Board of Supervisors. Ayes: Corbet, Evergettis, Naso.

Marin Civil Grand Jury Report Response Marin's Hidden Human Sex Trafficking Challenge: It's Happening in Our Backyard: Chief Pomi explained that the Marin Civil Grand Jury published a report on June 16, 2016 regarding these challenges. While the report was lengthy, the concerns were directed to law enforcement. However, the required response includes fire as well as law. Chief Pomi reported after reviewing the report with the Marin County Fire Chiefs they did not have the answers to many of the questions. In completing the responses to the findings they made responses as noted: the District is unable to agree or disagree with the finding. The Fire Chiefs agreed with the Marin Civil Grand Jury recommendation to ensure all EMS personnel are trained in recognizing human trafficking and how to report it and incorporate this in our annual training. The Chiefs adopted the Blue Campaign, which is the first responder human trafficking coffee-break training. The training information has been sent to all training officers in Marin County to be implemented to all EMTs by December 31, 2016. Captain Glenn and Engineer Viau will conduct the in-house training. Chief Pomi presented two grand jury letters with responses, reviewed by county counsel, in the Board packet for the Board's review, discussion, and approval. There were no questions from the Board. Directors Naso/Corbet M/S to accept the two letters and response to the findings of the Marin Civil Grand Jury Report as written to be signed by Chairman Gerbsman. Ayes: Corbet, Evergettis, Naso.

Annual Gann Appropriations Limits Report: Accountant Hom presented the annual calculation of the appropriations limit report. He explained that the government constitution requires Districts to calculate what the appropriation limit is and to the extent at which your revenue exceeds that limit some property taxes many need to be refunded to taxpayers. That is why this report needs to be done annually. Accountant Hom reported based on this calculation and because the voters approved the remaining excess there are no excess funds that need to be returned. He advised this report needs to be available to our Auditors as well as the public and can be posted on our website. Director Evergettis asked if the excess funds get absorbed in our general fund. Accountant Hom confirmed, yes, that is right. In absence of the language, if the voters had not approved that, the revenues would have to be returned to the taxpayers. Director Evergettis wondered if there are excess funds why doesn't the District refund the taxpayers? Chief Pomi commented it's not that we have excess funds because the District does use the funds for fire operations, prevention, and to pay down our unfunded liability. Adding once the unfunded liability is paid off the money can be returned to the taxpayers. Accountant Hom commented in the future if the Board determines the unfunded liability is paid off then they can decide not to impose the special assessment tax. Directors Naso/Evergettis M/S to approve the property tax appropriations limit as presented. Ayes: Corbet, Evergettis, Naso.

Measure G Tax Reports FY 2014/15 and FY 2015/16: Accountant Hom apologized that this first report, FY 2014/15, was not presented in September 2015. That was the first year the District should have presented this report. Measure G passed in 2013 but the revenue was first recognized in 2014/15. Accountant Hom presented the FY 2014/15 report with the following comments: Figure 1 reflects the current tax rate imposed, at .07 cents. Figure 2 provides a

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

calculation for the CPI adjustment although during the first year there wasn't one. Measure G allows the District to adjust the ceiling amounts based on the December CPI. Figure 3 represents calculations of Measure G revenues as collected against the expense of unfunded liabilities for retirement and OPEB trust payments, totaling \$880,000. There will be no carry over into the next year because the District spent more than the Measure G revenues. Figure 4 is a breakdown of projected taxes for F/Y 2015/16. Figure 5 provides historical perspective although, this being year one there is no history reflected. The remainder of the report contains information about ballot Measure G: the ballot text, results and our District boundaries. Measure G writing requires this report be prepared and reported to the Board annually. These reports are not filed with any government entity. The reports will be available at station for public access and posted on the District website.

Accountant Hom commented on the FY 15/16 report as follows: Figure 1 is similar to FY 14/15, at .07 cents. Figure 2 reflects the CPI at 2.61% as determined by the December CPI. Figure 3 reflects the carryover from the previous year of \$340,060, Measure G revenue of \$543,032 plus expenses for post-retirement expenses at \$830,420 with an ending balance of (\$627,454). Figure 4 estimates the FY 16/17 tax revenue at \$545,000 with the first installment arriving in December 2016. Figure 5 shows the comparison between number of parcels in 14/15 and 15/16. The increase in taxes is due to the increase in square footage.

Directors Naso/Evergettis M/S to accept the Measure G Tax reports for FY 2014/15 and FY 2015/16 as reported. Ayes: Corbet, Evergettis, Naso.

Out of County Assignment/Soberanes Incident:

Captain Garcia reported on this assignment at the Soberanes incident. C Shift was dispatched at 2:30 am on August 23, arriving in the area at 7:30 am the morning of August 24. They were assigned to structure triage and defense if necessary on a 24-hour shift. After a 24-hour rest period, they began their most challenging day of work. They were assigned to structure triage and defense initially then re-assigned to a fire operation laying 10,000 feet of hose. This involved working throughout the night assisting fire operations with keeping the fire in check. At this point the speed and mindset of the fire changed moving into the forest where the terrain was rugged and hard to access. The crew was placed on 12 hour shifts assigned to structure triage, gps water sources and hazards. Upon returning to base camp in the evening they would turn over the gps data. He reported his crew was young, eager to learn and work hard. His crew was comprised of Firefighters Marty, Bridges and Seasonal Firefighter da Roza. He commented his job was easy because they were hard workers. Captain Garcia was thankful for this 13-day assignment, a learning experience for him as a relatively new Captain. Personnel at this fire totaled 5500 at its peak, the largest he has been to. He commented the fire has been burning two months now, growing from 26,000 to 110,000 acres. He added one of the toughest tasks to deal with besides fatigue is keeping up morale. Captain Garcia felt the team leader did a good job; the entire strike team was made up of Marin County engines which made the team more cohesive.

B/C Mike Hadfield added he led a strike team at this fire with crews from Vacaville City, El Cerrito, Orinda/Moraga, Novato, and Santa Clara County Fire. He worked with an Assistant Strike Team Leader/Trainee from El Cerrito. B/C Hadfield commented the strike team arrived at 6:30/6:45 am in camp on August 24 just in time to make the 7:00 am briefing. B/C Hadfield worked for this assignment for one week due to a prior commitment.

Director Naso thanked the crews for their hard work. Chief Pomi added he feels it is important for the crews to report to the Board on these events. Next month B/C Hadfield and Captain Fox will present the Clayton fire incident.

CORRESPONDENCE: Reviewed.

REPORTS: The July and August Incident Logs and Overtime Reports were reviewed. Chief Pomi commented that there was significant OT in July and August due to out of county fires. In reviewing the reports, he highlighted any OES notations under the description column are hours we will be reimbursed by the state.

CHIEF'S REPORT:

KWPOA Evacuation Drill October 1: Chief Pomi announced the upcoming drill. He has been working with Barry Evergettis and Paul Homrighausen on the KWPOA Safety Committee in addition to the office of emergency services, Marin County, Larkspur and Ross Valley Fire Departments. During the drill the engines will perform triage. The Sheriff's Department will be in the neighborhood evacuating homes. This is the final drill, its fifth year, for the Kent Woodlands with 110 homes targeted for participation. This completes all areas of the Woodlands. All Kent Woodland homeowners will be notified to participate if interested. Chief Pomi thanked Mr. Evergettis for his five years of work on this drill; Mr. Evergettis thanked the Chief and commented that this will be his last evacuation drill. Director Naso remarked he drove up into the Kent Woodlands last year during the evacuation drill and was impressed with its organization.

KFD Open House/Pancake Breakfast October 9: Chief Pomi announced the breakfast and advised that Engineer Dan Trimble is coordinating the event. The Chief met with Engineer Trimble today and noted the following changes: pancakes will still be served but this year they will introduce a fruit bar, cereal bar and bagel bar with smears. We will still have the jumpees for the

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

kids and the historical society will have a table. The event is more of an open house event than a fund raiser.

Social Media-Facebook/NextDoor Update: Chief Pomi commented we are working on getting our social media up to date. Both Facebook and NextDoor accounts are live. We will publish articles, events, and current events in our district.

DIRECTOR MATTERS: None

APPROVAL OF WARRANTS:

Directors Naso/Corbet M/S to approve July warrants 805300181 to and including 805300276 in the amount of \$626,911.04. Ayes: Corbet, Evergettis, Naso

Directors Naso/Evergettis M/S to approve August warrants 805300277 to and including 805300338 in the amount of \$354,601.43. Ayes: Corbet, Evergettis, Naso

The next regular meeting will be held on October 19, 2016.

A moment of silence was held for departed members.

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

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Special

DATE: October 5, 2016

CALL TO ORDER: 6:00 p.m. by Director Naso. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Director Gerbsman. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Evergettis/Corbet M/S to approve the minutes of the September 14, 2016 Board meeting. Ayes: Corbet, Evergettis, Naso. Abstained: Murray

OPPORTUNITY FOR PUBLIC COMMENT PERIOD: There were no public comments made.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

NEW BUSINESS:

Ordinance No 2016-115: The ordinance was introduced for its first reading by Director Naso. Director Naso asked for a motion to waive the reading of the entire ordinance and read by the title only. Directors Murray/Evergettis M/S to waive the reading of the entire ordinance and read by title only. Ayes: Corbet, Evergettis, Murray, Naso.

Director Naso read the Ordinance No. 2016-115 title: **AN ORDINANCE OF THE KENTFIELD FIRE PROTECTION DISTRICT ADOPTING AND MODIFYING THE CALIFORNIA FIRE CODE, INTERNATIONAL FIRE CODE, AND APPENDIX A OF THE INTERNATIONAL WILDLAND-URBAN INTERFACE CODE PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION; PROVIDING FOR THE ISSUANCE OF PERMITS FOR HAZARDOUS USES OR OPERATIONS; AND DEFINING THE POWERS AND DUTIES OF FIRE PREVENTION BUREAU AND OFFICERS.**

Chief Pomi explained the District is required to adopt this ordinance every three years and keeps the District current with minimal requirements that the State of California building and fire standards are built off of and determined. B/C Hadfield worked with Marin County Fire Prevention Officers to review and standardize most of the ordinance language for all of the Marin fire agencies. Although every agency will be adopting the new 2016 California Fire Code, 2015 International Fire Code and the 2015 Wildland-Urban Interface Code in some form of ordinance, each agency will have amendments unique to their jurisdiction. Then all Marin County fire agency ordinances will be ratified at the same time by the Board of Supervisors in November. Chief Pomi referred to the Summary of Ordinance 2016-115 in the board packet prepared by B/C Hadfield. B/C Hadfield commented the Prevention Officers as a group reviewed the code and made changes, amendments, specific to Marin County although there were not too many changes this year. Working on this fire code has been a learning experience, B/C Hadfield added. Chief Pomi commented that section 11 allows the District to make stricter code amendments that are specific to our local conditions due to our District topography, local climatic conditions, seismic location, and vegetation within the adoption of the ordinance.

Kentfield Fire District Board of Directors set a public hearing date for proposed Ordinance to be November 9, 2016.

Chief Pomi reviewed for the board's information the ordinance adoption process/schedule as follows:

- October 5th-First reading
- October 6th-Marin County Building Department-30 days/before adoption.
- October 19th-First Public Hearing notice Marin IJ
- October 19th-Ordinance available for public review at Kentfield Fire District Station 17
- October 26th-Second Public notice Marin IJ
- November 9th-KFD Board meeting Public Hearing/Adoption
- November 10th-send to Board of Supervisors for Ratification
- November 15th-BOS meeting. Ordinance ratified
- November 16th-public notice of Adopted Ordinance/Vote/Marin IJ
- November 16th-Ordinance mailed to the Development & Housing Authority in Sacramento, the gate keepers of the Ordinance
- Minimum 30 days to be enforced
- January 1st 2017 enforced

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

Chief Pomi recommended that the Board cancel the October 19 regular meeting. November 9 will be the regular meeting and public hearing of Ordinance 2016-115. All Board members concurred. The next regular meeting will be held on November 9 at 6:30 pm.

Director Naso thanked B/C Hadfield and Chief Pomi for their work on the Ordinance.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

A moment of silence was held for departed members, for the end of the fire season, and the residents of Florida dealing with Hurricane Matthew.

Directors Evergettis/Corbet M/S to adjourn this meeting at 6:17 p.m. Ayes: Corbet, Evergettis, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: November 9, 2016

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

ROLL CALL: All Directors were present except Director Murray. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Evergettis M/S to approve the minutes of October 9, 2016 special board meeting. Ayes: Corbet, Evergettis, Naso; Director Gerbsman abstained.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. **Open Public Hearing of Ordinance No. 2016-115:** Chairman Gerbsman opened the public hearing at 6:31 pm for public comment. He asked for public comment on the second reading of this ordinance.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

- b. **Ordinance No. 2016-115 – Adopt Ordinance 2016-115;** Chairman Gerbsman recited the final summary of Ordinance 2016-115 as follows: the Kentfield Fire Protection District will consider adoption of ordinance 2016-115 at the regular meeting of the Board of Directors on the 9th day of November 2016. This ordinance adopts by reference the 2016 California Fire Code which consists of certain portions of the 2015 edition of the International Fire Code as amended by the California Building Standard Commission and Appendix A of the 2015 International Wildland Urban Interface Code with certain amendments regarding fire prevention and fire safety regulations and structures and property located within the jurisdiction of the Kentfield Fire Protection District. This adoption process is required of the District once every three years to stay current with the minimum requirements of the State of California Building and Fire Standards as determined by the California Building Standards Commission.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

Chairman Gerbsman closed the public hearing at 6:33 pm. Directors Evergettis/Corbet M/S to approve the District's adoption of Ordinance No. 2016-115 by roll call vote: Corbet, Evergettis, Gerbsman, Naso. **Motion passes.**

Chief Pomi commented with this adoption of Ordinance 2016-115 we have met all our obligations for the 2016 code adoption. The District published the Ordinance in the newspaper for two consecutive weeks and maintained a full complete copy of the Ordinance, available to the public, in the administration office since October 19th. This ordinance, with the following resolution, will be forwarded to the Board of Supervisors tomorrow which will be ratified at their November 15th meeting. Chief Pomi thanked the board.

NEW BUSINESS:

- a. **Adopt Resolution 5-2016 Finding of Fact including "Exhibit A" with Ordinance No. 2016-115:** Chief Pomi noted the resolution includes Exhibit A which pertains to section 11 of the Ordinance where the District is able to make certain adjustments to the code to meet our local conditions that could have an adverse effect on fire and earthquake loss. Exhibit A also identifies specific climate conditions in our District. Chief Pomi added by passing the resolution with the ordinance it allows the District to customize section 11 of the ordinance and enforce it.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

Directors Corbet/Evergettis M/S to adopt Resolution No. 5-2016 by roll call vote: Corbet, Evergettis, Gerbsman, Naso. **Motion passes.**

- b. **Out of County Assignment/Clayton Incident:** Chief Pomi stated Captain Fox and Engineer McKnight were on OES325 for this incident and B/C Hadfield was dispatched and assigned to Incident Command then re-assigned later as a Safety Officer. This event occurred in mid-August. Chief Pomi asked Captain Fox to give this presentation to the board. The following are Captain Fox's presentation highlights.

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

OES325 was dispatched on August 13th to Morgan Valley Road in Lower Lake. One of the assignments this crew handled was installing a 13,000-foot hose lay. Once completed they worked with the dozers, on the other side of the hose lay, moving hose lines so the dozers could clear the brush and widen the road. They commented on how difficult the dozer's job is as the dozers were sliding down hillsides sideways while attacking the rough terrain. They had never worked this closely with dozers and commented on how scary it was to watch. Despite the effort of the hard working dozers to stop a spot fire the interior fire blew up and crossed the dozer line. The remainder of their assignments focused on structure protection. Working with Ross Valley and Marin County Fire crews in addition to some residents manning the hoses, they worked together to protect five homes on Bohan Road. However, once the fire hit, a quarter of the neighborhood was devastated. They were able to save a cinderblock house and the Water District building. Engineer McKnight commented fire was 360 degrees around them all day. They were concerned about downed power lines and exploding propane tanks (exploding on average one a minute). He compared the sound to a war zone. On their final assignment they returned to the town, and were assigned to grid the town and identify what was habitable/not habitable and investigate dangers in order to re-populate the area. Captain Fox said it took five days to repopulate the area.

Chief Pomi asked B/C Hadfield to talk about his assignment. B/C Hadfield was assigned to Planning Operations with the North Bay Incident Management Team. Planning Operations attaches to the Incident Commander to get information and then inform the Incident Management Team. His job was to put together the first incident action plan. He was assigned to meet with Incident Command at Morgan Valley Road where they review the plan for the next day. After which Planning Operations puts the incident action plan together. They hold a briefing for all incident personnel and review the incident action plan. The briefing covers safety, fire activity, weather, frequency, the medical plan, if there's an incident within the incident (someone on the line gets hurt) and assignments. Then conduct division breakouts with any unassigned resources that didn't get an assignment during the briefing. B/C Hadfield was tasked to get water tenders and type 3 strike teams on the incident action plans. After completing this assignment, he was reassigned as a Safety Officer at Lower Lake area. Upon arrival he starting familiarizing himself with the area when the fire took off. He found himself helping with evacuations, rescues from homes, and the water rescue of two people swimming across Cash Creek because the trailer park was on fire and they had waited too long to evacuate. He described the scene as pure pandemonium. For the remainder of his assignment he continued working as a Safety Officer in the Lower Lake area.

In closing Captain Fox noted this was a learning experience for him and his crew, adding Seasonal Firefighter da Roza had gained more experience than some firefighters that have been working for ten years or more. Chief Pomi thanked Captain Fox, Engineer McKnight and B/C Hadfield for sharing the information with the board.

CORRESPONDENCE: Thank you letters reviewed.

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

CHIEF'S REPORT:

- a. **PG&E Grant: Crown Coronet Project/Woodland-Goodhill Project:** Chief Pomi referred to a report in the board packet that he and Fire Crew Superintendent Tim Walsh put together. He recalled that in early June the District had an opportunity to apply for a PG&E grant for money under Emergency Drought Relief and FireSafe Marin. The District was awarded \$11,000. The work needed to be done in the area of overhead transmission or power lines. The District identified two locations and did work from Crown Road down to Coronet Road. This area was worked on in 2010 by Superintendent Walsh and the Tam Crew. They did a lot of work for us there. The Tam Crew also worked on an emergency access road or evacuation road between Woodland Road and Goodhill Road. Chief Pomi referred to photos in the report reflecting before and after work shots. The Tam crew is a fire crew from Marin County Fire Department with thirteen members. It was a busy fire season for them as they would get called out during the project and come back to complete the job. They spent five days on the project. Chief Pomi announced he sent thank letters to the Tam Crew, Chief Weber and the Board of Supervisors.
- b. **KFD Breakfast:** Chief Pomi announced that on October 9 the District had our annual breakfast and open house. Chief Pomi advised 700 people attended the breakfast. A very successful event. Chief Pomi thanked Engineer Trimble for coordinating the breakfast. He also thanked the Board members, the paid staff and family members, in addition to our seasonal firefighters and students who worked the breakfast. Director Evergettis commented it was a good breakfast and the pancakes were tasty. Chairman Gerbsman reporting hearing positive comments from his neighbors.

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

- c. T-Mobile Upgrade:** Chief Pomi recalled that in 2013 T-Mobile modified the contract with the District to add three additional antennas. Over the last month T-Mobile has been working on this modification on-site. In the contract the District requested the roof work and access areas that T-Mobile worked on get water tested, if clear, the project will be signed off on. The District has contacted Aquatech to conduct the test in the near future. Once the District finds that these work areas are water-tight the District will sign off on the project.
- d. Station 17 Building Maintenance Report:** Chief Pomi reported that with the October rains the District had one leak in the back dorm. Engineer Trimble identified the area. The leak was caused by the coating covering the ducting work joint had failed. Engineer Trimble covered the area and it stopped the leak. Engineer Trimble is seeking bids for maintenance and repair of the HVAC system to ensure it is water proof. The District has received one bid from an HVAC contractor for maintenance and repairing the HVAC system on the roof to make it waterproof. The next appointment is scheduled Tuesday, November 15. Chief Pomi suggested the HVAC subcommittee meet to review the bids when they have all been received. Chief Pomi added that he did not have any leaks in his office due to repair work that Engineer Trimble schedule this past summer. Director Naso asked if the contractor fixing the roof will be contracted to do our maintenance ongoing? Chief Pomi replied that it depends on the bids and the quality of the work performed. That decision will be made after the review by subcommittee and brought back to the board.

DIRECTOR MATTERS:

APPROVAL OF WARRANTS:

Directors Evergettis/Naso M/S to approve September warrants 805300339 to and including 805300400 in the amount of \$355,665.37.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

AYES: Corbet, Evergettis, Gerbsman, Naso

Directors Naso/Gerbsman M/S to approve October warrants 805300401 to and including 805300440 in the amount of \$233,768.41.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

AYES: Corbet, Evergettis, Gerbsman, Naso

Chief Pomi announced the District Holiday Party will be held on December 9 at the Woodlands Café.

The next regular meeting will be held on December 21, 2016 at 6:30 pm. Chief Pomi announced the auditors will present the 2015/16 audit at that meeting.

Director Evergettis commented that the Kent Woodlands homeowners were very happy that Captain Fox and the crew attended the Halloween parade.

A moment of silence was held for departed members.

Directors Gerbsman/Evergettis M/S to adjourn this meeting at 7:13 p.m. AYES: Corbet, Evergettis, Gerbsman, Naso

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: December 21, 2016

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: Chief Pomi noted there was a typo in today's agenda under New Business, item A which has been corrected. The agenda item was posted as 2016/17 Internal Audit and was corrected to read 2015/16 Independent Audit. Chief Pomi also requested agenda item #4 Special Announcements be moved to after agenda item #8 to allow Mr. Wong to present the independent audit. Chairman Gerbsman permitted the agenda order change. Directors Naso/Evergettis M/S to approve the minutes of the November 9, 2016. Ayes: Corbet, Evergettis, Gerbsman, Naso. Director Murray abstained.

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. **2015/16 Independent Audit Presentation:** Chief Pomi introduced Mr. Mark Wong of Maze & Associates who performed our audit this year. Mr. Wong presented the audit to the Board with the following highlights. The Basic Financial Statements show the District's total net position change of \$1.3 million, at \$2.9 million, a positive position. With the unrestricted net investment in capital assets position at \$3.6 million. The net pension liability for the District is at \$4.3 million, a decrease from last year's \$6 million. In 2016 the District made an additional contribution which decreased the net liability in the pension. This is the second year of the net pension implementation of GASB 68. Mr. Wong commented that the net pension liability, one of the biggest expenses, is susceptible to market volatility. When the market performs well, the pension fund will reflect the market. Therefore, liability is based on market performance. The un-modified opinion of Maze & Associates is that the District statements are valid under generally accepted auditing standards in the United States.

Mr. Wong reviewed the Memo of Internal Control reporting their job as auditors is not to test all auditing controls, but to test internal controls that will give them the ability to provide an opinion on if our financials are valid. They did not identify any deficiencies in internal controls and did not note any improvements needed. Mr. Wong reported the upcoming GASB 75 governmental standard, for OPEB, is fast approaching in 2018 and will require agencies to report on retiree healthcare. It will be a big liability that agencies should be aware of. The District OPEB fund is prefunded at \$571,000 which is a good position. He referred to the OPEB schedule from the Basic Financial Statement which as of the July 1, 2015 valuation the District showed a \$3.5 million liability, \$1.3 million in assets and an unfunded liability of \$2.1 million. The next OPEB valuation will be performed in 2018. Mr. Wong asked if the Board had any questions. There were none. The Board thanked Mr. Wong for his presentation. Chief Pomi commented that he and Accountant Hom have reviewed the report.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

Directors Murray/Corbet M/S to approve the Basic Financial Statements and the Memorandum on Internal Controls ending June 30, 2016. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

- b. **New HVAC Maintenance/Repair Agreement Discussion:** Chief Pomi announced that the sub-committee met on December 14 and reviewed the three HVAC Maintenance Contract proposals and the weather proofing/repairs to the HVAC system bids. The sub-committee recommends that the Board, per the memo in the board packet, 1) terminate the District's maintenance service agreement with Allied Mechanical, 2) award a new maintenance agreement to Downing Heating & Air Conditioning, Inc. and, 3) that the Board approves Downing Heating & Air Conditioning, Inc. proposal to perform the repair work on the roof duct sealing. Chief Pomi recommended the Board's approval to terminate the contract with Allied Mechanical and sign the agreement with Downing Heating & Air Conditioning, Inc. Director Naso and Evergettis thanked Engineer Trimble for working on this project. Director Naso added he thinks switching to Downing Heating & Air Conditioning, Inc. is a positive move for the District.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

**KENTFIELD FIRE PROTECTION DISTRICT
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After a brief discussion Directors Naso/Evergettis M/S to approve the sub-committee's three recommendations and authorize Chief Pomi authority to terminate the contract with Allied Mechanical and negotiate the agreement/contract with Downing Heating & Air Conditioning, Inc. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. **Motion passes.** Chief Pomi thanked the Board for approving the adhoc committee recommendations, the adhoc committee members and Engineer Trimble for their time.

- c. Plan Permit Fee Reduction-Residential Solar:** B/C Hadfield explained the fee reduction process began in July 2016 when the County approached local agencies to reduce their fees due to California passing a law that solar permit fees not exceed \$500. He announced that Marin County, Ross Valley, and Tiburon Fire Departments have already reduced their fees. B/C Hadfield thought it would be best for the District to change their fees at the beginning of 2017 when the new fire code adoption changes are implemented. B/C Hadfield recommended reducing the residential solar fee from \$354 to \$312.

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

Directors Evergettis/Naso M/S to reduce the District residential solar permit fee from \$354 to \$312. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. **Motion passes.**

- d. Board of Directors Elections for 2017:** Chief Pomi announced its time to select officers for the upcoming year. The Board can continue with tradition and have officers move up into the next post serving a one-year term: Vice Chairman Naso to Chairman, Secretary Evergettis to Vice Chairman, and Director Corbet to Secretary. The Board concurred

OPPORTUNITY FOR PUBLIC COMMENT: There were no public comments made.

Directors Gerbsman/Murray M/S to nominate Director Naso to 2017 Chairman

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. **Motion passes.**

Directors Gerbsman/Murray M/S to nominate Director Evergettis to 2017 Vice Chairman

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. **Motion passes.**

Directors Gerbsman/Murray M/S to nominate Director Corbet to 2017 Secretary.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. **Motion passes.**

CORRESPONDENCE: Chief Pomi commented that the KFD/MAGC Blood Drive went very well. Erik Humber, Blood Bank Coordinator, was ecstatic having reached 100 appointments. Director Murray requested a letter be generated on behalf of the Board thanking Mr. Humber on the successful blood drive.

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

CHIEF'S REPORT:

- a. FASIS Safety & Risk Control Assessment:** Chief Pomi reported a FASIS (a Fire Agency JPA) Risk Control Manager visited and toured the District and assessed the risk control at the station. He met with Chief Pomi and Administrative Assistant Mulkeen in October and reviewed our safety and risk control programs and our Standard Operating Procedures. The report he provided showed we were compliant in all areas. Mr. Kline did make two recommendations which included conducting regular facility inspections and more frequent inspections of the shop due to the potential for OSHA violations. Engineer Johnston made the corrections noted in the report, i.e. the hoist needed to be labeled. Chief Pomi commented the good review helps to minimize injuries. Chief Pomi thanked Engineer Johnston for handling the shop issues. Director Murray commented it was great to see a thorough report and know it will have a direct effect on the District's well-being.
- b. New Resident Firefighters:** Chief Pomi reported over the last few months eight applicants were interviewed for three resident firefighter vacancies. The applicants interviewed with Shift Captains, and went through a thorough background check, and came in today to complete new hire paperwork. Chief Pomi commented he was honored to announce the District hired three new residents: Dante Marchese, Jack McKernan, and Ryan Mock. The District Resident Program is now fully staffed with six residents. They will be required to work five shifts a month. As a Resident, they are 100% volunteer from 7:00 pm until 7:00 am. They will perform duties at the station and train with District personnel.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

Chief Pomi presented Chairman Gerbsman with his gavel plaque, thanking him for his outstanding service and leadership from January through December 2016, his second time as Board Chairman. Chairman Gerbsman commented it was a good year. The Chief has done a good job and we have a good team, thank you very much.

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

Chief Pomi recognized Accountant Hom for his outstanding work helping with the budget and the audit. In addition to these projects the District received three grand jury requests this year: one for OPEB and two public record requests. Accountant Hom worked diligently behind the scenes compiling the data to meet the tight deadlines. Chief Pomi thanked Accountant Hom for his work.

Chief Pomi recognized Administrative Assistant Mulkeen for five years of service supporting him, the Board, the staff, and Accountant Hom. Administrative Assistant Mulkeen humbly thanked the Chief, the Board and the staff for the recognition.

DIRECTOR MATTERS: None

APPROVAL OF WARRANTS:

Directors Murray/Naso M/S to approve November warrants 805300441 to and including 805300519 in the amount of \$353,924.61.

The next regular meeting will be held on Tuesday, January 17.

A moment of silence was held for the people of Germany.

Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary