

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

**MEETING TYPE:** Regular

**DATE:** January 25, 2017

**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. Director Gerbsman joined the meeting remotely from Cabo San Lucas. Also in attendance were Chief Pomi, Accountant Hom and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors M/S Murray/Corbet to approve the minutes of December 21, 2016.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. 2015/16 Independent Audit Report: Director Naso explained the official audit reports have been received and filed. Chief Pomi distributed the final audit reports to the Board members.

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

**NEW BUSINESS:**

- a. Form 700/Statement of Economic Interest: Director Naso explained that Form 700 was in the Board packet and asked members to complete the form and return it to Secretary Mulkeen. Chief Pomi added these forms are required as part of our policy and refers back to the political reform act of 1974. Secretary Mulkeen will mail the forms to the appropriate entities.

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

- b. F/Y 2016/17 Budget Mid-Year Review: Chief Pomi referred to the mid-year report in the board packet and asked Accountant Hom to present the report to the Board. Accountant Hom reported the following budget highlights, which covers July 1 through December 31, 2016. He stated it is important to report in January because the District receives taxes in December-55%, April-40% and June-5%.

**District Revenues:** *Category 9001/Property Tax Current Secured*-the District has received \$2.3 million of the \$4 million budgeted, with the category reporting at 56% of budget. This comes out to \$4.1 million based upon on what we have actually received. That is a positive variance. Accountant Hom expects secured property taxes to come in higher this year by at least \$100,000. *Category 9007/Special Assessment Current*-the District collected \$300,000 and is right on budget at 55%. *Category 9046/Excess ERAF*-has received \$134,000, with a budget of \$225,000. Based on this figure Accountant Hom projects the amount to total \$235,000 by end of the fiscal year, \$10,000 to the good. *Category 9925/Other Income* – at \$26,000, \$22,000 received due to auto insurance reimbursement of vehicle totaled in 2015. *Category 9950/State Fires* – The District has received \$54,000 as of December, an additional \$50,000 arrived in January from the Chimney fire; Sobranes and Little Valley fires are still outstanding. Accountant Hom stated that once these fire reimbursements come in he anticipates the budget will be in line. This revenue source coincides with *OT Expenses/Category 1030*, which the budget shows at 70%. Total Revenues just shy of \$3 million, at 55% of budget, right on target.

**Salaries & Benefits:** *Category 1005/Admin salaries* at 50%. *Category 1030/OT* is at 70% due to fire season overtime that will be reimbursed by OES. *Category 1050/Safety-Regular Pay* currently at 48%. *Category 1530/Retirement* – looks like it is over budget but is not. The District elected to make a lump sum payment of \$168,000 at the beginning of the year to pay down the unfunded safety side fund liability. *Category 1560/OPEB* – the budget at 36%, the District will be making two more payments totaling \$175,000 this fiscal year to meet the total budgeted contribution of \$275,000. Salaries & Benefits currently at \$1.8 million at 48%, the biggest expenditure in the budget.

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**Services & Supplies:** Total expenses are at \$300,000 or 42% of the annual budget. *Category 2080/Workers Comp Insurance* is paid quarterly currently at 49%. *Category 2105/Dispatch*-the District has only been invoiced for one quarter, at 25% of budget.

**Capital Outlay:** expenses total \$24,000 of budget; *Category 4050/Building Renovation* has not been spent yet.

**Debt Service:** *Category 3110 Debt Service-Principal* and *Category 3120 Debt Service-Interest* is at 51%. *Category 3130 Debt Service-Solar* at 100%, the District only pays solar debt once a year.

As of the end of December, the budget is at \$670,000 to the positive in terms of revenues over expenditures. Accountant Hom commented the budget is in good shape and has no reason for concern. Director Naso commented the District is in good financial shape. Chief Pomi requested the Board accept the mid-year review.

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

Directors Murray/Evergettis M/S to approve the fiscal year 2016/17 midyear budget review as reported. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- c. Assigned and Unassigned Fund Balances Review – Chief Pomi explained to the Board that after the independent audit the board has the opportunity to review and/or realign the assigned/unassigned fund balances from F/Y 2015/16. Chief Pomi referred to page 11 of the Audited Basic Financial Statements F/Y ending 6/30/16 noting the current balance in the assigned reserve fund is \$2,609,568 and \$806,353 in the unassigned reserve fund. He distributed a 2016/17 Proposed Reserve Allocation worksheet to Board members for discussion. He explained that the Board has the discretion to re-allocate the \$806,353 from the unassigned reserve fund into any of the assigned reserve funds. Chief Pomi in discussion with Accountant Hom propose keeping \$200,000 in the unassigned reserve fund to cover unexpected expenses and recommend moving \$600,000 into assigned reserved funds as follows:

Move \$395,000 into Category 6910/Apparatus Replacement increasing Category 6910 fund balance to \$987,000 to replace a fire engine. Monies remaining in the account after the purchase of the fire engine will be saved for future apparatus replacement.

Move \$130,000 to Category 6915/Building Replacement (Renovation) to start funding the HVAC replacement due in ten years, bringing that fund balance to \$200,000.

Move \$75,000 to Category 6942/OPEB to cover our annual required contribution, for a total balance of \$275,000 in that fund. If for some reason, we are unable to budget for OPEB the District would have funds in reserve either to supplement or make that payment.

Accountant Hom added the other reserve fund allocations are in good positions and currently meet our future needs. Under board policy, we have the ability to move funds around. Director Naso asked if anyone had questions. No questions from the Board.

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

Directors Evergettis/Gerbsman M/S to accept the assigned/unassigned fund balances and fund transfers as presented by Chief Pomi. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- d. Proposal for Replacement of Engine 17 – Chief Pomi presented the proposal to replace Engine 17A (circa 1995), our reserve engine, after twenty-two years of service. Chief Pomi noted the District recommends a 20-year replacement schedule and he agrees it is the right time to evaluate the equipment. Engine 17A has performed on the front lines for 10 years and 10 years on reserve. The District is at the threshold to evaluate replacing it. Chief Pomi asked Engineer Johnston midyear 2016 to work with Firefighter Nelson and put specs together for a Type 1 vehicle. Throughout the process, Engineer Johnston gathered feedback from all engineers, firefighters, and captains, developing a comprehensive spec with Pierce Manufacturing, to build an Engine the District will use in our community. Chief Pomi commented that Engineer Johnston is very detailed oriented and had done a terrific job. Chief Pomi added our Truck and Engine 17 are Pierces and that the District is not required to go out to public bid for engines. Chief Pomi asked if there were any questions on the equipment. Chief Pomi presented and reviewed the proposal price for the 2017 Pierce Type 1 Engine by item announcing if the District enters into contract before January 30 the District can avoid a 3% increase, saving the District \$19,069. Pierce also offers a \$30,105.96 discount if the District makes a 100% pre-payment by the due date making the total purchase price \$662,071. The approximate savings to the District would be \$49,000. Chief Pomi recommends we enter into contract

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with Pierce for the fire apparatus and pay 100% of the cost to save the District \$49,000. Chief Pomi acknowledged we know the District will need to replace the fire apparatus in the very near future. The District has the revenue. Reserve accounts are only accruing minimum interest, at a quarter of 1%. Director Murray commented it is good the Board and the District had the foresight to start these reserve fund categories and create a strategic timeline.

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

Director Murray/Evergettis M/S to enter contract with Pierce for the fire apparatus and make the 100% pre-payment. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- e. Mid-Year Budget Adjustment – Chief Pomi requested a budget adjustment in order to cover the purchase of the new fire apparatus by transferring \$662,071.42 from reserve category 6910/Apparatus Replacement to capital outlay category 4070/Apparatus Replacement.

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

Directors Murray/Corbet M/S to make a budget adjustment by moving \$662,071.42 from reserve category 6910/Apparatus Replacement to category 4070/Capital Outlay-Apparatus Replacement to purchase the apparatus. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

Chief Pomi explained that he and Accountant Hom have collaborated to get this process in line so the District's audit procedures are in place. Strategically the ladder truck will reach the 20-year mark in 2022, six years from now. Currently the District has about \$325,000 left in the Apparatus Replacement reserve fund. Chief Pomi recommends placing \$100,000 in the reserve category 6910/Apparatus Replacement for the next seven years. The District will have about \$700,000 in this fund ready to purchase/replace the ladder truck. He commented ladder trucks are used 10% of the time vs. an engine so their resale value is higher. Chief Pomi recommends staying on this replacement schedule putting the District in better financial status.

**CORRESPONDENCE:** Director Murray thanked Director Naso and Chief Pomi for producing the thank you letter to Mr. Humber.

Director Gerbsman left the meeting at 7:25 p.m.

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

**CHIEF'S REPORT:**

- a. Winter Storms of 2017 – Chief Pomi gave an overview of the winter storms. He reported that since October 1 the District has had 46.5 inches of rain to date. The atmospheric rivers that came through on the west coast/bay area caused storms from January 5-11. The District recorded 12 inches of rain in that period with 15-17 inches in the Mt Tam watershed. That is why we saw the elevation in the Corte Madera creek. Chief Pomi advised that during these events the National Weather Service out of the bay area had been giving daily weather briefings. They now have models that are able to provide a hydraulic type of prediction. For example, they can predict when the Russian River will crest due to the rain volume and the lag time involved from rain coming from the mountains, through Cloverdale and Healdsburg then to the Russian River. They made a similar type of prediction for the Corte Madera Creek and advised that from the time the rainwater arrives in the Tam Watershed it takes two hours to reach Corte Madera Creek. A very quick response. Therefore, while we may receive 12 inches of rain we know that in 2 hours all that water is going to be in our creek. Chief Pomi shared the following facts from the storm on Sunday, January 8: Marin County Dispatch processed 1,496 calls in a 24-hour period (1 every minute), our District responded to approximately 60 calls including mutual aid calls, we up staffed the engine and pickup truck, and had the swift water team stationed here. Chief Pomi announced since the Governor declared a state of disaster declaration he will submit an invoice to see if the District can be reimbursed. Over the storm period, the District overtime totaled 178 hours. The District maintained a sand filling station at the College of Marin Lot 15 and collaborated with the college to allow residents in low-lining neighborhoods to use their parking lots during the storm. We entered a new partnership with Marin Catholic High School to use their gym for evacuees as a stand-by if necessary. Although the District had some minor flooding in the certain locations, there was no significant loss. Chief Pomi surveyed the District following the storm and checked in with residents and businesses.
- b. FDAC Conference Registration (April 5-7, 2017) – Chief Pomi announced the annual conference will be held in Monterey, April 5 through 7, 2017 and encouraged board members to attend. He noted information on the conference is in your board packet although presentation topics are unknown at this time. If interested contact Secretary

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Mulkeen. She will handle conference registration and room reservations. The Fire District will cover the cost. Chief Pomi encouraged Directors to attend.

**DIRECTOR MATTERS:**

Director Naso commented he and Chief Pomi attend MERA meetings. MERA is trying to upgrade and fine-tune the system while keeping the costs down. Chief Pomi added the new system might be ready by 2018.

Director Evergettis stated he attended the Board of Directors orientation presented by Chief Pearce last week. The presentation was excellent. He also commented that Chief Pomi attended the KWPOA annual meeting last Wednesday and gave an excellent presentation. It was Director Evergettis' last meeting as an officer of the Association.

**APPROVAL OF WARRANTS:**

Directors Murray/Evergettis M/S to approve December warrants 805300520 to and including 805300577 in the amount of \$491,441.13. All Ayes

The next regular meeting will be held on February 15, 2017.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 7:40 p.m. Ayes: Corbet, Evergettis, Murray, Naso

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** February 15, 2017

**CALL TO ORDER:** 6:31 p.m. by Chairman Naso. Director Corbet 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:** M/S Evergettis/Corbet to approve the minutes of January 25, 2017. 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:**

**NEW BUSINESS:**

- a. Independent Auditor Proposal: Chief Pomi referred to the staff report in the board packet and the proposal from Maze & Associates. He explained the District has contracted with Maze & Associates, independent auditors, for the past three years. This proposal is for a three-year extension for fiscal years ending June 2017, 2018, and 2019. Chief Pomi stated he had spoken with Accountant Hom regarding the District's working relationship with Maze & Associates and conveyed to the Board that they both feel the District has a good working relationship with Maze & Associates and that they continue to meet the audit requirements. Chief Pomi added that this last year Maze & Associates provided the District with an extra data extraction from CalPERS for no additional fee. The District has received solicitations from other auditors offering to provide this service for a fee. He directed the Board to the fee schedule reflecting a cost of \$13,852 for fiscal year ending June 30, 2017 with a reduced cpi from 5.1% to 3.25% for each subsequent year, a \$436 increase. Chief Pomi asked the Board for their comments on the proposal. All members agreed they are satisfied with Maze & Associates. Chief Pomi noted that after a six-year period the District could still use the same auditors as long as another principal from the firm leads the audit per the government code.

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

M/S Gerbsman/Corbet to accept the proposal with Maze & Associates for the next three years. Ayes: Corbet, Evergettis, Gerbsman, Naso. Absent: Murray. Motion passes.

- b. Senate Bill 415/California Voter Participation Rights Act: Chief Pomi advised this bill was introduced and passed by the Senate in September 2015. The Governor approved it the same year. The bill states there was a concern for low voter turnout with elections not held concurrently with statewide elections. Commencing January 1, 2018, SB 415 prohibits political subdivisions from holding an election other than on a statewide election date if doing so has previously resulted in voter turnout at least 25% less than the average of the last four statewide general elections in that political subdivision. After January 1, 2018 if a political subdivision does not meet the SB 415 turnout threshold, the political subdivision will be subject to challenge under SB 415. SB 415 authorizes a voter to file an action in superior court to enforce the provision of SB 415. If the voter is successful, SB 415 allows the voter to collect reasonable attorney's fees and litigation expenses in addition to requiring an offending political subdivision to change its election dates. The District's average voter turnout for the last four statewide general elections, 2008 to 2014, was 71.75%; in the 2015 election, the voter turnout was 19% (Figures from the Marin County Registrar of Voters Office). The proposal Chief Pomi presented to the Board would align all election dates with state elections, concurrent on even years, with a simple Board resolution. This year, 2017, the District has three Board members that would have been up for re-election: Directors Evergettis, Gerbsman and Naso. This bill allows if the Board passes the resolution that these terms will extend for one more year. Affected members could file re-election paperwork in the summer of 2018. Chief Pomi drafted a resolution with specific language to follow SB415 and move our District Board elections to even years. He commented that County Counsel Brian Case reviewed the resolution and advised it meets the requirements of SB415. If the resolution passes, Chief Pomi will submit it to the Registrar of Voters and the Marin County Supervisors by March 10. This bill affects special districts, fire districts and school districts. Chief Pomi added that Tiburon Fire, Novato Fire and Southern Marin Fire are also processing this bill during their February board meetings.

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

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M/S Gerbsman/Evergettis to approve SB415 to change the date of Board members elections of office for those members currently set to expire in 2017 and extend their term to 2018 pursuant to election code 10404.5, subdivision (g).

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

- c. Resolution No 1-2017: M/S Naso/Gerbsman to adopt Resolution No. 1-2017 ordering even year Board of Directors' elections starting in November of 2018 and requesting the consolidation of the District election with the County election.

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

Roll Call Vote: Corbet-Aye, Evergettis-Aye, Gerbsman-Aye, Naso-Aye. Absent: Murray. Motion passes.

**CORRESPONDENCE:** Grand Jury correspondence reviewed. Chief Pomi noted the grand jury reports for "Marin's Hidden Human Sex Trafficking Challenge" and "The 911 First Responder Referral Program: More than a Band-Aid for Seniors" were grand jury requests from last year that requested training take place before the end of 2016. The recent Grand Jury correspondence requested current implementation status of the programs. Chief Pomi reported he replied to each with a status update noting the training occurred.

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

**CHIEF'S REPORT:**

- a. MERA-Measure A Parcel 2017/18 Tax Exemption Application for Low Income Seniors: Chief Pomi explained with the passing of Measure A every year MERA allows low-income seniors to file an exemption application. Information about the exemption and the application are at our reception desk and posted on the District's website and on Next Door. All MERA agencies are participating in this program.
- b. Winter Storms: Chief Pomi reported that the Kentfield area has received over sixty-one inches of rain this year. The District with our Ross Valley neighbors sent early flood notifications through Alert Marin with good response from the community. All Ross Valley agencies up-staffed with a utility or pick-up truck to work the area. The District did not experience significant flooding with the recent storms however there was serious flooding on February 7 near Station 16 and Station 18 when Sir Francis Drake Blvd had to be closed. Chief Pomi reported that the District's water rescue team, Team 11, deployed last Sunday to the Lake Oroville incident. All statewide water teams were activated (13 total). The District has two members on the team: Engineers Viau and McKnight. They returned on Monday. Chief reported participating in a weather conference this afternoon reporting there are two storms coming in: one tonight and another on Thursday. A follow-up storm arrives on Friday/Saturday. This storm will affect the southern bay area (Santa Cruz, Monterey, Gilroy) along with Southern California/LA Basin area to Santa Barbara south expecting six inches of rain. Director Naso asked if there were any significant calls during these recent storms. Captain Fox reported there was a near mud slide behind a residence, downed power lines, and two to three homes flooded on the lower side of Laurel Grove in addition to a couple of cars stuck in high water.

**DIRECTOR MATTERS:**

Director Gerbsman inquired about the new resident firefighters. Chief Pomi remarked they are doing really well and he has heard good reports. He also reported they worked as extra coverage during the recent storms and staffed the station. Captain Fox commented they were going through training and doing well.

Director Evergettis reported he toured the Pierce plant in Sacramento with Engineer Johnston. He also reported attending the FIRESafe Marin meeting last week and informed the Board that FIRESafe Marin has \$250,000 in grant money secured for use in Marin. The District should submit a proposal for grant money when FIRESafe Marin opens the application process.

**APPROVAL OF WARRANTS:**

M/S Naso/Gerbsman to approve warrants 805300578 to and including 805300654 for \$324,408.22. Ayes: Corbet, Evergettis, Gerbsman, Naso. Absent: Murray. Motion passes.

The next regular meeting will be held on Wednesday, March 15, 2017.

A moment of silence was held for departed members and the residents of Lake Oroville.

M/S Naso/Gerbsman to adjourn this meeting at 7:00 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:** March 15, 2017

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Evergettis to approve the minutes of February 15, 2017. Director Murray abstained. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. OES Water Team 11 Presentation: Engineers McKnight and Viau presented the following highlights on their OES Water Team 11 deployment to Oroville Dam Spillway Incident. Engineer Viau stated this incident mobilized nine water rescue units based on the threats to the dam. He explained that the Marin County Water Team consists of 30 members, 14 members deployed on this incident. The Kentfield Fire District team members are Captain Glenn, Engineer McKnight and Engineer Viau. Captain Glenn could not respond to this incident however worked as the team leader from Station 17. Engineer Viau thanked the Board and the Fire Chief for their support on this incident. Engineer McKnight explained if the dam breached it would affect 180,000 people, up to 100 miles away to West Sacramento. The Water Team brought two rescue water boats, one Marin County Fire/Tam Fire Crew truck and equipment to cover a 14-day event. Engineer McKnight presented several photos of the dam illustrating the water levels, spillway and emergency spillway issues. This is the largest dam in the US, at 900 feet high. The emergency spillway was built to handle 300,000 cubic feet per second. However, the water undermined the emergency spillway, a worker heard a large crack in the concrete and the spillway failed to perform at 12,000 cubic feet per second. They did not have an alternate way of letting water out of the dam and predicted they only had 45 minutes to evacuate if the dam did breach. They initiated their evacuation plan, which resulted in major traffic gridlock. Fortunately, the dam did not breach. After this incident, they are reevaluating the disaster plan for future use. Engineer Viau commented it is really a great experience to be part of the water team, to be able to provide a service to the state, and that they definitely appreciate all the support. He added that in addition to this deployment the Marin Water Team had four deployments within the county to date.

Engineer McKnight explained that there is a construction crew working on the dam now. They think they can shore up the main spillway enough to start letting water out this week. They are using heavy machinery and, as of today, have removed 1.1 million cubic yards at a cost \$4.7million/day. When Engineers McKnight and Viau were at Oroville Dam the lake level was at 50 feet below cresting. Right now, it is at 40 feet below. The runoff is arriving at the dam and the water level is rising one foot a day. The power plant, in use now, can only release 14,000 cubic feet of water per second. The current inflow of water is at 17,000 cubic feet. They cannot let out enough water at the power plant to get the water level where it is now. They hope the winter runoff arrives slowly so the dam can manage it. This is still a very dynamic situation.

**UNFINISHED BUSINESS:**

- a. HVAC/Roof Repair Update: Chief Pomi reported that with favorable weather conditions our new HVAC contractor, Downing, completed 90% of the duct sealing work. Engineer Trimble will meet them on Friday, March 17 and create a punch list of issues to address. Once the job is completed, the Chief will give the Board a full report of findings and the work performed.

**NEW BUSINESS:**

- a. Marin LAFCO Special District Election Ballot – Chief Pomi presented the ballot to the board noting the Marin LAFCO Board has one Board vacancy and three candidates nominated. He requested the Board's feedback on the candidates. Marin LAFCO is requesting our agency rank the three candidates. The selected candidate will serve a 4-year term starting May 2. Director Murray suggested we rank the candidates in the following order: Craig K. Murray-1, Todd Gates-2, and Lew Kious-3. All board members concurred. Chief Pomi will sign the ballot and submit it to Marin LAFCO.
- b. KAPF Labor Contract Negotiation Process: Director Naso announced that he had received notification from Captain Garcia to place the KAPF Labor Contract Negotiation on the agenda to initiate the process. Chief Pomi added every year when the professional firefighters prepare for their annual MOU renewal they are required to contact the Board to open negotiations. The Board has the choice to negotiate as a full board or convene a sub-committee. Captain Garcia presented the ground rules, similar

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to previous years, for the Boards review commenting that the following C shift crew will represent the staff (Captain Garcia, Engineer McKnight, and Firefighter Marty). He requested Chairman Naso review and sign the ground rules. Chairman Naso and Captain Garcia signed the ground rules. Chairman Naso asked if the Board could work with Accountant Hom. Chief Pomi replied Accountant Hom could provide a financial report analyzing salary figures and will ask him to prepare them for the Board. Chairman Naso asked if Directors Murray and Gerbsman, having served on the Labor Negotiation sub-committee in the past, were interested in serving on the sub-committee again. Directors Murray and Gerbsman agreed. Captain Garcia will contact the sub-committee to schedule meeting dates targeted for the third week of April.

- c. **CLOSED Session–Annual Fire Chief Performance Review:** The Board moved to closed session at 7:05 pm. Director Gerbsman departed the meeting at 7:35 pm. The Board returned to open session at 7:39 pm. Chairman Naso announced there was nothing to report.

**CORRESPONDENCE:** Reviewed. Chief Pomi commented that the final report of the Crown-Coronet Project in the Kent Woodlands was sent to the Board of Supervisors and Open Space. He highlighted the section on the spotted owl discovered in the area and how they dealt with that, and some of the before and after shorts reflecting the work performed. He added that our Resident Firefighter Tescalco, present at the board meeting tonight, worked on the Tam crew that performed the work on this project.

**DISTRICT OPERATIONS:** The Board reviewed the Incident Log and Overtime Report.

**CHIEF'S REPORT:**

- a. **MERA New Gen:** Chief Pomi reported the MERA Governance Board approved the new MERA Next Gen contract to Motorola for \$34,340,000, \$24 million in original base cost plus an additional \$9.2 million warranty. This extended the warranty for an additional twelve years resulting in a fifteen-year warranty on our new system. The County has learned a lot between Gen 1 and Gen 2 with purchases of radios and land where they are building towers. The Marin County Board of Supervisors approved the contract too. The installation timeline is yet to be determined but MERA is projecting by spring 2019. The hardware is expected by the end of 17/18. The funding of Measure A, a 20-year initiative, is anticipated to bring in \$69.5 million over the next 20 years. The completed MERA project, with all the contingencies, is estimated at only \$48 million. That will give MERA approximately \$10,600,000 to use as a beginning base for the next generation. Because of the Measure A funding, the burden of covering these expenses will no longer be carried by the fire/sheriff agencies. Chairman Naso commented the new system would focus on ensuring there are no dead spots; new sites will be erected that will help communications.
- b. **FIRESafe Marin Grant Opportunities:** Chief Pomi explained that Todd Lando, FIRESafe Coordinator, attended the Marin Fire Chiefs meeting and presented some potential grant opportunities. Chief Pomi announced that PG&E is sponsoring vegetation management grants in Marin with a fund of \$175,000; CalFire SRA fees are starting to trickle down into the County with approximately \$85,000 of funding available for Marin County. In total there is about \$250,000 funding for vegetation management. Chief Pomi submitted two proposals to FIRESafe Marin for areas that are overgrown and need vegetation management/fuel breaks. The first proposal is for the Kent Woodlands, Blue Ridge area. The second proposal is located in the Greenbrae area, the open space area behind Manor Road and Los Cerros below Vista Grande. In the meantime, Chief Pomi is seeking estimates to complete the projects if awarded any funds. He commented last year we secured an \$11,000 grant and completed the Crown-Coronet Project with notable improvements.

**DIRECTOR MATTERS:** none

**APPROVAL OF WARRANTS:**

Directors Murray/Corbet M/S to approve warrants 805300655 to and including 805300717 for \$1,062,941.68. All Ayes

The next regular meeting will be held on April 19, 2017.

A moment of silence was held for departed members.

M/S Evergettis/Murray to adjourn this meeting at 7:50 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary



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

**MEETING TYPE:** Regular

**DATE:** April 19, 2017

**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. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Evergettis to approve the minutes of March 15, 2017. 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:**

- a. KAPF Labor Contract Process: Chief Pomi recalled that at last month's meeting the Board directed a subcommittee to meet with the labor negotiation team. The meeting took place on April 18. Director Murray commented that the meeting was very productive and professional. Captain Garcia thanked the committee for their time. The Board moved into closed session at 6:34 pm. The Board returned to open session at 7:02 pm. Director Murray reported that the Board met and discussed the offer presented by the labor negotiation team for the 2017/18 labor contract. The Board extended a 3% offer to the Association for the 2017/18 contract year. Upon receiving the offer, Captain Garcia advised he would email the offer to the Association members and correspond with the subcommittee their response.

**NEW BUSINESS:**

- a. 2017 FASIS Board of Directors Election: Chief Pomi explained that FASIS currently has four vacancies for Board members. The candidate summaries, in the Board packet, reflect six members interested. Chief Pomi asked the Board to select four candidates from the official ballot. Director Gerbsman asked which candidates Chief Pomi recommended. Chief Pomi recommended the three incumbents and Mr. Thomas Perazzo, Director, Southern Marin Fire Protection District. He and Chairman Naso met Mr. Perazzo at the FDAC conference held earlier this month. After a brief discussion, all members agreed with Chief Pomi's recommendation.

**OPPORTUNITY FOR PUBLIC COMMENT: There were no comments.**

Evergettis/Corbet M/S to select the four candidates, Mr. Glen Weeks, Ms. Carol Giovanatto, Mr. Jack Piccinini and Mr. Thomas Perazzo, recommended by Chief Pomi.  
Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

**CORRESPONDENCE:** none

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

**CHIEF'S REPORT:**

- a. FDAC Conference: Chief Pomi noted he and Chairman Naso attended this conference. They attended many sessions and heard several legal updates from representatives in Sacramento. Of current interest is AB1661, which requires governing board officials attend harassment training. Chief Pomi explained the District has a 1.5-hour online program through Targeted Solutions. This program will document the training for legal purposes. The District will set up the Directors and schedule their training accordingly. Another decision discussed during the conference concerned the public records act. The newspaper reported recently on the Supreme Court decision that emails and text messages in regards to local agency business, that are either sent or stored on your personal phone or device, could potentially be included in public records act requests. There currently is no process in place to access these types of records yet they want agencies to know it is potentially reportable to the public. Another interesting topic presented was Prop 64, the marijuana legalization initiative. There are limited regulations in place. The initiative restricts marijuana smoking to the dispensary or a private residence. On the public safety side, the District has a no tobacco, smoking or drugs on the premises policy that covers our employees. EMS Agencies have specified that no one who carries a valid EMT card can have cannabis in their system. DMV is working to define cannabis use parameters. Law Enforcement is still working on how to implement this new law. Chairman Naso commented on the concern/impact on our on-duty

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employees as they enter properties where the drug is used, are exposed to the fumes, and then carry the marijuana residue on their clothing throughout the day. Chief Pomi reported 150 fire representatives attended the conference this year and FDAC's goal is to increase attendance to 200-250. He encouraged Board members to attend in the future. Chairman Naso commented it was a good conference and he looks forward to attending next year.

- b. T-Mobile Second Amendment to Communications Site Lease Agreement: Chief Pomi apprised the Board of a financial issue with the T-Mobile cellular lease. He explained in January 2013, the District signed a second amendment to the lease agreement that stipulated T-Mobile get their own PG&E meter. The agreement terms required T-Mobile to take readings from the sub-meter twice a year. The plan process was that T-Mobile would take the meter readings, compare them to the actual meter readings, and provide a true-up statement for either the District or T-Mobile. T-Mobile had the meter installed in October 2014. They then started paying PG&E directly. However, T-Mobile continued to pay the District \$200 a month along with the rent check from 2014 through April 2017. Chief Pomi reported a T-Mobile auditor contacted him this month with the discovery that T-Mobile over paid the District a total of \$5800 for utility usage over the last three years because they continued to pay the \$200 utility fee. Chief Pomi advised his research revealed that Chief Smith never pursued a true up on this account. Chief Pomi reported, by his calculations, that T-Mobile may owe the District too. The actual costs for electricity was \$388/month. For the entire period, the District paid \$5,042 above and beyond the \$200/month that T-Mobile would cover for electricity. Chief Pomi consulted with County Counsel about this financial oversight and Counsel suggested he request the meter reading data from T-Mobile. Chief Pomi announced he did send a letter to T-Mobile last week requesting the meter reading data and is awaiting their response. He requested that T-Mobile Corporate stop the \$200 utility payment to the District effective May 1, 2017. Chief Pomi stated he would advise the Board on this issue as discovery continues.

**DIRECTOR MATTERS:**

Director Gerbsman reported that a Marin County Sheriff contacted him to report that vandals had rifled through mailboxes on Laurel Ave, Hankin Drive and Makin Grade. Luckily, he did not have any important mail stolen although his board packet was missing. Chief Pomi requested that all board packets be delivered directly to the Board members' homes.

Chairman Naso announced the Elisa Ann Ruch Burn Relay is scheduled for May 24. This will be the 20<sup>th</sup> anniversary of the relay.

**APPROVAL OF WARRANTS:**

Directors Murray/Gerbsman M/S to approve warrants 805300718 to and including 805300774 for \$232,801.98.

The next regular meeting is scheduled on May 17, 2017.

A moment of silence was held for departed members.

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

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** May 17, 2017

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** Gerbsman/Evergettis M/S to approve the minutes of April 19, 2017. 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:**

- a. KAPF Labor Contract Negotiation Process: Chief Pomi commented the subcommittee met with the KAPF negotiation team in April. Chairman Naso asked if there were any comments for public discussion. Captain Garcia commented they presented another request to the subcommittee and was awaiting their response.
- b. 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 6:33 pm. The Board returned to open session at 6:36 pm. Director Gerbsman reported the subcommittee presented the request to the Board. The Board reviewed and discussed the request and unanimously agreed to remain with the very fair and reasonable 3% increase offered in good faith. Captain Garcia responded the Association was happy with the offer and the Association authorized him to accept the 3% offer from the Board. Captain Garcia thanked the Board for considering the initial and second request and thanked the Board for their offer. Chief Pomi commented the staff would prepare the MOU for the June meeting agenda.

**NEW BUSINESS:**

- a. Ross Valley Paramedic Tax Rate F/Y 2017-18: Chief Pomi referred to the staff report on the RVPA tax rate adjustment for the upcoming year. He explained that in 2014 voters approved a four-year cycle in which this tax would increase \$6.00 a year for four consecutive years. We are now in year three of the four-year cycle. The current tax rate is \$63 per residence. The tax rate for FY 17/18 will go up \$6.00 to \$69 per residence. Kentfield, as well as all fire agencies from Fairfax to Larkspur that are members of the RVPA, are asked to pass resolutions. Additionally, the RVPA is moving their billing process to the Novato Fire District. They prepare billing for Corte Madera and Marin County Fire as well as themselves. For the first time most of the county EMS billing is under the same agency. Chief Pomi reported that over the past two years the RVPA has gone from a deficit-sustaining budget taking \$400,000 from reserve funds to a balanced budget with a \$96,000 positive fund balance for the FY 2017/18 preliminary budget presented earlier this month. He added the positive fund balance is the result of the RVPA watching their spending and the board providing direction on how to manage the Authorities' money in different accounts as well as the tax rate increase of \$6.00 per residence. Chief Pomi referred the Board to the Resolution in the board packet and asked the Board to approve the resolution, which the District will send to the county.
- b. Resolution No. 2-2017 in support of the Ross Valley Paramedic Tax Rate for FY 2017/18: Gerbsman/Murray M/S to approve Resolution No. 2-2017 in support of the Ross Valley Paramedic Tax Rate for fiscal year 2017/18.

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

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

- c. Bickmore Engagement Letter for OPEB Actuarial Valuation Services: Chief Pomi explained the District is on schedule to initiate another OPEB actuarial for our retired District employees and Board members. He referred to the Bickmore Service agreement in the Board packet stating Bickmore performed the District's last two previous actuaries; Cathy McLeod worked on the last one in 2015. The actuarial provides the District with information on the required amounts to contribute towards the trust as the District continues to fund post medical benefits. The Fire District currently has \$1.8 million in the trust. Currently the District funds the trust through our budget per the recommendation of the 2015 actuarial, known as ARC (Annual Recommended Contribution). The Governmental Accounting Standards Board (GASB) sets the governmental financial reporting standards. One of the new accounting standards, GASB75, is replacing GASB45. GASB75 requires the District to conduct the valuation of unfunded liability,

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identify the ARC, now called ADC (Actuarial Determined Contribution) and report the results annually. This requirement will start with fiscal year ending 2018. The calculation should be similar. Chief Pomi referred to the actuarial service fees proposal as follows: \$5500 for the July 2017 Actuarial Funding Valuation Report for fiscal years ending June 30, 2020 and June 30, 2021. The GASB75 report for fiscal year ending 6/30/18 at \$1300 and fiscal year ending 6/30/19 at \$1200. They are not sure how long it will take to complete the actuarial and have noted if the process takes less time, the District will be billed on actual time. In 2015, the valuation cost \$6750, this year Bickmore reduced their price to \$5500 for the actuarial process. Total cost of the valuation services is \$8000, an increase of \$1200 over the two-year period. Chief Pomi reported he budgeted \$8000 for the valuation in the FY 2017/18 preliminary budget. Chief Pomi asked if Board members had any questions. A brief discussion ensued. Gerbsman/Evergettis M/S to approve the Bickmore engagement letter for OPEB actuarial valuation services.

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

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

**CORRESPONDENCE:** Reviewed. Chief Pomi commented on the EMS Event announcement recognizing exemplary care given by Engine 17, (Captain Garcia, Engineer McKnight, Firefighter Marty and Volunteer Firefighter Hassen) Engine 16 and Medic 18 that responded to a cardiac arrest event. The Crew arrived, went to work and the patient survived. The patient will be recognized at this survivor event. He hopes to attend a future board meeting to thank the crew. A very positive outcome commented the Chief. Chief Pomi and Board members thanked the crewmembers.

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

**CHIEF'S REPORT:**

- a. Building Project Update (HVAC/Shop Floor): Downing has completed the reseal of joints, and ducting of the pipework on the roof in March. Chief reported there were no leaks in the system during the March storms. Chief Pomi recognized Engineer Trimble for his work. He added Engineer Trimble was still working closely with Downing on maintenance and upgrading of the HVAC system to ensure its operating properly. Chief recommended the Board look at the shop tonight. Engineer Trimble worked with the flooring company placing a new slip resistant sealant on the shop floor, and painted the walls a darker gray. He added the shop looks really nice, a very professional job, and thanked Engineer Trimble for all the work. The Board thanked Engineer Trimble.
- b. Seasonal Firefighters: Chief Pomi report that in April our Captains interviewed seasonal firefighter candidates. The three selected candidates met with him. The three seasonal firefighters are John Paul da Roza, Ryan Mock, and Tony Tescallo. They will start June 12, working 40 hours their first week, on vegetation management, hydrant maintenance, and ensuring their equipment is ready for the fire season. They will begin shift work on June 21. They will act as the fourth member of the crew.
- c. Wildfire Awareness Week May 7-13, 2017: Chief Pomi announced that last week was Wildfire Awareness Week. The Governor put together a proclamation for the State of California. In Kentfield, the crews have started SRA inspections/R4291 to encourage residents to create defensible space around their property. If you see the engine out in your neighborhood this is what they are doing for the next few months. Public Service Announcements were released to the community. The District published information on our website and through the NextDoor site in addition to an ARE YOU READY brochure, included in our board packet, to be distributed as needed. Our agency is collaborating with FIRESafe Marin and other County Fire agencies to communicate the same message Countywide. Golden Gate Transit buses will run the ARE YOU READY campaign by the end of May through June.

Chief Pomi added he attended the FIRESafe Marin meeting last Friday. The District had applied for two grants through PG&E. Both grant requests were for \$11,000 each for projects in the Kent Woodlands and Greenbrae. He reported the District did not receive any grant funding. The \$100,000 funding was distributed to Corte Madera, Larkspur, Mill Valley and Tam Valley fire agencies. Chief Pomi reported he would reapply for funds next year.

**DIRECTOR MATTERS:**

Director Gerbsman commented on the Online Harassment training he had taken and reported some trouble with the initial log on. He asked Chief Pomi to explain the training and deadlines. Chief Pomi replied that Captain Glenn set up training in Target Solutions, a web based program, discovered there was a 48-hour security window from initial set up to the first log on. If users do not log on within that period, the password expires. He reported there is not an immediate deadline. Captain Glenn will contact board members, work with them individually to ensure they can successfully access the Target Solutions website, and take the training.

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Director Naso reported he attended the RVPA meeting and found it interesting to hear about what they are doing and what they are trying to accomplish. He reported the RVPA Board is creating a letter to Larkspur regarding their opposition to the closure of the Bon Air Bridge. He also reported he and Chief Pomi have been attending the MERA meetings in Novato. He commented the move to the new system is moving along in spite of issues and feels it will be a good system.

**APPROVAL OF WARRANTS:**

Murray/Evergettis M/S to approve warrants 805300775 to and including 805300839 for \$321,546.32.

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

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

The next regular meeting is tentatively scheduled for June 14. Administrative Assistant Mulkeen will email members to confirm the date.

A moment of silence was held for first responders: firefighters, paramedics, and law enforcement officers, that they are careful and safe during this fire season.

Murray/Gerbsman M/S to adjourn this meeting at 7:09 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** June 14, 2017

**CALL TO ORDER:** 6:31 p.m. by Chairman 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:** M/S Murray/Evergettis to approve the minutes of May 17, 2017. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. SMART Train Drill/Training: Captain Glenn explained the training was created by Battalion Chief Michael St. John and coordinated with the Marin County Training Officers and completed in April. The training drill enacted a collision between the SMART train and a bus with multi-patient casualties. The drill gave participants hands on experience with multi-patient protocol. Participants included every paid Marin Fire Agency interested in attending in addition to San Rafael Police, Marin DPW, CHP helicopter, and SMART Train Railroad Administration. Captain Glenn played a short video of the training highlights. The Board thanked Captain Glenn for the presentation.

**UNFINISHED BUSINESS:**

- a. KAPF Labor Contract Negotiation Process: Chief Pomi reiterated that at last month's board meeting the board offered KAPF a 3% salary adjustment for the 2017/18 contract year and that the Association accepted the offer. Chief added the staff prepared the MOU effective July 1, 2017 through June 30, 2018 with necessary updates, noting the last page, Appendix A reflects the 3% salary adjustment. Chief Pomi asked the Board for their ratification of the contract. Director Murray asked if the salary adjustment was the only change made to the MOU and that all other benefit levels remained the same. Chief Pomi confirmed that the salary adjustment was changed and that the only other change was to how time off accruals are posted. They changed from posting monthly to per payroll. M/S Murray/Evergettis to approve the KAPF MOU for 2017/18 labor contract. Ayes: Corbet, Evergettis, Murray, Naso.

**NEW BUSINESS:**

- a. Provisional Firefighter 2017/18 Labor Contract Negotiation Process: Chief Pomi referred to the Provisional Firefighter agreement in the board packet and commented that this position is not covered under the KAPF MOU. The Provisional Firefighter negotiates separately under his own contract and is currently at Entry Level 1. Chief Pomi said the Provisional Firefighter's contract is updated to reflect FY 2017/18 dates, and that page 6 Appendix A, reflects the 3% salary adjustment, which the Board approved for the KAPF. Chief Pomi requested the Board review this contract in open or closed session. The Board agreed not to go into closed session. After brief discussion, M/S Evergettis/Naso to ratify the Provisional Firefighter's contract effective July 1, 2017 through June 30, 2018. Ayes: Corbet, Evergettis, Murray Naso.
- b. Administrative Staff 2017/18 Labor Contract Negotiation Process: Chief Pomi referred to his memo in the board packet requesting a salary adjustment for the administrative staff commensurate with the salary adjustment the Board approved for the KAPF. To discuss the request the Board moved into closed session at 6:50 pm. The Board returned to open session at 6:53 pm. M/S Director Murray/Corbet to approve a 3% salary adjustment for administrative staff, Chief Pomi, Accountant Hom, and Administrative Assistant Mulkeen effective July 1, 2017 through June 30, 2018. Ayes: Corbet, Evergettis, Murray, Naso.
- c. Special Fire Tax Assessment F/Y 2017/18: Chief Pomi provided the following historical perspective on this tax assessment. In 1979 voters approved Measure H, taxing finished buildings up to .06 cents per square foot as well as a sliding fee schedule for vacant parcels greater than one acre. In 2013, voters approved Measure G, increasing the square footage tax ceiling to .10 cents, plus a COLA. This measure also allowed the District to tax garage space and other "nonliving space" structures on the parcel. Chief Pomi commented that the F/Y 2016/17 tax assessment is .07 cents and it is time for the Board to consider the tax assessment for F/Y 2017/18. Chief referred to his memo in the board packet and the figures provided by Accountant Hom reflecting a CPI of 3% this year. Chief Pomi added the District could increase the tax to a maximum of .1057 cents if the Board chooses. Currently, F/Y 16/17, the District charges .07 cents per square foot generating approximately \$535,000 with \$8,000 generated from unimproved parcels. Chief Pomi noted the District square footage is about the same and estimates if the District maintains the current tax assessment rate the total income would be approximately \$543,000 for F/Y 2017/18. Chief Pomi asked the board to discuss options

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on the assessment amount. After a brief discussion, all members concurred to remain at .07 cents for the F/Y 2017/18.

- d. Resolution 3-2017 Adopting Special Rates for F/Y 2017/18: M/S Murray/Evergettis to approve Resolution 3-2017 adopting the special fire tax assessment for F/Y 2017/18 at .07 cents.

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

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

- e. 2017/18 Preliminary Budget:  
Director Murray commented upon his review of the preliminary budget that the Chief add a column to the budget to reflect the difference, an increase or decrease, between the budget years making it easier to read. Chief Pomi appreciated the feedback and will modify the final budget worksheet for the next board meeting.

Chief reviewed the preliminary budget and highlighted the following categories:

**REVENUE**

**Category 9001/Property Tax Current Secured:** projected to increase 5% or \$206,203.  
**Cell Site Categories: 9905/AT&T, 9945/Sprint** reflect 3% increase due to automatic COLA; **9910/T-Mobile** reflects decrease due to PG&E meter installation.  
**Category 9920/Marin General Hospital:** reflects 3% increase due to automatic COLA.  
**Total revenue change will increase \$211,557 over last year.**

**PERSONNEL COSTS**

**Category 1005/Admin Assistant:** Reflects 3% increase  
**Category 1020/FLSA:** reduced from \$38,800 to \$35,800  
**Category 1025/Holiday Pay:** slight increase from \$60,300 to \$62,300 due to 3% raise  
**Category 1030/Overtime:** reflects an increase due to two tremendous fire seasons, adjusted by \$22,000 from \$350,000 to \$372,000  
**Category 1035/Pay at Retirement:** increase of \$25,000 to total of \$100,000. This category used for anyone that may retire from the District to cash out unused vacation, sick and comp time  
**Category 1045/Volunteer/Seasonal Firefighter:** no change from last year  
**Category 1050/Salaries Safety & Category 1055/Provisional:** reflects 3% increase  
**Category 1515/Health Insurance:** Insurance rate adjustments are on a calendar year, not fiscal. Projected estimates are 7% increase. Chief estimated at 5%  
**Category 1520/Incentive Pay:** Increased \$25,000 due to 3% salary increase and projected additional educational incentive costs for firefighter step increase to engineer level.  
**Category 1530/PERS Retirement:** reflects a large increase, \$106,000, due to the Chief's miscalculation last fiscal year. He explained that in FY 2016/17 he budgeted \$591,000 and should have budgeted \$645,000 to \$650,000 in this category. When Fire Chief Smith retired, he took his PERS figures out and did not consider adding in the retirement costs for the Provisional Firefighter, \$11,000. Additionally the District paid off the safety side fund totaling \$278,000, saving \$40,000 in interest. He used the \$160,000 number, which is the amount the District is saving this current year vs. using \$118,000. A \$40,000 difference. Chief noted he miscalculated last year's budget by \$50,000. He advised he is adding the \$50,000 to this category to cover the expenses. The PERS budget increase of \$50,000 based on a \$5.6 million budget accounts for barely 1% of expenses. That is a normal standard that includes the raises that have been approved, and the unfunded liability portion payment of \$214,000. While the figure looks large in the FY 2017/18 proposed budget it is actually half of the difference because he under budgeted last year.  
**Category 1560/OPEB:** reflects an increase of \$70,000 from \$275,000 to \$345,000 due to the accounting change from GASB75. GASB75 requires agencies to show implicit liability in their audits. CalPERS reported retirees are living longer, increasing retirement costs that need to be projected in budgets. This type of reporting was not reported before. The projected CERBT ARC for FY 2017/18 is \$345,000. In discussions with Accountant Hom, Chief Pomi reported they thought if the District could budget the implicit liabilities and make a positive balanced budget the District should proceed. Chief added the goal is to continue to build the trust in hopes the dividends will pay all retiree healthcare in the future. The CERBT currently has \$1.9 million, with \$75,000 interest year to date.  
**Total Personnel costs will significantly increase by \$363,181 from \$3,847,838 to \$4,211,019.**

**SERVICE & SUPPLY**

**Category 2080/Workers Compensation:** Workers Compensation insurance increasing \$23,000 from \$172,000 to \$195,000, a significant increase. The District has been playing catch up on this budget category. Worker's Compensation based on total payroll. Last year the District starting submitting DE9s inclusive of total payroll and overtime. Overtime is processed at worker's comp rate at .83% of that overtime cost. It is believed

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that in the past, overtime was not reported or processed correctly so our worker's comp costs were in the range of \$140,000 to \$150,000. Last year it jumped to \$172,000 due to a different reporting process and an increase in total overtime. As a result, the District received a true up invoice for additional funds due for 2015/16 based on an audit from our insurance provider. Chief Pomi commented that since we are now reporting the correct figures we should not see another significant increase in future years. The District did not have any new claims this year, which reduced our xmod. The Chief noted our xmod should go down again next year.

**Category 2100/County of Marin SB2557:** This category covers charges from the County of Marin to collect our house taxes and additional assessment taxes (Measure G). This category increasing from \$61,000 to \$72,500 for FY 2017/18.

**Category 2150/Prevention & Public Education:** This category increases from \$14,500 to \$16,500 to cover digitizing building plans and reviews. B/C Hadfield identified a vendor that can provide this service. The District processes 150 plans a year and all of the records are stored at the station. B/C Hadfield added this company advises how to set up files, plans and emails. They will take our files up to their company scan, evaluate records and organize files for the District. The records are stored on three drives; two are returned to the District and the vendor keeps one. The District did not opt to store our data off site. B/C Hadfield will load the records onto Emergency Reporting System, a web based database, which has three storage sites in the country. B/C Hadfield added he is evaluating a program that allows contractors to submit digitized plans, make mark ups on line and email the reviewed plans back to the contractor. This program is offered as a subscription service. He added the District does not have the bandwidth to accommodate this service yet.

**Category 2210/Medical Supplies:** This category increases from \$11,000 to \$14,000. Chief Pomi reported the RVPA authorized to purchase new defibrillators. The District will be getting some from the RVPA and the District will purchase new defibrillators to ensure all company vehicles have the same equipment.

**Total Service & Supply at \$737,371 reflecting an increase of approximately \$44,000.**

#### **DEBT SERVICES**

This category covers the required payment for the District building renovation project.

**Category 3110/Fire Station Reno Project-Principal:** The category reflects a slight increase in principal at \$250,675.

**Category 3120/Fire Station Reno Project-Interest:** This category reflects a marginal decrease in interest, at \$58,787.

The Fire Station Renovation notes will be paid off in June 2024, with seven years remaining on the loans.

**Category 3130/Solar:** no change in this category, it remains at \$6,568. This loan will be paid off in December 2020, in three and a half years.

**Total Debt Services at \$316,030.**

#### **CAPITAL OUTLAY**

**Category 4005/MERA;High/Low Band Radios;CAD Communications:** Budgeted \$75,000 for our radio and communications for the building, ring down, new MERA system coming on-line soon, Bindex King portable radios, and additional un-related costs.

**Category 4010/Computers:** Reduction in budget from \$13,800 to \$7,500.

**Category 4050/Building Repair:** Chief reported moving \$100,000 from this category to Apparatus Replacement, reducing this category from \$200,000 to \$100,000.

**Category 4070/Apparatus Replacement:** this fund will increase from \$20,000 to \$100,000. If the funds are not utilized, he suggested moving them to the District reserve accounts.

No change in other categories.

**Total Capital Outlay will increase by \$49,000 from \$309,752 to \$359,543.**

#### **BUDGET ANALYSIS**

*Total Revenue is at \$5.7 Million*

*Total Personnel is at \$4.2 Million*

*Total Service & Supply is at \$737,371*

*Total Debt Service is at \$316,030*

*Total Capital Outlay is at \$359,543*

*The projected fund balance for Fiscal Year 2017/18 will be at \$68,131 to the positive.*

Chief Pomi asked the Board for questions. There was none. M/S Naso/Evergettis to approve the 2017/18 preliminary budget as presented by Chief Pomi. Ayes: Corbet, Evergettis, Murray, Naso.

#### **CHIEF'S REPORT:**

- a. CalOES Reimbursement: Chief Pomi referenced the OES out of county assignments and reimbursement tracking worksheet in the Board packet. He reported the District has been paid for all assignments except for the Little Valley incident in October 2016 and the winter water team deployment to Lake Oroville. The District is projected to receive approximately \$243,435 for this fiscal year. This figure includes OT, the administrative and worker's compensation fees. The budget review tonight reflects substantial figures that are diffused by these reimbursements.



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- b. McAllister Paving Project this Summer: Chief Pomi referred to the email from Nancy Vernon. He announced they are working on the MMWD project and putting in the sidewalks. They are not going to pursue speed bumps. Most residents are excited about the project to make the neighborhood safer for kids using this corridor. Chief commented it is great to work with the neighborhood group.

**DIRECTOR MATTERS:**

Director Naso reported that the Alisa Ann Ruch Burn Relay on May 24 raised \$35,100.

**CORRESPONDENCE:** Reviewed

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

**APPROVAL OF WARRANTS:**

Directors Naso/Murray M/S to approve warrants 805300840 to and including 805300902 for \$270,243.91. All Ayes

The next regular meeting will be held on July 19, 2017.

A moment of silence was held for people affected by the apartment fire in London, the shootings in Arlington, Virginia and San Francisco.

M/S Murray/Naso to adjourn this meeting at 7: 47p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, July 12, 2017

**CALL TO ORDER:** 6:32 p.m. by Chairman Naso. Director Evergettis led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present except Director Murray. Also in attendance was Chief Pomi.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Corbet to approve the minutes of the June 14, 2017 regular meeting. All ayes. 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. Public Hearing for 2017/18 Proposed Final Budget: Director Naso opened the public hearing at 6:35 pm and asked if any member of the public would like to comment on the 2017/18 budget.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

Chief Pomi commented that the approved budget would be available in the administration office for public review. Chairman Naso closed the public hearing at 6:36 pm.

- b. 2017/18 Proposed Final Budget: Director Naso asked the Board members if they had any questions on the proposed budget. There was none. Chief Pomi noted the following revisions: Revenue Code 9001/Secured Property Tax figure came in at 5.3%, last month it was estimated at 5%. This increase will provide an additional \$18,000 in revenue. Service & Supply Code 2070/Insurance-General/Auto/Liability reflects a reduction of \$1,375.00 due to actual increase cost, was not as much as anticipated. Chief Pomi confirmed all other categories remain the same.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Corbet to approve the proposed final budget for FY 2017/18 with revisions noted by Chief Pomi. Ayes: Corbet, Evergettis, Gerbsman, Naso.

- c. Vegetation Management Plan for 21 Turnagain Road, Kentfield: Chief Pomi explained this item is presented to the Board for review and discussion. B/C Hadfield provided the following chronology on this project: property owner initiated a substantial remodel in 2014/15. One of the items the District required was a Vegetation Management Plan (VMP). The property owner submitted the VMP in October 2015 and the District approved the plan. The property owner requested a final in December 2015 because they wanted to convert their construction loan to a mortgage loan. B/C Hadfield worked with the homeowner and contractor, discussed the request with Chief Smith who authorized the final on the property. B/C Hadfield created a contract with a security deposit requirement, vetted by county counsel, which the homeowner signed agreeing he would perform the VMP by August 1, 2016. Unfortunately the homeowner's security deposit check bounced. The VMP deadline has passed with numerous attempts by B/C Hadfield to resolve. B/C Hadfield asked the Board for their comment and direction on this outstanding issue. After a brief discussion, the Board directed B/C Hadfield and Chief Pomi to consult with County Counsel on recommendations for the District to pursue the resolution of this issue.

**NEW BUSINESS:**

- a. Grand Jury Draft Response "Marin's Retirement Health Care Benefits: The Money Still Isn't There": Chief Pomi referred to the May 10 Marin Civil Grand Jury's report in the Board packet. He acknowledged that the report is asking for the same data as requested in previous years (2013, 2015) In this current report, the Grand Jury is requiring a response to nine recommendations. Chief Pomi requested the Board comment on the response letter he drafted to the Marin County Grand Jury. He added that the responses recognize that the Grand Jury is doing good work and replies that the District has been following their recommendations since 2009-10. The focus of the report is on OPEB, post-retirement healthcare for employees, board members and retirees. The majority of the responses note the District either has met the standard, or is in the process of implementing it to meet the standard. Chief Pomi commented that Accountant Hom reviewed some of the District CERBT/OPEB figures and he remarked the District is in a good position. Accountant Hom also commented that with the implementation of GASB75 some of the financial accounting would be different. Chief Pomi reported the District's CERBT investments are shy of \$2 million. Chairman Naso asked if any members had questions or comments on the Grand Jury response. There was none.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

**KENTFIELD FIRE PROTECTION DISTRICT  
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M/S Gerbsman/Evergettis to approve the draft response to the Marin Civil Grand Jury Report.  
Ayes: Corbet, Evergettis, Gerbsman, Naso.

- b. Fire Prevention Standards Update: B/C Hadfield advised the Board adopted the fire code in December 2016 with the changes effective January 1, 2017. As a result, B/C Hadfield has been updating the District's fire protection standards, adopted in January of 2004, which have not been reviewed since then. The updates now reference the California Fire Code that replaced the outdated Uniform Fire Code. B/C Hadfield explained he did create a new standard, Substantial Remodel Calculation Guidelines, to guide architects, contractors and homeowners through the additional requirements placed on projects that meet the substantial remodel threshold. The standard defines how the District calculates the percentage of square footage remodeled and how that initiates the substantial code upgrades for VMP and other codes. B/C Hadfield recommends approval of the new standard. He understands that this new standard is approved under the California Fire Code adopted by the Board in December 2016 so there is no action required on the Board's part. Chief Pomi added when the Board approves the California Fire Code it gives the District the authority to enforce the fire protection standards and the fire protection standards provide the architects, contractors and homeowners the guidelines, referencing the fire code, they need to follow. Chief Pomi recognized B/C Hadfield on the tremendous amount of work he has performed updating these standards. This update is presented to Board to acknowledge the standards have been updated to reference the 2016 code. Chief Pomi commented that the Board could choose to approve the updated standards although the authority to enforce the 2016 code was adopted by Board and other county agencies effective January 1, 2017.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Evergettis/Corbet to approve the updated District Fire Protection Standards. Ayes: Corbet, Evergettis, Gerbsman, Naso.

**CHIEF'S REPORT:**

- a. Public Records Request Update: Chief referenced his staff report in the board packet with documentation the District is required to report to Transparent California and American Transparency. These are two watchdog groups gathering as much public information on employee names, salaries, benefits, etc. Chief Pomi directed the Board to page 2 of the report which reflects the data provided, inclusive of individual names and noted it does include board members information because members are compensated.

**DIRECTORS MATTERS:**

Director Naso reported he attended the MERA meeting last month. They are making progress on replacing a county employee.

**CORRESPONDENCE:** Chief Pomi reported the OES Engine is at the Alamo incident San Luis Obispo/Santa Barbara County border. The fire has burned about 28,000 acres, and is 70% contained. Captain Glenn, Engineer Trimble, Firefighters Bridges and Mock are on this assignment. The crew left Sunday, July 9. Chief Pomi advised the crew's assignment is to mop up and patrol in the area. They have made good progress over the last 3-4 days due to favorable weather. Containments are way up. Chief Pomi anticipates the OES will be back by the weekend.

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

**APPROVAL OF WARRANTS:** M/S Naso/Evergettis to approve warrants no. 805300903 to and including 805300959 in the amount of \$523,658.99. All ayes.

The next regular meeting will be held on August 16, 2017.

A moment of silence was held for our firefighters in and out of county.

M/S Gerbsman/Corbet to adjourn the meeting at 7:03 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** August 16, 2017

**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. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Evergettis to approve the minutes of July 12, 2017. All ayes. Director Murray abstained.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

**UNFINISHED BUSINESS:**

- a. Vegetation Management Plan Update – 21 Turnagain Road, Kentfield: Chief Pomi advised the Board that subsequent to the July Board meeting he met with County Counsel. County Counsel executed and mailed a letter to Mr. Stanick, regarding his obligation to complete the VMP. Chief Pomi reported County Counsel received correspondence from the homeowner on Monday, August 14 stating he had removed trees and vegetation from the property. B/C Hadfield visited the site and confirmed the defensible space work (removal of trees and vegetation-from the 4291 inspection) was done; however, the homeowner had not met the obligation of finishing the VMP as defined by the District. B/C Hadfield explained that the VMP defines plants, irrigation, retaining walls, etc. to live with the house for years to come. B/C Hadfield added the District has placed a hold on permits for his property. Chief Pomi advised he and B/C Hadfield will meet with County Counsel on Monday, August 21 and feels obliged to follow County Counsel advice. A brief Board discussion ensued on defensible space vs. VMP requirements. The Board directed Chief Pomi and B/C Hadfield to move forward with the meeting with County Counsel.

**NEW BUSINESS:**

- a. Grand Jury Draft Response "The Budget Squeeze-How will Marin Fund Its Public Employee Pensions?": Chief Pomi referred to the grand jury report and the District's draft response he composed in the board packet. The report requested the District respond to three recommendations. Chief Pomi outlined the following recommendations and the District responses.  
*RECOMMENDATION R3:* Agencies should publish long-term budgets covering at least five years.  
*DISTRICT RESPONSE:* This recommendation has not been implemented. The District publishes single year budgets with mid-year evaluations incorporating long-term fiscal accountability and strategy. The District will continue to identify advantages and disadvantages of long-term budgets.  
*RECOMMENDATION R4:* Agencies should provide ten years of audited financial statements and summary of pension data on their website.  
*DISTRICT RESPONSE:* The District has ten years of audited financial statements published on the District website. The District provides pension information through Public Request Acts and has not published this information on the District website.  
*RECOMMENDATION R8:* Agencies and public employee unions should explore how introduction of defined contribution programs can reduce unfunded liabilities for public pensions.  
*DISTRICT RESPONSE:* The District currently has members in PEPRA and these employees are contributing to their pensions, which have reduced our unfunded liability costs. This item is subject to collective bargaining requirements. This recommendation will be considered/implemented during our next MOU negotiation.

Chief Pomi referred the Board to the Safety Special District financial figures on page 44-45 of the report comparing Marin County agencies and commented the District figures are good. He asked if any Board members had questions. There was none.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Corbet to approve the draft grand jury response to the Grand Jury report on The Budget Squeeze-How will Marin Fund Its Public Employee Pensions?  
Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

- b. Strike Team Presentation: Chief Pomi reported the District had several deployments in July; B/C Hadfield was deployed as single resource at the Grade Fire and re-deployed as a Safety Officer at the Detwiler Fire. C Shift was also deployed to the Detwiler Fire.

**KENTFIELD FIRE PROTECTION DISTRICT  
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B/C Hadfield gave a brief presentation on his deployment. He started with the Grade Fire in Ukiah as an Incident Safety Officer; then reassigned to the Detwiler Fire. B/C Hadfield showed pictures capturing the fire activity. As Safety Officer on the line, he was assigned a division on most days; one day assigned the whole branch. His task was to go out and work through the branch/division making contact with heavy equipment operators and crews. He spent four days hiking dozer trails. Dozer trails are a foot deep with powder hiding hidden rocks beneath, very steep terrain.

Captain Garcia reported C Shift was deployed to the Detwiler Fire at midnight. They met the strike team at San Rafael Bridge at 3:30 am. They arrived in Mariposa at 7:00 am and worked throughout that day. He reported it was the biggest day of the fire, growing to 40,000 acres. Captain Garcia commented that they chased the fire all day. Their first assignment was guarding a road. They could not let the fire cross that road, which it did. They were re-assigned to cover a hospital because they were worried the fire was going to reach the town. The final assignments were working/assisting/comforting homeowners returning home and taking care of hot spots. Captain Garcia complimented his crew for their hard work.

Chief Pomi added that during fire season firefighters drop everything to work these fires and support the communities. Chief Pomi thanked C Shift and B/C Hadfield for their commitment to the job. He recognized B/C Hadfield, Captain Garcia, Engineer McKnight, Firefighters Marty and Tescallo for their commitment and gave each of them a Kentfield Fire District Challenge Coin.

**CHIEF'S REPORT:**

- a. Blood Bank: Chief Pomi reported the August blood drive was last night. He heard from the Blood Drive Coordinator Erik Humber that they had collected 81 successful donations, an all-time record. The Blood Centers of the Pacific are having a promotion this summer and raffling off a Prius. Anyone who donates blood in July/August is entered in the contest. The Blood Drive was also giving away a book, Larkspur Past and Present, donated by Mr. Charles Sink, to blood donors. Mr. Humber requested Chief Pomi distribute extra copies of the book to Board members and staff.
- b. California State Fire Situation Report: Chief Pomi reported few fires in California, with only thirteen active fires in the north/north west region. CalFire only has 800 personnel committed to fires, compared to over 10,000 personnel on their payroll. Forty-seven engines were committed, with over 300 engines in stations awaiting dispatch.

Chief Pomi reported one of the Ross Valley Fire Department Firefighter/Medics, Chris Mahoney, passed away at home two weeks ago. Firefighter Mahoney also worked at Marin County Fire as a Seasonal Firefighter and a Medic at Medic97 in Stinson Beach. Chris worked B shift for 10-11 years and worked alongside fellow firefighters up and down the Ross Valley corridor. He announced the Mahoney Family is hosting a Celebration of Life this Friday, August 18 at Hop Monk Tavern in Novato from 1:00 pm to 5:00 pm. All fire personnel and the community are invited. The family requested no fire service uniforms. Union Local 1775 set up a Go Fund Me account, creating a scholarship in Chris Mahoney's name. Chief Pomi added that Marin County Fire, Tiburon Fire, Larkspur and Kentfield provided personnel coverage for Ross Valley Fire Department for four days and will cover them during the Celebration of Life event on Friday. He commented it was amazing to see the fire agencies all come together to support fellow fire members, the true meaning of brotherhood.

**DIRECTOR MATTERS:**

Director Evergettis attended a FireSafe Marin meeting recently. He commented they would be interested in the action the Kentfield Fire District is taking with the VMP issue.

Director Naso reported he and Chief Pomi attended the MERA equipment fair and saw radios and mobiles. Engineer McKnight is assigned to this project. A MERA team is schedule to be at Kentfield Fire District next week.

**CORRESPONDENCE:** Reviewed; Chief Pomi added the thank you note was from summer interns working at Arthur J. Gallagher & Co. Gallagher manages the District's liability insurance. The interns spent a half day with the Chief discussing risk management, firefighter duties regarding fieldwork, driving. They explored the truck and did live fire drip panning in the back.

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

**APPROVAL OF WARRANTS:**

Directors Murray/Evergettis M/S to approve warrants 805300960 to and including 805301035 for \$692,530.77. All Ayes.

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

The next regular meeting will be held on September 20, 2017.

A moment of silence was held for Chris Mahoney and his family, and for all of our firefighters and first responders working through the fire season.

M/S Gerbsman/Murray to adjourn this meeting at 7:21 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** September 20, 2017

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Murray to approve the minutes of August 16, 2017. All ayes.

**PUBLIC COMMENT PERIOD:**

Mr. Grant Welling, Kentfield Fire District retiree, recognized Chief Mark Pomi for the leadership, and support he provided to the Ross Valley Fire Department firefighters, employees and their community with the recent passing of Firefighter/Paramedic Chris Mahoney on August 2, 2017. Chief Pomi, Chief Weber and Chief Brown collaborated with union support to provide grief counseling and peer support to the department two days later. Mr. Welling commented he arrived at the fire station on Friday, August 5 to offer and get support. When he arrived, he saw people he loved, people he would give his life for. What he saw that day was Chief Pomi who was available, sensitive to the situation, approachable and supportive to everyone. His presence had a huge impact on the department. The one constant he heard was that whatever happened in that town the Chiefs were certain it would be taken care of by supporting agencies. Chiefs Pomi, Weber and Brown were committed to supporting this community and coordinated mutual aid coverage for the Ross Valley Fire Department to provide seamless service. That type of service comes from good leadership. You never hear compliments about the Fire Chiefs, you only hear about the job the people that they lead perform. Mr. Welling added, "he has never been more proud of the fire service than he was that day. It means a lot to him and the people of the Ross Valley Fire Department, thank you Chief Pomi." Chief Pomi thanked Mr. Welling for the recognition.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. Badge Pinning of Engineers Marty and Nelson: Chief Pomi announced that tonight was a night of recognition for Engineers Andrew Marty and Zach Nelson. Chief Pomi explained that Engineer Nelson was unable to attend tonight due to a family commitment. He invited the Marty Family to join him for the presentation. Chief Pomi recognized Andrew Marty and his family as Andrew promotes to Engineer. Chief Pomi thanked the Board and recognized visiting staff and neighboring fire agencies/firefighters, family and friends. Chief recited the definition of a Firefighter Engineer. Chief Pomi commented that Engineer Marty is reliable, enthusiastic, and adaptable and devoted to his family and his fire family here at Kentfield Fire District. Chief gave a brief overview of Engineer Marty's employment history with ten years of service. He added that Engineer Marty is currently working on his engine task book, is a CERT Trainer, is interested in swift water rescue and is a great asset to the Kentfield Fire District. Chief Pomi announced he was pleased Engineer Marty has accomplished this next step.

The board recessed at 6:45 pm for a short reception honoring Engineer Marty.

The board resumed the meeting at 6:53 pm.

**UNFINISHED BUSINESS:**

- a. Vegetation Management Plan Update – 21 Turnagain Road, Kentfield: Chief Pomi reported that County Counsel sent a second letter to Mr. Stanek stating his response to the first letter was unacceptable and outlined what Mr. Stanek is required to do. County Counsel requested a response from Mr. Stanek by September 15. To date County Counsel has not received a reply. County Counsel will start to plan future steps/action for the District to take. A discussion ensued on what the next steps would entail and if the District could legally pursue action against Mr. Stanek. Chief Pomi advised he would share County Counsel recommendations at the next board meeting. He added that the District has the obligation to pursue action against Mr. Stanek in an effort to get him to complete the vegetation management plan.

**NEW BUSINESS:**

- a. Annual GANN Appropriations Limit Report: Accountant Hom explained the District is required to calculate the GANN Appropriations Limit every year. The GANN Appropriations Limit was approved by voters decades ago. It imposes a limit on the amount of money a government agency can spend, not the revenues they can collect. Based upon the calculation if an agency has more than the limit, and voters do not approve an increased spending limit, the agency has to refund a portion of the taxes collected to the property owners. The calculation of 2016/17 GANN Appropriations Limit for the District was \$5.3 million dollars. The District limit is reoccurring due to the passing of Measure G. In absence of this measure, excess revenues would need to be returned

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to property owners. The independent auditors review this calculation during the annual audit. Accountant Hom announced that the District is required to make this report available at the District and on the website for the public to examine at any time.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Naso/Evergettis to approve the annual 2016/17 GANN Appropriations Limit Report.  
Ayes: Corbet, Evergettis, Murray, Naso

- b. Measure G Tax Report FY 2016/17: Accountant Hom explained this is an annual report required by Measure G. The Measure requires the District provide an accounting of the revenues received and spent. Accountant Hom recalled Measure G funds are to be used for a specific purpose. Chief Pomi referred the Board to page four of the report noting the language the District used for the Measure G Tax Report: it may be used to increase budgeted accounts for the purpose of meeting current and future financial obligations including but not limited to pensions and other post-employment benefits. Chief Pomi also noted that the language from Measure G page 10, item two, Use of Funding, states, if approved by the voters the special tax will be used solely for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the District. Chief Pomi recalled when the District created the initial Measure G Tax Report FY 14/15, it was decided by the Board that year that the special tax may be used to increase budget accounts for meeting current and future financial obligations including, but not limited to, pension and other post-employment benefits. It was not to be used for salaries. Chief Pomi and Accountant Hom commented that annually when the Board adopts the special tax rate they are responsible for designating how those funds are budgeted. Accountant Hom referred to Figure 3, page 5 and explained the following details for FY 2016/17. The District received \$544,277 from special tax revenues, Measure G. The District only paid out \$452,371 total for unfunded liabilities, including \$275,000 in OPEB obligation. The unfunded liability and OPEB were the only items that were specifically mentioned by the Board as eligible expenditures from Measure G revenues. As a result, the District did not spend the entire funded amount for this fiscal year. Accountant Hom explained that Figure 3 is a cumulative number. In previous years, the District spent more. The fund ending balance is \$535,548. As of the end of FY 2016/17, cumulatively, the District spent more than the special tax generated. Accountant Hom suggested the Board make note of this expense for next year when they make a resolution to adopt the special tax. Chief Pomi commented that this last fiscal year the District did not pay additional extra money to PERS because the District paid off the side fund the previous year. He recommends that this year, at mid-budget year review, when the Board reviews unassigned fund balances if they wish to pay off a portion of the unfunded liability that this payment would calculate right into this figure. The District spent \$535,548 over what was collected since Measure G was approved.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Evergettis/Corbet to accept the Measure G Tax Report FY 2016/17.  
Ayes: Corbet, Evergettis, Murray, Naso

**CHIEF'S REPORT:**

- a. Mobile Disaster Trailers/Disaster Preparedness Month: Chief Pomi referred to his staff report in the board packet and announced September is national disaster preparedness month, and the District needs to make sure our community is prepared for disaster. It's everyone's job to be prepared not just the fire department. Citizens need to be prepared to sustain themselves for 3-7 days, get informed, find safety, and take action to be prepared to improve the recovery effort. Chief advised the Get Ready Marin program offers the CERT, Certified Emergency Response Team, training program. Kentfield Fire District will be teaching this course in November at the College of Marin. Another disaster preparedness option is to create a mobile disaster trailer, page 3 of the packet, shows picture of this type of unit from Corte Madera, currently staged in a parking lot in their jurisdiction. These units are stocked with medical supplies, tools for CERT personnel, tables, cones, pop up tents, and a generator. The site of the unit is a place for CERT personnel to congregate to prepare/handle the disaster. Chief Pomi asked the Board if they would want to create this unit at Kentfield. Chairman Naso and the Board showed interest. Chief Pomi commented the trailers can provide limited supplies to fill the 72-hour gap for the Red Cross to respond and noted that Kentfield has 2500 residents. He reported Engineer Marty researched the cost to purchase and insure this equipment is estimated at \$15,000. Chief Pomi recommends filling the unit with tables, tents, medical supplies, some emergency cases of water, a generator, power strips, blankets, ponchos, and extra batteries for our community. Director Murray commented he recognized that residents should prepare themselves however; he views this unit as an educational tool and a valuable resource. Director Murray recommends the District reach out to the community and encourage them to take action. Chairman Naso suggested the District engage homeowners associations in the area, ask if they are interested, and want to get involved in this effort and help stock the supplies. Chief Pomi will initiate this project and reach out to staff members to work on this project. If any Board members are



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interested along with a community member we can form a sub-committee and set goals, refine the direction and financial needs then address the full board for consideration. All Board members approved of this action.

- b. Pancake Breakfast: Chief Pomi reported the annual pancake breakfast and open house is on Sunday, October 8. In addition to the jumpy and balloons the Kentfield/Greenbrae Historical Society will attend as well as Erik Humber, our Blood Bank Coordinator. We will serve pancakes, eggs, sausage, and yogurt. Chief Pomi asked Board members to attend if they are available. Engineer Trimble is chairing the event with Firefighter Bridges assisting.

**DIRECTOR MATTERS:**

Director Evergettis attended FireSafe Marin meeting. He reported the organization is disbursing PG&E grants, most recently one to Larkspur/Corte Madera. He added that Sleepy Hollow District had 50% turnout for evacuation drill.

**CORRESPONDENCE:** Reviewed

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

**APPROVAL OF WARRANTS:**

Directors Evergettis/Corbet M/S to approve warrants 805301036 to and including 805301108 for \$450,410.51. All Ayes

The next regular meeting to be determined. Audit presentation may be November or December.

A moment of silence was held for departed members.

M/S Naso/Murray to adjourn this meeting at 7:35 p.m. in honor of Michael J. Buck Murray. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** November 15, 2017

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Corbet to approve the minutes of September 20, 2017. All ayes. Director Gerbsman abstained.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** N/A

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- a. 2016/17 Independent Audit Presentation: Mr. Mark Wong introduced himself to the Board, commenting this is his firm's fourth year auditing Kentfield Fire District. He explained the audit team consisted of one supervisor and two staff members that worked two-five day intervals. Mr. Wong presented the following audit highlights. He reviewed the Memorandum of Internal Control and Required Communications advising the audit tested certain internal controls, not all. The District statements are value statements in all aspects. Mr. Wong continued reporting the following findings from the Basic Financial Statement. The District net position is \$5,375,762 as of 6/30/17. This figure incorporates long-term assets and liabilities; fire engine purchase, lease on building and the sizable pension liability as noted, \$5.2 million. The total net position is \$5 million, an increase of \$1 million from last year's audit. This increase is due to a .1% increase in the CalPERS discount rate. CalPERS announced it plans to reduce the discount rate for the next two years resulting in an increase of pension liability for government agencies. Noncurrent assets, pre-funded OPEB obligation, currently reported at \$753,429 will be reported as a liability in 2017/18 under GASB75, the new accounting standard. Mr. Wong reported the net change in the Governmental General Fund is \$496,612 with reported revenues higher than budgeted reflecting a net change of \$2.4 million, a positive change. He cautioned the Board to be aware that the upcoming changes with GASB75, the OPEB liability, and the projected decrease in the CalPERS discount rate, the District position will change next year. He reported the 2015 unfunded OPEB obligation reported by the actuarial was \$2.1 million. There will be a change in this liability on the next actuarial report in 2018 because of the new measurement. Mr. Wong explained the OPEB asset, due to the GASB75 reporting will become a liability in 2017/18 audit. In summation, Mr. Wong advised the audit had no findings to report. Mr. Wong asked the Board if they had any questions. There was none.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Evergettis to approve the Basic Financial Statements for Fiscal Year Ended June 30, 2017 as presented by Mr. Mark Wong. All ayes.

M/S Gerbsman/Corbet to approve the Kentfield Fire Protection District Memorandum of Internal Control and Required Communications Fiscal Year Ended June 30, 2017 as presented by Mr. Mark Wong. All ayes.

Chief Pomi recognized Accountant Hom and Secretary Mulkeen for the work they performed during the audit. The audit on-site work began in August with a return visit in September. There was a tremendous amount of correspondence between the auditors and the District completed within a short timeframe.

Account Hom recognized both Chief Pomi and Secretary Mulkeen's efforts. He commented this is the earliest, in his recollection, that the District has presented the financials to the board. He added it was most timely to see the financial reported in November rather than February the following year.

Director Gerbsman recognized the team for their performance. He added that from his experience having been involved in a number of audits over the years the financial controls, presentation and the assistance of the team has been excellent.

- b. Shared Services Concept: Chief Pomi referred to his staff report in the board packet. He explained as the District continues to try to provide better service to our community the District, at times, is limited in resources due to the structure of our organization, and needs additional resources. He introduced the concept of shared services and explained it may mean reaching out to our neighboring agencies within the County. Shared

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services may be utilized in fire prevention, administration, and other processes. The advantages include cost sharing, less duplication, increase firefighter and public safety, in addition to strengthening the District, our mission, and potentially our neighboring agencies. Chief Pomi added there might be some opportunities offered to the District as well as other neighboring agencies. Chief recommended the Board create an ad hoc committee to discuss and explore shared services opportunities in addition to addressing District personnel needs, and then present information to the full board at our monthly meetings for further discussion. He recommends two board members, a labor representative serve with him on the committee. Directors Gerbsman and Evergettis volunteered.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Evergettis/Gerbsman to approve the creation of an ad hoc committee to investigate shared services concept/opportunities and the selection of the two board members to participate. All Ayes.

Chief Pomi will contact the new ad hoc committee members to schedule a meeting.

**CHIEF'S REPORT:**

Chief Pomi introduced this new format to highlight activities from the District. He reported the following:

**Projects/Initiatives/Committees**

*RVPA* - October and November meetings cancelled. The Defibrillators were purchased and distributed. We have them on our apparatus.

*MERA* – Running into extended delays with a potential go live date in 2019-20. Motorola is working on coverage issues. Director Naso reported the next meeting is November 29, 2017.

*MCFCA* - Meeting monthly with a scheduled meeting tomorrow. They have been discussing fire prevention, risk reduction (a hot topic), in addition to behavioral health awareness of our employees. The Fire Chiefs are collaborating with local union association group to create a peer support team.

**Planning**

*Holiday Party* – Scheduled for December 16. The invite went out. Contact Sharon if you have not received it. The party is with Central Marin Fire at the Corte Madera Rec Center. The dinner is catered with a host bar. Family members are included.

**Financial/Budget**

*Audit* – Presented tonight.

**Operations/Significant Events**

*Operations* - Chief reviewed the number of service calls for September (87) and October (119). He added that the 911-center received over 3,000 calls the first twelve hours of the Sonoma county incident.

**Training/Wellness & Fitness**

The staff completed annual physicals and vaccinations for the year. In the coming months staff going through awareness training in-house.

**Prevention/Public Education/Community**

*FireSafe Marin* - Chief reported the District received a tremendous number of calls about what the District is doing for the community, etc. Chief encourages residents to access the FireSafe Marin site, a self-paced online resource. Chief and B/C Hadfield discussed setting up educational tours of the North Bay fire communities for Board members and community leaders to learn about defensible space, topography, etc. Chief Pomi suggested community leaders from Greenbrae, Laurel Grove and Kent Woodlands be invited and provided the following dates: November 28, 29 & 30, December 4 or 6, between 9:00 am and 1:00 pm. Chief Pomi directed Secretary Mulkeen to email the Directors and coordinate schedules.

*Berens Drive Project* – Chief reported Kentfield Fire worked with Marin County Parks and CSA17 to clear this area, owned by the State of California. He directed the Board to the before and after pictures in the board packet. These three organizations worked together to gather funds to get the work done. The State does not have the ability to do vegetation management.

**Logistics**

Captain Fox is now responsible for building maintenance. Captain Fox reported to the Chief that with the last series of storms, the building did not have any leaks. Engineer Johnston has all engines/equipment working well since their return from out of county. He reports the new engine still on schedule.

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**Labor/Association**

Chief Pomi announced that the Pancake Breakfast went well. He thanked all the members that helped and supported this successful event. Last night the District had our blood drive with 102 scheduled appointments.

**Out of County Events**

Out of County Event - Chief Pomi reported that on Monday, October 11 our OES325 responded to the North Bay fires with Captain Fox/B Shift assigned to the Atlas Fire in Napa. In route to the Atlas Fire they stopped on Highway 37 and worked a fire that started there; Task Force 2126, led by B/C Hadfield with engine company Captain Garcia/C Shift, headed up to Tubbs/LNU but they too stopped at the Highway 37 fire to assist OES325. Chief Pomi commented there was a tremendous need for resources immediately at the North Bay Fires. Marin County had thirty-eight engines and 154 firefighters working for a 10-day period on the North Bay Fires; meanwhile extra staffing was provided in the county. Everyone was working at our District, as well as Marin County Fire, Novato Fire too. He commented this is a reflection of the tremendous commitment of our members. Chief asked B/C Hadfield or Captain Garcia if they wanted to comment on the event.

B/C Hadfield reported he was called at 8:00 am on October 11 as a Strike Team Leader, for local strike team 1. After waiting several hours in Novato for south bay engines to arrive, they proceeded to the Atlas Fire on highway 101 without them; they were diverted to the fire on Highway 37. He was assigned to division bravo and ran a bulldozer and aircraft to head the fire off. They worked this fire for five to six hours until it was contained. They were redirected to Shell Vista Fire Department and re-assigned to the Sonoma fires. The Strike Team worked these fires through Thursday morning, with no relief crews available. The first four days, crew got four hours sleep/day. However, on Friday afternoon, they were given a break and rested on a local vineyard. On Saturday, the crew was assigned to the Tubbs Fire, from Fountain Grove to Rincon Valley and rested on Sunday. The remainder of their assignment was in Oakmont, working Monday and Wednesday, with Tuesday and Thursday as rest days. They were released on Friday, October 20. B/C Hadfield commented he was extremely proud of the crew. He worked with three engines from Marin: Kentfield, Central Marin, and Southern Marin in addition to an engine from Watsonville and a water tender from Camp Parks. The Task Force came together quickly and worked really well together. B/C Hadfield added there was no logistical support at beginning of fire. Local citizens and the Shell Vista Fire Department took care of their meals. He recognized Grant Eules and Jesse Pasquale for arranging Camp Marin at the Seminary for the Marin firefighters. He added it seems that when times are bad, the best comes out of everyone.

Captain Garcia added he thought his crew did a very good job. He was impressed by the positive attitude of the people living in this community whether they lost their homes or stayed and saved them. He added he felt Sonoma and Marin County Fire Departments worked well together.

Director Gerbsman commented he was impressed with the out of county report by B/C Hadfield and Captain Garcia and thanked them for their work. He added in the past year and a half his family has made three-911 calls, one a fire and two medical. Director Gerbsman extended his personal thank you to the responding crews.

**DIRECTOR MATTERS: N/A**

**CORRESPONDENCE:** Reviewed

**DISTRICT OPERATIONS:** The Incident Log and Overtime Reports for September and October 2017 were reviewed.

**APPROVAL OF WARRANTS:**

Evergettis/Corbet M/S to approve September warrants 805301109 to and including 805301165 for \$429,298.41. All Ayes.

Gerbsman/Evergettis M/S to approve October warrants 805301166 to and including 805301218 for \$424,137.45. All Ayes.

The next regular meeting will be held on December 20, 2017.

A moment of silence was held for the North Bay Fire families that lost loved ones and for those that lost their homes. Chairman Naso added he is thankful our firefighters came back safe.

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

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Monday, December 11, 2017

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Evergettis to approve the minutes of November 22, 2017. Director Murray abstained. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. Recognition of Chairman Naso and his Year of Service: Chief Pomi recognized Chairman Naso for his year of service and thanked him for his leadership, commitment and dedication to the Board, department and the community. He added Chairman Naso will start his thirteenth year with the District in 2018, having served three full terms as Board Chairman. Chairman Naso thanked Chief Pomi and the Board and remarked it has been a pleasure working with them. The Board and District have accomplished good things for the community.

**UNFINISHED BUSINESS:**

- a. Sonoma County/Wine Country Fire Tours Report: Chief Pomi reported he scheduled Board members and community members to tour this area and educate them on fire prevention. He toured the Tubbs Fire in Santa Rosa with seven people (District Board Directors/Staff, KWPOA and Priory members), discussing defensible space, vegetation management, hardening of homes and fire prevention. He hopes the community members will convey this message back to their community. Chief Pomi referred to his staff report in the board packet comparing the Hanly Fire to the Tubbs Fire, noting the Tubbs Fire burned the acreage in 14 hours compared to the Hanley Fire which burned for four days. Director Evergettis commented he enjoyed the educational tour and added the Kent Woodland homeowners that attended will get the message out. Chief Pomi extended an open invitation to community members if they wish to tour the area to contact him directly.
- b. Shared Services Sub-Committee Meeting Report: Chief Pomi stated the subcommittee met on November 30 to discuss shared services opportunities. Subcommittee members included Directors Gerbsman and Evergettis, labor representatives Captain Garcia and Engineer Marty and himself. As a result of the subcommittee discussion they defined two actions: 1) to continue exploring all shared services opportunities, gathering information and bringing that information back to the board for discussion; and 2) the identification and need to hire an additional Fire Inspector/Prevention Specialist as noted in his staff report. Chief Pomi asked if the Board had any questions. There were none.

**NEW BUSINESS:**

- a. Election of 2018 Board of Director Officers: Chief Pomi explained the District policy states each officer shall serve a standard term of one year. In the past, members rotated through the chair position: Vice Chair to Chair; Secretary to Vice Chair; Director up to Secretary. He added this has been the tradition but it can be changed by the Board. The Board consensus is to continue the traditional rotation.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Murray/Gerbsman to nominate Director Evergettis to 2018 Chairman. All ayes.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Murray to nominate Director Corbet to Vice Chair. All ayes

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Evergettis to nominate Director Murray to Secretary. All ayes

- b. Fire Inspector Position: Chief Pomi referred to the staff report for this position. He explained that our District is not immune to a fire. With this Fire Inspector Specialist position, the District can focus on public education, re-engage with young students and their parents. Currently our engine companies conduct educational presentations to schools but at times they are dispatched to incidents and cannot complete the presentation. Chief Pomi advised this position will be dedicated to inspection, education and administration. He will be searching for an individual that can conduct educational

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

presentations, help with evacuation and disaster preparedness, is well organized, a good public speaker with high energy that can make a strong bond with community leaders. He recommends the Board approve the Fire Inspector Specialist position to enhance the safety and well-being of the residents of our District. Chief Pomi added the annual salary is projected at \$140,000; our current budget has \$70,000 budgeted for an inspector, with \$32,500 coming in from prevention plan review fees. Moving forward the budget has the ability to sustain this position. Director Murray asked if this position would be a shared service? Chief Pomi replied at this time the position is solely for the District, if there is a future need, it's possible. Director Gerbsman commented, the subcommittee meeting discussed strategic planning to train employees in efforts to fulfill future goals of the agency. Director Murray remarked this position would be great for the District and the community.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Murray to approve the Fire Inspector Specialist position and authorize the Fire Chief to post the position within Marin County. All ayes.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

RVPA: Meeting held on December 7, 2017. The Board approved the purchase of a new ambulance for Station 18.

MERA: Chief reported he and Chairman Naso attended the MERA meeting on November 29, 2017. They discussed the possible need for two additional sites: Tiburon and Mill Valley. 2021 is the projected go live date.

MCFCA: The Fire Chiefs continue to meet monthly addressing members' needs. They will be meeting this week, working with local media, social media doing work with Alert Marin, Nexel, and FireSafe Marin. The Chiefs are currently experiencing problems with the local newspapers not wanting to print their public service announcements. The Chiefs will initiate correspondence through social media: NextDoor, Agency website, etc. Looking ahead to 2018 the Chiefs will have a strategic meeting the end of January, an overnight trip.

**Planning**

Holiday Party – Is this Saturday, December 16 at 5:00 pm at the Corte Madera Community Center.

**Financial/Budget**

OPEB valuation – Chief Pomi reported he received a draft report he will review. He projects Bickmore Risk will be able to give a presentation to the Board at the January meeting. He added after a quick preliminary review the District OPEB is about 50% funded, with a balance slightly over \$2 million.

**Operations/Significant Events**

The District responded to 77 calls for service in November.

Water Rescue event/search – A District water team member, Engineer McKnight, responded to a Muir Beach area event on December 4, 2017.

**Training/Wellness & Fitness**

Annual Infection Control Training – Engineer Viau, our wellness officer, has scheduled annual infection control training this month.

**Prevention/Public Education/Community**

Local Fire Preparedness Community meetings – The Chief will make a presentation to the KWPOA on January 17, 2018. He also reported a Kentfield women's group had contacted him to make a presentation on January 24, 2018. This week he is meeting with Marin Parks/Open Space to collaborate/plan vegetation management projects for Ridgecrest, Madrone Canyon to Blythedale (done in 2003), the Woodland community houses and the Greenbrae Redwoods. He reported Open Space has been great to work with

**Logistics**

Chief reported our annual hose testing was conducted last week and completed in six hours.

Annual service was performed on the Holmatro Rescue Equipment and SCBA and Air Packs ensuring our firefighters have safe equipment.

Engineer Johnston, working on the new Engine 17, reports the engine is in process of production and should be here in February 2018. It is projected to be in service by April 2018.

**Labor/Association**

Chief reported two members are currently on leave of absence.

**KENTFIELD FIRE PROTECTION DISTRICT  
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OOC Events

Chief Pomi reported our OES 325 is at the Thomas Incident in Ventura County. Captain Garcia, Engineers Johnston and Nelson are staffing the OES. He advised Chief Rowan of San Rafael Fire leads the Strike Team. Captain Dave Glenn is the Assistant Strike Team Leader. Chief distributed the CalFire-Thomas Fire Incident Update, dated December 11, 2017, and reported on the fire activity. As of this report, the fire has burned 230,000 acres. It is moving north to Santa Barbara County Los Padres National Forest. Response to this fire includes 522 engines from local government, 160 engines from CalFire, 134 from OES, and 236 engines from Federal Government. He reported Chief Weber advised there are 152 engines from out of state: 75 from Oregon, 31 from Utah in addition to engines from Montana, Idaho, New Mexico, Washington and Nevada. Adding California has one of the most outstanding mutual aid programs in the world. This fire, the most devastating in California, is ranked the fifth largest fire in California history. Officials continue to project significant growth. Chief Pomi advised the Board that our crew is safe, off duty today, scheduled to work the line tomorrow. Captain Fox and Acting Captain Viau are managing the station while Firefighter Bridges and Engineers Marty and McKnight are covering our staffing needs. Chief Pomi thanked the staff for their hard work. It has been a long fire season.

**DIRECTOR MATTERS:**

Director Naso – Attended the MERA meeting and had no good news to report.

Director Evergettis – Attended the FireSafe Marin meeting and reported the thrust now is on fire safe communities.

**CORRESPONDENCE:** Reviewed. Chief highlighted the CSFA Fire Service article, published in December 1992 highlighting the Kentfield Fire District.

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed for November 2017.

**APPROVAL OF WARRANTS:**

M/S Directors Murray/Gerbsman to approve November warrants 805301219 to and including 805301279 for \$298,831.69. All Ayes.

The next regular meeting date to be determined.

A moment of silence was held for firefighters working the Southern California fires and for their safe return.

M/S Murray/Gerbsman to adjourn this meeting at 7:10 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary