

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, April 15, 2020

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

ROLL CALL: Corbet-present; Evergettis-present; Gerbsman-present; Murray-present; Naso-present. Also in attendance were Chief Pomi, Prevention Officer Pasero and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Evergettis/Naso to approve the minutes of February 19, 2020. Roll Call Vote: Corbet-Aye, Evergettis-Aye, Murray-Aye, Naso-Aye; Gerbsman abstained.

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

UNFINISHED BUSINESS:

- a. California Employers' Pension Prefunding Trust (CEPPT) Report – Chief Pomi recalled the board discussion at the February board meeting where the board approved placing \$450,000 into a reserve account, earning 2%, with the District's Marin County Treasury in anticipation of a full board discussion and possible vote to fund this trust. Chief Pomi reported that Accountant Hom developed a worksheet breaking down monthly payments for a 24 month period, offering the District our best opportunity for dollar cost averaging. However, Chief added, with the current state of our economy he recommends taking no action on this item until a future meeting when we can all attend and discuss. He advised this item will be placed under Unfinished Business on the May agenda.

NEW BUSINESS:

- a. FEMA Grant Application and Resolution: Chief Pomi advised the board that FEMA has offered local governments the opportunity to be reimbursed for providing extraordinary emergency protective measures as a result of the federally declared emergency, California COVID-19. As part of the application process, the District has submitted a Request for Public Assistance form to Cal-OES. In addition to this form the District needs Board approval on two additional documents: 1) Project Assurances for Federal Assistance and, 2) Designation of Applicant's Agent Resolution for Non-State Agencies.

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

M/S Gerbsman/Murray to approve the Project Assurances for Federal Assistance application.

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye

M/S Evergettis/Naso to approve Designation of Applicant's Agent Resolution for Non-State Agencies.

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye

- b. KAPF Labor Contract Negotiation Process: Chief Pomi reported this item was on the March agenda but moved to the April agenda due to last month's meeting cancellation. He explained this first step is to introduce the ground rules and determine what the board wants to accomplish with this year's negotiation process. Captain Garcia thanked the board for this opportunity and introduced the C Shift members (Engineer Nelson and Firefighter Neve) as part of the negotiation team for the Association. Chairman thanked Captain Garcia and the team for the ground rules. The Board agreed to the ground rules. Director Gerbsman recommended that a board sub-committee be created to meet with the union negotiation team and bring offers to the full board for consideration. In addition, Director Gerbsman requested Accountant Hom prepare a salary analysis for the board to review. Chief Pomi advised he will work with Accountant Hom to get salary worksheet projections. Chairman Murray concurred with Director Gerbsman on creating a sub-committee and volunteered to participate. Director Gerbsman also volunteered. Chairman Murray confirmed he and Director Gerbsman will be members on the board negotiation sub-committee.
- c. Appointment to the Marin Wildfire Prevention Authority Board of Directors: Chief Pomi announced that this measure passed on March 3 and was certified on April 2 with 70% of the vote. Chief Pomi stated he, upon board approval, will be the Operational Appointee representing the Kentfield Fire District on this board. He asked the board to nominate a board member to fill an elected official position representing the Kentfield Fire District. Director Evergettis nominated Director Gerbsman.

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

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Murray/Naso M/S to nominate Director Gerbsman, as elected official representative, and Chief Pomi, as operational representative, to the Marin Wildfire Prevention Authority Board of Directors.

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

- d. Resolution 1-2020: Resolution of the Board of Directors of the Kentfield Fire Protection District Acknowledging Receipt of a Report made by the Fire Chief of the Kentfield Fire Protection District regarding the Inspection of Certain Occupancies required to Perform Annual Inspections in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code: Prevention Officer Pasero commented these inspections are a requirement mandated by the state. For Kentfield Fire District this encompasses all apartments and schools are required to be inspected by State Fire Marshal. This resolution is meant to create a long term record to meet the state mandated requirement. The District is 100% compliant for required inspections this year. Prevention Officer Pasero asked if there were any questions. There were none. Chairman thanked Prevention Officer Pasero.

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

Gerbsman/Evergettis M/S to approve Resolution 1-2020: Resolution of the Board of Directors of the Kentfield Fire Protection District Acknowledging Receipt of a Report made by the Fire Chief of the Kentfield Fire Protection District regarding the Inspection of Certain Occupancies required to Perform Annual Inspections in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5 Nays: 0
Motion Passes.

CHIEF'S REPORT:

Marin County COVID-19 Update – Chief Pomi thanked the Board for their support on behalf of himself, the staff and reported everyone is healthy and we are thankful for that. Chief reported the shelter in place is working, noting there have been 171 confirmed cases with 10 deaths in Marin County. He reported that fire agencies put together a Marin FPOC, Fire Operations Area Coordination Group. The group produced COVID-19 response guidelines with multiple subsections: PPE, food and feeding, disinfecting sites, to cost recovery. Chief Pomi commented that Prevention Officer Pasero participated on the team and did an outstanding job. Chief acknowledged the team and thanked them. Additionally, Fire Chiefs have been working on a shared serves agreement that is county wide. It is similar to our agreement with Central Marin Fire and allows coverage if we have too many crew members out sick. The agreement has been vetted by the Fire Chiefs, Union 1775, County Counsel. At this time other city attorneys are reviewing the agreement. The District can participate, and Chief Pomi advised he approves. He asked the board if they had any issues with this practice. The board had no issues and supports the agreement.

District Status: Chief Pomi reported that the station is closed to the public as well as vendors. The station has been divided into cold and warm zones; staff are taking their temperatures, ensuring PPE is clean, and cleaning the station twice a day. Chief commented the staff is doing an outstanding job during this time of angst. Chief asked board members to contact him with any concerns or questions.

Administrative Assistant Position – Chief Pomi advised he has received a completed background on Jena Wilson and recommends Jena to fill the Administrative Assistant position upon the board's approval. Chief Pomi also requested that the board allow him to negotiate her contract and the board approve hiring her effective May 6. Jena will train for two months. Chief Pomi added the budget has funds in the temporary hire category to cover her salary this FY budget. Chief asked the Board if they had any questions. There were none.

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

Murray/Naso M/S to approve the Chief's Report.

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5 Nays: 0
Motion Passes.

Director Matters – Director Naso reported the upcoming MERA meeting will be via tele-conference

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CORRESPONDENCE: Reviewed-Chief Pomi commented the MERA Measure A Parcel Tax Exemption for 20-21 application period is now open until June 1, 2020. Information on this exemption is on the Fire District website.

DISTRICT OPERATIONS: The February and March 2020 Incident Log and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

M/S Murray/Evergettis to approve February warrants 805302864 to and including 805302910 for \$298,467.20.

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye

Ayes: 5 Nays: 0

Motion Passes.

M/S Naso/Gerbsman to approve March warrants 805302911 to and including 805302959 for \$398,124.18.

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye

Ayes: 5 Nays: 0

Motion Passes.

The next regular meeting will be held on May 20, 2020. Location to be determined.

A moment of silence was held for people that succumbed to COVID-19 and to the first line responders, nurses and doctors working this pandemic.

M/S Evergettis/Gerbsman to adjourn this meeting at 7:16 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary