

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, June 10, 2020

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Evergettis/Naso to approve the minutes of May 20, 2020. Roll Call Vote: Corbet-Aye, Evergettis-Aye, Murray-Aye, Naso-Aye.
Ayes-4; Nays-0;
Absent: Gerbsman
Motion passes

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

AGENDA ADJUSTMENTS: none

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. OPEB Actuarial Valuation as of June 30, 2019: Chief Pomi introduced Ms. Catherine MacLeod of MacLeod Watts. Ms. MacLeod presented the report results of the June 30, 2019 actuarial valuation of the other post-employment benefit (OPEB) program of the District. Ms. MacLeod reported the following highlights of this valuation: 1) the summary of the results of the valuation; 2) development of Actuarially Determined Contribution (ADC) levels for prefunding plan benefits; 3) provided information required by the California Employers' Retiree Benefit Trust (CERBT); and 4) assessed the OPEB liabilities and provided disclosure information as required by Statement No. 75 of the Governmental Accounting Standards Board (GASB 75) for the fiscal year ending June 30, 2020. A brief discussion followed the presentation. Chairman Murray thanked Ms. MacLeod for her outstanding presentation.

M/S Evergettis/Naso to approve OPEB Actuarial Valuation as of June 30, 2019.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Murray-Aye; Naso-Aye
Ayes: 4 Nays: 0
Absent: Gerbsman
Motion passes

UNFINISHED BUSINESS:

- a. California Employers' Pension Prefunding Trust (CEPPT) Report – Chief Pomi presented this agreement, previously discussed at the May board meeting, and the Board approved creating the trust. Chief reported he had executed the documents, received the final documents from CalPERS, and stated the trust had been created. The District will not be funding it at this time.
- b. KAPF Labor Contract Negotiation Process – Chairman Murray reported the subcommittee met with the KAPF leadership team and presented request. Chairman Murray recommended the Board move into closed session at 7:12 p.m. The Board returned to open session at 7:24 pm. Chairman Murray reported they discussed the request. The board accepted the 1.5% salary increase request. Chairman Murray thanked the negotiation team for their professionalism.

M/S Evergettis/Naso to approve the KAPF Labor increase of 1.5%.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Murray-Aye; Naso-Aye
Ayes: 4 Nays: 0
Absent: Gerbsman
Motion passes

- c. 2019-2020 Marin Grand Jury Report and Response - Chief Pomi presented the Marin Grand Jury Report response for the Board's approval. The District needed to respond to Recommendations 2, 3, 4 and 6. Chief Pomi reported Recommendations R2, R3, R4 and R6 have been implemented and the website has been updated. Chief thanked Accountant Hom and Mr. Todd Lando for their work on this effort. Chief stated the District has met the requirements and enhanced the transparency on these items.

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

M/S Murray/Evergettis to approve the Marin Grand Jury Report Response draft letters and authorized Chief Pomi to finalize the letters.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Murray-Aye; Naso-Aye
Ayes: 4 Nays: 0
Absent: Gerbsman
Motion passes

NEW BUSINESS:

- a. Special Fire Tax Assessment F/Y 2020/2021 County of Marin Transmittal 3 Rate Schedule: Chief Pomi explained the District has the opportunity to determine the special assessment square foot rate for FY 2020/21. He reported the special fire tax assessment is currently at .07 cents per square foot. Chief provided figures reflecting potential income at a higher tax rate. Chief commented he is able to create a balanced budget with the current .07 cents per square foot. Chief Pomi referred to Transmittal 3, T3, which defines our special tax assessment that is due to the Marin County Department of Finance Tax Division by July 9, 2020.

- b. Resolution No. 5-2020 Adopting Special Assessment Rates for F/Y 2020/2021–

M/S Murray/Evergettis to approve Resolution No. 5-2020 Adopting Special Assessment Tax Rates for F/Y 2020/2021 as defined on Marin County Department of Finance Transmittal Three.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Murray-Aye; Naso-Aye
Ayes: 4 Nays: 0
Absent: Gerbsman
Motion passes

- d. Preliminary Budget Fiscal Year 2020/21 - Chief Pomi presented the budget with the following highlights:

REVENUE

9001/Property Tax Current Secured-reflects a positive variance of \$191,000 as the County of Marin Department of Finance is projecting a 4% increase. Chief noted this projection was as of January 1, 2020, before the COVID-19 pandemic.

9007/Special Assessment-Measure G @ .07¢ per square foot- reflects .07¢ same as last year.

9008/MWPA Property Tax-Measure C- Kentfield Fire District's portion of entire measure is \$650,000/year. Chief Pomi reported that the MWPA board met and realized the funding will not be available until December 2020. At that time our District will only receive 55%. Chief advised each agency may need to prefund until the tax revenue comes in. Chief budgeted this category at \$204,000 to ensure there is a carryover of funds the following year.

9046/Excess ERAF – reflects a 20% reduction from \$225,000 to \$180,250 due to the economic downturn. Chief Pomi reported he received an email from Special Districts the State of California's ERAF calculation was wrong and that it could significantly impact the five bay area counties.

9367/Other Aid-Grants-No grant funding this year.

9950/State Fires Reimbursement – Reduced by \$40,000 this year to \$210,000.

Total revenue change will increase \$197,318 over last year.

PERSONNEL

1050/Salaries/Safety - Reflects the 1.5% salary increase of \$24,681.60 for a total budget of \$1,670,121.60.

1515/Health Insurance - Budgeted at \$620,839, increasing \$29,563 from last year.

1530/PERS Retirement - Reflects an increase of \$93,000 per MOU

1045/Volunteer Relief/Seasonal Firefighters/MWPA - reflects an increase of \$85,000 due, in part, to creation of the MWPA D-space program funding in relation to Revenue.

1560/OPEB - prefunding of trust at 336K, reduced \$23K.

Chief thanked directors for being diligent to fund this trust.

Total Personnel costs will increase \$222,089, from \$4,765,768 to \$4,987,857.

SERVICES & SUPPLY

2080/Insurance-Workers Compensation- increases \$7,230, from \$201,252 to \$208,482.

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

2150-MWPA Fire Prevention & Public Education - This category to expense some of the MWPA monies. Inspector Pasero created work plan projects to include evacuations in Greenbrae and Kent Woodland routes which include \$99,000 MWPA funds. This category reflects a \$21,897 reduction from \$171,500 to \$150,000.

Total Services & Supply at \$914,335.77 reflecting a reduction of \$21,897.

DEBT SERVICES

3110/Fire Station Renovation-Principal – at \$227,356 reflecting an increase of \$9,195. Final payment on this loan is June 30, 2024 with eight more payments.

3120/Fire Station Renovation Interest – decreases \$9,195, from \$41,301 to \$32,106.

3130/Solar Debt Service – at \$6,568; December 2020 is the last payment on the solar panels.

Total Debt Services at \$316,030.

CAPITAL OUTLAY

4020/Hose – budgeted at \$15,000, increasing \$8,000 due to need to replace hoses in FY 20/21.

4041/PPE – reduced \$8,000 from \$22,000 to \$14,000.

Total Capital Outlay at \$326,000; a reduction of \$6,320 from last year.

Reserve allocations total \$5,205,203 in assigned funds.

BUDGET ANALYSIS

Total Revenue is increasing \$197,318 at \$6.3 Million

Total Personnel is increasing \$222,089 at \$4.9 Million

Total Services & Supply is decreasing \$21,897 at \$914,335

Total Debt Service remains the same at \$316,000

Total Capital Outlay decreases \$6,320 at \$326,000

The projected fund balance for fiscal year 2020/21 will be \$12,697.98 to the positive

Chief Pomi reported the District has funds that can be redirected if needed due to the current economic crisis.

M/S Evergettis/Murray to approve the preliminary budget for FY 2020/21.

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

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

Ayes: 4 Nays: 0

Absent: Gerbsman

Motion passes

CHIEF'S REPORT:

- a. *Marin Wildfire Prevention Authority Alternate Board Member Designee* – Chief Pomi reported that Director Gerbsman is a current member of this board. At this time the MWPA is seeking an alternate who can legally vote. Chief advised it is really important to have one or the other attend this board meeting. Chief Pomi asked if any Directors were interested in working on this board; Director Evergettis commented he was interested but did not have the time. Chief Pomi stated the District did not have to identify someone today.

Chief Pomi requested a salary increase on behalf of the administrative staff for Accountant Hom at 1.5%. Chief announced that Inspector Pasero is receiving a step promotion to Deputy Fire Marshal, as he is supervising our D-space and MWPA inspectors.

Fire Season Update 2020 – evaluations in mid-July; project work on Crown to Coronet, Rancheria road, work on Greenbrae/Kent Poplar evacuation routes.

Seasonal Firefighters have started, one on each shift. Ian Van Metre is back filling a Seasonal Firefighter and working with Inspector Pasero on D-space inspections. Chief Pomi reported fire season is 1-2 ½ months in advance of where we were at this time last year. Chief reported that B/C Glenn was on an out of county assignment to a fire as Strike Team trainee.

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

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

Ayes: 4 Nays: 0

Absent: Gerbsman

Motion passes

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

DIRECTOR MATTER: Chairman Murray asked Chief Pomi to make an announcement. Chief Pomi recognized Admin Mulkeen's retirement. Chief Pomi presented a resolution of the Board of Directors for her exemplary service to the department for 8.5 years, reading the following from the resolution, "Let it be resolved that the Board of Directors thanks and recognizes Sharon Mulkeen on this occasion of her retirement for all she has done for the Fire District and its residents, passed and adopted this regular day of the Board of Directors of the Kentfield Fire District this 10th day of June 2020." Chief Pomi congratulated and thanked Admin Mulkeen. Admin Mulkeen thanked the Board and Chief Pomi for the opportunity to work for the Fire District. She had learned a tremendous amount supporting the Board, the Fire Chief and fire department personnel, and met a lot of really good people. She will miss her work family. Chairman Murray thanked Admin Mulkeen on behalf of the Board, the entire staff and Chief Pomi for her professionalism and quick response to their inquiries.

CORRESPONDENCE: Reviewed.

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

APPROVAL OF WARRANTS:

M/S Murray/Evergettis to approve May warrants 805303019 to and including 805303069 for \$323,884.76

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

Ayes: 4 Nays: 0

Absent: Corbet, Gerbsman

Motion Passes

The next regular meeting will be held on July 15, 2020. Location to be determined.

A moment of silence was held for the continued safety of first responders are safe

M/S Evergettis/Naso to adjourn this meeting at 8:34 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary