

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, January 20, 2021

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Murray to approve the minutes of November 18, 2020. Roll Call Vote: Corbet-Aye, Evergettis-Aye, Gerbsman-Aye, Murray-Aye, Naso-Aye.

Ayes: 5; Noes: 0; Absent: 0

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. Kentfield Fire District 2020 Training Report – Battalion Chief Glenn provided a presentation on all KFD training programs that were completed in 2020. Due to COVID-19, modifications were made to a lot of existing trainings and were done in smaller groups. Given the extra challenges, Kentfield Fire District didn't do any less trainings however, and was still able to fulfill all criteria's. Managed through the Target Solutions platform, 28 classes were completed this past year in order to meet OSHA requirements. This meant that over 3,000 hours were logged between the 10 firefighters on duty. The EMS trainings were also done remotely over zoom. Lexipol trainings, which references the District's policies and procedures, were also mandated and required by all employees. Drills and defensive driving through Target Solutions were released as extra trainings this past year. In addition, 6 classes were pushed out for all of Marin County to complete regarding COVID-19 exposure and respiratory protection. Some in-person trainings had to be canceled due to the new COVID-19 rules, regulations, and lack of proper facilities to perform them in. BC Glenn mentioned he would be attending a training officers meeting relatively soon, where they would be discussing the procedure and timing of getting back on track with smaller, in-person and live group trainings. Chief Pomi stated that COVID-19 and the 2020 fire season may have caused challenges to the KFD programs, but that it most certainly didn't mean the professional trainings didn't take place; we just had to figure out another way to complete them.

UNFINISHED BUSINESS:

- a. California Employers' Pension Prefunding Trust (CEPPT) - Previously discussed at prior board meetings; Kentfield Fire District has already been established with the trust but an approval on the funding policy was needed by the Board. Chief Pomi said there hasn't been any action taken but that there was approximately \$450k in an assigned fund, which is a reserved account that has been set aside for the pension liability. Chief Pomi suggested that once the Board felt ready to fund the CEPPT, he would work with Accountant Hom to present a spreadsheet on the dollar cost averaging of monthly payments.

Director Gerbsman stated the Board had been very conservative on this topic and felt it was time to contribute. He suggested starting to look at the dollar cost averaging on a monthly basis, with roughly \$20k a month to start.

All Directors agreed with Director Gerbsman that it was time to start funding on a monthly basis. Whether the amount be \$20-\$25k to begin, Director Murray suggested it could be adjusted if need be. He also advised the Board give Chief Pomi some direction on this topic to move forward.

Chief Pomi suggested at the February Board meeting, presenting a spreadsheet with a contribution of \$18,750 a month for 24 months, which amounted to the \$450k that has been set aside.

NEW BUSINESS:

- a. F/Y 2020/21 Mid-Year Review Budget Presentation: Accountant Hom presented the following budget highlights for July 1, 2020 through December 2020.

District Revenues:

Category 9001/Property Tax Secured - The District has received \$2.7 million which is equal to 55% of the budget.

Category 9007/Special Assessment Tax - \$.07 per square foot; the District received about \$300k in December which is 55% of the budget. The County will distribute 45% of the budget in April, and the remaining 5% in June.

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Category 9046/Excess ERAF - Received \$210,670.96 which is well above what was budgeted for the year. Based on the same 55% budget scenario, Accountant Hom estimates \$380,000 of excess ERAF by the end of June. This is very positive news on the revenue side for the District as there was discussion of the State taking a large portion of the ERAF monies. He explained it's often difficult to project excess ERAF funds because it is based off demographics.

Category 9950/State Fires - On a cash basis, by the end of December the District received \$74k in State fires revenue with \$780k still unpaid. Accountant Hom projects ending the fiscal year in over \$900k total for this account. He explained, obviously this is due to the 2020 fire season but is also the driver behind the District's overtime expenses as well.

Total Revenues as of December 2020 is \$3.6 million, at 55% of annual budget amount.

District Expenses

Salary & Benefits:

Category 1030/Overtime - The end of December, this category was at \$568,666.14 which is \$145,348.14 (or 134.3%) over the projected budget; attributed by the past fire season and the amount of money still owed to the District from the State.

Category 1050/Safety-Regular Pay - Right on target with 50% of budget.

Category 1515/Health Insurance - Just slightly over budget, at 55%.

Category 1530/Retire Employer - At 68% of funding because the District paid the entire unfunded liability in one lump sum at the beginning of the fiscal year, July 2020. Chief Pomi stated this expense, paid in a lump sum, saves the District about \$20k throughout the year versus paying it on a monthly basis.

Category 1560/OPEB - The District is making quarterly contributions into the CERBT trust which means 2 payments have been made so far and 2 payments remain this fiscal year; right at 50% of budget.

Total Salaries & Employee Benefits - Roughly \$2.9 million, at 59.2% of budget; primarily due to the expense incurred during the 2020 fire season.

Services & Supplies:

Category 2080/Workers Comp Ins - The District made 2 of the quarterly payments to FASIS which is 45.9% of the annual budget.

Total Services & Supplies - Extended \$344,680.10; 37.6% of the budget.

Capital Outlay: So far this fiscal year, \$18,399.47 or 5.6% of the budget has been spent. The building renovation (category 4050) and apparatus replacement cost (category 4070) is still among the District expenses however, which is roughly \$200k between the two categories.

Debt Service: At 50%; made the annual payment for the solar, and 1 of the 2 annual payments for the station renovation.

Total Expenses as of December 2020 is \$3.4 million, at 53.1% of annual budget amount. Bringing a surplus of net income for the 6 months to about \$180k.

Accountant Hom reported that at of the end of December, the *Net Income* budget had a surplus of about \$180k. He asked if there were any questions and there were none.

The Board thanked Accountant Hom for his presentation.

M/S Murray/Gerbsman to accept the F/Y 2020/21 Mid-Year Review Budget Presentation by Accountant Hom

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; Noes: 0; Absent: 0

Motion passes

- b. F/Y 2020/21 Budget Line Item Adjustment - Chief Pomi recommended 3 line items be adjusted to help clean up the current budget:

Category 9950/State Fires - With the ability and potential to still collect an additional \$700k plus from the State, Chief Pomi asked to increase this category budget from \$210,000 to \$660,000; a \$450,000 increase on the revenue side.

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Category 1030/Overtime - Due to the wildfire activity in the state this past fire season, the District saw a large increase in overtime hours. Chief Pomi requested to increase the expense side of the budget from \$423,318 to \$853,318; a \$430,000 increase.

Category 2040/Auto/Equipment Repair - Engine 17A was assigned to out of county fires this past summer and fall. Chief Pomi has suggested an additional \$20k be implemented to this category line item; from \$60,000 to \$80,000. This request is mainly to help with the annual service charge for 17A along with a lot of other large service items coming up.

M/S Evergettis/Naso to approve the F/Y 2020/21 Budget Line Item Adjustment

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; Noes: 0; Absent: 0
Motion passes

- c. County of Marin 20/21 Annual Statement of Investment Policy - Chief Pomi stated this is regarding the District's general checking account as it is banked with the County of Marin Treasurer's office and pooled with other Marin County agency funds. He announced this annual statement investment policy was approved by the Board of Supervisors on December 15th, 2020 and is presented to the Board for approval, questions and/or discussion. There was none.

M/S Evergettis/Murray to approve the County of Marin 20/21 Annual Statement of Investment Policy

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; Noes: 0; Absent: 0
Motion passes

CHIEF'S REPORT:

- a. *Thanking the Board* - Chief Pomi took the time to acknowledge the Board of Directors for all their ongoing support to Kentfield Fire Protection District and for continuing to attend all meetings via zoom.
- b. *COVID-19 update* - All active EMT's along with the 2 resident/volunteer firefighters at Kentfield Fire Protection District have participated in getting vaccinated with both doses. The plan to resume KFD's resident/volunteer firefighter program is now underway.
- c. *Sandbag availability* - Sandbags have been set up at the College of Marin's parking lot 15. Should anyone need sandbags in the event of rain, they are available.
- d. *Quick review for calls of service for 2020* - KFD responded to roughly 1,070 calls, which was down about 200 calls annually. COVID-19 played a role in the drop of service calls as people were afraid to call and potentially go to the hospital.
- e. *Goals* - Each shift at the station is currently reviewing their goals from last year and starting to implement goals for this year. Chief Pomi will be taking the opportunity to meet with each of shifts to discuss all goals.
- f. *Board needs* - Chief Pomi will reach out to each board member, individually to see what needs and goals they have or what they would like to see done in 2021.
- g. *100th Year Centennial* - The Kentfield Fire Protection District will be celebrating its 100th year anniversary this year. The planning of this celebration began almost 2 years ago and Chief Paul Smith has been putting together history booklets. A parade with the CSFA steamer engine or even having a large event is still unknown at this time but something will be planned to honor this special occasion.

DIRECTOR MATTERS: Directors provided the following information regarding their activities:

Director Naso reported a MERA meeting was scheduled for the 27th of January.

Director Evergettis announced that due to the holidays, no meetings were scheduled for the MWPA group. A retreat is planned for Thursday, January 21st, from 10am to 4pm. Director Evergettis is unable to attend the retreat due to health care obligations but will get a report from the group to review. He stated the MWPA continues to move ahead very well.

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Director Gerbsman inquired on the topic of Mill Valley Fire Department possibly merging with Southern Marin Fire Department.

Chief Pomi stated he knows of their shared services but not of any merging details.

CORRESPONDENCE: Were reviewed.

DISTRICT OPERATIONS: November and December Incident Log and Overtime Report were reviewed.

APPROVAL OF WARRANTS:

- a. M/S Naso/Murray to approve November warrants 805303354 to and including 805303408 for \$272,692.46

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; Noes: 0; Absent: 0
Motion Passes

- b. M/S Murray/Corbet to approve December warrants 805303409 to and including 805303474 for \$724,186.87

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; Noes: 0; Absent: 0
Motion Passes

NEXT MEETING: The next regular meeting will be held on February 17, 2021.

ADDITIONAL ACTIONS: Director Gerbsman asked that a moment of silence be held for everyone to be healthy and safe in this coming year.

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

Respectfully submitted,

Jena Wilson
Recording Secretary