

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, June 9, 2021

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

ROLL CALL: Corbet-present; Evergettis-present; Gerbsman-present; Murray-absent; Naso-present. Also in attendance were Chief Pomi, Deputy Fire Marshal Pasero, Battalion Chief Glenn, Captain Marty, Captain Viau, Engineer Bridges, C-Shift, Accountant Hom, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Evergettis to approve the minutes of May 12, 2021.
Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye;
Ayes: 4 Nays: 0 Absent: 1
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. Battalion Chief David H. Glenn – 30 Years of Service – Chief Pomi acknowledged Battalion Chief Glenn for his dedicated service of 30 years to the residents of the Kentfield Fire Protection District. June 17, 1991 marked the beginning of David Glenn's professional firefighter career, but he also worked as a volunteer firefighter for the District prior. David Glenn served as a Captain for 15 years and in 2018 he was promoted to Battalion Chief. He has worked as the District's training officer for 18 years, with the past few years as Central Marin Fire Department's training officer as well. Chief Pomi defined Battalion Chief Glenn as an outstanding team leader, who was very well respected by his peers and community members. Battalion Chief Glenn has taught as an instructor at the Santa Rosa Junior College. He has worked with Marin USAR water team, the North Bay Incident Management Team, and has operated as a safety officer throughout the state of California. Chief Pomi held up an engraved recognition award made in honor of Battalion Chief Glenn and thanked him for his outstanding service.

Battalion Chief David Glenn thanked everyone for recognizing him and said he really appreciated the award. Kentfield Fire District has been like a second family to him for most of his life and he feels incredibly grateful.

UNFINISHED BUSINESS:

- a. KFD Contract Negotiation Process - Negotiation Process
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 entered in a Closed Session at 6:44 pm.

The Board adjourned the Closed Session at 6:51 pm and entered back into Open Session.

Director Gerbsman reported what was proposed in the budget as it relates to salary increases for the three administrative categories have been approved by the Board, effective July 1, 2021 as reflected in the 2021/2022 budget.

- b. Kentfield Fire District Type 3 Fire Engine – Recalling last month's Type 3 fire engine presentation provided by Captain Andrew Marty, Chief Pomi stated this topic is included in the tonight's meeting to continue the valuable discussion and offer answers to any remaining questions. He explained the useful life of the Type 3 fire engine is approximately 25 years and reported that Director Evergettis had the opportunity to see one of the County's Type 3 fire engines. Captain Marty gave him a tour of the Type 3 apparatus and provided a functionality review.

Director Evergettis stated he was very impressed and felt a Type 3 fire engine is a very useful apparatus. His reservations have dropped and is now in favor of obtaining one in the near future.

Chief Pomi stated the next steps in the process would be direction from the Board. If the Board wishes to move forward, the District will proceed with getting a proposal. February of this year, \$550k were reassigned to Category 6910/Apparatus Replacement, increasing the fund balance to approximately \$1.5m. Should the Board decide to proceed with the purchase of a Type 3 fire engine, the funds are available to upgrade the KFD fleet. Getting an actual estimate would be the next step in the process.

The Board all agreed in favor of moving forward.

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NEW BUSINESS:

- a. FAIRA Board Elections – Chief Pomi explained FAIRA is abbreviated for Fire Agencies Insurance Risk Authority and is the Joint Powers Authority the District is a part of. There is a total of fourteen FAIRA Board members and Chief Pomi serves as one of them. This year there are four individuals running for the four open positions: Chief Boogeln, Alpine FPD; Chief DiTullio Jr, Aromas Tri-County FPD; Chief Sims, Bonito Sunnyside FPD; and Chief Butz, Lakeside FPD. All four of these candidates are currently serving the JPA as Board members and are colleagues of Chief Pomi's. Chief Pomi recommends to vote for the four candidates on the slate.

M/S Evergettis/Naso to accept the FAIRA Member Election Ballot for Governing Board of Directors

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye;
Ayes: 4 Nays: 0 Absent: 1
Motion passes

- b. Special Fire Tax Assessment F/Y 2021/2022 County of Marin Transmittal 3 Rate Schedule – Annually the District reviews the special fire tax assessment, which is Measure G. Chief Pomi explained during this annual process, the amount that will be charged per square foot to residents of Kentfield is determined. There has been a special assessment for 42 years; in 1979 it was referred to as Measure H when it first started. In November of 2013 it was converted to Measure G. When it became Measure G the ceiling was set at .10 cents per square foot, plus an annual COLA. Every year Accountant Hom takes the CPI and puts it into a formula to configure the maximum ceiling. The current ceiling for 2021/2022 is at .1176 cents per square foot for 2322 parcels. In years past, the District has only needed to assess .07 cents, which roughly brings in about \$540,000 in revenue. Per the approval of the voters, the special assessment could reach more than .11 cents a square foot. Chief Pomi has been able to build the preliminary budget without having to raise the special assessment to anything more than it was last year; .07 cents. By not charging the additional tax, Chief Pomi feels that it is potentially returning \$369k to the Kentfield residents. He is looking for a discussion on the transmittal 3 rate schedule and should the Board choose to stay at the .07 cents, there is a resolution to approve.

The Board supported Chief Pomi's decision to remain at the .07 cents per square foot and not increase the tax rate.

M/S Gerbsman/Naso to approve Resolution 4-2021: Resolution by the Board of Directors of the Kentfield Fire District Adopting Special Assessment Rates for F/Y 2021/2022

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye;
Ayes: 4 Nays: 0 Absent: 1
Motion passes

- c. Preliminary Budget Fiscal Year 2021/22 – Chief Pomi presented the budget with the following highlights:

REVENUE

9001/Property Tax Current Secured – The District's main source of income; The County of Marin Department of Finance is projecting a 4% increase, which is the variance of \$198,791.04.

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

9046/Excess ERAF – Money the County yields for schools and once properly funded, they provide the District with a refund of monies unused. Reflects a category increase from \$180,250 to \$260,000.

9905/AT&T Lease Agreement – Reflects a 3% COLA increase.

9910/T-Mobile Lease Agreement – Reflects a 3% COLA increase.

9920/Marin General Hospital Contract – Reflects a 3% COLA increase.

Total revenue projected to increase \$345, 457.04

PERSONNEL

1050/Salaries/Safety – Reflects a salary increase of \$50,019 for all staff; a total budget of \$1,717,340.

1515/Health Insurance – Budgeted at \$670,506 is an estimated 7% increase from last year.

1530/PERS Retirement – Reflects an increase of \$73,130 per the MOU.

1560/OPEB – Recommended to reduced budget item by \$200K; funding the CEPPT as well.

Total Personnel costs will increase \$236,818, from \$4,985,054 to \$5,221,872.

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SERVICES & SUPPLY

2105/Central Dispatch – Operated by Marin County Sheriff's Office in County of Marin. A lot of hard costs projected, based on call volume and extra dispatchers brought in; increases \$26,144.

2300/Telephone - Landlines/wireless – Looking to put in fiber on phone lines; increase of \$12,000 for construction cost.

Total Services & Supply projected at a \$79,714.77 increase.

DEBT SERVICES

3130/Solar Debt Service – Retired debt service as this was paid off in December 2020; reduction of \$6,568.

Total Debt Services at \$309,461; a reduction of \$6,569 from last year.

CAPITAL OUTLAY

4010/Computers – budgeted at \$20,000; increasing \$12,500 due to computer replacement and hardware technology upgrades needed.

4015/Fire Equipment – increased \$10,000 for items needed like tools and hoses, etc.

4041/PPE – Reduced by \$2,000; new gear was purchased this past year fiscal year so the funds aren't necessarily needed in this category.

4055/MERA BOND – Retired; reduced by \$14,406.

Total Capital Outlay at \$331,826; a reduction of \$6,094 from last year.

Reserve Allocations total \$6,165,203 in assigned funds.

BUDGET ANALYSIS

Total Revenue is increasing \$345,455.05 at \$6.9 Million

Total Personnel is increasing \$236,816 at \$5.2 Million

Total Services & Supply is increasing \$79,714 at \$996,892

Total Debt Service is decreasing \$6,569

Total Capital Outlay is increasing \$6,094 at \$331,826

The projected fund balance for fiscal year 2021/22 will be \$42,325.04 to the positive

M/S Gerbsman/Evergettis to approve the preliminary budget for FY 2021/22

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

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

Ayes: 4 Nays: 0 Absent: 1

Motion passes

Director Gerbsman left the meeting; Director Naso assumed the Chair.

CHIEF'S REPORT:

- a. KFD Seasonal Firefighters for the 2021 Fire Season – Announcing the hiring of 4 new seasonal firefighters: Thomas Marinoff, Levon McCormack, Ian McDonald, and Roderick Phillips. All went through the interview and background process. They attended a week long academy and are now assigned to their shifts; helping supplement the on-duty staff.
- b. Cal OES Type 6 engine, replacing OES 325 – The new Type 6 fire engine 2615 is here. It is smaller in size but is more maneuverable than the OES 325, Type 1 engine. The OES 325 Type 1 fire engine has been returned to CalOES.
- c. Banshee IT update – Banshee Networks has done some tremendous work over the last 6 months for the District: new servers, updated the IT security, continuing to work on the phone system and the computer system. Chief Pomi stated he is very pleased with them.
- d. Countywide Wildland Drill-May 2021 – Organized and managed by Battalion Chief Glenn. Every department in Marin County had the opportunity to go to St. Vincent's and do wildland training. Battalion Chief Glenn organized and managed 178 Firefighters/Engineers/Captains, 19 Battalion Chiefs, and 7 helpers for a total of 204 people over a 6-day period. There were 56 engines and 13 medic units. Training consisted of shelter deployment, hand-line construction, progressive hose lay training, etc. It was a well instructed training program that took place for wildland season, which is upon us.
- e. MWPA and Central Marin Region update – Deputy Fire Marshal Pasero reported that our joint defensible space inspection (DSI) program has trained 24 inspectors that are in their 2nd week of inspections. In those two weeks, the DSI's have completed over 1400 inspections in some of the central region neighborhoods. The inspection teams are moving towards the lower Greenbrae area, adjacent to 101 and will then head west through Greenbrae and Kentfield. The first round of inspections in the Greenbrae area is planned to complete by the end of June/ early July. The inspection team will be conducting over 1250 inspections in these neighborhoods.

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- f. Chipper Days – Deputy Fire Marshal Pasero informed that multiple Curbside Chipper Days have already occurred and more are planned throughout the summer. The first happened in the Skylark and Murray neighborhoods on June 1st with another one scheduled in that area for August 30th. The Greenbrae area was completed on June 7th, with another one planned for September 7th. The Kent Woodlands area is scheduled for June 14th and September 13th. The Curbside Chipper Program has been a very successful event. Great work is being done to reduce fuel volume, remove fire hazardous plants, and create defensible space. The Chipper Program provides residents with a free resource to dispose of green waste collected during defensible space clearing activities.

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

Director Evergettis conveyed the MWPA has been made some progress this past month. The fiscal budget has been taken care of as well as the work plan. The MWPA represents 57 projects for almost \$10m, with 10% of all costs of these projects being spent on environmental review. He is curious on where the tax payer value is going and feels it is a lot of money to spend on environmental review. The MWPA includes 80,000 properties, which should provide an idea of the size of the project.

Director Naso relayed there would be a MERA meeting on June 23rd and he would be attending.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Evergettis/Corbet to approve May warrant 805303679 to and including 805303733 for \$527,558.26

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Absent; Naso-Aye
Ayes: 3; Noes: 0; Absent: 2
Motion Passes

NEXT MEETING: The next regular meeting will be held on July 14, 2021.

ADDITIONAL ACTIONS: Director Naso asked for a moment of silence to wish all the first responders a lot of luck this fire season.

ADJOURNMENT: M/S Evergettis/Corbet to adjourn this meeting at 7:40 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary