

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

**MEETING TYPE:** Regular – Virtual Meeting via Teleconference

**DATE:** Wednesday, December 8, 2021

**CALL TO ORDER:** 6:30 p.m. by Chairman Gerbsman. Deputy Fire Marshal Pasero 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, Battalion Chief Glenn, Deputy Fire Marshal Pasero, A-Shift, CPA Katherine Yuen and Recording Secretary Wilson.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Evergettis to approve the minutes of November 10, 2021. Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye; Ayes: 4 Noes: 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. ***Presentation of Independent Audit of Kentfield Fire District's Financial Statements for FY ended June 30, 2021 and Memorandum of Internal Controls and Required Communications*** – Ms. Katherine Yuen with Maze & Associates first began her presentation by providing background information on her firm. She explained that Maze & Associates has been in business since 1979 and started specializing in municipal auditing in 1987. As an independent auditor, Maze & Associates doesn't have any other business relations with Kentfield Fire District and their sole purpose is to express an opinion on the District's financial statements. Ms. Yuen stated this was the second year doing a virtual audit for the District during the Covid-19 pandemic and it was a smooth one. The first phase of the audit, the Interim, was completed in August 2021. Through conducting interviews and reviewing transactions, auditors can get an understanding of the internal control environment within the District. The second phase of the audit, the Final review, began in September 2021. Maze & Associates assessed data to verify that what is reported on the financial statements by District staff is accurate and true. The standards followed by Maze & Associates are the Generally Accepted Auditing Standards in the USA as well as the Government Auditing Standards. There were two accounting pronouncements this year and none of them had significant effect on the District's financial statements.

Kentfield Fire District received an unmodified opinions, which is the highest level of assurance an auditor can grant. Ms. Yuen explained that the Basic Financial Statements consist of Entity-wide Level (pages 7-8) and Fund Financial Level (pages 9-12). Entity-wide statements include both current and long term assets and liabilities. The Fund Level statements analyze the next twelve months, helping management and the governing board focus on near term resources and fees such as cash, investments, accounts receivable, and accounts payable. The Entity-wide statement reveals the District's assets amounted to \$14.4 million, which was a \$1.5 million increase from last year, while liabilities amounted to \$9.7 million, a slight increase of \$273 thousand. The net position increased by \$1.4 million, with a total equity number of \$4.9 million.

The three components of net position are: 1) Net Investment in Capital Assets 2) Restricted and 3) Unrestricted. This year's audit showed 69.4% in net investment in capital assets while 3.2% was allocated to a new category this year called Restricted for a total of \$208 thousand. Of that new category, \$113 thousand is from the Measure C revenue which had not been spent as of June 30, 2021 and \$95 thousand of it is what the District paid to prefund the CEPPT account, a secondary trust with CalPERS. Ms. Yuen explained that under the current accounting standards, the prefunding amount is still considered the District's money and it must be categorized as restricted.

The General Fund is considered the near term focus in the financial statements and the District ended the year with a balance of \$9.1 million. The Assigned portion of fund balance is monies the District has already assigned a purpose to and has identified how to spend that portion; Note 5 of the financial statements reveals what those assignments are. The District has \$ 2.7 million in unassigned fund balance. Ms. Yuen explained it is important for the auditors to complete this calculation every year to determine how many months a fund balance can cover monthly expenditures without receiving any revenue. For a fire district, auditors like to see fund balances available to cover 6 months of expenditures. The results from this year's audit reveal that unrestricted fund balance could cover 18 months of the District's expenditures without receiving revenue. Once again, Kentfield Fire District is in good financial health.

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

A separate report called *Memorandum on Internal Control (MOIC) and Required Communications* is also issued by Maze & Associates once an audit has been completed. In this document, control deficiency and other matters are reported to the governing board. During the FY 21 audit, Ms. Yuen did not note any controlled deficiencies and took the time to thank the Board and the District staff for their work and constant support during the audit. She asked if there were any questions.

Director Naso asked if there were any improvements needed or if the District was on track. Ms. Yuen replied by stating Kentfield Fire District runs a very efficient operation and there were no adjustments to be made this past year, which is very rare. She expressed how great it was to see the District prefunding pensions, as a lot of clients are unable to do so at this time.

Chief Pomi thanked Katherine Yuen and her team at Maze & Associates for their time. He said it was the second year completing an audit remotely and it is very time consuming for both sides. Everyone did their best however and the District has built a great relationship with Maze & Associates.

Chairman Gerbsman spoke on behalf of the Board, stating they were extremely impressed and pleased with the audit results. It is his belief that the knowledge the District maintains and how the District anticipates or addresses any issues, is vitally important. He finished by thanking Maze & Associates, Chief Pomi, Accountant Hom & Jena for all their hard work.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. ***Independent Audit of District's Financial Statements for FY ended June 30, 2021*** – Chief Pomi relayed if there are no further questions, the meeting should proceed with a motion to accept and approve the Independent Audit presented by Katherine Yuen.

M/S Evergettis/Gerbsman to approve the Independent Audit of District's Financial Statements for FY ended June 30, 2021

**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 Noes: 0 Absent: 1  
Motion passes

- b. ***Memorandum of Internal Controls and Required Communications*** – As the MOIC revealed there was no controlled deficiencies or findings, Chief Pomi expressed how the District takes pride in its due diligence and is constantly making sure a checks and balance process is put in place.

M/S Evergettis/Gerbsman to approve the Memorandum of Internal Controls and Required Communications

**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 Noes: 0 Absent: 1  
Motion passes

**CHIEF'S REPORT:**

- a. ***MWPA 2020-2021 Annual Report Review*** – This report outlines some of the MWPA's goals and project work completed. It also provides a nice financial summary of the revenues and expenditures. It is a great document that will be posted on the KFD website and will be emailed to Board members for distribution within their own communities.
- b. ***Nextiva Phone System*** – A couple weeks ago, a brand new Nextiva phone system was installed here at the station. We now have an auto attendant greeting generator and voice mails set up for each employee. So far, we are very pleased with the upgrades of the new system. The auto attendant has eliminated the telemarketing phone calls and robocalls that we were getting on a daily basis.
- c. ***Kentfield Fire District Composite photo*** – There are two days scheduled for the composite photos: Friday, January 14, 2022 and Wednesday, January 26, 2022. There will be a photographer here at the fire station taking photos of our current staff, Board of Directors, fire engines, etc. BC Glenn will be coordinating the event and making sure we get everyone a time slot to be photographed between those two dates. This will be a unique composite as it is also our centennial anniversary.
- d. ***Thank you Director Gerbsman Chairman*** – Chief Pomi acknowledged and recognized Director Gerbsman for his year of service as Chairman of the Board. He thanked Director Gerbsman for his outstanding leadership and dedication to the Fire District. Director Naso will take the roll as Board Chairman at our next meeting in January.

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

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

**Director Evergettis** – Conveyed how impressive the MWPA report is. He feels it is excellent and shows what has been going on with that organization in its first year.

**CORRESPONDENCE:** Were reviewed.

**DISTRICT OPERATIONS:** November Incident Logs and Overtime Reports were reviewed.

**APPROVAL OF WARRANTS:**

M/S Evergettis/Gerbsman to approve November warrant 805303994 to and including 805304067 for \$708,067.87

**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 Noes: 0 Absent: 1

Motion Passes

**NEXT MEETING:** The next regular meeting will be held on January 12, 2022.

**ADDITIONAL ACTIONS:** Director Gerbsman asked for a moment of silence for all to remain healthy and safe.

**ADJOURNMENT:** M/S Evergettis/Naso to adjourn this meeting at 7:07 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary