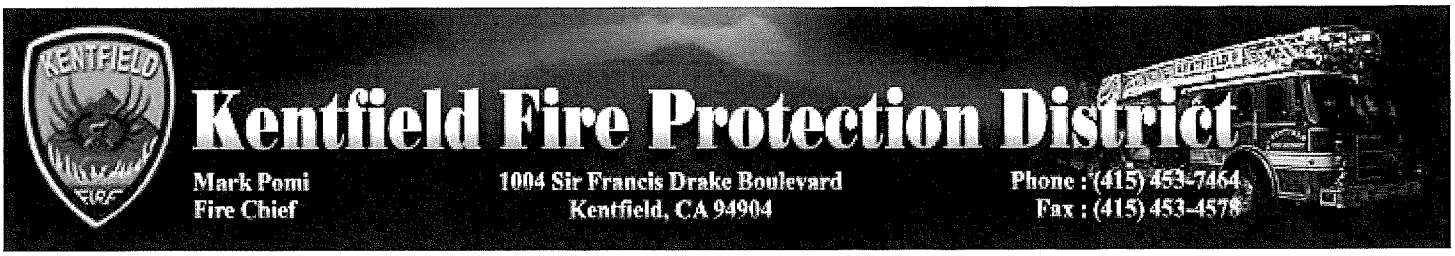
B O A R D O F D I R E C T O R S



Regular Meeting Agenda
February 19, 2020
Kentfield Fire District Office, Conference Room, 2nd Floor and
2842 South Ocean Blvd, Palm Beach, FL 33480

1. CALL TO ORDER 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES
   The Board may choose to approve the minutes of the January 15, 2020 meeting. **Board Action/Public Comment/ Motion/BOD Roll Call Vote**

5. ORAL COMMUNICATION
   This time is provided for the public or Board Members to address the Board on matters not on the agenda. The Board of Directors has limited the total amount of time allocated for public testimony for each individual speaker to three (3) minutes. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

6. AGENDA ADJUSTMENTS

7. SPECIAL ANNOUNCEMENTS/PRESENTATIONS
   a. 2019 Fire Prevention Annual Report – Inspector Pasero

8. UNFINISHED BUSINESS
   a. California Employers' Pension Prefunding Trust (CEPPT) – Chief Pomi **Board Action/Public Comment/Motion/BOD Roll Call Vote**

9. NEW BUSINESS
   a. Appointment to Marin County Treasury Oversight Committee **Board Action/Public Comment/Motion/BOD Roll Call Vote**
   b. Maze & Associates Independent Auditor-Three year extension proposal **Board Action/Public Comment/Motion/BOD Roll Call Vote**
   c. Assigned and Unassigned Fund Balances Ending F/Y June 30, 2019 **Board Action/Public Comment/Motion/BOD Roll Call Vote**

*District facilities comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Office as soon as possible (415-453-7464).

10. CHIEF'S REPORT - **Board Action/Public Comment/Motion/BOD Roll Call Vote**

11. DIRECTOR MATTERS
    Directors may report on their activities and meetings

12. CORRESPONDENCE: Thank You Letter (1); Registrar of Voters (2); MERA Project Update; PulsePoint Implementation

13. REPORTS
    a. Overtime, Incident – January 2020

14. APPROVAL OF MONTHLY EXPENSES
    Approval of warrants 805302811 to and including 805302863 for $328,917.10. **Board Action/Public Comment/Motion/BOD Roll Call Vote**

    CONFIRM NEXT MEETING DATE: March 18, 2020

15. MOMENT OF SILENCE

16. ADJOURNMENT

Encl.

*District facilities comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Office as soon as possible (415-453-7464).

KENTFIELD FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING

MEETING TYPE: Regular

DATE: January 15, 2020

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

ROLL CALL: All Directors were present. Also in attendance were Chief Pomi, Accountant Hom and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Evergettis to approve the minutes of December 18, 2019. All ayes.

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

AGENDA ADJUSTMENTS: none

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: none

UNFINISHED BUSINESS: none

NEW BUSINESS:

a. F/Y 2019/20 Mid-Year Review Budget Presentation: Accountant Hom presented the following budget highlights for July 1, 2019 through December 2019.

District Revenues:
Category 9001/Property Tax Secured-The District has received $2.6 million of the $4.7 million budgeted, at 55% of budget. Typically the county posts property taxes right after the property tax due date, December 10, 2019.
Category 9007/Special Assessment Tax – at 55%
Category 9046/Excess ERAF – received $209,000; Accountant Hom projects this will extrapolate to an estimated $325,000 at the end of fiscal year, which means this category will be to the positive, at an estimated $100,000.
Category 9201/Interest Income from the County of Marin – Accountant Hom reported the December interest for this quarter had not yet been posted when he created this report. Currently the County's Treasury Pool is earning an interest rate of 2%. This category currently at $30,000. He estimates this category will come in significantly higher than the $15,000 initially budgeted.
Category 9950/State Fires-budgeted at $250,000, with $36,000 received to date. Accountant Hom reported the District still needs to collect an estimated $110,000 from OES for a fiscal year-end total of $140,000. He commented, this fire season has not been as robust as in recent years. Total revenues as of December 2019 is $3.5 million, at 55% of actual.

Expenses
Salary & Benefits:
Category 1030/Overtime at $280,000, at 69% of budget; the agency is done with fire season use of overtime.
Category 1050/Safety-Regular Pay at 45% of budget.
Category 1515/Health Insurance at 53%.
Category 1530/Retire Employer at 68% because the District paid the entire unfunded liability in one lump sum at the beginning of the fiscal year, July 2019. The payments throughout the remainder of the year are for normal costs. That's why you see a spike in the retirement category. This category is at the halfway point of the budget year.

Category 1560/OPEB – we are making quarterly contributions into the trust, CERBT, and are at 50% of budget.
Total Salaries & Benefits at $2.5 million, at 52% of budget.

Service & Supplies: $450,000 spent, at 48% of budget. Chief Pomi interjected Category 2150/Prevention budget of $171,000 included $136,000 as part of the CalFire grant that the District used for vegetation management along the roadsides in the Kent Woodlands. While the budget shows the expenditure of $95,000 the District will be reimbursed by CalFire.

Capital Outlay: spent $20,000, at 6.2% of annual budget.

Director Gerbsman asked about capital outlay funds for the building. Chief Pomi replied the building funds are in a reserve account and reserve accounts will be discussed at next month's meeting where upon the board will allocate surplus funds into our reserve funds. Chief added that in 2024, in four years, the District should have up to $1 million in the building reserve account for the potential of replacing the roof and HVAC system.

Debt Service: Total of $161,000, at 51%.

Accountant Hom reported that as of the end of December, the budget has a surplus of $400,000. Accountant Hom asked if there were questions. There were none.

The Board thanked Accountant Hom for his presentation.

Chief Pomi summarized that with last month's audit presentation and Accountant Hom's mid-year review tonight that he and Accountant Hom can present assigned and unassigned funds at the February board meeting and seek the board's recommendations on their allocation.

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

M/S Gerbsman/Naso to approve the F/Y 2019/20 Mid-Year Review Budget as presented by Accountant Hom. All ayes.

b. County of Marin 19/20 Annual Statement of Investment Policy: Chief commented our general checking is banked with the County of Marin Treasury. The account is pooled with other Marin County agency funds and invested in short term investments so the District can have easy access them. They are stable, safe, and low risk. He announced this annual statement investment policy was approved by the Board of Supervisors in December 2019 and is presented to the board for review, questions and discussion. There was none.

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

M/S Gerbsman/Naso to approve the 19/20 Annual Statement of Investment Policy. All ayes.

c. Statement of Economic Interest/Form 700: Chairman Murray encouraged members to submit Form 700 to Admin Mulkeen in a timely fashion. Admin Mulkeen reported all board members have submitted their Form 700.

d. California Employers' Pension Prefunding Trust (CEPPT): Chief Pomi presented this new Trust fund offered by CalPERS and directed the Board to read the informational report in the board packet. Chief continued, if after review and discussion of this information the board feels this plan can benefit the District, he can work with CalPERS to implement this

trust and present the detailed procedure to the board. The trust fund is established to offset the unfunded annual pension liability and is 100% voluntary. The board can determine how much they invest each year based on how much the District has available, or how much the board thinks we should contribute. However, once contributions begin, and the investment grows, the funds can only be used to fund pension liability. Currently these funds are in our treasury pooled investment, earning 2%; however, if we put the funds in this type of trust the District has more control of how the funds are invested. The District could make additional or pre-funding payments. Chief Pomi recalled that CalPERS created the OPEB/CERBT Trust in 2011 which the District joined. At that time the District created a fund policy, and invested $42,000 every quarter, $160,000 that first year. When actuarial's were performed and the District's Annual Required Contribution was identified, the District was always able to budget accordingly. In today's budget, we contribute $359,000 to the CERBT Trust. The CERBT Trust has done very well over the last eight years. He reported the District's OPEB outstanding liability is $4.1 million. Chief Pomi added the District has contributed a total of $2 million to the CERBT Trust and today it is worth $3.4 million and is currently 80% funded. CalPERS recognized the success of the CERBT Trust and initiated the creation of the CEPPT Trust. To initiate this CalPERS CEPPT Trust, CalPERS had to get Legislators to pass an assembly bill last fall. Accountant Hom added this trust fund would be similar to the CERBT/OPEB fund the District currently holds with CalPERS and the presentation today is educational for the board. The purpose of this fund is to offset the pension liability. Discussion ensued with the Board. Chairman Murray asked can this trust be another vehicle for pension funding that the board can choose to fund with District surpluses at next month's meeting. Chief Pomi affirmed and reported that the District will have an actuarial from CalPERS this year. He and Accountant Hom can extract information to aid the Board with investment strategy for future planning. Chief Pomi, referring to the CEPPT portfolio options explained there are two strategies: Strategy 1, higher risk, at 5% return or Strategy 2, safer risk, at 4% return. Chief compared these figures with our CERBT Trust investment. The District is investing with Strategy 2 which has a 7% expected long term return and Chief Pomi reported in reviewing the recent returns on our CERBT investment he has seen 9% return. Chief Pomi remarked that he and Accountant Hom are looking for the board's input on what kind of funding policy the District should create. Chief Pomi asked if the Board had any questions. There were none. Chief Pomi remarked he will have this item on next month's agenda.

CHIEF'S REPORT:

The Bob Mariani Installation Crab Feed is scheduled for Saturday, February 15, 2020 at 5:30 pm, at the Log Cabin in San Anselmo. Invitations were sent to some of the group that worked with Chief Mariani.

The FDAC 2020 Annual Conference is scheduled on April 1, 2, 3, 2020 in Napa. Chief reported he and Director Naso have attended in the past. Chief requested that if any board members are interested contact Admin Mulkeen.

Chief Pomi announced the District posted the Administrative Assistant position. The application deadline is January 31, 2020.

Chief reported the District responded to 1,286 calls for service in 2019, up 185 calls from last year.

Chief Pomi advised he is meeting with all shifts to discuss 2019 completed goals; and discuss 2020 goals and reviewing/educating the pension prefunding of the CEPPT Trust.

KENTFIELD FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING

DIRECTOR MATTERS: none

CORRESPONDENCE: Reviewed

DISTRICT OPERATIONS: The December 2019 Incident Log and November and December 2019 Overtime Report were reviewed.

APPROVAL OF WARRANTS:
Murray/Gerbsman M/S to approve warrants 805302742 to and including 805302810 for $707,036.90. All ayes.

The next regular meeting will be held on February 19, 2020.

A moment of silence was held for departed members and for B/C Glenn and his family. B/C Glenn's mother passed away earlier this month.

M/S Gerbsman/Naso to adjourn this meeting at 7:00 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

DRAFT

Kentfield Fire Protection District

Mark Pomi
Fire Chief

1004 Sir Francis Drake Boulevard
Kentfield, CA 94904

Phone : (415) 453-7464
Fax : (415) 453-4578

February 20, 2020

To: Kentfield Board of Directors
From: Larry Pasero, Fire Inspector
Re: 2019 Fire Prevention Annual Report

Dear Board Members,

I would like to take this opportunity to present the 2019 Kentfield Fire District Fire Prevention year in review. 2019 was a busy year that included a focus on educational outreach to our community.

District staff completed over 1200 defensible space evaluations which included direct customer contact and educational outreach. In support of the need for increased defensible space, home hardening, and emergency evacuation preparation, the district provided two mailings presenting property owners with detailed information related to successful property maintenance and emergency planning. A great deal of time was spent personally meeting with our community members to answer questions, complete home evaluations, provide prescriptions for greater home resiliency, and investigating reports of hazardous vegetation and fire access violations.

In addition to the push for increased education, the District was able to put Cal Fire grant funding dollars into action. Grant funds were utilized for 30 days of crew work focused on the reduction of roadside vegetation along nearly 6 miles of roadways and evacuation routes throughout the Kent Woodlands.

The District issued 179 permits for project plan review and construction inspection activities. These permits created 170 plan reviews and 150 field inspections. In addition, engine companies and prevention staff completed 175 occupancy inspections for the districts assembly occupancies, schools, hospitals, apartments, care facilities and businesses with a focus on fire safety, egress and operational staff occupancy and building familiarization.

Sincerely,

Larry Pasero
Fire Inspector

2019 Kentfield Fire District Fire Prevention Highlights

Preparedness and Education:

- Mailed "Defensible Space is Self Defense" 11x17 color mailer which included Kentfield specific advice to all property owners in the WUI/SRA (2500 copies) in 94904. (May 2019).
- Mailed "Homeowner's Guide to Wildfire Preparedness in Marin County" with Kentfield specific advice to all property owners in the WUI/SRA (2500) in 94904. (July 2019)
- Live Evacuation drill and presentation for the Kent Woodlands (May 2019)
- Wildfire related article(s) placed in the KWPOA community newsletter.

Evaluations and Community Outreach:

- Coordinated a community-wide awareness/educational outreach activity through Residential Defensible Space evaluations to increase wildfire risk reduction actions and overall preparedness:
    - Delivered via door-to-door, information on the community's wildfire danger.
    - Engaged 1253 WUI properties for defensible space evaluations conducted between May 1 and September 1, 2019.

- Wildfire workshop for residents with speakers/demonstrations from a forestry agency, fire department, or emergency management office:
    - "Living with Fire Seminar" hosted by FIRESafe MARIN, Greenbrae residents January 2019), Kent Woodlands residents (May 2019).
    - "Firewise Walks" to review preparedness and vegetation management with Upper North Almenar residents, Greenbrae residents, Laurel Grove residents, Murray Avenue residents.
    - "Defensible Space & Evacuation Meeting" "Defensible Space & Evacuation Meeting " to review preparedness and vegetation management with Vista Grande neighborhood (June 2019), Coronet neighborhood residents (September 2019)
    - Participated as Guest Speaker at CSAA Home Hardening Workshop. (November 2019)

Vegetation Removal Activity

- Resident reported vegetation removal totaling 1300 cubic yards
- 1200 cubic yards of roadside vegetation removed by contractor (funded by CAL FIRE Grant)

Evacuation Route Fuel Reduction

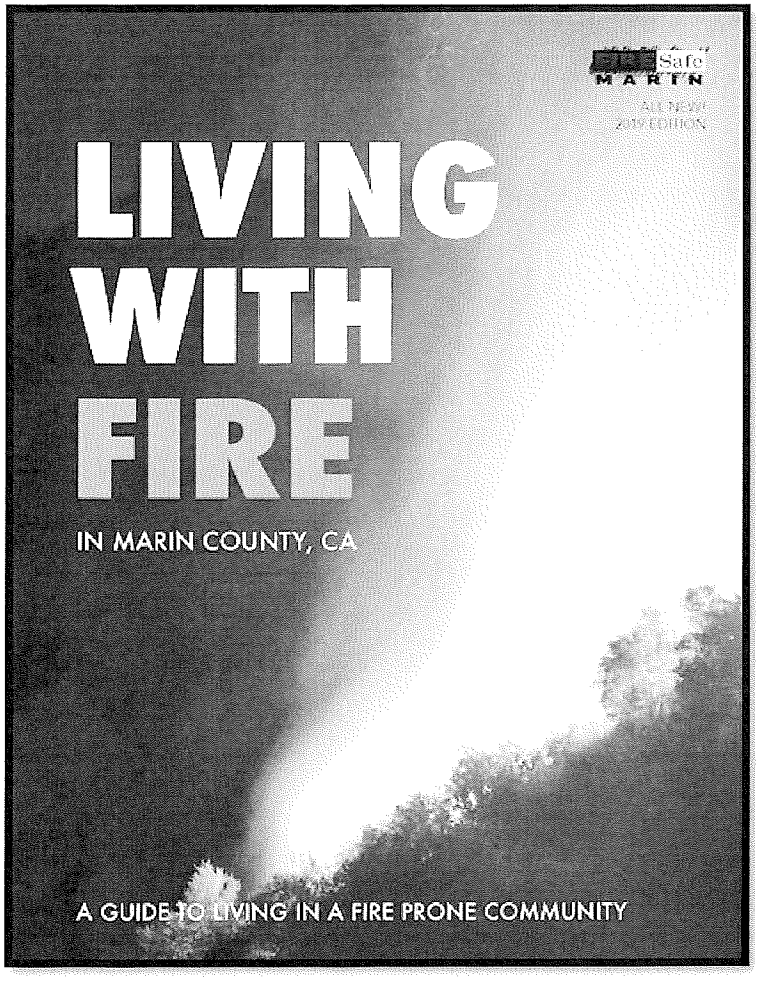
- CAL FIRE Grant funding utilized in the Kent Woodlands community for crews to work nearly 30 days from September to November, clearing nearly 6 miles of roadways to reduce roadside vegetation in the public right-of-way and adjacent to private property.

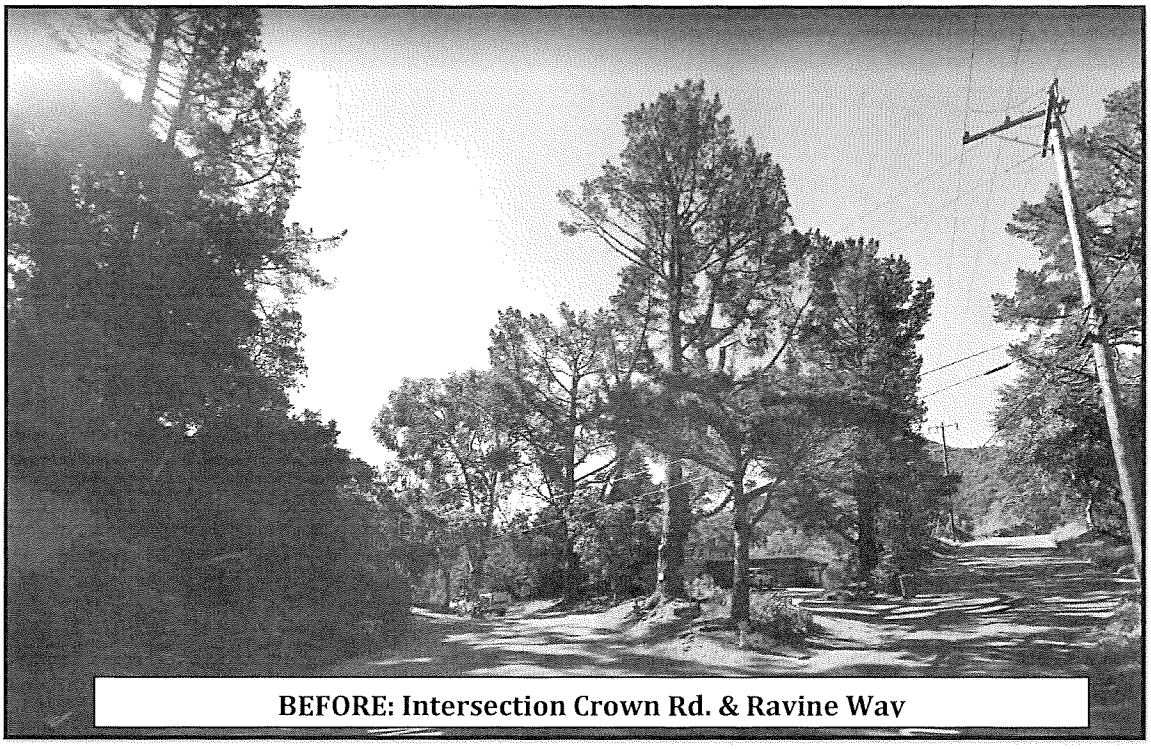
Fee Study and Code Adoption

- A new fee study was completed that identified the current cost incurred by the District in providing services for which the fees are imposed. The revised fee schedule was adopted by resolution 2-2019 in March.
- Extensive work was completed with the Marin Fire Prevention Officers to review, analyze and draft amendments of the 2019 California Fire Code which was formally adopted by the Fire District in December 2019.

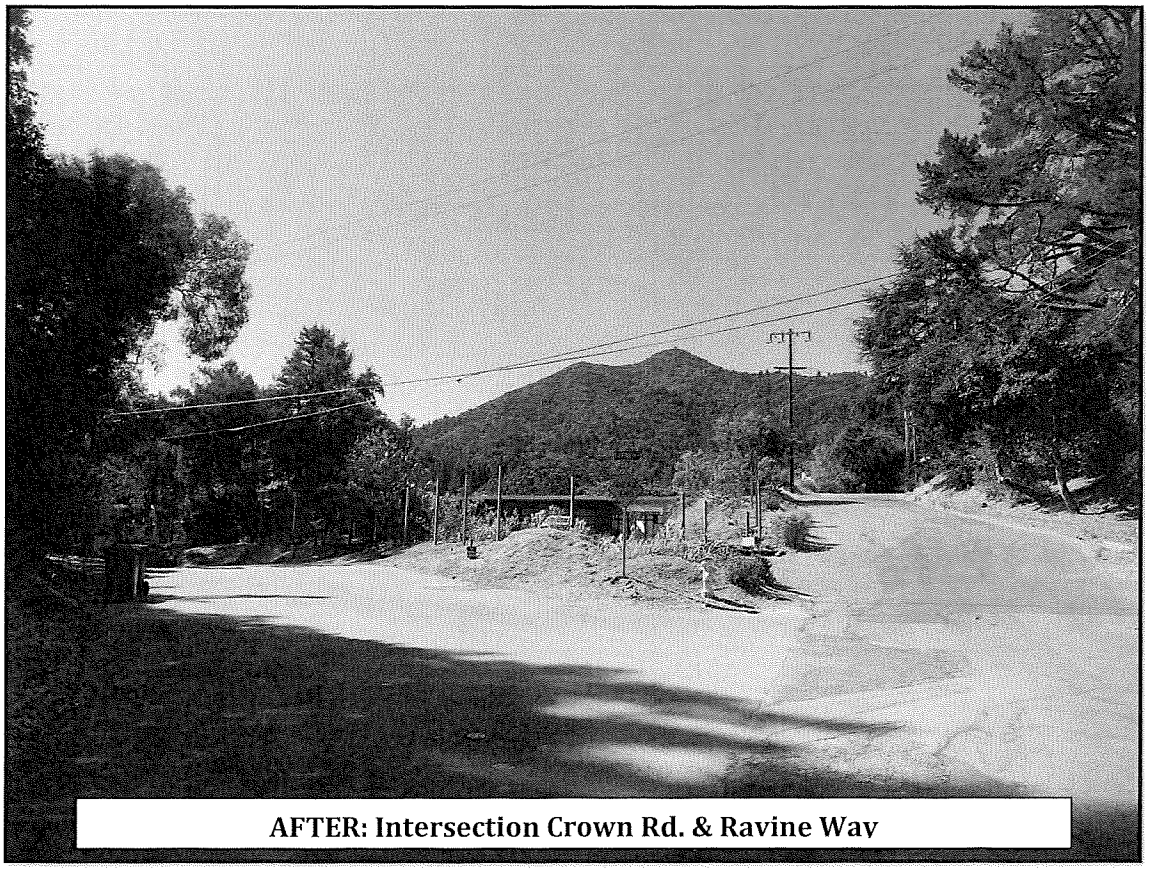
2019 "Defensible Space is Self Defense" 11x17 color Brochure (May 2019)

2019 “Homeowner's Guide to Wildfire Preparedness in Marin County" (July 2019)





BEFORE: Intersection Crown Rd. & Ravine Way



AFTER: Intersection Crown Rd. & Ravine Way

2019 Kentfield Fire District Fire Prevention Statistics

FIRE PREVETION DIVISION: CONSTRUCTION/PERMIT REVIEWS	
Fire Prevention Division: Plan review compelted for new projects	94
Fire Prevention Division: Design review completed for new projects	11
Fire Prevention Division: Plan review completed for fire protection systems	34
Fire Prevention Division: Reviews completed for Photovoltaic/Battery/Power systems	28
Fire Prevention Division: Underground fire service water project reviews	3
TOTAL	170

FIRE PREVETION DIVISION: CONSTRUCTION INSPECTIONS	
Fire Prevention Division: Underground Fire Services Inspection	19
Fire Prevention Division: Battery/ Power system Inspection	13
Fire Prevention Division: Knox Box / Fire Access Insepction	14
Fire Prevention Division: Close-in Scope Verification Inspection	46
Fire Prevention Division: Final Fire Clearance Inspection	58
TOTAL	150

VEGETATION/DEFENSIBLE SPACE EVALUATIONS	
2019 Defensible Space Evaluations & Inspections Completed	1222
TOTAL	1222

OCCUPANCY INSPECTIONS	
Annual Fire & Life Safety Inspections Completed	162
Annual Fire & Life Safety Re-inspections Completed	13
TOTAL	175

TOTAL REVIEWS & INSPECTIONS COMPLETED	1717

FIRE DISTIRCT PERMITS ISSUED	
Battery Bac-up Systems	10
Fire Protection Systems	23
Generator Systems	1
Ministerial/Remodel/Additions/Alterations < 100 SF	50
Ministerial/Remodel/Additions/Alterations > 100 SF	35
Other Miscellaneous (Tents/Gates/Access Road)	8
Photovoltaic Installation	48
Vegetation Management Plans	4
TOTAL	179

FIRE INVESTIGATIONS	
FIRE INVESTIGATIONS COMPLETED (KNT & MCFIT)	4
TOTAL	4

CUSTOMER QUESTIONS, COMPLAINTS & CONTACTS	
Customer requests fire access evaluation	2
Customer requests property vegetation evaluation	17
Customer requests additonal information after contact	5
Customer reporting vegetation or access issue and/or formal customer complaint	36
TOTAL	60

Mark Pomi - Chief

KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

TO: Board of Directors

FROM: Mark Pomi, Fire Chief

SUBJECT: California Employers' Pension Prefunding Trust (CEPPT)

DATE: 2/11/2020

Establish a California Employers' Pension Prefunding Trust (CEPPT) Account with CalPERS for the Purpose of Prefunding the Kentfield Fire Protection District's Required Pension Contributions.

A defined benefit plan is prefunded when it is a trust fund for the purpose of investing employer payments toward future required pension contributions. Required pension contributions include any pension liabilities, ongoing payroll contributions and administrative costs.

Trusts are a funding vehicle used by agencies to prefund the future costs of their retiree benefits as the employee services are rendered. Once funds are deposited into an irrevocable trust, they may not be withdrawn for any purpose other than funding the costs of employer's retiree benefits. These Trusts provide agencies with a fiscally sound option for ensuring they are able to meet their liability in the most cost-effective manner.

Some of the benefits of the CalPERS CEPPT Trust:

- Assets in the trust can be used to manage growing pension liabilities, including future normal costs and UAL payments.
- Contributions to the Trust, from both a funding and timing perspective, are controlled by the District and are voluntary.
- Promotes fiscal responsibility and accountability for the District to deal with long term pension liabilities and costs.
- The District can select an asset allocation strategy that matches its tolerance for risk, given the investment time horizon.
- Assets can be used to stabilize rates – to offset unexpected contribution rate increases or be used as a rainy day fund when revenues are impaired based on economic or other conditions.
- Provides effective cost management, low administrative fees, investment management, GASB compliant financial reporting, streamlined transfers, and an established working relationship with CalPERS.

Staff recommends that the Board of Directors approve the following actions:

1. Approve the California Employers' Pension Prefunding Trust Program Agreement with CalPERS.
2. Approve the Delegation of Authority, appointing the Fire Chief and Administrative Asssitant, to administer and request disbursements from the California Employer's Pension Prefunding Trust.
3. Approve the California Employers' Pension Prefunding Trust (CEPPT) Certification of Funding Policy.
4. Approve an initial funding investment of $56,250.00 to develop the trust account.

CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST PROGRAM

AGREEMENT AND ELECTION OF

Kentfield Fire Protection District

(NAME OF EMPLOYER)

to Prefund Employer Contributions to a Defined Benefit Pension Plan

WHEREAS (1) Government Code (GC) Section 21711(a) establishes in the State Treasury the California Employers' Pension Prefunding Trust Fund (CEPPT), a special trust fund for the purpose of allowing eligible employers to prefund their required pension contributions to a defined benefit pension plan (each an Employer Pension Plan) by receiving and holding in the CEPPT amounts that are intended to be contributed to an Employer Pension Plan at a later date; and

WHEREAS (2) GC Section 21711(b) provides that the California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control of the administration and investment of the CEPPT, the purposes of which include, but are not limited to (i) receiving contributions from participating employers; (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds; and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the CEPPT and to deposit employer contributions into Employer Pension Plans in accordance with their terms; and

WHEREAS (3) Kentfield Fire Protection District

(NAME OF EMPLOYER)

(Employer) desires to participate in the CEPPT upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the CEPPT upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The CEPPT is a trust fund that is intended to perform an essential governmental function (that is, the investment of funds by a State, political subdivision or 115 entity) within the meaning of Internal Revenue Code (Code) Section 115 and Internal Revenue Service Revenue Ruling 77-261, and as an Investment Trust Fund, as defined in Governmental Accounting Standards Board (GASB) Statement No. 84, Paragraph 16, for accounting and financial reporting of fiduciary activities from the

external portion of investment pools and individual investment accounts that are held in a trust that meets the criteria in Paragraph 11c(1).

WHEREAS (6) The CEPPT is not a Code Section 401(a) qualified trust and the assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a).

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Employer Representation and Warranty

Employer hereby represents and warrants that it is the State of California or a political subdivision thereof, or an entity whose income is excluded from gross income under Code Section 115(1).

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the CEPPT by adopting this Agreement and filing with the Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to:
CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to:
CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement. Employer shall provide the Board such other documents as the Board may request, including, but not limited to a certified copy of the resolution(s) of the governing body of Employer authorizing the adoption of the Agreement and documentation naming Employer's successor entity in the event that Employer ceases to exist prior to termination of this Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both the Board and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the CEPPT, to carry out the purposes of this Agreement, and to maintain the tax-exempt status of the CEPPT. Employer agrees to follow such procedures and processes.

C. Employer Reports Provided for the Board's Use in Trust Administration and Financial Reporting and Employer Contributions

(1) Employer shall provide to the Board a defined benefit pension plan cost report on the basis of the actuarial assumptions and methods prescribed by Actuarial Standards of Practice (ASOP) or prescribed by GASB. Such report shall be for the Board's use in trust administration and financial reporting and shall be prepared at least as often as the minimum frequency required by applicable GASB Standards. This defined benefit pension plan cost report may be prepared as an actuarial valuation report or as a GASB compliant financial report. Such report shall be:

1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;

2) prepared in accordance with ASOP or with GASB; and

3) provided to the Board prior to the Board's acceptance of contributions for the reporting period or as otherwise required by the Board.

(2) In the event that the Board determines, in its sole discretion, that Employer's cost report is not suitable for the Board's purposes and use or if Employer fails to provide a required report, the Board may obtain, at Employer's expense, a report that meets the Board's trust administration and financial reporting needs. At the Board's option, the Board may recover the costs of obtaining the report either by billing and collecting such amount from Employer or through a deduction from Employer's Prefunding Account (as defined in Paragraph D(2) below).

(3) Employer shall notify the Board in writing of the amount and timing of contributions to the CEPPT, which contributions shall be made in the manner established by the Board and in accordance with the terms of this Agreement and any procedures adopted by the Board.

(4) The Board may limit Employer's contributions to the CEPPT to the amount necessary to fully fund the actuarial present value of total projected benefit payments not otherwise prefunded through the applicable Employer Pension Plan (Unfunded PVFB), as set forth in Employer's cost report for the applicable period. If Employer's contribution would cause the assets in Employer's Prefunding Account to exceed the Unfunded PVFB, the Board may refuse to accept the contribution. If Employer's cost report for the applicable period does not set forth the Unfunded PVFB, the Board may

refuse to accept a contribution from Employer if the contribution would cause the assets in Employer's Prefunding Account to exceed Employer's total pension liability, as set forth in Employer's cost report.

(5) No contributions are required. Contributions can be made at any time following the effective date of this Agreement if Employer has first complied with the requirements of this Agreement, including Paragraph C.

(6) Employer acknowledges and agrees that assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a), and will not become assets of such a plan unless and until such time as they are distributed from the CEPPT and deposited into an Employer Pension Plan.

D. Administration of Accounts; Investments; Allocation of Income

(1) The Board has established the CEPPT as a trust fund consisting of an aggregation of separate single-employer accounts, with pooled administrative and investment functions.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the CEPPT (Employer's Prefunding Account). Assets in Employer's Prefunding Account will be held for the exclusive purpose of funding Employer's contributions to its Employer Pension Plan(s) and defraying the administrative expenses of the CEPPT.

(3) The assets in Employer's Prefunding Account may be aggregated with the assets of other participating employers and may be co-invested by the Board in any asset classes appropriate for a Code Section 115 trust, subject to any additional requirements set forth in applicable law, including, but not limited to, subdivision (d) of GC Section 21711. Employer shall select between available investment strategies in accordance with applicable Board procedures.

(4) The Board may deduct the costs of administration of the CEPPT from the investment income of the CEPPT or from Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income earned shall be allocated among participating employers and posted to Employer's Prefunding Account daily Monday through Friday, except on holidays, when the allocation will be posted the following business day.

(6) If, at the Board's sole discretion and in compliance with accounting and legal requirements applicable to an Investment Trust Fund and to a Code Section 115 compliant trust, the Board determines to its satisfaction that all obligations to pay defined benefit pension plan benefits in accordance with the applicable Employer Pension Plan terms have been satisfied by payment or by defeasance with no remaining risk regarding the amounts to be paid or the value of assets held in the

CEPPT, then the residual Employer assets held in Employer's Prefunding Account may be returned to Employer.

E. Reports and Statements

(1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.

(2) The Board, at its discretion but at least annually, shall prepare and provide a statement of Employer's Prefunding Account reflecting the balance in Employer's Prefunding Account, contributions made during the period covered by the statement, investment income allocated during such period, and such other information as the Board may determine.

F. Disbursements

(1) Employer may receive disbursements from the CEPPT not to exceed, on an annual basis, the amount of the total annual Employer contributions to Employer's Pension Plan for such year.

(2) Employer shall notify the Board in writing in the manner specified by the Board of the persons authorized to request disbursements from the CEPPT on behalf of Employer.

(3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board, and the Board may rely conclusively upon such writing. The Board may, but is not required to, require that Employer certify or otherwise demonstrate that amounts disbursed from Employer's Prefunding Account will be used solely for the purposes of the CEPPT. However, in no event shall the Board have any responsibility regarding the application of distributions from Employer's Prefunding Account.

(4) No disbursement shall be made from the CEPPT which exceeds the balance in Employer's Prefunding Account.

(5) Requests for disbursements that satisfy the above requirements will be processed on at least a monthly basis.

(6) The Board shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements, and is under no duty to make any investigation or inquiry about the correctness of such instruction. In the event of any other erroneous disbursement, the extent of the Board's liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the CEPPT, as determined by the Board and in accordance with Paragraph D.

H. Termination of Employer's Participation in the CEPPT

(1) The Board may terminate Employer's participation in the CEPPT if:

(a) Employer's governing body gives written notice to the Board of its election to terminate; or

(b) The Board determines, in its sole discretion, that Employer has failed to satisfy the terms and conditions of applicable law, this Agreement or the Board's rules, regulations or procedures.

(2) If Employer's participation in the CEPPT terminates for either of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the CEPPT, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D, and Employer shall remain subject to the terms of this Agreement with respect to such assets.

(3) After Employer's participation in the CEPPT terminates, Employer may not make further contributions to the CEPPT.

(4) After Employer's participation in the CEPPT terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After Employer's participation in the CEPPT terminates, the governing body of Employer may request either:

(a) A trustee to trustee transfer of the assets in Employer's Prefunding Account to a trust dedicated to prefunding Employer's required pension contributions; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.

(b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of defined benefit pension plan benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the CEPPT terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate. To the extent that assets remain in Employer's Prefunding Account, this Agreement shall remain in full force and effect.

(7) If, for any reason, the Board terminates the CEPPT, the assets in Employer's Prefunding Account shall be paid to Employer to the extent permitted by law and Code Section 115 after retention of (i) an amount sufficient to pay the Unfunded PVFB as set forth in a current defined benefit pension plan(s) cost report prepared in compliance with ASOP and the requirements of Paragraph C(1), and (ii) amounts sufficient to pay reasonable administrative costs of the Board. Amounts retained by the Board to pay the Unfunded PVFB shall be transferred to (i) another Code Section 115 trust dedicated to prefunding Employer's required pension contributions, subject to the Board's determination that such transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties or (ii) Employer's Pension Plan, subject to acceptance by Employer's Pension Plan.

(8) If Employer ceases to exist but Employer's Prefunding Account continues to exist, and if no provision has been made to the Board's satisfaction by Employer with respect to Employer's Prefunding Account, the Board shall be permitted to identify and appoint a successor to Employer under this Agreement, provided that the Board first determines, in its sole discretion, that there is a reasonable basis upon which to identify and appoint such a successor and provided further that such successor agrees in writing to be bound by the terms of this Agreement. If the Board is unable to identify or appoint a successor as provided in the preceding sentence, then the Board is authorized to appoint a third-party administrator or other successor to act on behalf of Employer under this Agreement and to otherwise carry out the intent of this Agreement with respect to Employer's Prefunding Account. Any and all costs associated with such appointment shall be paid from the assets attributable to Employer's Prefunding Account. At the Board's option, and subject to acceptance by Employer's Pension Plan,

the Board may instead transfer the assets in Employer's Prefunding Account to Employer's Pension Plan and terminate this Agreement.

(9) If the Board determines, in its sole discretion, that Employer has breached the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the CEPPT.

I. Indemnification

Employer shall indemnify, defend, and hold harmless CalPERS, the Board, the CEPPT, and all of the officers, trustees, agents and employees of the foregoing from and against any loss, liability, claims, causes of action, suits, or expense (including reasonable attorneys' fees and defense costs, lien fees, judgments, fines, penalties, expert witness fees, appeals, and claims for damages of any nature whatsoever) not charged to the CEPPT and imposed as a result of, arising out of, related to or in connection with (1) the performance of the Board's duties or responsibilities under this Agreement, except to the extent that such loss, liability, suit or expense results or arises from the Board's own gross negligence, willful misconduct or material breach of this Agreement, or (2) without limiting the scope of Paragraph F(6) of this Agreement, any acts taken or transactions effected in accordance with written directions from Employer or any of its authorized representatives or any failure of the Board to act in the absence of such written directions to the extent the Board is authorized to act only at the direction of Employer.

J. General Provisions

(1) Books and Records

Employer shall keep accurate books and records connected with the performance of this Agreement. Such books and records shall be kept in a secure location at Employer's office(s) and shall be available for inspection and copying by the Board and its representatives.

(2) Notice

(a) Any notice or other written communication pursuant to this Agreement will be deemed effective immediately upon personal delivery, or if mailed, three (3) days after the date of mailing, or if delivered by express mail or e-mail, immediately upon the date of confirmed delivery, to the following:

For the Board:

Filing by mail, send to:
CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to:
CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

For Employer:

Kentfield Fire Protection Dis
1004 Sir Francis Drake Blvd
Kentfield, CA 94904

(b) Either party to this Agreement may, from time to time by notice in writing served upon the other, designate a different mailing address to which, or a different person to whom, all such notices thereafter are to be addressed.

(3) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of this Agreement shall survive the termination of this Agreement.

(4) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(5) Necessary Acts; Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

(6) Incorporation of Amendments to Applicable Laws and Accounting Standards

Any references to sections of federal or state statutes or regulations or accounting standards shall be deemed to include a reference to any amendments thereof and any successor provisions thereto.

(7) Days

Wherever in this Agreement a set number of days is stated or allowed for a particular event to occur, the days are understood to include all calendar days, including weekends and holidays, unless otherwise stated.

(8) No Third Party Beneficiaries

Except as expressly provided herein, this Agreement is for the sole benefit of the parties hereto and their permitted successors and assignees, and nothing herein, expressed or implied, will give or be construed to give any other person any legal or equitable rights hereunder. Notwithstanding the foregoing, CalPERS, the CEPPT, and all of the officers, trustees, agents and employees of CalPERS, the CEPPT and the Board shall be considered third party beneficiaries of this Agreement with respect to Paragraph I above.

(9) Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

A majority vote of Employer's Governing Body at a public meeting held on the 19th day of the month of February in the year 2020, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: Michael Murray

Name of Governing Body: Kentfield Fire District Board of Directors

Name of Employer: Kentfield Fire Protection District

Date: 2-19-2020

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY_____
ARNITA PAIGE
DIVISION CHIEF, PENSION CONTRACT AND PREFUNDING PROGRAMS
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS The effective date of this Agreement is: _____

CalPERS
California Public Employees' Retirement System
California Employers' Pension Prefunding Trust (CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

DRAFT

California Employers' Pension Prefunding Trust (CEPPT)
CERTIFICATION OF FUNDING POLICY

EMPLOYER NAME: Kentfield Fire Protection District

SECTION I: CEPPT Asset Allocation Strategy Selection

As the employer, I certify that my agency chooses the following CEPPT asset allocation strategy (select one):

CEPPT Asset Allocation Strategy	10 Year Expected Rate of Return	Expected Volatility (Standard Deviation)
☒ Strategy 1	5.0%	8.2%
☐ Strategy 2	4.0%	5.2%
☐ Concurrent Enrollment	-	-

SECTION II: Contributions and Reimbursements

As the employer, I certify that we intend to make CEPPT contributions and request eligible reimbursements in the following manner:

Contributions:

We intend to make an initial contribution of $ 56,250 on or around 03/2020 (MM/YYYY).

For fiscal year ending June 30, 2020 (YYYY) we intend to contribute the estimated following amount(s) in:

Strategy 1: $ 112,500 and/or

Strategy 2: $_____

For fiscal year ending June 30, 2021 (YYYY) we intend to contribute the estimated following amount(s) in:

Strategy 1: $ 315,000 and/or

Strategy 2: $_____

CalPERS
California Public Employees' Retirement System
California Employers' Pension Prefunding Trust (CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT)
CERTIFICATION OF FUNDING POLICY

Reimbursements:

During the two years period identified above, do you intend to seek a reimbursement?

☐ Yes

☒ No

If you answered yes:

For fiscal year ending June 30, _____ we intend to seek an approximate reimbursement of $_____.
(YYYY)

For fiscal year ending June 30, _____ we intend to seek an approximate reimbursement of $_____.
(YYYY)

COMMENTS:

CalPERS
California Public Employees' Retirement System
California Employers' Pension Prefunding Trust
(CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT)
CERTIFICATION OF FUNDING POLICY

We understand we will be asked to provide information to CalPERS as required to facilitate compliance with Governmental Accounting Standards Board (GASB) reporting requirements and we agree to provide this information to CalPERS on a timely basis.

We understand that CEPPT will be reported in aggregate as a fiduciary fund for CalPERS reporting. CEPPT assets will not be reported under GASB 67/68.

We understand that the cash flow information provided in Section II are estimated amounts and is being used for CEPPT asset management purposes. There is no implied commitment to contribute or reimburse.

Kentfield Fire Protection District
Employer Name

Mark Pomi
Printed Name of Person Signing the Form

Fire Chief
Title of Person Signing the Form

Signature Date

Mark Pomi
Designated Employer Contact Name

Fire Chief
Title of Designated Employer Contact

415-453-7464 mpomi@kentfieldfire.org
Phone # Email Address

California Public Employees' Retirement System
California Employers' Pension Prefunding Trust
(CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT)
CERTIFICATION OF FUNDING POLICY

This page provides instructions to complete each section of the Certification of Pension Funding Policy.

SECTION I: CEPPT Asset Allocation Strategy Selection

Your CEPPT assets will be invested using the asset allocation strategy checked here. Each strategy has a different assumed 10 year expected rate of return and risk profile.

SECTION II: Contributions and Reimbursements

Here we ask you to indicate how you expect to make contributions to, and seek reimbursement from, the trust. All contributions are voluntary and never required. This section is for informational purpose. There is no implied commitment to contribute or reimburse. Information provided is intended for investment forecast and asset management purposes.

CalPERS Pension Prefunding Trust
Quarterly Contributions

Fiscal Year	2018/19	2019/20	2020/21	2021/22		
Board Action	2/19/2020	2/17/2021	2/16/2022	2/15/2023		
Payment Date	450,000.00	360,000.00	300,000.00	240,000.00	Total Payment	Fiscal Year
3/31/2020	56,250.00				56,250.00	
6/30/2020	56,250.00				56,250.00	112,500.00
9/30/2020	56,250.00				56,250.00	
12/31/2020	56,250.00				56,250.00	
3/31/2021	56,250.00	45,000.00			101,250.00	
6/30/2021	56,250.00	45,000.00			101,250.00	315,000.00
9/30/2021	56,250.00	45,000.00			101,250.00	
12/31/2021	56,250.00	45,000.00			101,250.00	
3/31/2022		45,000.00	37,500.00		82,500.00	
6/30/2022		45,000.00	37,500.00		82,500.00	367,500.00
9/30/2022		45,000.00	37,500.00		82,500.00	
12/31/2022		45,000.00	37,500.00		82,500.00	
3/31/2023			37,500.00	30,000.00	67,500.00	
6/30/2023			37,500.00	30,000.00	67,500.00	300,000.00
9/30/2023			37,500.00	30,000.00	67,500.00	
12/31/2023			37,500.00	30,000.00	67,500.00	
3/31/2024				30,000.00	30,000.00	
6/30/2024				30,000.00	30,000.00	195,000.00
9/30/2024				30,000.00	30,000.00	
12/31/2024				30,000.00	30,000.00	
3/31/2025					-	
6/30/2025					-	60,000.00
Total	450,000.00	360,000.00	300,000.00	240,000.00	1,350,000.00	1,350,000.00

CalPERS
California Public Employees' Retirement System
California Employers' Pension Prefunding Trust (CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

Delegation of Authority to Request Disbursements California Employers' Pension Prefunding Trust (CEPPT)

RESOLUTION
OF THE

Board of Directors
(GOVERNING BODY)

OF THE

Kentfield Fire Protection District
(NAME OF EMPLOYER)

The Board of Directors (GOVERNING BODY) delegates to the incumbents in the positions of Fire Chief (TITLE) and Administrative Assistant (TITLE), and/or _____ (TITLE) authority to request on behalf of the Employer disbursements from the Pension Prefunding Trust and to certify as to the purpose for which the disbursed funds will be used.

By _____

Title Chairman of the Board

Witness _____

Date 2/19/2020

Mark Pomi - Chief

KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

TO: Board of Directors

FROM: Mark Pomi, Fire Chief

SUBJECT: Appointment to Marin County Treasury Oversight Committee

DATE: 2/6/2020

The District's general checking account is banked with the County of Marin Treasurer's office, pooled with other Marin County agency funds. The treasury has an oversight committee. One such committee member is a representative from the Special Districts in Marin.

Currently, the Committee has a vacancy representing Special Districts. Attached is a Ballot for the Kentfield Fire District Board to consider selecting a representative.

COUNTY OF MARIN

DEPARTMENT OF FINANCE

Excellent and responsive fiscal leadership.

Roy Given, CPA
DIRECTOR

Mina Martinovich, CPA
ASSISTANT DIRECTOR

Marin County Civic Center
3501 Civic Center Drive
Suite 225
San Rafael, CA 94903
415 473 6154 T
415 473 3680 F
CRS Dial 711
www.marincounty.org/dof

RECEIVED

FEB 06 2020

KENTFIELD FIRE DISTRICT

February 3, 2020

Dear Special District:

As you are aware, the Department of Finance is responsible for the Marin County Investment Pool. The Marin County Investment Pool is a local government money fund that ranges upwards to $800 million in assets on an annual basis. It was created by the County Board of Supervisors to invest the assets of the County and other public agencies located within the County. The Pool has received the highest rating, AAA/V1, from Fitch, a nationally recognized, independent credit rating agency. The AAA rating indicates extremely strong protection against credit losses associated with the Pool's investments. The V1 rating indicates that the Pool possesses low sensitivity to changing market conditions due to its low risk profile and conservative investment policies.

The Pool is comprised of monies deposited by mandatory and voluntary participants. Mandatory participants include the County of Marin, K-12 school districts, community college districts and special districts. Voluntary participants are those agencies that are not required to invest their monies in the County Pool and do so only as an investment option.

The primary objectives of the Investment Pool are to preserve capital, meet liquidity needs of Pool participants and achieve an investment return within the guidelines of the Statement of Investment Policy.

In accordance with Government Code Sections 27130-27137, a Treasury Oversight Committee was established to provide oversight in the investment of public funds. The Committee reviews and approves the County of Marin Statement of Investment Policy and is responsible for causing an annual compliance audit of the Treasurer's investment operations.

The Committee represents all government agencies for which the Marin County Treasury is statutorily designated as the custodian of funds as well as other local agencies that rely on the Treasurer for investment of public funds. Representatives of cities and districts where the Treasurer does not have statutory oversight participate subject to the consent of the Treasurer and in accordance with California Government Code.

Membership:

- the Marin County Director of Finance
- the Marin County Administrator
- the Marin County Superintendent of Schools or her/his designee
- a representative selected by a majority of the presiding officers of the governing bodies of the school districts and community college districts in the county
- a representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the county treasury
- member of the public

Currently, the Committee has a vacancy representing Special Districts. As such, we have been contacting Special Districts to find candidates. Currently, we have only one District that has come forward wishing to represent Special Districts. The district is Southern Marin Fire. I am providing a ballot with this letter for Special Districts to vote for the candidate provided by Southern Marin Fire or should any district wish to provide their own candidate, I have provided an opportunity to have write in candidates. Please return the ballot no later than 10:00 am February 29, 2020. This can be down by US postal service delivery or email. The ballots must be signed by the presiding officers of the legislative body per the Government Code.

Sincerely,

Roy Given
Treasurer
Director of Finance
County of Marin

Ballot for representative of Special Districts 2020

The county treasury oversight committee, pursuant to Government Code § 27131, consists of various representatives connected to the collection and distribution of tax funds in Marin County. One such committee member is a representative from the special districts in Marin. Appointment of the representative is conducted pursuant to Government Code 27132(e), which states: "a representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the County that are required or authorized to deposit funds in the County Treasury." Pursuant to this section, I am providing you with a ballot to select a representative.

☐ Alyssa Schiffman
Southern Marin Fire Protection District

☐ _____
(Write in)

District Name:_____

Authorized Officer:_____

Please return your ballot to:

Roy Given
3501 Civic Center Drive, #225
San Rafael, CA 94903

Mark Pomi - Chief

KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

TO: Board of Directors

FROM: Mark Pomi, Fire Chief

SUBJECT: Independent Auditor Three Year Extension Proposal

DATE: 1/28/2020

Kentfield Fire Protection District Engagement Letter and Proposed Fees - Maze & Associates

Maze & Associates has proposed the cost of their services for a three year extension to provide the Kentfield Fire Protection District with independent audit services for the years ending June 30, 2020, 2021 and 2022. The services they have proposed to provide are outlined below, but they are also available to provide additional services at our request:

1. Audit of the Basic Financial Statements and issuance of our report on the fair presentation of the financial statements of the District in conformity with generally accepted accounting principles.

2. A report on internal control and required communications.

The Kentfield Fire District has used Maze & Associates to complete the independent audit for years ending June 30, 2017, 2018, 2019. We are currently allowed to extend the contract to Maze & Associates under the auditors rotation requirements for annual audits of local governments. See Below.

Note:
Assembly Bill 1345 added section 12410.6.(b) to Government Code regarding auditor rotation requirements of public accounting firms providing audit services to local agencies.

Government Code section 12410.6.(b) indicates that commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

Staff recommendation is to approve the three year extension with Maze & Associates.

MAZE & ASSOCIATES

January 23, 2020

Kentfield Fire Protection District
Attn: Fire Chief Mark Pomi
1004 Sir Francis Drake Blvd.
Kentfield, CA 94904

Dear Mark:

We are pleased to confirm our understanding of the services we are to provide for the Kentfield Fire Protection District for the years ended June 30, 2020, 2021, and 2022. The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

1. Audit of the Basic Financial Statements and issuance of our report on the fair presentation of the financial statements of the District in conformity with generally accepted accounting principles.

2. A report on internal control and required communications.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the District's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole.

Other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

Accountancy Corporation
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

T 925.930.0902
F 925.930.0135
E maze@mazeassociates.com
W **mazeassociates.com**

Audit Objective

The objective of our audit is to express opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of accompanying supplementary information when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the Board of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with District management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards.* The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Governmental Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards.* In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, creditors and financial institutions.

We will request written representations from your attorneys as part of the engagement, and they may bill the District for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about management's responsibilities for the financial statements; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and the Board internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management's responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with (1) access to all information of which management is aware is relevant to the preparation and fair presentation of the financial statements; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. We understand that the District will provide us with the Closing Checklist information required for our audit and that the District is responsible for the accuracy and completeness of that information.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that it complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maze & Associates, will not be included in any such offering document without our prior permission or consent. any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement. With regard to an exempt offering document with which Maze & Associates is not involved, you agree to clearly indicate in the exempt offering document that Maze & Associates is not involved with the contents of such offering document.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management agrees to assume all management responsibilities relating to the financial statements and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and that you have reviewed and approved the financial statements prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accepting responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to a federal agency providing oversight of direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will retain audit documentation for this engagement for seven years after the report release date pursuant to state regulations. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in July 2020 and to issue our reports no later than December 31, 2020. Katherine Yuen is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Maze & Associates' independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are billed based on our contract with the District. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the District's account becomes thirty days or more overdue and may not be resumed until the District's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from District personnel, the completion of schedules and data requested on our Checklists, and the assumption that there will be no unexpected increases in work scope, such as new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with District management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, or services will continue to be governed by the terms of this engagement letter.

Government Auditing Standards require that we provide the District with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

Maze & Associates

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the District.

By: _____

Title: _____

Date: _____

Kentfield Fire Protection DistrictEngagement Letter
Fees Attachment
June 30, 2020, 2021, and 2022

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below:

	Fiscal Year Ending		
	6/30/2020	6/30/2021	6/30/2022
Basic Financial Statements, Memorandum on Internal Control	$15,284	$15,819	$16,373

2020, 2021, & 2022 Fees – Our recurring fees have been adjusted only for the change in the services component of the Bay Area Cost of Living Index for the San Francisco Bay Area of 3.5%, except as noted below:

PDF Copies of Reports – print to PDF copies of the above reports are available upon request at no charge. If you would like a higher quality PDF file, we have listed two options below. Please contact us for more information on the specifics of these options. In addition, should you decide on one of the following options, please let us know at least a week in advance.

1. WEB PDF CAFR - $785
2. CAMERA READY PDF CAFR - $1,100

Additional Services - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the District require assistance beyond audit services we will provide a cost estimate before proceeding.

Report Finalization - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of CAFRs, this includes all the materials and information required to print the CAFR. As in the past, we will provide final drafts of all our reports within two weeks after we conclude the audit. We will schedule a Final Changes Meeting with you for a date no more than two weeks after drafts are provided to you. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

Post-Closing Client Adjusting Entries - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

Recurring Audit Adjustments - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

CAFR Printing - As a convenience, we can send your CAFR to a printer we use locally. We do not charge for delivering camera-ready print masters to any printer of your choice and delivering the CAFRs or BFS to you. However, we will bill you for any additional time spent on the CAFR printing at our normal hourly rates. This includes changes after the report goes to the printer, obtaining, reviewing and / or delivering printer's proofs, etc.

We can also help with CAFR design, including covers, tabs, dividers, color choices, bindings, organization charts, maps, etc. We will estimate these costs for you before proceeding.

Grant Programs Requiring Separate Audit - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

Changes in District Personnel - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.

COUGHLAN
NAPA CPA
COMPANY, INC.

www.CoughlanNapaCPACo.com
Company@CoughlanNapaCPACo.com

Report on the Firm's System of Quality Control

January 31, 2018

To Maze & Associates Accountancy Corporation and the
Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

Mark Pomi - Chief

KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464
Fax (415) 453-4578

I004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

TO: Board of Directors

FROM: Mark Pomi, Fire Chief

SUBJECT: Assigned and Unassigned Fund Balances Ending F/Y 18-19

DATE: 2/5/2020

Assigned Fund Balance: This balance is comprised of the Reserve Allocations of specific categories that the Board has established over time.

Unassigned Fund Balance: These are also referred to as residual net resources or total fund balance in excess of expenditures.

The District traditionally calculates the extent of surplus balance and then assigns any surplus funds to assigned reserve accounts. The Fire Chief makes recommendations to the Board for consideration. The Board considers the recommendations and by a simple majority vote adjusts the specific assigned fund balance(s), bringing the Unassigned Balance to a level the Board agrees upon.

Recommendations will be presented at the February 19, 2020 Board meeting. The Board will have the ability to make budget line item adjustments should there be the need.

Kentfield Fire Protection District

Reserve Allocations
F/Y End June 30, 2019

#	Approved Balance	Description
6910	$725,572.00	Apparatus Replacement
6915	$547,899.00	Building Replacement/Renovation
6920	$130,973.00	Compensated Absence
6925	$395,000.00	Emergency Contingencies
6930	$30,000.00	Hose - LDH (Large Diameter Hose)
6935	$37,580.00	MERA (Marin Emergency Radio Authority)
6940	$800,490.00	PERS Unfunded Liability
6942	$357,689.00	OPEB Other Post Employment Benefits
6945	$0.00	SCBA Replacement
6950	$10,000.00	General Insurance Deductible
6955	$25,000.00	Health Insurance Premium Reserve
6960	$10,000.00	Hydrants and Mains
6965	$60,000.00	Planning, Mapping and Veg. Management
6970	$50,000.00	Heavy Rescue Equipment
6975	$625,000.00	Debt Service Sinking Fund
Total	**$3,805,203.00**	

These Reserve Allocation catagories will be reviewed and authorized by BOD.

Kentfield Fire Protection District

Mark Pomi
Fire Chief

1004 Sir Francis Drake Boulevard
Kentfield, CA 94904

Phone : (415) 453-7464
Fax : (415) 453-4578

Board Meeting – Chief's Report **February 2020**

Projects / Initiatives / Committees

- RVPA – Meeting and Audit completed.
- MERA Subsequent Environmental Impact Report approved
- MCFCA – MCFCA Leadership Retreat 2020. February 27th and 28th.

Planning / Actions

- Elections Department – Polling Place for March 3, 2020 at KFD.
- MWPA – Marin Wildfire Prevention Authority – KFD Member Rep. Op's, Board

Financial / Budget

- Assigned and unassigned fund balances
- FY 20/21 Budget planning

Training / Wellness & Fitness

- Water Rescue and USAR training.
- EMT training and EMS Policies and Procedures.

Prevention / Public Education / Community

- 2019 Year-end report and presentation

Labor / Association

- Chief Bob Mariani-KAFF Installation Dinner

Respectfully,

Mark Pomi

Mark Pomi, Fire Chief
Kentfield Fire Protection District

MARIN COUNTY

REGISTRAR OF VOTERS

LYNDA ROBERTS
Registrar of Voters
MELVIN BRIONES
Assistant Registrar of Voters

January 14, 2020

Kentfield Fire Department
1004 Sir Francis Drake Blvd
KENTFIELD, CA 94904

Polling Site: Kentfield Fire Station
Engine Room
1004 Sir Francis Drake Blvd
Kentfield, CA 94904

RE: Polling Place Reminder for the March 3, 2020 Presidential Primary Election

Dear Polling Place Provider,

This is a reminder that Kentfield Fire Station Engine Room is reserved as a polling place for the March 3, 2020 Presidential Primary Election.

We will send you another reminder notice several weeks prior to election day, along with polling place instructions for our movers and poll workers. If you have any questions, please call me at (415) 473-6439.

Thank you,

Colleen Ksanda

Colleen Ksanda
Precinct Coordinator

RECEIVED
JAN 17 2020
KENTFIELD FIRE DISTRICT

COUNTY OF MARIN

ELECTIONS DEPARTMENT

Providing a responsive, transparent, and professional approach to conducting elections.

Lynda Roberts
REGISTRAR OF VOTERS

Melvin Briones
ASSISTANT REGISTRAR OF VOTERS

PO Box E
San Rafael, CA 94913

Marin County Civic Center
3501 Civic Center Drive
Suite 121
San Rafael, CA 94903
415 473 6456 T
415 473 6447 F
415 473 6899 TTY
www.marinvotes.org
elections@marincounty.org

February 6, 2020

Kentfield Fire Department
1004 Sir Francis Drake Blvd
KENTFIELD, CA 94904

Subject: Confirmation of polling place use for Kentfield Fire Station Engine Room on 3/3/2020.

This is to confirm arrangements and remind you of the schedule for the upcoming Local Election on 3/3/2020.

Monday, March 2, 2020:
The polling place equipment will be delivered between the hours of 8 a.m. to 4:30 p.m. Please be sure that your site will be open. Our movers schedule the drop off and may contact you if they request a different delivery time.

Tuesday, March 3, 2020 - Election Day:
Poll workers will arrive at the polling place between 6 a.m. to 6:30 a.m. Polls are open for voting from 7 a.m. to 8 p.m. The closing procedures and clean up can take up to 1 hour after the polls close.

Wednesday, March 4, 2020:
The polling place equipment will be picked up during the hours of 8 a.m. to 4:30 p.m. Again, please be sure that your facility will be open.

Anything that can be done for the convenience of poll workers and voters, such as providing adequate lights, heating, and parking will be greatly appreciated. Please be sure that outside lights will be turned on before dark.

We pay a custodial fee of $100.00 per precinct (i.e., if there are 2 precincts at your facility, your payment would be $200.00). Your site will have 1 precinct(s). If you have any questions, please call me at 415-473-6439.

Thank you very much for your continued support of the election process.

Colleen Ksanda

Colleen Ksanda
Precinct Coordinator

RECEIVED
FEB 10 2020
KENTFIELD FIRE DISTRICT

NEXT GENERATION PROJECT
January 2020 Governing Board UPDATE:

- The Subsequent Environmental Impact Report (SEIR) for the Next Gen System Project was approved by the Governing Board on December 11, 2019. Furthermore, the Governing Board approved the MERA Next Generation Radio Communications System Project and the Preliminary Design Plans at the same meeting. The Notice of Determination was filed with the State Clearinghouse on December 13, 2019. With these actions, MERA has complied with CEQA and may proceed with construction of the MERA Next Gen Project.

- We are currently in Customer Design Review (CDR) with Motorola. MERA is represented in these discussions by our Federal Engineering Project Manager, David Mortimer, MERA Operations Officer Ernest Klock, Ethan Simpson and Deputy Executive Officer Dave Jeffries, supported by additional County and Federal Engineering staff, as needed. Staff is preparing a summary of the CDR documents, including in-depth descriptions of all critical submittals and what impact they will have on the NextGen Project. Due to the technical nature of the documentation, Staff proposes to first present its summary report to the NextGen Project Oversight Committee (NGPOC), so the NGPOC can provide the Governing Board with its recommendation for approval or rejection of the CDR documents. Final drafts of all the CDR documents are expected from Motorola at the end of February 2020. The next step would be approval of the Motorola Customer Design Review package which is anticipated to be brought before the MERA Governing Board in March or April of this year.

Our MERA team relies on the input and participation of all of our 25 member agencies! Please be sure to share the above Project update with others at your agency.

Questions? Contact Deputy Executive Officer for the Next Gen System David Jeffries at dave@jeffriespsc.com

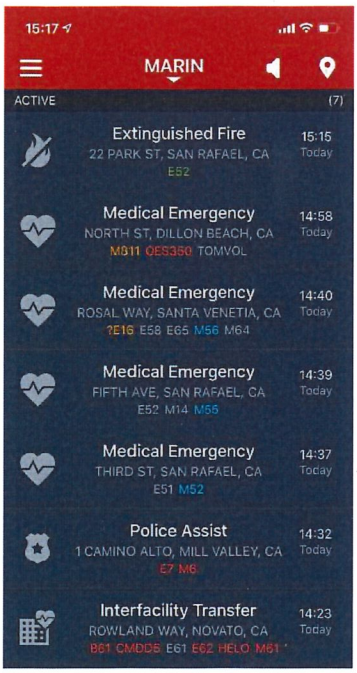
MARIN EMERGENCY RADIO AUTHORITY
c/o Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925
Phone: 415.927.5050
WWW.MERAONLINE.ORG

Marin County Implementation of PulsePoint

- PulsePoint was purchased by the Marin County Fire Chiefs Association to improve community situational awareness of current emergencies and early notification to those trained in CPR of cardiac arrests within ¼ mile of their location.

- The Beta Test has been completed and the system is functioning well.

- Soft launch of PulsePoint started January 27th with a full launch on February 14th.
  - During the soft launch we are asking all fire service personnel and interested policy makers in Marin to install the PulsePoint app and explore its functionality.
  - On February 14th we will hold a press conference at San Rafael Station 52 at 10:30 with the following speakers: Supervisor Dennis Rodoni, Fire Chief Bill Tyler, Deputy Fire Chief Mark Brown and the Hart Family (a member of the Hart Family was saved due to a civilian taking action after notification through the PulsePoint app).



- How to install the app.
  - Go to your devices App Store and search for PulsePoint – install.
  - Click on the menu bar at the top left.
  - Select "Agencies" and Search for Marin.
  - Select "Marin County" and click "Follow".
  - An online scanner has been linked so radio traffic can be monitored – just tap the speaker

- Medical emergencies in private locations will only show the street name, no address will be listed.

- Alerts can be selected by clicking on the menu bar at the top left.

- Benefits to the community.
  - A call to action: Sudden cardiac arrest can happen to anyone, at any time, but PulsePoint empowers CPR-trained citizens to help improve patient outcomes and save lives by reducing collapse-to-CPR and collapse-to-defibrillation times. And when citizens are more aware of and engaged with the health of their community, they become better partners with your agency—and a stronger link in your response efforts.
  - Informed communities: PulsePoint allows you to keep your community informed of emergency activity in real time. The citizens you protect will use this information on a daily basis to know when there is an accident on their commute, or if that smoke they smell is an approaching wildfire. They'll share the routine usefulness of the app with neighbors, family and friends – and in turn they'll help you build and sustain an engaged and reliable network of CPR-trained individuals.

Kentfield FPD

Kentfield, CA

This report was generated on 2/11/2020 2:08:33 PM

Hours Worked per Activity Code for Personnel for Date Range

Personnel: All Personnel | Roster Activity Code(s): OT - Overtime, OT - ACP - Overtime - Acting Captain, OT - ACP - SEPARATE CHECK - OT-ACP-Overtime Acting Captain-Sep Check, OT - CM - OT-Central Marin, OT - CM SEPARATE CHECK - OT-Central Marin Separate Check and 3 more | Start Date: 01/01/2020 | End Date: 01/31/2020

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Beltramo,Anthony	**ID: 3242**					
Overtime						
B1	UNASSIGNED	UNASSIGNED	1/31/2020 07:00:00	1/31/2020 10:00:00	3	Ops meeting
				[Beltramo,Anthony] Overtime	3	
				[Beltramo,Anthony] Total Hours Worked:	**3**	
Bridges,Bryan	**ID: 1115**					
OT-Central Marin						
B1	17 - Head Quarters	Other	1/19/2020 07:00:00	1/20/2020 07:00:00	24	Cover Bobby Craft vacation/Station 16
				[Bridges,Bryan] OT-Central Marin	24	
Overtime						
Bridges-Comp Time Cash In	17 - Head Quarters	Other	1/23/2020 07:00:00	1/23/2020 23:00:00	16	Cashing in 24 hours comp time (24 hours CT/1.5 = 16 hours OT)
B1	UNASSIGNED	UNASSIGNED	1/31/2020 07:00:00	1/31/2020 10:00:00	3	Ops meeting
				[Bridges,Bryan] Overtime	19	
				[Bridges,Bryan] Total Hours Worked:	**43**	
Garcia ,Anthony	**ID: 1362**					
Overtime - To Comp. Time						
Garcia-12/23/2019	17 - Head Quarters	Other	1/1/2020 07:00:00	1/1/2020 10:45:00	3.75	12/23/19: 0700-0930 = 2.5 OT hours * 1.5 = 3.75 CT hours (Staff meeting)
				[Garcia ,Anthony] Overtime - To Comp. Time	3.75	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Overtime - Separate Check						
B1	UNASSIGNED	UNASSIGNED	1/31/2020 07:00:00	1/31/2020 10:00:00	3	Ops meeting
				[Garcia ,Anthony] Overtime - Separate Check	3	
				[Garcia ,Anthony] Total Hours Worked:	**6.75**	

Glenn ,David	**ID: 1390**					
Overtime						
Glenn-Comp Time Cash In	17 - Head Quarters	B17	1/1/2020 07:00:00	1/1/2020 23:00:00	16	Cashing in 24 hours of comp time (24 hours OT/1.5 = 16 hours CT)
				[Glenn ,David] Overtime	16	
Overtime - To Comp. Time						
Glenn-OT to Comp Time	UNASSIGNED	UNASSIGNED	1/1/2020 10:30:00	1/1/2020 12:00:00	1.5	12/17/19: 1030-1130 = 1 hour OT * 1.5 = 1.5 hours CT; P/U IRB from SRFD
Glenn-OT to Comp Time	UNASSIGNED	UNASSIGNED	1/1/2020 10:30:00	1/1/2020 14:15:00	3.75	12/19/19: 1030-1300 = 2.5 OT hours * 1.5 = 3.75 hours CT; USAR Meeting
A1	UNASSIGNED	UNASSIGNED	1/23/2020 10:30:00	1/23/2020 13:30:00	3	Meeting with Chief
				[Glenn ,David] Overtime - To Comp. Time	8.25	
OT-Central Marin						
BC Glenn	17 - Head Quarters	B17	1/27/2020 07:00:00	1/28/2020 07:00:00	24	Reese Vac
				[Glenn ,David] OT-Central Marin	24	
				[Glenn ,David] Total Hours Worked:	**48.25**	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Johnston ,Anthony	**ID: 1536**					
Overtime - Separate Check						
Johnston-CompTime Cash In	UNASSIGNED	UNASSIGNED	1/15/2020 07:00:00	1/16/2020 07:00:00	24	Cashing in 36 hours comp time (36 hours comp time/1.5 = 24 hours OT)
				[Johnston ,Anthony] Overtime - Separate Check	24	
				[Johnston ,Anthony] Total Hours Worked:	**24**	
Marty ,Andrew	**ID: 1675**					
Overtime - To Comp. Time						
C1	17 - Head Quarters	E17	1/3/2020 07:00:00	1/4/2020 07:00:00	24	0700-0700 = 24 hours OT * 1.5 = 36 hours CT;Cover Garcia Vacation (1 of 2)
C1	17 - Head Quarters	E17	1/3/2020 07:00:00	1/3/2020 19:00:00	12	0700-0700 = 24 hours OT * 1.5 = 36 hours CT;Cover Garcia Vacation (2 of 2)
				[Marty ,Andrew] Overtime - To Comp. Time	36	
				[Marty ,Andrew] Total Hours Worked:	**36**	
McKnight ,Christopher	**ID: 1713**					
OT-Central Marin						
A2	17 - Head Quarters	Other	1/18/2020 07:00:00	1/19/2020 07:00:00	24	Shared Service OT - CMFD St 15 Engineer Mcknight (Cover Erik Schroth sick)
				[McKnight ,Christopher] OT-Central Marin	24	
Overtime						
B1	UNASSIGNED	UNASSIGNED	1/31/2020 07:00:00	1/31/2020 10:00:00	3	Ops meeting
				[McKnight ,Christopher] Overtime	3	
				[McKnight ,Christopher] Total Hours Worked:	**27**	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Mulkeen,Sharon	**ID:**					
Overtime - To Comp. Time						
Admin17-BOD Meeting	17 - Head Quarters	Other	1/15/2020 18:15:00	1/15/2020 19:45:00	1.5	1815-1915 = 1 hour OT * 1.5 = 1.5 hours CT; BOD meeting
				[Mulkeen,Sharon] Overtime - To Comp. Time	1.5	
				[Mulkeen,Sharon] Total Hours Worked:	**1.5**	

Nelson,Zachary	**ID: 1782**					
Overtime						
B1	UNASSIGNED	UNASSIGNED	1/31/2020 07:00:00	1/31/2020 10:00:00	3	Ops meeting
				[Nelson,Zachary] Overtime	3	
				[Nelson,Zachary] Total Hours Worked:	**3**	

Tescallo,Anthony	**ID: 2081**					
Overtime						
Tescallo - Cash in Comp Time	UNASSIGNED	UNASSIGNED	1/13/2020 07:00:00	1/13/2020 23:00:00	16	Cashing in 24 hours of comp time (24 hours CT/1.5 = 16 hours OT)
Tescallo - Cash in Comp Time	17 - Head Quarters	Other	1/27/2020 07:00:00	1/27/2020 23:00:00	16	Cashing in 24 hours comp time (24 hours comp time/1.5 = 16 hours OT)
				[Tescallo,Anthony] Overtime	32	
				[Tescallo,Anthony] Total Hours Worked:	**32**	

Viau ,Kris	**ID: 2133**					
Overtime - To Comp. Time						
B1	UNASSIGNED	UNASSIGNED	1/31/2020 07:00:00	1/31/2020 11:30:00	4.5	0700-1000 = 3 hours OT * 1.5 = 4.5 hours CT; Ops meeting
				[Viau ,Kris] Overtime - To Comp. Time	4.5	
				[Viau ,Kris] Total Hours Worked:	**4.5**	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Z-Cobb,Matt	**ID: 1182**					
OT-Central Marin						
BC Glenn	UNASSIGNED	UNASSIGNED	1/13/2020 07:00:00	1/14/2020 07:00:00	24	Glenn BL
				[Z-Cobb,Matt] OT-Central Marin	24	
				[Z-Cobb,Matt] Total Hours Worked:	**24**	

Z-Reese,Dan	**ID: 1905**					
OT-Central Marin						
BC Glenn	UNASSIGNED	UNASSIGNED	1/8/2020 07:00:00	1/9/2020 07:00:00	24	Glenn BL
				[Z-Reese,Dan] OT-Central Marin	24	
				[Z-Reese,Dan] Total Hours Worked:	**24**	

GRAND TOTAL OF ALL HOURS WORKED: 277

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

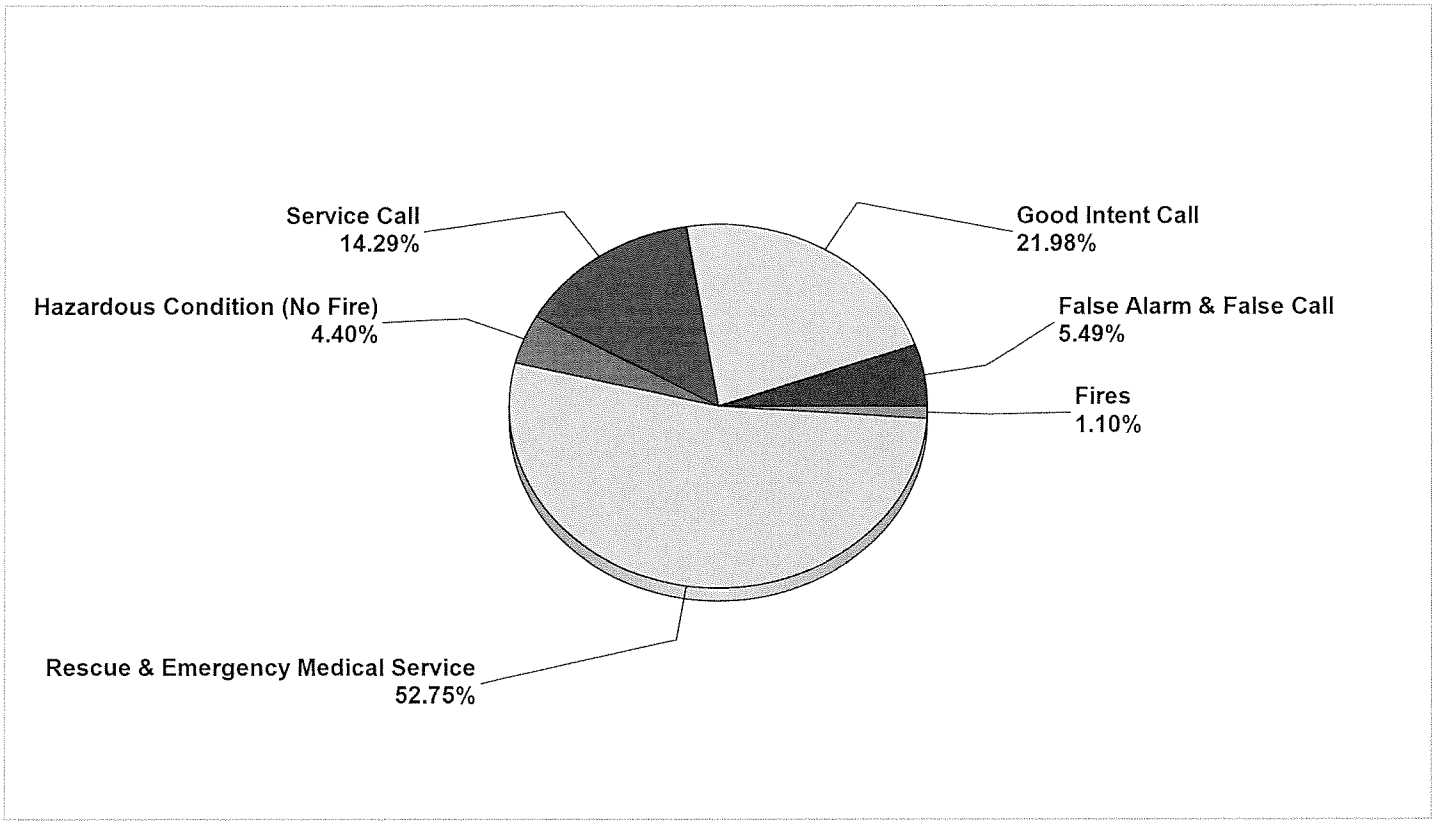
Kentfield FPD

Kentfield, CA

This report was generated on 2/11/2020 8:56:24 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 01/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.10%
Rescue & Emergency Medical Service	48	52.75%
Hazardous Condition (No Fire)	4	4.40%
Service Call	13	14.29%
Good Intent Call	20	21.98%
False Alarm & False Call	5	5.49%
TOTAL	91	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	1.10%
311 - Medical assist, assist EMS crew	19	20.88%
320 - Emergency medical service, other	27	29.67%
322 - Motor vehicle accident with injuries	1	1.10%
324 - Motor vehicle accident with no injuries.	1	1.10%
410 - Combustible/flammable gas/liquid condition, other	1	1.10%
412 - Gas leak (natural gas or LPG)	1	1.10%
460 - Accident, potential accident, other	1	1.10%
462 - Aircraft standby	1	1.10%
522 - Water or steam leak	1	1.10%
550 - Public service assistance, other	5	5.49%
551 - Assist police or other governmental agency	1	1.10%
554 - Assist invalid	4	4.40%
571 - Cover assignment, standby, moveup	2	2.20%
611 - Dispatched & cancelled en route	17	18.68%
651 - Smoke scare, odor of smoke	2	2.20%
652 - Steam, vapor, fog or dust thought to be smoke	1	1.10%
700 - False alarm or false call, other	1	1.10%
733 - Smoke detector activation due to malfunction	1	1.10%
736 - CO detector activation due to malfunction	1	1.10%
745 - Alarm system activation, no fire - unintentional	2	2.20%
TOTAL INCIDENTS:	91	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Kentfield FPD

Kentfield, CA

This report was generated on 2/11/2020 8:57:13 AM

Type and Action per Incident for Date Range

Station: All Stations | Start Date: 01/01/2020 | End Date: 01/31/2020

INCIDENT #	INCIDENT TYPE	PRIMARY ACTION TAKEN	STATION NAME	ZONE TITLE	LOCATION TYPE	POPULATION DENSITY
2020-00001	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00002	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00003	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00004	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00005	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00006	322 - Motor vehicle accident with injuries	Assistance, other	Head Quarters		Street address	Suburban
2020-00007	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00008	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00009	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00010	410 - Combustible/flammable gas/liquid condition, other	Investigate	Head Quarters		Street address	Suburban
2020-00011	320 - Emergency medical service, other	Information, investigation & enforcement, other	Head Quarters		Street address	Suburban
2020-00012	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00013	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00014	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00015	320 - Emergency medical service, other	Assistance, other	Head Quarters		Street address	Suburban
2020-00016	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00017	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00018	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00019	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00020	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00021	324 - Motor vehicle accident with no injuries.	Investigate	Head Quarters		Street address	Suburban

Reviewed Incidents Only. Incidents with multiple exposures will be listed once for each exposure.

INCIDENT #	INCIDENT TYPE	PRIMARY ACTION TAKEN	STATION NAME	ZONE TITLE	LOCATION TYPE	POPULATION DENSITY
2020-00022	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00023	733 - Smoke detector activation due to malfunction	Restore fire alarm system	Head Quarters		Street address	Urban
2020-00024	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00025	652 - Steam, vapor, fog or dust thought to be smoke	Investigate	Head Quarters		Street address	Suburban
2020-00026	554 - Assist invalid	Assist physically disabled	Head Quarters		Street address	Suburban
2020-00027	554 - Assist invalid	Assist physically disabled	Head Quarters		Street address	Suburban
2020-00028	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00029	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00030	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00031	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00032	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00033	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00034	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00035	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00036	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00037	320 - Emergency medical service, other	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00038	554 - Assist invalid	Assist physically disabled	Head Quarters		Street address	Suburban
2020-00039	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00040	571 - Cover assignment, standby, moveup	Fill-in or moveup	Head Quarters		Street address	Suburban
2020-00041	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00042	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00043	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00044	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00045	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00046	700 - False alarm or false call, other	Investigate	Head Quarters		Street address	Suburban
2020-00047	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		In front of	Suburban

Reviewed Incidents Only. Incidents with multiple exposures will be listed once for each exposure.

INCIDENT #	INCIDENT TYPE	PRIMARY ACTION TAKEN	STATION NAME	ZONE TITLE	LOCATION TYPE	POPULATION DENSITY
2020-00048	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00049	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00050	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00051	550 - Public service assistance, other	Remove hazard	Head Quarters		Street address	Suburban
2020-00052	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00053	550 - Public service assistance, other	Investigate	Head Quarters		Street address	Suburban
2020-00054	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00055	745 - Alarm system activation, no fire - unintentional	Investigate	Head Quarters		Street address	Suburban
2020-00056	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00057	460 - Accident, potential accident, other	Investigate	Head Quarters		Street address	Suburban
2020-00058	651 - Smoke scare, odor of smoke	Assistance, other	Head Quarters		Street address	Suburban
2020-00059	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00060	131 - Passenger vehicle fire	Assistance, other	Head Quarters		Street address	Suburban
2020-00061	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00062	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00063	522 - Water or steam leak	Investigate	Head Quarters		In front of	Suburban
2020-00064	462 - Aircraft standby	Establish safe area	Head Quarters		Street address	Suburban
2020-00065	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00066	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00067	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00068	651 - Smoke scare, odor of smoke	Investigate	Head Quarters		Street address	Suburban
2020-00069	745 - Alarm system activation, no fire - unintentional	Assistance, other	Head Quarters		Street address	Suburban
2020-00070	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00071	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00072	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00073	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00074	554 - Assist invalid	Assist physically disabled	Head Quarters		Street address	Suburban

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INCIDENT #	INCIDENT TYPE	PRIMARY ACTION TAKEN	STATION NAME	ZONE TITLE	LOCATION TYPE	POPULATION DENSITY
2020-00075	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00076	550 - Public service assistance, other	Assistance, other	Head Quarters		Street address	Suburban
2020-00077	550 - Public service assistance, other	Assistance, other	Head Quarters		Street address	Suburban
2020-00078	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00079	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00080	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00081	611 - Dispatched & cancelled en route	Cancelled en route	Head Quarters		Street address	Suburban
2020-00082	736 - CO detector activation due to malfunction	Assistance, other	Head Quarters		Street address	Suburban
2020-00083	412 - Gas leak (natural gas or LPG)	Establish safe area	Head Quarters		Street address	Suburban
2020-00084	551 - Assist police or other governmental agency	Assistance, other	Head Quarters		Street address	Suburban
2020-00085	550 - Public service assistance, other	Assistance, other	Head Quarters		Street address	Suburban
2020-00086	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00087	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00088	571 - Cover assignment, standby, moveup	Fill-in or moveup	Head Quarters		Street address	Suburban
2020-00089	311 - Medical assist, assist EMS crew	Emergency medical services, other	Head Quarters		Street address	Suburban
2020-00090	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban
2020-00091	320 - Emergency medical service, other	Provide basic life support (BLS)	Head Quarters		Street address	Suburban

Reviewed Incidents Only. Incidents with multiple exposures will be listed once for each exposure.

01/29/20

Kentfield Fire Protection District
Warrant List
January 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
437 · Cash-Gen Ckg							
Check	01/14/2020	805302811	American Messaging	A/C #W4-106070/Inv #W41060...	2145 · Pager System	-12.33	-12.33
Check	01/14/2020	805302812	Aramark Uniform Services	(a/c #792113681) Inv #704694...	2050 · Auto/Equipm...	-61.48	-73.81
Check	01/14/2020	805302813	Banner Life Insurance Comp...	180503285-Garcia	1515 · Health Insur...	-52.52	-126.33
Check	01/14/2020	805302814	Banner Life Insurance Comp...	180503266-McKnight	1515 · Health Insur...	-46.02	-172.35
Check	01/14/2020	805302815	Business Card	3779-Garcia	-SPLIT-	-850.31	-1,022.66
Check	01/14/2020	805302816	Business Card	7901-Pomi	-SPLIT-	-1,038.27	-2,060.93
Check	01/14/2020	805302817	Business Card	8399-Mulkeen	2005 · Administrativ...	-10.69	-2,071.62
Check	01/14/2020	805302818	ClubCare, Inc.	Inv #104115	2315 · Wellness Fit...	-225.00	-2,296.62
Check	01/14/2020	805302819	Corbet's	(A/C #4675)	-SPLIT-	-160.45	-2,457.07
Check	01/14/2020	805302820	ECMS, Inc.	Inv #348295	4041 · C/O - PPE	-191.94	-2,649.01
Check	01/14/2020	805302821	FASIS	Inv #FASIS-2020-0678/WC, Q3...	2080 · Wrks Comp ...	-47,818.00	-50,467.01
Check	01/14/2020	805302822	Jackson National Life Insura...	Co #35, Grp #VTFB10-Johnsto...	1515 · Health Insur...	-141.64	-50,608.65
Check	01/14/2020	805302823	Kentfield Prof. FF #1775	Union Dues: 12/18/2019 - 1/14/...	610 · Union Dues	-1,447.84	-52,056.49
Check	01/14/2020	805302824	Life Assist	a/c #94904FD/Inv #965939	2210 · S/S-Medical	-647.44	-52,703.93
Check	01/14/2020	805302825	Marin Garden Solutions, Inc.	Inv #840	2055 · Building Rep...	-169.65	-52,873.58
Check	01/14/2020	805302826	Office Depot	Acct# 6011 5661 8341 8338	2215 · S/S-Office	-29.68	-52,903.26
Check	01/14/2020	805302827	Marin Sanitary Service	Inv #2220238-December Service	2125 · Garbage	-700.71	-53,603.97
Check	01/14/2020	805302828	NPFBA	February 2020 Billing	1515 · Health Insur...	-900.96	-54,504.93
Check	01/14/2020	805302829	North Bay Petroleum	Acct 210178/Inv #1183276	2135 · Gas & Oil	-1,189.51	-55,694.44
Check	01/14/2020	805302830	Occu-Med, Ltd.	Treadmill Stress Test-Beltramo	2005 · Administrativ...	-149.50	-55,843.94
Check	01/14/2020	805302831	Palmgrens Engravables	12/31/19 Statement	2005 · Administrativ...	-81.19	-55,925.13
Check	01/14/2020	805302832	Verizon Wireless	a/c #342098888-0001/Inv #984...	2300 · Telephone	-167.71	-56,092.84
Check	01/14/2020	805302833	Business Card	5375-Marty	-SPLIT-	-433.87	-56,526.71
Check	01/14/2020	805302834	Marin IT, Inc.	Inv #2020-112926	2200 · S/S-Computer	-891.50	-57,418.21
Check	01/14/2020	805302835	Banner Life Insurance Comp...	180533535-Pomi	1515 · Health Insur...	-50.18	-57,468.39
Check	01/14/2020	805302836	Comcast	a/c# 8155 30 002 0097986	2200 · S/S-Computer	-134.87	-57,603.26
Check	01/14/2020	805302837	Kentfield Fire District Payroll ...	A/C #0507976165	-SPLIT-	-94,464.66	-152,067.92
Check	01/28/2020	805302838	AT&T 415 453 7464 025 3	BAN #9391050059 - Inv #1416...	2300 · Telephone	-160.94	-152,228.86
Check	01/28/2020	805302839	AT&T 415 453 1064 204 1	BAN #9391050060/ Inv #14168...	2300 · Telephone	-21.04	-152,249.90
Check	01/28/2020	805302840	AT&T 415 457 4695 859 9	BAN #9391050061/Inv #14168...	2300 · Telephone	-21.04	-152,270.94
Check	01/28/2020	805302841	AT&T 415 453 1092 061 1	BAN #9391050062/ Inv #14168...	2300 · Telephone	-21.04	-152,291.98
Check	01/28/2020	805302842	Advanced Security Systems ...	Inv #505754	2220 · S/S-Station	-88.50	-152,380.48
Check	01/28/2020	805302843	Banner Life Insurance Comp...	181443467-Bridges	1515 · Health Insur...	-38.48	-152,418.96
Check	01/28/2020	805302844	Banner Life Insurance Comp...	180504421-Glenn	1515 · Health Insur...	-61.36	-152,480.32
Check	01/28/2020	805302845	Banner Life Insurance Comp...	181534662-Neve	1515 · Health Insur...	-39.18	-152,519.50
Check	01/28/2020	805302846	C.A.P.F.	February 2020 Billing	1515 · Health Insur...	-354.00	-152,873.50
Check	01/28/2020	805302847	California Department of Tax...	Acct #211-629056/Use Tax Acc...	557 · Use Tax Paya...	-569.00	-153,442.50
Check	01/28/2020	805302848	Delta Dental of California	Acct 05-0190901009/ Inv #BE0...	1515 · Health Insur...	-3,769.35	-157,211.85
Check	01/28/2020	805302849	Henderson Power Services, ...	Inv #2308	2050 · Auto/Equipm...	-870.00	-158,081.85
Check	01/28/2020	805302850	Jones Garage Door Co., Inc.	Inv #49438	2055 · Building Rep...	-197.50	-158,279.35
Check	01/28/2020	805302851	Kentfield Fire District Payroll ...	A/C #0507976165	-SPLIT-	-44,642.91	-202,922.26
Check	01/28/2020	805302852	Marin County Sheriff's Office	Inv #11309 (Q3-FY 19/20: 1/20...	2105 · Dispatch	-16,507.49	-219,429.75
Check	01/28/2020	805302853	Marin County Tax Collector	Acct #185309/Print Shop Svcs ...	2005 · Administrativ...	-25.00	-219,454.75
Check	01/28/2020	805302854	Marin Municipal Water Dist.	(A/C 174720/175859)	-SPLIT-	-589.28	-220,044.03
Check	01/28/2020	805302855	MassMutual	(APM-219405 - 2/2020)	590 · Mass Mut-Inv...	-70.43	-220,114.46
Check	01/28/2020	805302856	McKnight, Christopher	Reimbursement PO 8368/Com...	2305 · Training	-300.00	-220,414.46
Check	01/28/2020	805302857	Municipal Emergency Servic...	Inv #1413828	2205 · S/S-Fire Equ...	-1,682.00	-222,096.46

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/28/2020	805302858	N2 Electric Inc.	Inv #20006	2055 · Building Rep...	-1,574.00	-223,670.46
Check	01/28/2020	805302859	Tescallo, Anthony	Reimb PO 8360/State Fire Trai...	2305 · Training	-65.00	-223,735.46
Check	01/28/2020	805302860	ThyssenKrupp Elevator Corp.	Cust #144933/Inv #6000399453	2055 · Building Rep...	-886.50	-224,621.96
Check	01/28/2020	805302861	2-Eleven Shields	Inv #1808	4041 · C/O - PPE	-854.35	-225,476.31
Check	01/28/2020	805302862	Vision Service Plan	(A/C# 00 106116 0001) 2/2020	1515 · Health Insur...	-776.43	-226,252.74
Check	01/28/2020	805302863	Kentfield Fire District Payroll ...	A/C #0507976165	-SPLIT-	-102,664.36	-328,917.10
Total 437 · Cash-Gen Ckg						-328,917.10	-328,917.10
Liabilities							
557 · Use Tax Payable							
Check	01/28/2020	805302847	California Department of Tax...	Acct #211-629056/Period End ...	437 · Cash-Gen Ckg	569.00	569.00
Total 557 · Use Tax Payable						569.00	569.00
590 · Mass Mut-Invest Def							
Check	01/28/2020	805302855	MassMutual	2/2020	437 · Cash-Gen Ckg	70.43	70.43
Total 590 · Mass Mut-Invest Def						70.43	70.43
610 · Union Dues							
Check	01/14/2020	805302823	Kentfield Prof. FF #1775	Union Dues: 12/18/2019 - 1/14/...	437 · Cash-Gen Ckg	1,447.84	1,447.84
Total 610 · Union Dues						1,447.84	1,447.84
Total Liabilities						2,087.27	2,087.27
Expenses							
Salaries & Employee Benefits							
1040 · Personnel Serv-Suspense							
Check	01/14/2020	805302837	Kentfield Fire District Payroll ...	PR 1/01/2020-1/14/2020	437 · Cash-Gen Ckg	72,355.48	72,355.48
Check	01/28/2020	805302863	Kentfield Fire District Payroll ...	PR 1/15/2020 - 1/28/2020	437 · Cash-Gen Ckg	79,639.44	151,994.92
Total 1040 · Personnel Serv-Suspense						151,994.92	151,994.92
1515 · Health Insurance							
Check	01/14/2020	805302813	Banner Life Insurance Comp...	180503285-Garcia	437 · Cash-Gen Ckg	52.52	52.52
Check	01/14/2020	805302814	Banner Life Insurance Comp...	180503266-McKnight	437 · Cash-Gen Ckg	46.02	98.54
Check	01/14/2020	805302822	Jackson National Life Insura...	Co #35, Grp #VTFB10-Johnsto...	437 · Cash-Gen Ckg	141.64	240.18
Check	01/14/2020	805302828	NPFBA	February 2020 Billing	437 · Cash-Gen Ckg	900.96	1,141.14
Check	01/14/2020	805302835	Banner Life Insurance Comp...	180533535-Pomi	437 · Cash-Gen Ckg	50.18	1,191.32
Check	01/28/2020	805302843	Banner Life Insurance Comp...	181443467-Bridges	437 · Cash-Gen Ckg	38.48	1,229.80
Check	01/28/2020	805302844	Banner Life Insurance Comp...	180504421-Glenn	437 · Cash-Gen Ckg	61.36	1,291.16
Check	01/28/2020	805302845	Banner Life Insurance Comp...	181534662-Neve	437 · Cash-Gen Ckg	39.18	1,330.34
Check	01/28/2020	805302846	C.A.P.F.	February 2020 Billing	437 · Cash-Gen Ckg	354.00	1,684.34
Check	01/28/2020	805302848	Delta Dental of California	Inv #BE003782025-February 2...	437 · Cash-Gen Ckg	3,769.35	5,453.69
Check	01/28/2020	805302851	Kentfield Fire District Payroll ...	PERS-Active & Retired Health ...	437 · Cash-Gen Ckg	41,340.08	46,793.77
Check	01/28/2020	805302851	Kentfield Fire District Payroll ...	Non-PERS Health Premium (2/...	437 · Cash-Gen Ckg	3,302.83	50,096.60
Check	01/28/2020	805302862	Vision Service Plan	2/2020	437 · Cash-Gen Ckg	776.43	50,873.03
Total 1515 · Health Insurance						50,873.03	50,873.03
1530 · Retire Employer							
Check	01/14/2020	805302837	Kentfield Fire District Payroll ...	Safety (Classic/PEPRA) & Misc...	437 · Cash-Gen Ckg	21,754.03	21,754.03

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/28/2020	805302863	Kentfield Fire District Payroll ...	Safety (Classic/PEPRA) & Misc...	437 · Cash-Gen Ckg	23,024.92	44,778.95
Total 1530 · Retire Employer						44,778.95	44,778.95
Total Salaries & Employee Benefits						247,646.90	247,646.90
Services & Supplies							
2005 · Administrative Expense							
Check	01/14/2020	805302816	Business Card	12/5/19-01/4/2020	437 · Cash-Gen Ckg	300.99	300.99
Check	01/14/2020	805302817	Business Card	12/5/19-01/4/2020	437 · Cash-Gen Ckg	10.69	311.68
Check	01/14/2020	805302830	Occu-Med, Ltd.	Treadmill Stress Test-Beltramo	437 · Cash-Gen Ckg	149.50	461.18
Check	01/14/2020	805302831	Palmgrens Engravables	12/31/19 Statement	437 · Cash-Gen Ckg	81.19	542.37
Check	01/14/2020	805302833	Business Card	12/5/19-01/4/2020	437 · Cash-Gen Ckg	401.20	943.57
Check	01/14/2020	805302837	Kentfield Fire District Payroll ...	ADP Processing Fees-Decemb...	437 · Cash-Gen Ckg	355.15	1,298.72
Check	01/28/2020	805302853	Marin County Tax Collector	Acct #185309/Print Shop Svcs ...	437 · Cash-Gen Ckg	25.00	1,323.72
Total 2005 · Administrative Expense						1,323.72	1,323.72
2050 · Auto/Equipment Repair							
Check	01/14/2020	805302812	Aramark Uniform Services	Inv #704694067	437 · Cash-Gen Ckg	61.48	61.48
Check	01/14/2020	805302819	Corbet's	Ref #682418, 682794	437 · Cash-Gen Ckg	28.72	90.20
Check	01/28/2020	805302849	Henderson Power Services, ...	Inv #2308 - Generator Coolant ...	437 · Cash-Gen Ckg	870.00	960.20
Total 2050 · Auto/Equipment Repair						960.20	960.20
2055 · Building Repair							
Check	01/14/2020	805302819	Corbet's	Ref #682417	437 · Cash-Gen Ckg	26.13	26.13
Check	01/14/2020	805302825	Marin Garden Solutions, Inc.	Inv #840	437 · Cash-Gen Ckg	169.65	195.78
Check	01/28/2020	805302850	Jones Garage Door Co., Inc.	Inv #49438	437 · Cash-Gen Ckg	197.50	393.28
Check	01/28/2020	805302858	N2 Electric Inc.	Inv #20006	437 · Cash-Gen Ckg	1,574.00	1,967.28
Check	01/28/2020	805302860	ThyssenKrupp Elevator Corp.	Cust #144933/Inv #6000399453	437 · Cash-Gen Ckg	886.50	2,853.78
Total 2055 · Building Repair						2,853.78	2,853.78
2080 · Wrks Comp Ins							
Check	01/14/2020	805302821	FASIS	Inv #FASIS-2020-0678/WC, Q3...	437 · Cash-Gen Ckg	47,818.00	47,818.00
Total 2080 · Wrks Comp Ins						47,818.00	47,818.00
2105 · Dispatch							
Check	01/28/2020	805302852	Marin County Sheriff's Office	Inv #11309 (Q3-FY 19/20: 1/20...	437 · Cash-Gen Ckg	16,507.49	16,507.49
Total 2105 · Dispatch						16,507.49	16,507.49
2110 · Domestic Water							
Check	01/28/2020	805302854	Marin Municipal Water Dist.	A/C 174720	437 · Cash-Gen Ckg	179.85	179.85
Check	01/28/2020	805302854	Marin Municipal Water Dist.	A/C 175859	437 · Cash-Gen Ckg	409.43	589.28
Total 2110 · Domestic Water						589.28	589.28
2120 · Fire Conferences							
Check	01/14/2020	805302816	Business Card	7901-Pomi	437 · Cash-Gen Ckg	350.00	350.00
Total 2120 · Fire Conferences						350.00	350.00
2125 · Garbage							

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/14/2020	805302827	Marin Sanitary Service	Inv #2220238-December Service	437 · Cash-Gen Ckg	700.71	700.71
Total 2125 · Garbage						700.71	700.71
2135 · Gas & Oil							
Check	01/14/2020	805302829	North Bay Petroleum	Inv #1183276	437 · Cash-Gen Ckg	1,189.51	1,189.51
Total 2135 · Gas & Oil						1,189.51	1,189.51
2145 · Pager System							
Check	01/14/2020	805302811	American Messaging	Inv #W4106070UA-January 2020	437 · Cash-Gen Ckg	12.33	12.33
Total 2145 · Pager System						12.33	12.33
2200 · S/S-Computer							
Check	01/14/2020	805302834	Marin IT, Inc.	Inv #2020-112926	437 · Cash-Gen Ckg	891.50	891.50
Check	01/14/2020	805302836	Comcast	a/c# 8155 30 002 0097986	437 · Cash-Gen Ckg	134.87	1,026.37
Total 2200 · S/S-Computer						1,026.37	1,026.37
2205 · S/S-Fire Equipment							
Check	01/14/2020	805302819	Corbet's	Ref #682750	437 · Cash-Gen Ckg	17.43	17.43
Check	01/28/2020	805302857	Municipal Emergency Servic...	Inv #1413828	437 · Cash-Gen Ckg	1,682.00	1,699.43
Total 2205 · S/S-Fire Equipment						1,699.43	1,699.43
2210 · S/S-Medical							
Check	01/14/2020	805302824	Life Assist	Inv #965939	437 · Cash-Gen Ckg	647.44	647.44
Total 2210 · S/S-Medical						647.44	647.44
2215 · S/S-Office							
Check	01/14/2020	805302826	Office Depot	Acct# 6011 5661 8341 8338	437 · Cash-Gen Ckg	29.68	29.68
Total 2215 · S/S-Office						29.68	29.68
2220 · S/S-Station							
Check	01/14/2020	805302815	Business Card	12/5/19-01/4/2020	437 · Cash-Gen Ckg	616.86	616.86
Check	01/14/2020	805302819	Corbet's	Ref #682630, 682699, 682750	437 · Cash-Gen Ckg	88.17	705.03
Check	01/14/2020	805302833	Business Card	5375-Marty	437 · Cash-Gen Ckg	32.67	737.70
Check	01/28/2020	805302842	Advanced Security Systems ...	Inv #505754	437 · Cash-Gen Ckg	88.50	826.20
Total 2220 · S/S-Station						826.20	826.20
2300 · Telephone							
Check	01/14/2020	805302816	Business Card	7901-Pomi	437 · Cash-Gen Ckg	387.28	387.28
Check	01/14/2020	805302832	Verizon Wireless	a/c #342098888-0001/Inv #984...	437 · Cash-Gen Ckg	167.71	554.99
Check	01/28/2020	805302838	AT&T 415 453 7464 025 3	Inv #14168689 - main line	437 · Cash-Gen Ckg	160.94	715.93
Check	01/28/2020	805302839	AT&T 415 453 1064 204 1	Inv #14168690/Elevator	437 · Cash-Gen Ckg	21.04	736.97
Check	01/28/2020	805302840	AT&T 415 457 4695 859 9	Inv #14168691/Fire Alarm #1	437 · Cash-Gen Ckg	21.04	758.01
Check	01/28/2020	805302841	AT&T 415 453 1092 061 1	Inv #14168692/Fire Alarm #2	437 · Cash-Gen Ckg	21.04	779.05
Total 2300 · Telephone						779.05	779.05
2305 · Training							
Check	01/28/2020	805302856	McKnight, Christopher	Reimbursement PO 8368/Com...	437 · Cash-Gen Ckg	300.00	300.00
Check	01/28/2020	805302859	Tescallo, Anthony	Reimb PO 8360/State Fire Trai...	437 · Cash-Gen Ckg	65.00	365.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 2305 · Training						365.00	365.00
2315 · Wellness Fitness							
Check	01/14/2020	805302818	ClubCare, Inc.	Inv #104115	437 · Cash-Gen Ckg	225.00	225.00
Total 2315 · Wellness Fitness						225.00	225.00
Total Services & Supplies						77,903.19	77,903.19
Capital Outlay							
4041 · C/O - PPE							
Check	01/14/2020	805302815	Business Card	3779-Garcia	437 · Cash-Gen Ckg	233.45	233.45
Check	01/14/2020	805302820	ECMS, Inc.	Inv #348295	437 · Cash-Gen Ckg	191.94	425.39
Check	01/28/2020	805302861	2-Eleven Shields	Inv #1808	437 · Cash-Gen Ckg	854.35	1,279.74
Total 4041 · C/O - PPE						1,279.74	1,279.74
Total Capital Outlay						1,279.74	1,279.74
Total Expenses						326,829.83	326,829.83
TOTAL						0.00	0.00