

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, January 16, 2019

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

**ROLL CALL:** All Directors were present except Directors Gerbsman and Murray. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Evergettis to approve the minutes of December 19, 2018. All ayes.

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

**AGENDA ADJUSTMENTS:** Chief Pomi thanked the board members attending tonight's meeting. Chief Pomi asked the Board's approval to move new business item 8a, FY 2018/19 Mid-Year Review Budget Presentation and item 8b, County of Marin 18/19 Annual Statement of Investment Policy to the February 20 board meeting in hopes the entire board can attend and hear these financial reports. All members present concurred.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** none

**UNFINISHED BUSINESS:**

- a. XMR Fire Emergency Services Consulting Agreement – Chief Pomi recalled this agreement was presented and discussed at the December 2018 board meeting. During that meeting, Director Murray expressed concerns with the worker's compensation insurance liability wording in Section 6. Chief reported he worked with Director Murray and County Counsel to address these concerns. Chief Pomi stated he heard from County Counsel on Friday, and advised that Counsel is comfortable with the wording in Section 6 of this agreement. The agreement releases the Kentfield Fire District from worker's compensation liability unless an injury is due to the Fire District's negligence. Chief Pomi reported he advised Director Murray of this information and Director Murray acknowledged and approved the language. Chief Pomi recommended the Board approve the consulting agreement.

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

M/S Evergettis/Naso to accept the XMR Fire Emergency Services Consulting Agreement presented to the board. All ayes.

Chief Pomi thanked Director Murray for expressing his concern regarding the insurance issue and working with him to clarify the consulting agreement.

- b. Resolution 1-2019 Authorizing an Amendment to CalPERS Contract – Chief Pomi noted this contract amendment was discussed at the December board meeting. He explained that when Fire Inspector Pasero was hired, the existing CalPERS contract described fire prevention duties as being performed by a local fire fighter. It did not recognize the position of a Fire Inspector as a local fire fighter. If the Board approves this resolution to amend the CalPERS contract, it will change the local fire fighter definition. It will include the following wording, "Any officer or employees of a fire department employed to perform the duties of firefighting, fire prevention, fire training, hazardous materials, emergency medical service or fire or arson investigation services as local fire fighter" in this contract. Chief explained this resolution is the Board of Director's approval to authorize the amendment to the CalPERS contract.

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

M/S Naso/Corbet to approve Resolution 1-2019 authorizing the amendment to the CalPERS contract. All ayes.

Chief thanked the board for their approval.

**NEW BUSINESS:**

- a. Statement of Economic Interest/Form 700 – Chief Pomi advised members they are required to complete Form 700 annually. Chief advised members they have until April to complete their forms. Chief asked Board members to submit completed forms to Admin Mulkeen.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

Logistics

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Front Office/Reception Area Improvements-Chief advised fire employees worked on the reception area and modified the front office. Chief thanked Kentfield Fire District staff, Firefighter Bridges and Engineer Nelson, for working on this project.

### Planning/Actions

The Fire Districts Association of California annual conference is scheduled for April 3-5, 2019 in Napa, California. If you are interested in attending, please contact Admin Mulkeen by Friday, February 1, 2019. Chief Pomi advised he is attending and invited interested members to attend. The District will cover the conference and room accommodations. Director Naso commented he would like to attend.

### Training/Wellness & Fitness

Auto Extrication Training with C Shift - Captain Garcia led this extensive training with Engineer McKnight, and Firefighters Tescallo and Neve. Director Evergettis observed the training and commented that it was very interesting and informative and that Captain Garcia gave excellent instruction to the firefighters. Chief Pomi remarked that the District tools, although mature, are well maintained. He reported that last year the Board of Directors authorized adding \$25,000 to the heavy equipment reserve account that now has a fund balance of \$50,000. Chief reported he asked the staff to evaluate the tools and stated the District might upgrade these tools by the end of the year.

Firefighter Tescallo just completed his probationary 6-month test. Chief reported the test results are exceptional. Chief Pomi commented he is very pleased with Firefighter Tescallo's progress.

### Projects/Initiatives/Committees

Manor Road Speed Humps-Background and Information - Chief Pomi presented this item for the Board's discussion and direction. Chief provided the following background information on this issue, where the Fire District stance has been since 2006 and current developments. Chief reviewed the history of the speed humps.

2006-Supervisor Hal Brown directs DPW to install two speed humps on Manor Road. Community members in collaboration with parents thought it was necessary due to potential speeding. In a December 20, 2006 letter from Chief Smith to Supervisor Brown, Chief Smith states, "after reviewing the County policy regarding the installation of speed humps, and given the concerns of the Fire District, I cannot support your decision to install them on Manor Road."

In 2006, the Fire District did attend a speed hump/cushion demonstration; there was a review of several options.

In 2012, the International Fire Code amended traffic calming devices. Section 503.4.1 states that traffic calming measures placed on fire apparatus access roads shall be prohibited unless approved by the fire code official.

Chief commented that by 2012 the International Fire Code stance met the Kentfield Fire District stance/recommendation.

In recent months, local residents submitted a letter with a petition to Marin County DPW supporting the removal of the speed humps. Chief commented that a devastating wildfire could happen here. The District wants to ensure that the community has open egress evacuation routes that are not impeded by anything. Chief Pomi stated he takes the same stance as Chief Smith did in 2006, and does not support speed humps.

For the record, Chief Pomi referred to a January 11, 2019 letter from Marin County DPW to Attorney Joan Bennett. This letter was a response to Attorney Bennett's letter of November 2018 requesting that DPW remove the speed humps on Manor Road. The January 11, 2019 letter notes that "DPW will coordinate with the Fire District and the Safe Routes to School working group to assess the speed cushions." Chief commented that page two of the DPW letter states some inaccuracies that reference speed humps on McAllister Avenue, not Manor Road. The DPW letter references the speed humps on McAllister Avenue and references the recent repaving project and the installation of an additional speed hump after coordinating with the Kentfield Fire District to address traffic operations and safety issues near the back entrance of Bacich School. The letter continues that based on routes that the Fire District would take the Kentfield Fire District Fire Chief found that an additional speed hump would have a minimal additional effect on emergency response times. Chief Pomi stated he did not make the comments referenced in this January 11, 2019 letter and presented two contrary references.

He referred to his Kentfield School District Safe Routes to School Task Force meeting notes from May 3, 2017. In these notes, under the Update from the County on Sir Francis Drake and other Construction Projects-McAllister Update, Bob Goralka reported the Kentfield Fire Chief provided input on the two proposed speed humps; "The Fire District does not support adding new speed humps; therefore, the County is no longer proposing them." This account is accurate.

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Chief also referred to a May 9, 2017 email from Nancy Vernon, Supervisor Rice's Assistant. He noted that bulletin point #5 (Bob Goralka is included on this point) states "County not pursuing additional speed humps south of Acacia on/before the curve, which is right at McAllister Avenue. Kentfield Fire District not in support given impact on response times for residents on Berens Drive. Fire Chief says they currently turn on to McAllister Avenue at different intersections from Sir Francis Drake Blvd to avoid speed humps when responding to residents on Berens Drive. Additional speed humps would impact response times to certain residents."

Both of these documents support the District's position and contradict the information in the January letter from DPW to Attorney Bennett.

Chief Pomi brought this issue to the Board to have the record reflect that the District has the same stance as it did in 2006 and still today is not in support of speed humps. Chief has scheduled a meeting with Supervisor Katie Rice and DPW representative Bob Goralka to discuss this letter and give them the opportunity to explain their thoughts. Chief believes the District can work with DPW and Supervisor Rice to get this issue resolved. Chief Pomi commented he would update the board on the results of this meeting at the February board meeting.

**DIRECTOR MATTERS:** Director Naso advised he would be attending the MERA meeting on Monday.

**CORRESPONDENCE:** Reviewed; Chief referred to the letter from Chief Pearce of the Tiburon Fire Protection District, commenting that Kentfield Fire and Central Marin covered the Tiburon Fire Stations so personnel could attend a funeral of a past employee.

**DISTRICT OPERATIONS:** The December 2018 Incident Log and Overtime Report were reviewed.

**APPROVAL OF WARRANTS:**

M/S Naso/Evergettis to approve December warrants 805302040 to and including 805302116 for \$716,029.41. All ayes.

The next regular meeting will be held on February 20, 2019.

A moment of silence was held for the safety of First Responders working the storm tonight.

M/S Naso/Evergettis to adjourn this meeting at 7:35 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
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**MEETING TYPE:** Regular

**DATE:** Wednesday, February 20, 2019

**CALL TO ORDER:** 6:30 p.m. by Chairman Corbet. 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/Corbet to approve the minutes of January 16, 2019. Directors Gerbsman and Murray abstained. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** Chief Pomi shared a video presentation of Retired Chief Mariani receiving his replacement Kentfield Fire helmet and badge. Chief Pomi also shared a photo book of Chief Mariani that Chief Smith assembled from photos gathered by the Kentfield Fire staff.

**UNFINISHED BUSINESS:**

- a. Statement of Economic Interest/Form 700: Chief Pomi reminded all board members they are required to complete this form annually and asked members to submit their forms to Admin Mulkeen.
- b. F/Y 2018/19 Mid-Year Review Presentation: Accountant Hom presented the following budget highlights covering July 1 through December 2018.

**District Revenues:** *Category 9001/Property Tax Secured*-The District has received \$2.5 million of the \$4.6 million budgeted. Accountant Hom projects a \$22,000 positive variance by the end of the year. *Category 9007/Special Assessment Tax*-reflects \$305,000 received, with \$543,000 budgeted. Accountant Hom estimates this category will have a \$12,000 positive variance by the end of the year. *Category 9046/Excess ERAF*-received \$184,000 with \$225,000 budgeted. Accountant Hom projects the District may receive up to \$330,000 for the year, reflecting a \$105,000 positive variance. All three of these categories total an estimated \$150,000 positive variance on the revenue side. *Category 9950/State Fires*-\$100,000 received as of December 2018 with \$300,000 outstanding. Accountant Hom estimates the District will receive an additional \$75,000 over what we budgeted. Total revenues as of December 2018 is \$3.3 million, at 56% of annual budget.

**Salaries & Benefits:** *Category 1005/Admin Sec* and *Category 1050/Safety-Reg Pay* at 50% of budget. *Category 1030/OT* at 100% in December due to overtime paid during wildland fire season. A request to increase this category to coincide with state fires is addressed by another agenda item tonight. Under *Category 1530/Retire Employer*, the District spent \$536,000 at 63% of budget as of December 2018. Of that, \$300,000 was paid in July 2018 to our unfunded liability. The District has opted to pay this liability in an annual lump sum due to the interest CalPERS adds to the monthly payments. *Category 1560/OPEB* payments are made quarterly. The District has made half of its payments with the budget at 50%. Total Salaries & Benefits have spent \$2.4 million, with a budget of \$4.5 million, currently at 52% of budget.

**Service & Supplies:** \$360,000 spent with \$800,000 budgeted, at 45% of annual budget.

**Capital Outlay:** Spent \$43,000, of the \$341,000 budgeted. Some big-ticket items that were budgeted may not come due. If not, at end of year this category will have a positive budget variance.

**Debt Service:** budget is \$316,000 with \$161,000 spent at 51% of budget.

Accountant Hom reported that as of the end of December, the budget has a surplus, which is good. Accountant Hom asked if there were questions. Director Gerbsman asked how the District financials compare to other Marin fire agencies. Accountant Hom replied that he did not know however, the last audit report stated the District, without further revenue, had enough cash reserves to continue business for eleven months and that was a good position.

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

M/S Gerbsman/Murray to accept the F/Y 2018/19 Mid-Year Review presented by Accountant Hom. All ayes.

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- c. County of Marin FY 18/19 Annual Statement of Investment Policy: Accountant Hom explained that District funds are banked with the County of Marin Treasury Department, pooled with other Marin County agencies. The District is a participant in the Marin County Treasury pool. When the County produces this investment policy, the District Board needs to review and approve the investment policy.

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

M/S Murray/Gerbsman to approve the County of Marin FY 18/19 Annual Statement of Investment Policy. All ayes.

**NEW BUSINESS:**

- a. F/Y 2018/19 Budget Line Item Adjustment – Chief Pomi announced our OT budget is almost at 100% due to out of county assignments. He reported our crews were assigned to nine incidents this fire season for a total of 97 days. Currently the District has been reimbursed for two of the nine incidents. Chief requested a \$100,000 budget line adjustment for Category 9950/State Fires, increasing the budgeted amount from \$225,000 to \$325,000; and increasing Category 1030/OT by \$100,000 from \$383,160 to \$483,160. Accountant Hom advised this budget adjustment is budget neutral, as we are increasing revenues and expenditures by the same amount.

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

M/S Evergettis/Naso to accept the budget line adjustment increase of \$100,000 to Category 9950/State Fires, from \$225,000 to \$325,000 and increase Category 1030/OT by \$100,000 from \$383,160 to \$483,160. All ayes.

- a. Ordinance No 2019-116: Chief Pomi advised this ordinance would create a framework for a new master fee schedule for fire prevention reviews and inspections. He explained that Pursuant to California Health and Safety Code, Division 12, Part 2.7, Chapter 8, §13916 (a), A district board may charge a fee to cover the cost of any service which the district provides or the cost of enforcing any regulation for which the fee is charged. No fee shall exceed the costs reasonably borne by the district in providing the service or enforcing the regulation for which the fee is charged. The fee and service cost study evaluation procedure set forth in this Ordinance provides a mechanism for ensuring that fees adopted by the District for services rendered do not exceed the reasonable estimated cost of providing the services for which the fees are charged. Inspector Pasero reviewed the fees and calculated the District's fully burdened cost and Accountant Hom finalized them. Chief Pomi advised establishing a new Ordinance and repealing Ordinance 112 will provide the framework to create a new master fee schedule. Chief Pomi outlined the Ordinance process as follows. At the February Board Meeting the Board may take the following actions: (1) Conduct a first reading of the proposed ordinance 2019-116 enacting a fee schedule for fire prevention review and related inspections; and (2) following the first reading, set the matter for public hearing on the proposed ordinance for a set time and date at the Kentfield Fire District Board meeting March 27, 2019. Prior to the March Board Meeting, (1) publish the notice of the hearing twice, (2) send notice of the meeting, to any interested person who has filed a written request; and (3) make available to the public, with data indicating the amount of estimated cost required to provide the service for which the fee is levied. There will be a reduction in some fees and others may increase. Chief asked the Board to consider introducing the proposal of the Ordinance and requested they read it by title tonight. Chief asked if the Board had questions. Director Evergettis asked if the fees are flat fees for service, not time and material type charges. Chief Pomi replied they are flat fees but time and materials are built into the fee schedule cost change. The District budgeted \$25,000 in prevention fee revenues this year. As of December 2018, we are at \$15,000. With this change, the District may only see \$20,000 in revenue. This change will have a minimal influence on revenue. This change will protect the District if a resident challenged the permit fee amount.

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

M/S Murray/Gerbsman that the Board accepts the proposal of Ordinance 2019-116 repealing Ordinance No. 112. All ayes.

Director Murray read the following proposal of Ordinance 2019-116, "An Ordinance of the Kentfield Fire Protection District repealing Ordinance No. 112, which adopted a fire prevention fee schedule, and establishing a new master fee schedule for services provided by the Kentfield Fire Protection District."

Board sets a hearing date of March 27, 2019 for the adoption of the proposed ordinance.

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

M/S Gerbsman/Murray to set public hearing date for March 27, 2019 for the adoption of the proposed Ordinance 2019-116. All ayes.

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Chief Pomi thanked the Board.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

*RVPA* – meeting was February 7, 2019 and they reviewed the financials. Their audit is complete for the year.

*MERA* – The project completion date is delayed, estimated to go live in 2022. Chief reported the District's radio hardware is starting to fail. Chief advised the Board that the District will upgrade ten of the new radios with Motorola for use on our current system. The next MERA meeting is scheduled for next Wednesday.

*MCFCA* – Fire Chiefs and Town Managers are considering a regional approach to emergency preparedness, reported Chief Pomi. They are looking at evacuations, defensible space inspections and education. Currently Kentfield Fire District and Central Marin Fire are working with Consultant Todd Lando on public outreach and 4291's. Chief added other Marin agencies are interested in providing this type of service region wide.

**Planning**

*Elections Department cancelling* Kentfield Fire District as a polling place on March 5 & June 5, 2019.

*Disaster Preparedness Trailer* – Chief reported Engineer Marty is finalizing the purchase order. He will place the trailer order at the end of February.

*ABAG & Metropolitan Transportation Commission, 2018 Bay Area Wildland Urban Interface Review of Risks, Plans, and Strategies Report* – the report cited, "Two risk assessments in the region stood out as leaders in using modeling to assess their risk. Marin County's CWPP and Santa Clara County's CWPP each included a robust risk assessment. Both plans characterized the hazard using granular local data, and included discussion of how assets were at risk to the fire." Chief Pomi stated all Marin County Fire Chiefs have been collaborating in this area and it is great to see this recognition. Chief suggested Board members check the website for the full report.

**Financial/Budget**

Accountant Horn completed the mid-year budget review tonight. Chief Pomi reported he has initiated budget planning for FY 19/20.

**Operations/Significant Events**

*Contract Agreement and meeting with Marin County Communications Center for 2019/2020*-Chief Pomi met with the Sheriff's Department and referred to their Year in Review Report; He commented the District costs decreased \$600.00 for the next fiscal year.

*Announcement for Seasonal Firefighter positions for 2019*-Chief reported he scheduled a staff meeting next Wednesday to discuss the final recruitment approach. He does plan to post seasonal firefighter positions this year.

*Manor Road Speed Humps*-Chief met with Supervisor Rice on January 28, 2019 at her office regarding the District's stance on the speed humps. He reported that DPW acknowledged their mistakes on the letter to counsel and that DPW will make corrections/revisions to the letter. DPW will send a letter to the District asking for our thoughts, as they scope other options to use as traffic calming devices. To date the Chief reported he has not received any correspondence from DPW. Director Naso added he acquired 74 signatures on his petition to remove the speed humps, noting his neighborhood support. In addition, Director Naso hopes the 2012 International Fire Code regarding speed humps will be helpful in his effort to remove the speed humps. He expressed the hope that as a Board that they can direct Chief Pomi to write a letter to DPW requesting they remove the speed humps. Director Naso thanked everyone for listening.

**Training/Wellness & Fitness**

*Water Rescue and USAR training* was conducted over the last two months at the old Denny's restaurant. B/C Glenn coordinated the training.

All staff has been attending *EMT and EMS Policies and Procedures* training.

**Prevention/Public Education/Community**

Kentfield Fire District personnel along with a team of nurses trained 8<sup>th</sup> grade students at Kent Middle School on *Hands only CPR and Stop the Bleed*.

*NRG – Neighborhood Response Groups*-Greenbrae Area are working with Consultant Lando. They are looking at preparedness within the neighborhood. Chief thinks it is a great program.

**Logistics**

*Old New Engine 17a* was donated to Santa Rosa Junior College. After five months on the market, there was no interest in purchasing the engine. B/C Glenn reached out to Randy Collins, Fire Technology Director of the Public Safety Training Center at SRJC.

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They were happy to accept the engine and thanked the District. The students will use it. Many of our seasonal employees participate in training at this college.

Chief requested the Board's approval to purchase a new Prevention utility vehicle, which will replace the current vehicle in use on loan from Central Marin Fire. It is a budgeted item under vehicle replacement. Chief reported B/C Glenn and Engineer Johnston have completed the procurement process and found a Ford Explorer for under \$32,000, at government rate. It will be a prevention vehicle for Inspector Pasero but also be a District vehicle for other personnel. It will have Kentfield Fire District striping. It will not be code 3 equipped and will not have lights and sirens.

**Labor/Association**

*Crab Feed* was on February 8, 2019 at the Log Cabin in San Anselmo. B/C Glenn commented fifty-five people attended and it went well. Jim Galli spoke about the Kentfield Fire District gift presentation to Chief Mariani.

OOC Events – none; Chief reported the in-county water team was deployed for the last couple of storms. Kentfield Fire District had a few members participate on this team.

M/S Gerbsman/Naso to approve the Chief's report. All ayes.

**DIRECTOR MATTERS:** None

**CORRESPONDENCE:** Reviewed

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed for January 2019.

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve January warrants 805302117 to and including 805302179 for \$342,322.77. All ayes.

The next regular meeting will be held on March 27, 2019.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 7:29 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, March 27, 2019

**CALL TO ORDER:** 6:30 p.m. by Chairman Corbet. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present except Director Murray. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Naso to approve the minutes of February 20, 2019. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. Open Public Hearing of Ordinance No. 2019-116: Chairman Corbet opened the public meeting at 6:31 pm.
- b. Ordinance No. 2019-116 – Chairman Corbet announced this is the final reading of the Ordinance. The Kentfield Fire Protection District will consider the adoption of Ordinance 2019-116 at the regular meeting of the Board of Directors on the 27<sup>th</sup> day of March 2019. Chairman Corbet read the title of Ordinance 2019-116, “An Ordinance of the Kentfield Fire Protection District repealing Ordinance No. 112, which adopted a fire prevention fee schedule, and establishing a new master fee schedule for services provided by the Kentfield Fire Protection District.”

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

Chairman Corbet closed the public hearing at 6:34 pm.

M/S Gerbsman/Evergettis to approve Ordinance No. 2019-116 an Ordinance of the Kentfield Fire Protection District repealing Ordinance No. 112, which adopted a fire prevention fee schedule, and establishing a new master fee schedule for services provided by the Kentfield Fire Protection District.

Roll Call Vote: Corbet-Aye, Evergettis-Aye, Gerbsman-Aye, Naso-Aye.  
Motion passes.

**NEW BUSINESS:**

- a. Resolution No. 2-2019: Chief Pomi explained with the Ordinance passing tonight the Board could review, discuss and approve the new fee schedule presented with this resolution. Chief Pomi introduced Inspector Pasero to give a brief background on the development of the fee schedule noting that Inspector Pasero updated the fee schedule to reflect rounded final figures. Inspector Pasero distributed the revised fee schedule to board members. Inspector Pasero explained many fire departments and districts are analyzing and reorganizing their fee schedules. The fees were established to recover costs incurred for creating extra work through inspections, plan reviews and other services provided by the District to individual residents and not the community at large. Inspector Pasero explained the State of California Code, the Resources Code and the Health & Safety Code give the District the ability to separate and adopt fees to individual residents for services provided outside of the normal fire and life safety services the District provides to the community. The District has been researching and considering revising our fee schedules to recover costs for providing this service. Inspector Pasero briefed the board on how the fees, based on the full-encumbered rate, are derived to reflect reasonable costs. The fee schedule reflects the time and resources used to perform the service. A short discussion followed. All Board members agreed with the new fee schedule. They thanked Inspector Pasero for his presentation.

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

M/S Gerbsman/Naso to approve Resolution 2-2019 adopting a master fee schedule for services provided by the District. All ayes.

- b. KAPF Labor Contract Negotiation Process: Chief Pomi referred to the board packet memo referencing the negotiation ground rules and Captain Garcia's email to Chairman Corbet to open the contract negotiation process. Captain Garcia introduced the negotiation team this year: Engineer McKnight, Firefighters Tescallo and Neve, and himself. Captain Garcia stated the ground rules are the same as last year; only the dates have changed. He asked if the Board had any questions. There were no questions. After a brief discussion, the Board agreed to establish a sub-committee. Directors



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Gerbsman and Evergettis volunteered to serve. Captain Garcia will coordinate with Admin Mulkeen to schedule meeting dates with the sub-committee members. Director Evergettis requested Accountant Hom provide salary data for the sub-committee to review. Chief Pomi will request Accountant Hom to compile the salary data. Chairman Corbet and Captain Garcia signed the negotiation ground rules agreement. Chief announced we would post the labor negotiation on the monthly agendas until negotiations are complete.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

*RVPA:* The March meeting was cancelled.

*MERA:* Chief reported the MERA meeting was today. The project has significant delays with a projected completion date of 2023. The MERA Board is keeping a close eye on the management of the project trying to expedite the process. MERA is working with Motorola and the environmental impact report. Currently our MERA radios are working but they are aging. However, the District has taken possession of our new GEN radios and will place them into service this year. We should not see any adverse effect on emergency response and communication.

**Planning/Actions**

*LRAD:* Chief Pomi reported he received a quote for \$80,000+/a unit to upgrade the siren system for the roof. The siren performance at the demonstration did not meet our expectation. Chief commented he has put this system on hold.

*Disaster Preparedness Trailer:* Engineer Marty made contact with the vendor and is pursuing the purchase of the trailer.

*NRG/Neighborhood Response Groups-Greenbrae Area:* Laurie Rice, Coordinator of Neighborhood Response Groups, was at the District today. She will work with Shared Services of Central Marin Fire, Consultant Lando and Inspector Pasero. They will start proceeding with the NRGs and Firewise communities in the Greenbrae area.

*Marin Ready Together Committee Formation:* Chief reported he received an email from Supervisor Rice explaining the formation of this committee. The targeted committee members are mayors, elected officials, town managers, and elected fire agency officials. Chief noted that Chief Weber and Chief Tyler are on the committee. The committee's objective is to compare lessons learned from the Sonoma County wildfires to how prepared Marin County is, what we can do with a regional approach to improve our fire prevention areas. They will be reviewing a wide range of topics from defensible space, to alerting and warning systems, evacuations, grant programs, extending to fire building and code enforcement. Supervisor Rice will chair the committee that will meet four times a year. Chief Pomi asked the board if any members were interested in volunteering for this committee. Director Gerbsman volunteered. Chief Pomi will inform Supervisor Rice.

**Financial/Budget**

*2019 Review of Board Stipend-Maximum amount per meeting:* Chief Pomi recalled that in April 2018 the Board discussed and approved increasing their stipend. At that time the District researched how other agencies were compensating board members and tracking the meetings, then ran a calculation for our members based on their meeting activity. Chief reported that under the Health & Safety Code, Section 2, Section 13857 board members may receive \$100 per meeting up to a maximum of \$400 per month. Chief referenced AB2329, signed and approved August 2018, which restated the District could only pay board members \$100 per meeting, and excluded stipends. Chief Pomi reported another opportunity available to the Board is to create and pass an ordinance providing a 5% increase each year. The Board consensus was not to create an ordinance. As a result of this information, Chief advised effective April 1, 2019 the District will track meetings attended by Board members and pay \$100 per meeting, to the maximum of \$400 per month. Admin Mulkeen will track meeting attendance for payroll purposes.

*FY 19/20 Budget Planning:* Chief reported he started budget planning. He met with staff this morning to discuss budget process/requests.

**Operations/Significant Events**

*Seasonal Firefighter Position for 2019:* The application process is closed. Interviews are scheduled on April 1. We have six candidates.

*Manor Road Speed Humps:* Chief reported he received an email from Nancy Vernon, Aide to Supervisor Rice. Ms. Vernon stated the County is moving forward with a study of the Manor Road speed humps. She advised the Chief he should receive a scope study by mid-April. The study and draft scope will be presented at a Safe Routes to School meeting on April 24<sup>th</sup>. The conclusion of the study will allow the County to determine the outreach needs.

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Director Naso requested that the April Board agenda include Manor Road Speed Humps. Chief Pomi acknowledged the request.

**Training/Wellness & Fitness**

Engine Boss and Crew Boss training was completed by Firefighter Bridges and Engineer Nelson. All employees going through fitness evaluations in May.

**Prevention/Public Education/Community**

April is National Public Safety Telecommunicators Week-The Fire Chiefs have sent a donation to the Communications Center. The donation provides meals and small gifts of thank you for their service.

Blood Bank: Chief Pomi highlighted Erik Humber's thank you letter to Captain John Haringer of the Army National Guard recognizing Sergeant Cesmat and his staff for their fast response to accommodating the blood drive.

**Logistics**

New Prevention Utility Vehicle/Ford Explorer: Chief thanked Engineer Johnston for his work on this purchase. Engineer Johnston is working on purchasing decals for the vehicle.

**Labor/Association**

Negotiations and Ground Rules-discussed this evening.

Fire Chief's Contract Notification-Chief Pomi expressed his desire to extend his contract adding as of last week he has been in the position three years.

**Out of County Events**

N/A

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

M/S Gerbsman/Naso to approve the Chief's report. All Ayes.

**DIRECTOR MATTERS: N/A**

**CORRESPONDENCE: Reviewed**

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

**APPROVAL OF WARRANTS:**

Evergettis/Gerbsman M/S to approve February warrants 805302180 to and including 805302231 for \$ 299,934.04.

The next regular meeting will be held on April 17, 2019.

A moment of silence was held for fire, paramedic and law enforcement personnel on duty.

M/S Gerbsman/Naso to adjourn this meeting at 7:20 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, April 17, 2019

**CALL TO ORDER:** 6:30 p.m. by Chairman Corbet. Director Naso led the assembly in the Pledge of Allegiance.

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Naso to approve the minutes of March 27, 2019. All ayes. Director Murray abstained.

**PUBLIC COMMENT PERIOD:** Director Corbet asked if anyone present wanted to speak regarding items not on the agenda. No comments were received.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. Manor Road Speed Humps: Chief Pomi commented that this item is on the agenda at the request of Director Naso. Chief Pomi reported that there are 256 residents in the Manor neighborhood. The District responds to 53 total calls including EMS, fire and service calls per year in this neighborhood. Chief reported that the District did not support the installation of speed humps in 2006/2007 due to possible emergency response delays, the detrimental effect on engines, and potential additional injury to patients in ambulances. The speed humps could also cause erratic driving as people try to maneuver around them during evacuations or egress. Chief recounted the County of Marin DPW completed their study, did a pilot program and the speed humps have remained permanent for the past 12 years. Chief added that in 2012, the International Fire Code was updated, and states that calming measures placed in fire apparatus road access shall be prohibited unless approved by fire code officials. Chief Pomi commented that the Fire District is concerned about safety of neighborhoods and residents. Chief Pomi asked Director Naso to address his concerns.

Director Naso thanked the neighbors for attending the meeting whether they were for or against the speed humps. Director Naso spoke about the fire behind some homes at the top of Vista Grande last year, commenting every fire truck going to this fire had to slow to five MPH to go over humps, which delayed response time. He thinks that is not right. Adding the last couple of years, we have had significant fires. He showed pictures of the first set of speed humps, as you enter Manor Road from Sir Francis Drake Blvd, that were coming apart in March this year. He reported it took DPW days to repair. Last year, to address his concern, Director Naso initiated a petition and obtained seventy-five signatures, which he submitted to Mr. Rojas, Director of the Marin County DPW. In his opinion, the speed humps have to be removed. Director Naso, addressing the Board, requested they or the Chief take action on this item and request the speed humps be removed. Chief Pomi responded that speed humps are under County DPW jurisdiction. The Fire District has no authority on having them installed or removed and that the District's responsibility is to provide overall safety to the entire area and provide our input. Chairman Corbet asked if any board members wanted to comment. No comments were made. Chairman Corbet asked visitors if they wanted to comment on this item that they each had a three-minute limit. Chief Pomi welcomed and thanked visitors for joining the meeting.

The residents of Manor Road neighborhood expressed their support of some type of traffic-calming device to address the vehicle speeding problem. Their priority is the safety of the children and residents in the area. They do not want the speed cushions removed before an appropriate traffic-calming device is installed.

Chief Pomi commented there is a misconception that the Fire District can remove speed humps. He acknowledged the residents' concerns and advised that DPW is responsible for installation/removal of speed humps. Chief added that the purpose of this agenda item is to open a dialog and discussion on how we can improve the overall safety of the entire road. The Fire District, per code, does not necessarily agree with speed cushions but there are other alternatives to make it safe. Chief Pomi reiterated the Fire District job is to improve safety overall. A discussion ensued with residents and board members on ways to address the speeding issue and the speed hump/cushion replacement. The Board thanked the community members for attending the meeting.

- b. KAPF Labor Contract Negotiation Process: Director Gerbsman advised the sub-committee would initiate a meeting schedule with the negotiation team. Chief Pomi reported Accountant Hom completed the salary incremental worksheet for the Board if they desired to review it in closed session tonight. Chairman Corbet commented the Board will wait until next month, after meetings have begun with the negotiation team.

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

**NEW BUSINESS:**

- a. Resolution No. 3-2019: Resolution of the Board of Directors of the Kentfield Fire District Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act – Chief explained this is in relation to our CalPERS medical benefits. CalPERS has changed regions in the plan to realign healthcare costs, reducing the number of regions from five to three. Kentfield Fire District will move to Region One; Chief Pomi commented the only change on the resolution is item 1a, noting the name of the CalPERS health benefit plan as PERChoice Basic Region One. CalPERS requires us to process this resolution. This change becomes effective January 1, 2020.

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

M/S Gerbsman/Murray to approve Resolution 3-2019 Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- b. Fire Agencies Self Insurance System (FASIS) Notice of Election: Chief Pomi announced that FASIS currently has three open positions for three-year terms. Director Gerbsman asked if Chief Pomi could recommend any candidates. Chief Pomi recommended the incumbents Chief Howard Wood of Vacaville Fire Protection District, Chief Grinnell of Bodega Bay Fire Protection District and Chief Akre, of Valley of the Moon Fire Protection District.

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

M/S Naso/Gerbsman to vote for Chief Wood, Chief Grinnell, and Chief Akre for the FASIS Board of Directors. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- c. Assigned and Unassigned Fund Balances Ending FY 17/18: Chief Pomi referenced the current reserve allocations memo in the board packet and advised the Board of the opportunity to re-allocate the unassigned fund balances. He distributed a proposal for re-allocating the surplus unassigned fund balance, \$725,000.00, presented during the FY 17/18 audit, to assigned reserve funds. These reserve funds are in our account and can be re-allocated as directed by the board. Chief proposed the following fund re-allocation amounts and categories.

Category 6910/Apparatus Replacement: Move \$250,000 into this category increasing this fund balance from \$475,572 to \$725,572. Chief estimated the District would need to replace the truck between 2020 and 2023. A new truck is projected at \$1.2 million. This would allow the District to continue funding this category at \$100,000 to \$150,000 for the next two to three years.

Category 6915/Building Replacement/Renovation: Move \$100,000 increasing this fund balance from \$447,899 to \$547,899. Chief commented that he worked with Director Evergettis to evaluate the roof, and that they know the HVAC system would need to be replaced at some future time. Firefighter Bridges is the station manager now and he estimates the replacement cost at \$1 million. Chief advised the District should continue to fund this account with any surplus funds.

Category 6975/Debt Service Sinking: Chief explained this fund was established to pay down the building loans at the District/Board's discretion. The current fund balance is \$250,000. Chief would like to increase this fund by \$375,000, for a total fund balance of \$625,000. Chief advised he would like to use this fund to possibly pay down the unfunded liability portion of our pension. Chief explained that CalPERS is establishing a new trust, called CEPPT (CalPERS Employee Pension Prefund Trust), which will function similar to the CERBT. Chief Pomi commented, at this time the funds will remain in this debt service sinking category until a decision is made regarding the establishment of the CEPPT.

A discussion ensued regarding how the District's funds are invested with CalPERS and the County of Marin Treasurer's Department verses other possible investment opportunities with a commercial bank or other investment vehicle. Board members requested Chief Pomi investigate why the District currently banks with the County of Marin Treasurer's Department and what the District's options are if we seek investment opportunity elsewhere.

Chief Pomi asked the Board to approve re-allocating a total of \$725,000 from unassigned funds to assigned allocated funds.

M/S Gerbsman/Naso to approve the re-allocation of the unassigned fund balance of \$725,000 into assigned fund balances recommended by Chief Pomi to meet the total reserve allocated funds of \$3,805,203.

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

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

Low Income Senior Homeowner Parcel Tax Exemption information is in the board packet. This information is available in the front office. There is also correspondence and project update from Chief Pierce and Todd Cusimano regarding MERA delays and implementation of the Next Gen System.

Planning/Actions

Marin Wildfire Forum, hosted by Supervisor Rice and FireSafe Marin is scheduled on Saturday, May 4, 2019 at the Embassy Suites in San Rafael. They have had a tremendous response.

Chief referred to the article in the board packet by Dick Spotswood: Equitable approach needed for fire-safety tax, which takes a regional approach.

Chief highlighted the news release regarding Sir Francis Drake Blvd traffic signals to be re-synchronized. County DPW has reviewed the traffic patterns and will try to re-synchronize the lights to improve traffic flow.

Financial/Budget

Assigned and Unassigned Fund Balance – as discussed.  
FY 19/20 Budget is in development.

Operations/Significant Events

Seasonal Firefighter Position for 2019: The District has three seasonal firefighters returning this year: Anthony Beltramo, Jake Castleberry and Jonathan Dourneau. Logan Shurtz, a new hire, accepted the D-space inspector position. He will go through the background process. Logan will also fill a resident firefighter position.

Training/Wellness & Fitness

Probationary testing of Firefighters is going well. Firefighter Neve is currently going through his six-month test.  
Captain Viau has scheduled employee wellness/fitness reviews for next month.

Prevention/Public Education/Community

April is National Distracted Driving Awareness Month  
E-Brief FASIS Newsletter is in the board packet for your information on this topic.

**DIRECTOR MATTERS:** N/A

**CORRESPONDENCE:** Reviewed

**DISTRICT OPERATIONS:** The March Incident Log and Overtime Report were reviewed. Chief noted several employees cashing in comp time to bring totals into balance.

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve March warrants 805302232 to and including 805302283 for \$ 388,004.92. All ayes.

The next regular meeting will be held on May 15, 2019. Chief Pomi requested that Admin Mulkeen schedule a labor negotiation meeting prior to the next board meeting.

A moment of silence was held for Battalion Chief Jack Bogue, San Francisco Fire Department, who passed away last month. He was an uncle to Director Murray's wife. He worked for thirty-three years at Station 3, the busiest firehouse in the nation. He had received a number of citations, and was a true hero. Director Murray asked we keep him in our prayers.

M/S Gerbsman/Naso to adjourn this meeting at 7:59 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** May 15, 2019

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Evergettis to approve the minutes of April 17, 2019. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** N/A

**UNFINISHED BUSINESS:**

- a. KAPF Labor Contract Negotiation Process: Chief Pomi reported the subcommittee and labor group met on May 9, 2019 to discuss labor negotiations. He explained the subcommittee could present the information to the Board during open session or they could choose to move to closed session. The Board chose to move into closed session.
- b. CLOSED SESSION: The Board moved into closed session at 6:32 pm. The Board returned to open session at 6:41 pm. Director Corbet reported the Board approved the KAPF requested 2.5% salary increase for FY 2019/20.

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

M/S Evergettis/Naso to accept the Association salary offer of 2.5%. All ayes. Director Evergettis stated he thought their request was very fair and reasonable considering some costs are out of our control. Captain Garcia thanked the Board for accepting their salary request and commented that the staff will be very happy.

**NEW BUSINESS:**

- a. Resolution 4-2019: Resolution of the Board of Directors of the Kentfield Fire Protection District Acknowledging Receipt of a Report Made by the Fire Chief of the Kentfield Fire Protection District regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health & Safety Code. Chief Pomi explained the resolution is necessary to meet compliance with Senate Bill 1205. The bill requires each fire department to annually report to their Board on compliance of inspections in our jurisdictions. Chief reported the District completed 100% of Group E inspections and 86.6% of Group R in 2018. He advised the Board this resolution would be presented annually in May to reflect the District's compliance to these prevention inspections. Chief reported the District is doing well in this area.

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

M/S Gerbsman/Murray to accept Resolution 4-2019, acknowledging receipt of a report made by the Fire Chief of the Kentfield Fire Protection District regarding the inspection of certain occupancies required to perform annual inspections in such occupancies pursuant to Sections 13146.2 and 13146.3 of the California Health & Safety Code. All ayes.

- b. Resolution 5-2019: Resolution of the Kentfield Fire District Board of Directors in Support of the Ross Valley Paramedic Tax Rate for Fiscal Year 2019-2020. Chief reported this is our annual resolution supporting the RVPA tax. Tax rate goes up \$4 from last year's tax. Voters did approve another four-year term to continue this tax. Once approved the resolution is submitted to the RVPA Executive Director.

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

M/S Gerbsman/Naso to approve Resolution 5-2019 supporting the Ross Valley Paramedic Tax Rate for Fiscal Year 2019-2020. All ayes.

- c. FAIRA Board Elections: Chief explained that FAIRA, Fire Agencies Insurance Risk Authority, Board has seven Board members up for election. Chief Pomi recommended the Board vote for all seven candidates.

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

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

M/S Gerbsman/Evergettis to vote for the FAIRA Board members up for election: Chief Mark Johnson, Fresno County FPD; Chief Mark Pomi, Kentfield FPD; Chief Sean Bailey, Northstar CSD FD; Chief Criss Brainard, San Miguel Consolidated FPD; Chief Eric Walder, South Placer FPD; Chief Richard Pearce, Tiburon FPD; Chief Howard Wood, Vacaville FPD. All ayes.

- d. Grand Jury Report: Wildfire Preparedness: A New Approach: Chief Pomi reported the Grand Jury Report was released April 25, 2019. The District is required to respond to 22 findings and 13 of the 15 recommendations with a deadline of July 18, 2019. Chief Pomi recommends the Board read the report and send questions or additions to him. Chief advised he is working to address this report and will have prepared document with responses for the Board to discuss and approve at the June board meeting. Upon the Board's approval, the response will be submitted to the Grand Jury.

Director Gerbsman reported he attended the Wildland Preparedness meeting earlier this month. The presentation focused on the consolidation of effort in this area, having one group responsible for Marin County vs. sixteen separate entities/fire agencies, and forming a JPA. This group will incorporate fuel crews, defensible space evaluations, public education, evacuation routes and notifications, grants, fire code enhancements, etc. Challenges in forming and funding the JPA were discussed. The funding options were parcel or sales tax. Director Gerbsman asked board members what tax position they have. All Board members support sales tax to generate revenue for this project. Director Gerbsman reported he will take this back to the next meeting in which they will have more dialog on the funding options.

**CHIEF'S REPORT:** Chief Pomi shared his reflection of the Kentfield Fire District vision, mission and values, and guiding principles for staff. Chief reported he shares this information with the staff on a regular basis. They do carry these values and guiding principles with them every day. He feels the staff is doing an outstanding job and are professional in the community.

**DIRECTOR MATTERS:** Director Naso reported he and Chief attended a MERA meeting this month and reported some progress on the system. The environmental report is delaying the project.

**CORRESPONDENCE:** Chief Pomi briefly reviewed the correspondence. He commented on PG&E power outages stating they will turn off power to certain regions due to a variety of factors. Delays will occur in turning the power back on. Once the event is cleared, PG&E is required to inspect every line prior to turning the power back on which may take four to seven days.

FireSafe Marin Grant – Chief Pomi reported the Kentfield Fire District applied for a grant with Central Marin Fire, Ross Valley Fire, Marin County Fire and Open Space. Our grant application was approved by CalFIRE and we will receive \$1 million. The grant provides funds to clear 8.73 miles of primary and secondary evacuation routes in the Kent Woodlands. Consultant Todd Lando will manage the grant. Overall, fifty-two miles of primary and secondary roads will be worked on from Christmas Tree Hill, Corte Madera into Mill Valley and up to Upper Ross Valley. Program outreach is scheduled to begin in September this year, followed by the environmental piece with work beginning late 2019, early 2020. Contractors will be in each region for 30-45 days depending on when CalFire starts releasing the funds. Chief commented Consultant Lando has done outstanding work getting this grant acquired.

**DISTRICT OPERATIONS:** The April 2019 Incident Log and Overtime Report were reviewed.

**APPROVAL OF WARRANTS:**

Murray/Gerbsman M/S to approve April warrants 805302284 to and including 805302344 for \$ 334,552.40.

The next regular meeting will be held on Wednesday, June 12, 2019.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 7:32 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** June 12, 2019

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Evergettis to approve the minutes of May 15, 2019. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

**UNFINISHED BUSINESS:**

- a. Grand Jury Report-Wildfire Preparedness: A New Approach: Chief Pomi distributed a draft copy of the District's response to the grand jury report. He responded to all 22 findings and 13 recommendations. Chief Pomi asked the board to review the report and send corrections/suggestions to him or Admin Mulkeen for incorporation in the report. The final report will be presented at the July meeting for adoption.

**NEW BUSINESS:**

- a. Resolution No. 6-2019 Identifying the Terms and Conditions for Fire Department response to Incidents outside of the Jurisdiction when Kentfield Fire District is compensated or reimbursed for such response-Chief Pomi commented that the District participates in mutual aid, emergency fire response assistance with the state of California and the federal government. Chief Pomi stated the District currently has a resolution with CalOES defining how Kentfield Fire District will be compensated when we respond to out of county fires; it does not identify fire prevention positions such as Fire Inspector Pasero. This resolution updates the list of District personnel to include Fire Inspector, Fire Marshal, and Fire Prevention Specialist. Chief requested the Board's approval of this resolution adding these prevention positions.

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

M/S Gerbsman/Murray to approve Resolution No. 6-2019 Identifying the Terms and Conditions for Fire Department response to Incidents outside of the Jurisdiction when Kentfield Fire District is compensated or reimbursed for such response. All ayes.

- b. Special Fire Tax Assessment F/Y 2019/2020 Transmittal 3- Chief Pomi explained every year the Board has the ability to set our special assessment tax, Measure G, for the upcoming fiscal year. Over the past several years, the special tax assessment has remained at .07 cents per square foot, with a yield of approximately \$555,000 in revenue. Chief Pomi reported that Accountant Hom advised that this year's CPI is 3.87% so the maximum special tax assessment could go up to .11 cents per square foot. Chief Pomi commented he is able to balance the 2019/20 budget with the .07 cents per square foot special tax assessment. All Board members concurred with the Chief in keeping the special tax assessment at .07 cents per square foot.
- c. Resolution No. 7-2019 Adopting Special Assessment Rates for FY 2019/2020

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

M/S Murray/Gerbsman to approve Resolution No. 7-2019 Adopting Special Assessment Rates for FY 2019/2020 as presented on the County of Marin Transmittal Three Rate Schedule form. All ayes.

- d. OPEB Actuarial Services Agreement-Chief Pomi explained this actuarial is required every two years. We now fall under GASB75, government accounting standards board regulations, which require us to provide an actuarial for our OPEB (CERBT account) program. MacLeod & Watts provided this proposal. This actuarial service contract will complete the GASB75 regulations for 2020 and 2021, and determine the OPEB funding for 2021, 2022, and 2023. The new valuation date is as of June 30, 2019. The cost is \$8,000; same price as 2017. Chief asked for the Board's approval of this agreement.

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



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

M/S Gerbsman/Naso to approve OPEB Actuarial Services Agreement for 2019 with MacLeod Watts for a fee of \$8,000.00. All ayes.

- e. Preliminary 2019/20 Budget - Chief Pomi highlighted the following categories of the 2019/20 preliminary budget.

**REVENUE**

**Category 9001/Property Tax Current Secured** – Reflects a 4% increase estimated at \$202,000, from \$4.5 million to \$4.7 million.

**Category 9007/Special Assessment-Measure G** – Estimated at .07 cents per square foot with a projected increase of \$3,000, from \$543,000 to \$546,000.

**Category 9046/ERAF** – Estimated at \$225,000 remains the same as last fiscal year.

**Category 9950/State Fires Reimbursement** – Increases \$25,000 from \$225,000 to \$250,000.

**Total revenue change will increase \$246,355 over last year.**

**PERSONNEL**

**Salary Categories** – reflect the Board approved salary adjustment.

**Category 1530/PERS Retirement** – increasing \$106,711 from \$844,558 to \$951,269.

**Total Personnel costs will increase \$247,731 from \$4,518,037 to \$4,765,768.**

**SERVICE & SUPPLY**

Overall, budget categories are similar to last year's budget.

**Category 2080/Workers Compensation Insurance** - a projected \$3,700 decrease from \$204,960 to \$201,252.

**Category 2135/Gas & Oil** – increasing \$3,375 from \$13,125 to \$16,500.

**Total Service & Supply will increase \$1,150 from \$797,966 to \$799,116.**

**DEBT SERVICE**

This category covers the required payment for the District building renovation project.

**Category 3110/Fire Station Renovation Principal** – This debt is projected to be paid off by June 2024.

**Category 3130/Solar PV** – No change to this category. This debt will be paid of December 2020.

**Total Debt Services at \$316,030, no change from last year.**

**CAPITAL OUTLAY**

**Category 4005/MERA, Radios: CAD/iPads:** This category reduced \$10,000, from \$50,000 to \$40,000.

**Total Capital Outlay costs will decrease \$9,489 from \$341,809 to \$332,320 over last year.**

**BUDGET ANALYSIS**

*Total Revenue is increasing \$246,355 at \$6,224,603*

*Total Personnel is increasing \$247,731.00 at \$4,765,768*

*Total Service & Supply is increasing \$1,150 at \$799,116*

*Total Debt Service remains the same at \$316,030*

*Total Capital Outlay is reduced by \$9,489 at \$332,320*

*The projected fund balance for fiscal year 2019/20 will be at \$11,369 to the positive.*

Chief Pomi asked if the Board had any questions on the preliminary budget. There was none.

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

M/S Gerbsman/Murray to approve the 2019/20 preliminary budget. All ayes.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

**MERA-Low Income Senior Homeowner Parcel Tax Exemption** – Chief Pomi reported the application period closed on June 1, 2019. He commented a few Kentfield residents did apply for this exemption but he did not have any figures for the board.

**Marin Ready Together Committee** – Director Gerbsman reported that two issues arose from the most recent committee meeting: 1) that no agency assume liability of pension or insurance; and 2) that there are two distinct funding options on the plate: parcel tax or sales tax. Director Gerbsman wants to ensure he can verbalize the board's position and asked Board members for their feedback. Discussion followed on the two funding options with all Board members in support of a sales tax. Chief Pomi thanked Director Gerbsman for representing the Kentfield Fire District on the committee.

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

Planning/Action

KWPOA Evacuation Drill & Presentation-Thursday, May 30, 2019-An Alert Marin notification was sent to Kent Woodland residents asking them to respond to Bacich School; Consultant Todd Lando delivered an outstanding presentation. Consultant Lando touched on PG&E shutdown. Chief Pomi commented there was a low turnout.

Defensible Space Inspections-Greenbrae & Laurel Grove areas-Chief Pomi reported the Seasonal Firefighters have completed over 600 inspections to date.

PG&E-Public Safety Power Shutoff (PSPS)-Chief referred to the summary of public safety shut-off process included in the Board packet.

Financial/Budget

Administrative Salary Adjustments-Chief Pomi referred to his letter addressed to Chairman Corbet requesting salary adjustments, effective July 1, 2019, as reflected in the preliminary 2019-2020 budget..

FY 19/20 Preliminary Budget-reviewed and approved.

Operations/Significant Events

Seasonal Firefighter Positions-Chief Pomi advised these firefighters have been on the job for five weeks. On June 19, 2019, three of the seasonal firefighters will move to assigned shifts on the engine. They will remain in these positions for the remainder of the year.

Retirement & Recruitment-Chief referenced Captain Fox's retirement letter. He advised there would be a luncheon for him on Monday, June 24 at 12:00 noon here at the station.

Training/Wellness & Fitness

Probationary Testing of Firefighters-Firefighter Tescalco approaching his one-year probation on July 4, 2019; Firefighter Neve approaching eight months. Chief reported both firefighters are doing well.

Employee Wellness/Fitness Reviews Completed.

Prevention/Public Education/Community

Manor Road Safety Study Group-Chief tasked with representing the Fire District regarding the speed cushions on Manor Road. He reported that the group identified the following objectives: safety throughout the entire area all the time; adequate emergency response time and emergency evacuation routes, adequate auto safety in general, and adequate pedestrian and bicycle safety. The study group includes CHP, Marin County Sheriff's Department, the Fire District, Supervisor's Office, Safe Routes to School, school and community members. They will meet every month and identify concerns of the community regarding speed cushion options: removal, replacement, add no parking areas, etc. The roadway is narrow and a redesign was suggested. Chief will continue to update the Board on the meetings. The next meeting is the end of July.

Be Prepared - Chief announced we are in fire season now. There have been multiple small fires in the county. He commented that the PG&E shut-off is real.

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

M/S Gerbsman/Naso to approve Chief's report. All ayes.

**DIRECTOR MATTERS:** Director Naso reported he would be unable to attend the next MERA meeting.

**CORRESPONDENCE:** Reviewed

**DISTRICT OPERATIONS:** The May 2019 Incident Log and Overtime Report were reviewed.

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve May warrants 805302345 to and including 805302396 for \$315,537.09.

The next regular meeting will be held on Wednesday, July 10, 2019.

A moment of silence was held for departed members.

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

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, July 10, 2019

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

**ROLL CALL:** All Directors were present except Director Corbet. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Gerbsman to approve the minutes of June 12, 2019. All ayes.

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

**AGENDA ADJUSTMENTS:** Chief Pomi requested moving item 7c. Public Hearing/Public Comment to 7b. Move item 7b. FY 2019/20 Final Budget to item 7c.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. Grand Jury Report-Wildfire Preparedness: A New Approach: Chief Pomi commented the District is responsible to respond to all twenty-two findings and recommendations R1, R3 through R13 and R15. Chief referred members to the final official response letter in the board packet. Chief reported that Kentfield Fire District staff composed the responses and that he had incorporated Board member feedback as needed. All Fire Chiefs responded to the regional items. The District will mail two copies: one, to Judge Paul Haakenson, the other to Foreperson Pat Randolph of the Marin County Civil Grand Jury. This will fulfill the District's obligation to their report. Chief asked the Board for their approval of the District's response to the Marin County Civil Grand Jury Report.

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

M/S Gerbsman/Evergettis to approve the District's response to the Marin County Civil Grand Jury Report-Wildfire Preparedness: A New Approach. All Ayes.

- b. Public Hearing for 2019/20 Proposed Final Budget: Vice Chairman Murray opened the public hearing at 6:35 pm.

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

Vice Chairman Murray closed the public hearing at 6:36 pm.

- c. FY 2019/20 Final Budget – Chief Pomi presented the proposed final budget reviewing each category highlighting a few changes.

Revenue:

*Category 9367/Other Aid-Grants, etc* changes from \$0 to \$135,000. This is the amount of funds the District is projected to receive from the CalFire Grant for roadside vegetation management in the Kent Woodlands. This project will be expensed out of the fire prevention category.

Personnel Costs: No change

Service & Supply

*Category 2070/Insurance-General/Auto/Liability* reflects a \$2,117 increase. Chief reported that auto liability insurance is up 16%, which was anticipated industry wide. This category increases from \$11,409 to \$13,526.

*Category 2150/Fire Prevention & Public Education* increases \$135,000 from \$36,500 to \$171,500. This increase is related to the CalFire Grant. These funds will pay for contractors working on the Kent Woodlands project, which will be reimbursed by the CalFire Grant.

Debt Service – No change

Capital Outlay – No change

Debt Service – No change

Reserve Allocations are at \$3.8 million

Budget Analysis reflects changes due to the CalFire grant and auto insurance increase with a projected fund balance of \$9,252.

Chief asked if Board members had any questions. There were none.

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

M/S Gerbsman/Evergettis to approve the FY 2019/20 Final Budget as presented. All ayes.

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

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

Operations/Significant Events

Chief Pomi reported the following personnel changes:

Engineer Andrew Marty promoted to Captain replacing Captain Fox. Captain Marty is assigned to B Shift.

Seasonal Firefighter Beltramo will fill a Temporary Firefighter position for a member going out on medical leave for four to six months. Firefighter Beltramo is assigned to A Shift.

Engineer Nelson will move from A Shift to C Shift to back-fill the member on medical leave.

Prevention Seasonal Firefighter Logan Shurtz, will move into the Shift Seasonal Firefighter position on A Shift.

Prevention/Public Education/Community

Cal Fire Grant – Kent Woodlands Evacuation Route Clearance Project and Funding –

Chief Pomi referred to the CalFIRE Project Scope of Work document noting this project will encompass 8.2 miles of roadway clearance work on two evacuation routes in the Kent Woodlands. Chief reported the Kent Woodlands project is first on the list to get the work completed this year. He reported the outreach is scheduled for August with work starting in September/October. The grant is coming through FireSafe Marin. Consultant Todd Lando will manage the grant and the work.

Kentfield Fire District History Project Update – Chief Pomi distributed Chief Smith's Kentfield Fire District history project. With the District's 100<sup>th</sup> anniversary approaching, Chief Pomi asked board members what year they feel the District was formed. Chief Smith's research revealed that the application to create the District was submitted in the 1920, in 1921 a vote occurred which funded the District for \$4500. The first fire engine rolled out to a call in 1922. Chief Pomi reported he met with B/C Glenn and reviewed dates, identifying October 1921 as the beginning of the Kentfield Fire District.

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

M/S Naso/Gerbsman to approve the Chief's report. All ayes.

**DIRECTOR MATTERS:** Director Gerbsman reported he would be attending Marin Ready Together Committee meeting Monday. The committee will be reviewing the polling data. Director Gerbsman reconfirmed the District is not in support of contingent liabilities or a parcel tax. Chief Pomi requested that Director Gerbsman forward the polling data to Admin Mulkeen or himself.

**CORRESPONDENCE:** Reviewed. Chief Pomi reported the MERA environmental impact report is almost complete. The report is scheduled to go out for public comment at the end of July; Chief hopes for a 45-day review so they can start the design review.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve corrected May warrants 805302345 to and including 805302396 for \$319,537.09. All ayes.

M/S Naso/Murray to approve June warrants 805302397 to and including 805302455 for \$571,032.72. All ayes

The next regular meeting to be determined pending new business items for August.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 6:59 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, July 10, 2019

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

**ROLL CALL:** All Directors were present except Director Corbet. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Gerbsman to approve the minutes of June 12, 2019. All ayes.

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

**AGENDA ADJUSTMENTS:** Chief Pomi requested moving item 7c. Public Hearing/Public Comment to 7b. Move item 7b. FY 2019/20 Final Budget to item 7c.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. Grand Jury Report-Wildfire Preparedness: A New Approach: Chief Pomi commented the District is responsible to respond to all twenty-two findings and recommendations R1, R3 through R13 and R15. Chief referred members to the final official response letter in the board packet. Chief reported that Kentfield Fire District staff composed the responses and that he had incorporated Board member feedback as needed. All Fire Chiefs responded to the regional items. The District will mail two copies: one, to Judge Paul Haakenson, the other to Foreperson Pat Randolph of the Marin County Civil Grand Jury. This will fulfill the District's obligation to their report. Chief asked the Board for their approval of the District's response to the Marin County Civil Grand Jury Report.

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

M/S Gerbsman/Evergettis to approve the District's response to the Marin County Civil Grand Jury Report-Wildfire Preparedness: A New Approach. All Ayes.

- b. Public Hearing for 2019/20 Proposed Final Budget: Vice Chairman Murray opened the public hearing at 6:35 pm.

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

Vice Chairman Murray closed the public hearing at 6:36 pm.

- c. FY 2019/20 Final Budget – Chief Pomi presented the proposed final budget reviewing each category highlighting a few changes.

Revenue:

*Category 9367/Other Aid-Grants, etc* changes from \$0 to \$135,000. This is the amount of funds the District is projected to receive from the CalFire Grant for roadside vegetation management in the Kent Woodlands. This project will be expensed out of the fire prevention category.

Personnel Costs: No change

Service & Supply

*Category 2070/Insurance-General/Auto/Liability* reflects a \$2,117 increase. Chief reported that auto liability insurance is up 16%, which was anticipated industry wide. This category increases from \$11,409 to \$13,526.

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Debt Service – No change

Capital Outlay – No change

Debt Service – No change

Reserve Allocations are at \$3.8 million

Budget Analysis reflects changes due to the CalFire grant and auto insurance increase with a projected fund balance of \$9,252.

Chief asked if Board members had any questions. There were none.

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

M/S Gerbsman/Evergettis to approve the FY 2019/20 Final Budget as presented. All ayes.

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

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

Operations/Significant Events

Chief Pomi reported the following personnel changes:

Engineer Andrew Marty promoted to Captain replacing Captain Fox. Captain Marty is assigned to B Shift.

Seasonal Firefighter Beltramo will fill a Temporary Firefighter position for a member going out on medical leave for four to six months. Firefighter Beltramo is assigned to A Shift.

Engineer Nelson will move from A Shift to C Shift to back-fill the member on medical leave.

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Cal Fire Grant – Kent Woodlands Evacuation Route Clearance Project and Funding – Chief Pomi referred to the CalFIRE Project Scope of Work document noting this project will encompass 8.2 miles of roadway clearance work on two evacuation routes in the Kent Woodlands. Chief reported the Kent Woodlands project is first on the list to get the work completed this year. He reported the outreach is scheduled for August with work starting in September/October. The grant is coming through FireSafe Marin. Consultant Todd Lando will manage the grant and the work.

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

M/S Naso/Gerbsman to approve the Chief's report. All ayes.

**DIRECTOR MATTERS:** Director Gerbsman reported he would be attending Marin Ready Together Committee meeting Monday. The committee will be reviewing the polling data. Director Gerbsman reconfirmed the District is not in support of contingent liabilities or a parcel tax. Chief Pomi requested that Director Gerbsman forward the polling data to Admin Mulkeen or himself.

**CORRESPONDENCE:** Reviewed. Chief Pomi reported the MERA environmental impact report is almost complete. The report is scheduled to go out for public comment at the end of July; Chief hopes for a 45-day review so they can start the design review.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve corrected May warrants 805302345 to and including 805302396 for \$319,537.09. All ayes.

M/S Naso/Murray to approve June warrants 805302397 to and including 805302455 for \$571,032.72. All ayes

The next regular meeting to be determined pending new business items for August.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 6:59 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, September 18, 2019

**CALL TO ORDER:** 6:30 p.m. by Chairman Corbet. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present except Director Murray. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Evergettis to approve the minutes of July 10, 2019. All ayes, Director Corbet abstained.

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

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** Wildfire Prevention & Mitigation Initiative presented by Fire Chief Weber, Fire Chief Tyler and B/C O'Neill. Chief Pomi welcomed visitors, introduced the presenting group, and thanked them for their work on the initiative.

Chief Tyler introduced the initiative and presented a video and PowerPoint presentation highlighting: statistics, geography, and topography of Marin County. Chief Weber presented the financials. The following are questions and answers captured following the presentation.

Director Naso asked who the polling groups were.

Chief Weber replied they hired Godbe to conduct the polling. He explained when conducting a poll countywide, they take likely voters, those that typically vote, and then demographically match that likely voter group with the survey results. Their surveys are targeted. They reported that 90% responded to text survey with a 3.5% error margin on polling. 750 likely voters for March 2020 ballot that were questioned, 900 voters total based on November election. Polling results are broken down into five geographical areas. As you break down your results, the margin of error gets higher. Demographics of the voters defined by the data publicly available in the voter's database.

Director Gerbsman stated that on July 10 Chairman Corbet, representing our District, recommended a ¼ cent sales tax. When he saw results of polling there was only one question, the last question of 20, representing the ¼ cent sales tax. Obviously, there is a difference between districts and cities in relationship to what we want. Our District already has a parcel tax. What is the difference between 10 cents or 11 cents vs. \$178? How does \$178 per household equal \$21 million? i.e., 10 cents per square foot on 2,000 sqft home is \$200; \$300 on a 3,000 sqft home.

Chief Weber responded, "You are correct." The \$178 amount comes from the original MERA data. They came up with that number before we did the polling. That was a mistake. Why not sales tax? As you mentioned the Grand Jury Chairman put that in the Grand Jury Report and I think you are spot on with the difference. In general, Fire Districts were more supportive of a sales tax than a parcel tax. Again, when we came together with 19 agencies some of the challenges were that the sales tax did not generate the revenue they thought was necessary to move the needle to an acceptable level. At least one or more agencies would not have participated and essentially the JPA would have collapsed at that point.

Director Gerbsman-\$178 is not the right number, what is the right number?

Chief Weber-If you use the average square footage it would be \$210. I think if we were to roll back to June, you would have seen that number.

Director Gerbsman-What happens to the extra dollars? Why can't we just use the \$210 for flat parcel tax?

Chief Weber-In early meetings with the Coalition of Sensible Tax Payers they were generally opposed to a flat parcel tax and in favor of a more progressive tax, which includes square footage tax which also includes commercial space.

Director Gerbsman-If you take the \$210 vs a progressive tax, other than this Coalition, who else wanted a progressive tax?

Chief Weber-At tail end of all the meetings, no one was opposed to this concept yet. There are concerns out there.

Director Gerbsman-It is what it is. No question from an emotional standpoint everybody wants this. Some of the questions I have and request you take in the right vein because part of the issue is going to our constituents to get them to vote. I am a Fiduciary. My job is to be transparent and give people the proper information. So proper information is at 10 or 11 cents? I think you just put it out there and if you go through this other stuff you are going to have questions. Question #2, is regarding this \$21 million budget. I've asked the Chief a couple of times, how did you get to that number? Is that a bottoms up number? How do you hold people responsible and accountable for verifying the validity of that number?

## KENTFIELD FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING

Chief Weber-When we started the proposal/concept we looked at using the CWPP and the volume of the areas of concern. They are not at the prescription level because that would have required us going through CIQA, and get to that level of detail if we were going to cost it out that way. We looked at the volume of the projects; we looked at existing programs.

Director Gerbsman-I am a financial person. This board is financially stable because we work together on bottom up financial planning. I am trying to understand have you done a bottoms up financial plan which would be easy to sell to people with that justification rather than just pulling a number out of the air? I am just trying to look at the substance of it.

Chief Weber-Going back to using that as our guideline, we developed a \$14 million budget for the JPA. We had some actual numbers once we started doing D-space evaluations. They looked at the program in Ross Valley and at Bill Tyler/Novato Fire District and what they had to do with hiring of people, and realized we under-estimated our budget.

Director Gerbsman-Is there a budget that one can look it? A budget consists of costs, people, and overhead expense, how you are allocating money, etc.?

Chief Weber-I can certainly share that.

Director Gerbsman-Ok, it would be good to see. I suggest in the order of transparency, so people can make intelligent decisions, that you share that. What I think we don't want to have happen and I am perfectly clear, I am all for the protection and safety of what we want to do. If you have info available to provide to the public it takes away questions that people may ask that can cause an issue. Secondly, is the control aspect of how you hold people responsible and accountable on this 19-member board? You go to these meetings and have budgets, etc. Because you have fire issues, we have to defer to you totally on that. There are also business issues: what are the thoughts in relationship to making sure that this JPA has the controls in place where you can hold members responsible and accountable. You can make intelligent decisions and track how things are going. I'm talking with financials and operations.

Chief Weber-One of the things you saw, from your comments working with Supervisor Rice's group, is the COC. And not only having it be just show me the budget, let's see the audited financials. Ok, yes they line up; they are going to line up. Its comparing programmatic work to the budgeted expenses, looking backwards and then looking forward, what metrics are being used to track what occurred in line with the budget.

Director Gerbsman-Have you thought through the type of profiles of people you want on the board. Because with all respect, Katie's meetings were fantastic but there were some people there who may not completely understand, other than to say this is great, let's do it. I am not saying this is not great. I am saying I want to do it, we should do it, and we have to do it. I just want to add financial disciplines and controls that we think about and anticipate so it is easy to get some of these people who are here to vote.

Chief Weber-You bring up an excellent point. I think having individuals in a diverse group is good idea, if it was just 11 members and we heard that was problematic for some of the districts. If you were the rep on the board you could be that flavor to the group. However, having a COC, looking at having an executive officer, potentially because of the size of this, and ensuring the documents are there for the board to review in a timely manner. One of the control measures we have put in place is the administration cap at 10%. If you have other ideas this is a great opportunity to share them.

Chief Pomi-Clarified that the JPA board member headcount has changed from 11-member board to 19 members. The Kentfield Fire District will always have a seat on this board. All 19-member agencies will have a member on this governance board. This change occurred after board packets were distributed last week.

Director Gerbsman-I understand that we are asked to join by October 25. After the 25th, a lot of the planning or formal budgeting will happen. Strictly as a business financial person that doesn't sound good. You're asking to do something in good faith and then you will work on the details after the fact. What can we do to put policy and practices/disciplines in place before October 25? I think 66% may be hard to push through. The District put through a parcel tax at 7 cents per square foot. We surveyed and we got 71%. People ask questions about where is the money going. That objective of trying to anticipate the questions beforehand will make it easier to pass a measure. My other concern is if you don't join the JPA you don't get any funding. That is holding a cannon out there for people, saying you have to go with the program. I want to make it clear I am going with the program. I think it's worthwhile, I am just concerned about these issues: financials, operations and accountability, control issues.

Chief Tyler-The early meetings have been informational and we are getting feedback from groups and this is a work in progress; taking feedback to work on. City Managers, Fire Chiefs and attorneys are working through JPA language. We want to be the JPA that works together seamlessly. Everyone is asking for more information as presentations continue; with time, they will have more info to share.

Director Gerbsman-If I can help I am more than happy too.

Chief Weber-That would be helpful. Share with Chief Pomi specifically. Some of it may not be in the JPA. I know there is a discomfort in saying the JPA is coming and take it to the voters. Then the board will ultimately approve the policy and procedures of that organization. It may be policy level stuff not necessarily the structure of the JPA. I appreciate your concern.

Director Gerbsman-My #1 concern is the budget.



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

Chief Weber-I think you would make a wonderful representative to help us focus on that.

Director Gerbsman-It's emotional nature, everyone wants this. When you present to voters anticipate questions and have the answers so you get over that 66%.

Chief Weber thanked Steve.

Director Evergettis commented that it is a wonderful program, makes sense.

Chief asked staff or public present to comment.

Supervisor Rice-I think Steve would be a great addition to participate early on with the JPA. I also think it will take several years to iron everything out. It is critical to establish the JPA- need solid footing for decades to come. The most important thing is putting this countywide fire prevention agency together, for governance going forward with sea level rise, global warming. These are the biggest challenges facing local government and public agencies. I think it's really important and have seen this evolve over time; feedback is very important and has been incorporated into the nuances of the JPA. I appreciate the time. I appreciate the Chiefs presenting to Marin agencies. She see communities coming together, becoming Firewise sites and they recognize the urgency and are trying to do the hard work. Learning the nature of wildfire prevention in this county.

Penn, a resident, commented you have to know what you are selling, be specific, you will need outside help on reaching public; suggested they contact insurance companies in northern California and encourage these companies to send letters to residents supporting this JPA.

Bitza Freeman, Real Estate Agent reported her Kentfield residents have had their insurance policies cancelled due to fire danger and escalating costs. She would like to see some collaborate effort with the fire department. She agrees with Penn that insurance agencies need to buy in.

Chief Pomi interjected he would be happy to work with Ms. Freeman to put something together. Chief asked if there were any further questions. There were none. Chief Pomi thanked the presenting team, Chiefs and visitors. He encouraged attendees to solicit their neighbors. Chief Pomi advised he would move forward to get the answers that are needed.

Chief Weber commented we appreciate Chief Pomi, he is a good partner.

**UNFINISHED BUSINESS:**

- a. Fiscal Year 2018/19 Audit: Chief Pomi reported that Maze & Associates has completed the FY 18/19 interim and final audit review. They are working on a draft report to be sent to Accountant Hom and Chief Pomi. Chief Pomi asked Board members if they replied to the auditor's questionnaire. All present confirmed they had. Chief reported legal counsels reported no claims or litigation in FY 2018/19. He expects to complete the Economic Outlook memorandum and management discussion soon. The FY 2018/19 audit results will be presented at December 18 board meeting by Ms Katherine Yuen.

**NEW BUSINESS:**

- a. Annual Gann Appropriations Limits Report: Chief Pomi referred to his staff report and explained that the purpose of the Gann Appropriations limit is to limit the growth of government spending. The report reviews last year's limit, and allows us to annually increase that limit by the rate of inflation and increase in population. For FY 18/19 this report calculates the tax amount limit to collect is \$5,943,006. The District is within the appropriate limits.
- b. Resolution 8-2019 Determining the 2018/19 Appropriations Limit

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

M/S Gerbsman/Evergettis to approve Resolution 8-2019 determining the FY 2018/19 Appropriations Limit of \$5,943,006. Ayes: Corbet, Evergettis, Gerbsman, Naso  
Absent: Murray

**CHIEF'S REPORT:**

Chief recalled that earlier in the year he reported that the District had partnered with FireSafe Marin and other local agencies on a \$1.3 million grant project. The District currently has crews working in Kent Woodlands. Crews will be working forty days trimming along evacuation routes and roadways in Kent Woodlands. Chief reported \$130,000 has been appropriated for this work. The crews started on Goodhill, and have worked on Spring, and Rock working down Goodhill then up Woodland, and then to the east side of Evergreen. Chief is confident they will be able to complete the Woodlands. They will do a lot of good work in the next thirty days. Chief added that Inspector Pasero has completed the education piece, posted signage, and has been answering questions. Chief Pomi commented, as Chief Weber mentioned the District was fortunate to get in on this grant. With the new initiative, we have the potential to have additional funds annually. Chief Pomi speculated, with additional funds, the District could continue this type of work in the Greenbrae hills, the flats and manage deferred maintenance on the hill.

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

Chief Pomi thanked the Board for allowing the Fire Chiefs to give their presentation tonight. He encouraged board members to continue asking questions. Chief thanked Director Gerbsman for serving on the Marin Ready Together Committee with Supervisor Rice.

Director Evergettis expressed concern about the size of the JPA, the finances and the \$21 million budget. They have many details to figure out. He hopes we do not overfund the JPA.

Chief Pomi advised the Board they would have the opportunity to decide if the District wants to be a member of the JPA at the October meeting.

**DIRECTOR MATTERS:** None

**CORRESPONDENCE:** Reviewed

**REPORTS:** July and August 2019 Incident Logs and Overtime Reports were reviewed.

**APPROVAL OF MONTHLY EXPENSES:**

M/S Naso/Gerbsman to approve July warrants 805302456 to and including 805302543 for \$992,260.06. All ayes.

M/S Naso/Gerbsman to approve August warrants 805302544 to and including 805302591 for \$334,432.33. All ayes.

The next board meeting to be scheduled Monday, October 7, 2019.

A moment of silence was held for departed members and for the firefighter nephew of Director Gerbsman's close friend. The firefighter lost his life battling fires in the Amazon.

M/S Gerbsman/Naso to adjourn this meeting at 7:51 pm. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Special

**DATE:** Monday, October 7, 2019

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** Chief Pomi distributed a corrected version of the September 18, 2019 meeting minutes and explained the correction is due to recording the wrong name of a resident. M/S Naso/Evergettis to approve the corrected minutes of September 18, 2019. All ayes. Director Murray abstained.

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

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**NEW BUSINESS:**

- a. Ordinance No. 2019-117 Introduction and first reading of the Ordinance by title only - Chief Pomi explained this Ordinance is on schedule to meet the triennial fire code adoption cycle.

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

M/S Evergettis/Murray to waive reading the entire Ordinance and have the first reading of Ordinance No. 2019-117 by title only. All ayes.

Chief Pomi read the title of Ordinance No. 2019-117:

An Ordinance of the Kentfield Fire Protection District adopting and modifying the California Fire Code, and Appendix A of the International Wildland-Urban Interface Code prescribing regulations governing conditions hazardous to life and property from fire or explosion; Providing for the issuance of permits for hazardous uses or operations; and defining the powers and duties of the Fire Prevention Bureau and Officers.

Chief Pomi thanked Inspector Pasero for his work, in a leadership role, with other prevention officers countywide on the development of this Ordinance. Chief asked Inspector Pasero to summarize the changes of the Ordinance. Inspector Pasero reported the International Fire Code was adopted by the State of California in July 2019. The State gave us six months to review and come up with code amendments to make it more restrictive based on topical, geographical and climatic conditions we deal with in our jurisdiction. He reported this year that the Prevention Officers Group were given direction by the Marin County Fire Chiefs to collaborate throughout Marin County on what they were going to adopt to share liabilities and define responsibility. He advised there were no major categorical changes just maintenance of the code this year. Inspector Pasero stated there are new regulatory actions in relation to the cultivation of marijuana. Inspector Pasero asked the board for questions; there were none. The Board thanked Inspector Pasero and commented on the great job.

Chief Pomi requested the Chairman set a public hearing date of November 13, 2019 for the adoption of Ordinance No. 2019-117.

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

M/S Gerbsman/Naso to set the public hearing date for the adoption of Ordinance No. 2019-117 on November 13, 2019. All ayes.

- b. Proposed 2019 California Fire Code Adoption Schedule – Chief Pomi reviewed the 2019 California Fire Code proposed adoption schedule commenting there are several timing requirements to meet in order to reach the January 1, 2020 deadline. Chief requested the board's approval of the proposed schedule.

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

M/S Murray/Gerbsman to accept the 2019 California Fire Code proposed adoption schedule. All ayes.

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

- c. Resolution 9-2019 Proclaiming Kentfield Fire Protection District Participation in Fire Prevention Week, October 6-12, 2019 – Chief Pomi requested the Board adopt resolution 9-2019.

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

M/S Murray/Gerbsman to approve resolution 9-2019 of the Kentfield Fire District Board of Directors proclaiming Kentfield Fire Protection District Participation in Fire Prevention Week, October 6-12, 2019. All ayes.

**CHIEF'S REPORT:**

Pancake Breakfast – Chief Pomi announced the pancake breakfast/open house is this Sunday. He encouraged board members to attend or come and help serve. Engineer Bridges chairs this breakfast. Engineer Bridges reported the average attendance has been 700 guests.

**DIRECTOR MATTERS:**

Director Gerbsman reported he met with Supervisor Rice, Chief Weber and Chief Pomi last week to review the metrics behind the budget for the Wildfire Prevention & Mitigation JPA. His objective was to understand the \$21 million budget. They reviewed the budget, line by line and Director Gerbsman reported that he is uncomfortable with the bottoms up numbers. Director Gerbsman expressed concern that the budget will not be finalized until after the JPA is formed giving the JPA Board responsibility on how to handle the funds. Director Gerbsman expressed his concern with the CEO position because this person needs to be a strong leader, hold members accountable and be the face of the JPA. However, recruitment for this position cannot begin until the voters approve the JPA. Director Gerbsman feels that from an emotional standpoint, this has to happen; yet from the business standpoint there has to be financial control. He understands that the emotional perspective overrides the financial. Director Gerbsman recommends we keep the pressure on responsibility and accountability. He expressed concern regarding how well the 19-member board will work. However, Director Gerbsman recommended that the Kentfield Fire District Board join the JPA. He added that the District Board has a fiduciary responsibility to our constituents to make this decision and to hold this JPA Board accountable and responsible. Director Evergettis thanked Director Gerbsman for participating on this committee. Adding, there are many benefits to joining the JPA. Chief Pomi explained the next step is to schedule our regular Board meeting and bring the resolution to the Board asking the Board to join the JPA and ask the Board of Supervisors to place the measure on the March 2020 ballot. The Board can vote to approve or take no action.

**CORRESPONDENCE:** Reviewed.

**REPORTS:** September 2019 Incident Log and Overtime Reports were reviewed.

**APPROVAL OF MONTHLY EXPENSES:**

M/S Murray/Gerbsman to approve September warrants 805302592 to and including 805302644 for \$417,173.62. All ayes.

The next board meeting to be scheduled Wednesday, October 16, 2019.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 7:20 pm. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, October 16, 2019

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

**ROLL CALL:** All Directors were present. Director Gerbsman attended the meeting remotely. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Murray to approve the minutes of October 7, 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:**

**NEW BUSINESS:**

- a. Resolution No. 10-2019 – Chief Pomi addressed the Board and acknowledged Chief Tubbs and Chief Welch in attendance, stating tonight we are here to consider Resolution 10-2019 to join the new Marin Wildfire Prevention Authority JPA and request that the County of Marin place a parcel tax measure on the March 3, 2020 ballot. Chief recalled that Director Gerbsman updated the Board on the JPA financials at our October 7, 2019 special meeting. Chief Pomi commented we have over 100 years of fuel buildup; fires do not care about jurisdictional boundaries, and he feels we need to do something as a County to address this issue. Chief added the Kentfield Fire District has been working on this initiative along with other agencies, towns and the County of Marin for months. Chief Pomi stated there have been a few amendments to the initiative, reflected in the revised Resolution 10-2019 distributed this evening. Chief Pomi announced the initiative team, Chief Tyler, Chief Weber and B/C Neill, and that they would give an updated, amended presentation. After the presentation, the public can comment.

The Board viewed the initiative video. Chief Weber thanked everyone for giving him this time to present the amended initiative changes. Chief thinks it can't be understated the importance of looking at this holistically. Chief Weber added he feels positive about the changes in the last few weeks; they reflect a willingness to unite us. Chief Weber commented he wanted to provide clarity on a published Opinion by Novato Council Member Eklund in the Marin Voice this past weekend. Chief Weber referenced an October 14, 2019 letter to Council & Board Members written by Chief Tyler and himself in response to that opinion and clarified multiple items related to the Marin Wildfire Prevention Authority. Chief Weber stated the JPA agreement before you today is the result of working with Director Gerbsman, Ms. Mimi Willard at COST, input from cities and counsels, boards, stakeholders and 40 informational sessions. In addressing every change they made to the JPA they created a vetting process that evaluated four primary principles. 1) Is it good public policy, 2) Is it responsive to the stakeholders, 3) Does it get support from the 19 agencies and the public, 4) Does it help achieve the mission of the JPA. They also discussed other effective control measures in the JPA: programmatic review every five years, education of the public (private residences), a strong citizen oversight committee that will publish an annual report, a board that has the ability to turn down the tax, 80% of funds collected are returned to the source over five-year period, and local code control remains with the local agency. Chief Weber feels there is more than ten years of work in the County, however, the 10-year sunset is in place.

Chief Tyler reported the JPA mission is to fund and oversee these programmatic initiatives. The core initiative, wildfire detection and evacuation systems is 60% of the budget and is the #1 concern of the public. Vegetation management and hazard reduction, 20% of the budget, is key and this initiative will make grants available to people as an incentive to get additional work done. Public education and neighborhood preparedness are core initiatives shared by all participating agencies. There will be opportunity locally for an agency to decide how they want to handle defensible space/home hardening evaluations. There is a component for seniors and people with access functional needs. The remainder of funds (20%) can meet the local specific need that an agency may want to address. The oversight structure includes one elected official from each of the nineteen participating agencies; a Citizen's Oversight Committee—made up of nine members representing the stake holder groups; Operations & Budget Committee—includes Fire Chiefs and City Managers, one from each of the participating agencies; Technical Advisory Committee—with at least 19 members expanded to include large land owners, water districts, Marin County open space, etc., personnel with expertise that will help create the projects. Operation areas divided into five zones incorporating the nineteen member agencies. The budget category split shows \$12.6

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million or 60% dedicated to the core, \$4.2 million budgeted for defensible space evaluations/home hardening and \$4.2 million budgeted into agency specific mitigation items. Chief Tyler explained the structure of the parcel tax, as written in the agreement, is up to .10 cents per square foot on improved residential and commercial structures and can be adjusted up or down every year based on need. Multiple units/apartments (3 or more) taxed at \$75/unit. Unimproved parcels are part of the problem that makes up the mosaic that causes the fire to spread and they need to be part of the solution. These parcels will be taxed as follows: 0 – ¼ acre at \$25/per parcel; ¼ acre to ½ acre at \$100/per parcel; ½ acre + at \$150/per parcel. There will be senior, and low income exemptions. There is opportunity for annual inflation adjustment that matches the CPI with a cap of 3%. The Citizens Oversight Committee will be responsible for the mandatory physical accounting and evaluation of mission expenses. Independent oversight through annual reporting of financial and actual audits that are required. Annually the JPA will prepare a work plan and budget submitted for approval every year. The potential ballot measure language has changed to include 10-year sunset. Chief Tyler thinks the voters will continue to support this initiative if they do their job. Chief Tyler stated the deadline to approve the resolution is October 31, 2019.

Chief Tyler stated tonight you will make an historic decision, and asked the Board to pass this resolution and allow the voters to decide on this measure. Chief Weber thanked Chief Pomi. Chief Pomi thanked the Chiefs for their work on this initiative. Chief Pomi reviewed his staff report and advised the Board it is included in their board packet for their information. Chief asked if the Board had questions on the initiative.

Director Naso asked at the 10-year sunset is there a mechanism in place that allows an agency the option to opt in or out at that time. Chief Weber replied, yes. The language is included in the JPA agreement.

Director Evergettis thought it was an excellent effort. He couldn't see anyway that the county cannot benefit. He stated the initiative proposes a 19-member board however, the Tiburon Fire District is not joining the JPA. That reduces the board members to 18. Chief Weber replied, yes.

Director Gerbsman thanked the Chiefs for their work on this initiative. He added they have been extremely responsive to Kentfield Fire District questions. Director Gerbsman commented he is comfortable with the information he has received and that we need to move forward. Director Gerbsman supports approving this resolution in support of creating the JPA.

Director Evergettis commented he thought Ms. Mimi Willard and COST did a great job presenting the facts and that the 10-year sunset is now in the JPA agreement.

Director Weber feels the JPA will be stronger as a result of their input.

Director Naso asked if this JPA is going to support MMWD and/or open space with removing their own brush, etc.

Chief Weber advised these agencies will be accountable for their own work and that the JPA can support them.

Chief Tyler added that half of the land in Marin County is privately held; tremendous change can occur if owners hard scape.

B/C Neill commented that parks and open space has commitment. MMWD has budgeted \$1 million. They have mutual agreement with them and fire can provide guidance.

Chairman Corbet opened the meeting for public comment at 7:05 pm

**OPPORTUNITY FOR PUBLIC COMMENTS:**

Belle Cole - Fire Chief Pomi and Members of the Board of Directors: My name is Belle Cole and I am speaking on behalf of the Marin Wildfire and Climate Coalition, an ad hoc collaboration of environmental and climate activists in Marin. The Initiative targets and prioritizes the greatest wildfire threats and consolidates resources and expertise to get the job done. The Fire Chiefs have gone to great lengths to invite input from the communities and the Resolution reflects this process. We are encouraged that the Initiative names climate change as a primary factor contributing to the new level of wildfires we face and states that intensifying impacts of climate change "should be addressed through ecologically sound practices that minimize release of greenhouse gases and protect the biodiversity and resilience of Marin's landscapes." Moving forward, it is our hope that the Marin Fire Authority will continue to draw on the expertise of the climate and environmental communities to plan the implementation of the initiative. There are many ways we can help: • Compiling a guide for "best practices" of vegetation management for fire mitigation, resiliency, composting and other 'green waste' and sequestration practices; • Refining a list of fire resistant plants that promote carbon

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sequestration, biodiversity and healthy landscape; • Coordinating efforts with Drawdown Marin to help homeowners reduce carbon as they harden their homes and manage their properties against fire. • Contributing to public education that mitigating wildfire threats with fire resistant structures, defensible space and lowering carbon emissions. The threat of wildfires to our lives in Marin is a growing problem that will get worse as the planet warms. And, as Marin's Fire Chiefs have emphasized, fire knows no boundaries and we must act collectively to meet this threat. The JPA is the most strategically and fiscally responsible way forward. It is vital that all 19 jurisdictions adopt the Initiative to bring our resources and expertise together to fight the long game – reducing fuel wisely, tamping down climate change as aggressively as we can, and helping all residents to protect their homes and assure their safety. Thank you.

Meg McCabe also a member of the Marin Wildfire & Climate Coalition. For all the reasons that Belle articulated, I urge you to vote yes tonight and adopt the resolution before us. Belle and I visited Paradise five months after the horrible Camp Fire and we witnessed the devastation that could be here if we don't act together as a county and do what needs to be done. We saw tremendous cost of inaction. In human suffering and financial ruin. Life's loss, the water system contaminated, the infrastructure gone. These are disasters that go beyond town boundaries. Let's not let that happen here in Marin. The JPA initiative is a well-informed plan that carves out the framework to mitigate the spread of wildfires while implementing environmentally sound practices to reduce and sequester carbon. Yes, there is work ahead of us to bring the details into focus but we all need to stay engaged throughout that process. Now is the time to bring the initiative to the voters and let the community decide if the countywide response to wildfires is appropriate. We believe that it is. Thank you.

Larry Minikes, I'm on the MCL Board but I am speaking for myself. I've been on Tamalpais Conservation Board for 22 years. I got involved with MMWD and these issues in the early 1990's. I started to write the board about the problem in 1994. I've been writing letters to the paper on this issue for decades and saying we are kicking the can down the road. And here we are today and this is where we need to be talking about this and this is great. It seems like it will be a slam dunk tonight compared to some of the meetings I have recently attended. What I can speak to is that I sit on the infrastructure committee on MMWD and also founded the Watershed Citizen Advisory Committee in the beginning of the century and we built the 50-year plan that is now the Water District policy #7 Mt Tamalpais Watershed Plan. To have a vision of where we are going. Yesterday the BFFIP, the Biodiversity Fire and Fuels Integration Plan, was passed which has been in the works for years. What we have been striving for is to allow for the use of chemical herbicides. Important to have that in the tool box. You in Kentfield are particularly impacted by what MMWD does. I need to do lobbying here and explain that when I came on to the infrastructure at the beginning of this year they showed us the \$240 million budget. The first question I asked was, where is the money for the watershed? They replied they did not plan for that. So we took this before the board a couple of days later and that is where the \$1 million for the watershed came from. One of the Directors said oh, let's throw \$1 million, no planning, and it was just a spur of the moment decision. I have been saying that this is near not enough. One of the things I looked at was how much they are spending per acre. It costs \$7500 to treat an acre. I took that number, figured we need to treat ¼ of the watershed, with a total watershed acreage at 22,000 that's 5,500 acres to treat, total cost of \$35 million. So you do the math the \$1 million is not going to take us very far. My one complaint about the BFFIP is they only have half the funding in place. I stood in front of that board a few weeks ago and said half a plan is not a plan particularly when you are working with fuel that keeps growing. The plan is not going to be fulfilled. I would encourage you to speak with MMWD to do more. You got to understand that we are down to two classic fire engines there. We have 6 rangers. In mid-1990s we had 13 ½ engines. That was our highest. It hovered around 12. We had 6 classics and now we have 2. Some of the equipment is 40 years old. So my argument with them is you need to focus on this and find the money for this and it is not there. I just need you to understand where we are at over there. And there is a whole lot more that still needs to be done and you as a Fire Board have a voice. Kentfield is right there, the watershed and Kentfield are one in the same. I encourage to be involved in what MMWD does with this plan so we can really can get more done. Thank you.

Mimi Willard of COST, a neighbor of this community, president of Coalition of Sensible Tax Payers. I am pleased to be here tonight. I think we collectively started with the premise that it's for the common good to have a countywide effort and want to compliment all of the fire professionals and our Board of Directors for all of your hard work on this. This has been a journey, which concept was good, but some of particulars needed some working out. I know that there was a lot of effort, negotiations, changes, and responsiveness to those issues that needed to be resolved in the development of the plan and approach. I want to thank everyone for that excellent dialog and responsiveness. We started with a novel JPA that required a leap of faith that it was going to work. That "perpetual" was a long time to give somebody a leap of faith, to go on forever. But a key thing happened along the way which was that the various agencies and the powers that be ultimately embraced the idea of a 10-year sunset. I think that

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helped it all come together so that we were not fighting with each other anymore, we were all in the same boat. COST was initially opposing the JPA and fire tax because of the lack of a sunset but now that there is a 10-year sunset in place we are in favor. If there are some adjustments that need to be made I expect those will be resolved as we try collectively go forward at the 8-10 year point of the renewal measure. I think as Larry Minikes pointed out one of the elephants in the room is that while we have \$20 million in this pot, not much of it is going to go into some of the tender boxes that are out there in terms of open space and Water District and at some point, somehow, that has got to get resolved. I think that while what we have is still probably a work in progress I think we are at a really good point. I encourage all of you, as I think you are going to do, to approve the resolution for the JPA and tax measure. Thank you.

Director Evergettis commented he hopes this initiative is not sold to the public as an panacea to stop fires entirely.

Director Murray thanked the Fire Chiefs and the public for their comments. He agrees with forming the JPA; however, he disagrees on how it is being funded; he would prefer a ¼ sales tax and include the tax exemptions.

Chief Pomi distributed the updated Resolution 10-2019 and read the three changes for the Board. Chief asked if members had questions. There were none.

M/S Gerbsman/ Murray authorizing the Board Chairman to authorize the Kentfield Fire Protection District participation in the joint exercise of powers agreement to participate in and form the Marin Wildfire Prevention Authority. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Ms. Mimi Willard thanked everyone for what they did tonight.

**CHIEF'S REPORT:**

Chief Pomi reported the Pancake Breakfast was well organized and that attendance was just under 600 with lots of children. Chief reported he has been working on FY 18/19 audit, the fire code adoption and the wildland initiative. Chief thanked the Board for their time and support. Chief thanked Director Gerbsman for his work with initiative members reviewing financials and creating the CEO profile. Chief Pomi thanked Chief Tubbs and Chief Welch for attending and supporting the Kentfield Fire District.

**DIRECTOR MATTERS:**

Director Murray extended a thank you to Captain Garcia, Engineer Nelson, Firefighter Neve and Seasonal Firefighter Shurtz for attending his neighborhood block party. All the neighbors were excited to see the engine visit. Kids loved it. The neighborhood appreciates it so much.

The next board meeting to be scheduled Wednesday, November 13, 2019.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 7:30 pm. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary



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

**MEETING TYPE:** Regular

**DATE:** Wednesday, November 13, 2019

**CALL TO ORDER:** 6:30 p.m. by Chairman Corbet. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present except Director Murray. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Gerbsman to approve the minutes of October 16, 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:**

- a. Open Public Hearing of Ordinance No. 2019-117: Chairman Corbet opened the public hearing at 6:32 pm.

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

Public comments closed 6:34 pm.

- b. Ordinance No. 2019-117 Adoption: Chief Pomi read the final reading of the title of Ordinance of the Kentfield Fire Protection District, adopting and modifying the California Fire Code and Appendix A of the International Wildland-Urban Interface Code prescribing regulations governing conditions hazardous to life and property from fire or explosion; providing for the issuance of permits for hazardous uses or operations; and defining the powers and duties of the Fire Prevention Bureau and officers.

M/S Gerbsman/Naso to approve Ordinance 2019-117, an Ordinance of the Kentfield Fire Protection District, adopting and modifying the California Fire Code and Appendix A of the International Wildland-Urban Interface Code prescribing regulations governing conditions hazardous to life and property from fire or explosion; providing for the issuance of permits for hazardous uses or operations; and defining the powers and duties of the Fire Prevention Bureau and officers. Roll call vote: Corbet, Evergettis, Gerbsman, Naso. Absent: Murray. Motion passes.

Chief Pomi reported Inspector Pasero took the lead on this Ordinance with Marin fire agencies this year. He was charged with keeping the group on task and commented he did an outstanding job. Inspector Pasero has been recognized by, not only the Fire Chief Association, but all the other fire departments in the county. Chief Pomi thanked Inspector Pasero stating he appreciated all of his outstanding work. Chief reported that the majority of Marin fire agencies are adopting the same codes, with only a few agencies reporting some differences.

**NEW BUSINESS:**

- a. Measure G Tax Report FY 2018/19: Chief Pomi referred to his report in the board packet. He stated the District is required to report Measure G, special assessment, income and expenses each year, keep a copy of the report on file at the District office, and post it on our website. Chief stated the District is only charging .07 cents per square foot, although with the CPI adjustment in the measure at 3% for FY 2018/19, the District has the ability to increase the special assessment measure tax to .11 cents per square foot as referenced in the report. Chief Pomi advised that the District is balancing the budget with the current .07 cent per square foot rate. Chief reported the FY 2018-19 revenue at \$555,000 and expenses at \$575,000. The \$20,000 overage is covered by our general fund. Chief Pomi stated he and Accountant Hom reviewed Measure G's use of funds definition and created a list of budget categories that met the criteria. Chief Pomi read the list of budget categories for the board. Chief asked if the Board had any questions. There were none.

M/S Gerbsman/Naso to approve the Measure G Report for FY 18/19. All ayes.

- b. FAIRA Amended JPA and Updated Liability Risk Coverage Agreement: Chief Pomi explained this is the agency that provides auto and liability insurance coverage for the District. FAIRA's Board and Executive Board worked on amending and updating the JPA for the last year and a half. The changes pertain to cleaning up the language. This is the sixth amendment to the agreement. There are 104 agencies in FAIRA; this updated JPA

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and liability risk coverage agreement was sent out to all 104 member agencies. Mr. Dale Bacigalupi is the attorney that worked on the changes.

- c. Resolution 11-2019 approving the sixth amended joint powers agreement of the Fire Agencies Insurance Risk Authority and the updated liability risk coverage agreement:

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

M/S Evergettis/Gerbsman to adopt Resolution 11-2019 of the Board of Directors of the Kentfield Fire Protection District approving the sixth amended joint powers agreement of the Fire Agencies Insurance Risk Authority and the updated liability risk coverage agreement. All ayes.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

Chief Pomi announced he was dedicating his Chief report in memory of the late, Retired Chief Bob Mariani, who passed away on October 28, 2019. Chief commented he did not have the privilege of working with him but knew him through the Kentfield Association of Firefighters. Chief Mariani was a leader, mentor, and just a great, outstanding man. Chief announced the Association will have a Celebration of Life for Retired Chief Bob Mariani at the annual crab feed.

Permanent Firefighter Position: Chief Pomi recommended the District promote Temporary Firefighter Beltramo to the permanent Firefighter position. When Captain Fox retired in June it opened a Firefighter position. Seasonal Firefighter Beltramo stepped in as Temporary Firefighter to fill in during the staff shortage. He is the highest ranking Firefighter on our District Firefighter/EMT list which was near expiration. Firefighter Beltramo has excelled in his role and has the complete confidence and support of the entire paid staff. Firefighter Beltramo will be assigned to A Shift effective December 4, 2019. He will be on probation for one year. Promoting Firefighter Beltramo brings the District back to a full staff of ten. With Beltramo coming on as fulltime Firefighter it creates the need for a Firefighter/EMT recruitment. Chief reported we still have three Seasonal Firefighters on staff until it rains. Chief asked if the Board had any questions. There were none.

Chief asked Firefighter Beltramo if he would like to comment. Firefighter Beltramo commented that from day one Kentfield Fire District felt like a family. He couldn't be happier to spend the rest of his career working this awesome group of guys. He thanked the staff for this opportunity.

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

M/S Naso/Gerbsman to approve the Permanent Fulltime Firefighter position and the hiring of Firefighter Beltramo. All ayes.

Firefighter/EMT Recruitment: Chief Pomi reported part of the District succession planning is preparing for future opportunities. He commented there is the potential to have an opening in a year with an upcoming retirement. Recruiting now gives interested candidates the opportunity to complete an application and begin the process. Chief Pomi advised this recruitment will give the District the prospect to review, test and create a list for future fulltime permanent Firefighter/EMT positions. Chief reported the recruitment flyer will be sent to SRJC, CCSF, Marin County and Solano County fire agencies.

**DIRECTOR MATTERS:**

Director Naso reported the November MERA meeting has been cancelled.

**CORRESPONDENCE:** Reviewed

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

**APPROVAL OF WARRANTS:**

M/S Naso/Gerbsman to approve October warrants 805302645 to and including 805302683 for \$388,600.07. All ayes.

The next regular meeting will be held on December 18, 2019.

A moment of silence was held for the late Retired Fire Chief Bob Mariani and for Lieutenant Jason Menard of the Worcester Fire Department in Massachusetts who died at a four alarm fire.

M/S Naso/Gerbsman to adjourn this meeting at 7:08 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, December 18, 2019

**CALL TO ORDER:** 6:30 p.m. by Chairman Corbet. Director Naso led the assembly in the Pledge of Allegiance.

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Gerbsman to approve the minutes of November 13, 2019. All ayes; Director Murray abstained.

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

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** Chief Pomi recognized Engineer Johnston for 25 years of dedicated service to the District and presented him with an anniversary clock, and read the plaque inscription. Chief Pomi commended Engineer Johnston for reaching this milestone of 25 years as a paid member, noting Engineer Johnston joined the District as a volunteer/sleeper firefighter in 1988 and worked in this role for six years. He has been affiliated with the District for a total of thirty-one years. On December 1, 1994 Engineer Johnston started his professional Firefighter career and was promoted to Engineer in June 1998 and currently holds this position. Throughout his career, Engineer Johnston managed a number of projects: building maintenance, SCBA's, small motors, vehicle equipment maintenance, and purchasing. He is the one the District always relies on to train the new engineers on pumps and driving. Engineer Johnston is a Doer, he gets things done and he does things right. There has never been a project too large or too small that Engineer Johnston would shy away from. He is always trying to make a better mouse trap. He is someone you could give a concept to and let him go; he returns with a completed project and its bomb-proof, because that's his MO. It's engineered, it's tested and it is ready for work. Chief credited Engineer Johnston with the outstanding apparatus we have. It's not only flashy, it is polished, it is clean, it looks professional and it is efficient and effective. Engineer Johnston spends hundreds and hundreds of hours reviewing plans, going over the specs on the phone with our vendors trying to make sure that it is right. He doesn't leave any details out. Engineer Johnston is very particular; if he has ordered a part to be placed in a specific location, he makes certain it has been mounted correctly or he will make sure it is done even if he has to do it himself. This is one of his greatest traits. Over the years Engineer Johnston has participated in numerous out of county assignments. He is a member of the USAR team, part of the investigation team, and engaged with the Marin fire service throughout. Engineer Johnston's work ethic is second to none. The District is going through large transition, with young employees coming up and the Chief hopes each of them is able to learn a little something from Engineer Johnston. His work ethic, his dedication to the fire service and his strong traits as an Engineer with his thorough knowledge of the equipment, the pump and the motors. Outside of work, Engineer Johnston likes the outdoors; he hunts, fishes and also on his time off he works. When we say firemen are here for forty-eight hours and rest for four days that is not Engineer Johnston. There is no idle time for Engineer Johnston as his wife Kelly can attest to. He works around his house, helps friends, a neighbor, or a fellow rancher down the street that has a problem. Engineer Johnston can operate any piece of equipment and is willing to do that. Chief Pomi thanked Engineer Johnston for his 25 years of service at the District and everything he does for the community, it is really appreciated. Engineer Johnston thanked Chief Pomi. Chief Pomi presented Mrs. Johnston with flowers and thanked her for supporting Engineer Johnston throughout his career. Mrs. Johnston thanked Chief Pomi for the flowers.

**UNFINISHED BUSINESS:**

- a. Anti-Harassment Training for Supervisors and Managers—Chief Pomi reminded Directors to complete the training by December 31, 2019.

**NEW BUSINESS:**

- a. Independent Audit of District's Financial Statements for FY ended June 30, 2019—Chief Pomi introduced Ms. Katherine Yuen, Principle of Maze & Associates to present the 2018/19 audit. Ms. Yuen reported they follow two audit standards: auditing standards generally accepted in the USA and the Government Auditing Standards. She also announced GASB #88, a new accounting pronouncement that applies to the District. GASB #88 reports what happens when there is a default of repayment of a loan. Ms. Yuen announced the District received an unmodified opinion, and that the financial statements are fairly stated. Ms. Yuen presented two sets of financial statements in the audit: entity-wide, which includes all the different accounts, current and long term assets and liabilities and reads like a financial statement of a company; and fund level, which focuses on current assets and liabilities, and does not report capital assets or long term liabilities.

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BOARD OF DIRECTORS MEETING**

Ms. Yuen reported entity-wide the District's total assets net position at \$12.1 million: \$5.7 million in assets, and \$6.3 in cash/investments. Liabilities at \$10 million; capital lease at \$1 million, pension liability at \$5.9 million and OPEB at \$2 million. The District's total net position is \$4.1 million with 105% in net investment in capital assets and -5% in unrestricted net position. She advised it is common for an entity in today's environment to have a negative unrestricted net position because of the pension and other post-employment benefit liability that have been booked onto the District's financial statements since 2015. She reported the District's pension and OPEB liability together is estimated at \$8 million. That places the District's unrestricted net position into a negative position. Ms. Yuen reported the changes of the net position from FY 2018 to FY 2019 reflects an increase of \$1.1 million due to fund balance increase of a similar number. It is a good trend for the reason that sometimes the net position increases because of changes in long term assets of liability and that is not really a resource that is available for the use of the District. In this case it comes from the fund balance prospective so that resource is actually available for the District to use.

Ms. Yuen stated the fund level balance amounted to \$6.2 million which was a \$1.2 million increase since last year. \$3.8 million in assigned fund; \$2.4 million in unassigned fund. She explained how the auditors analyze the District's fund balance and how it compares to other agencies. Maze & Associates look at 2015 GFOA guidelines which state that an entity should have enough unrestricted fund balance to cover two to three months of either revenue or liability. Ms. Yuen reported the District's fund balance could cover 13.8 months considering that a fire agency takes in property tax two times a year with dry periods in between. As an auditor they look at six month figures, and she feels comfortable with the Fire District's revenue stream. A very health position. Last year the District fund balance could cover eleven months.

Memo of Internal Control – Ms. Yuen reported there are two types of matters communicated: 1) control deficiencies and 2) other matters. During the audit Ms. Yuen did not note any deficiencies. Ms. Yuen thanked the Board and the District staff for supporting the audit and responding to all requests. She asked if the Board had any questions. There was none.

Accountant Hom added this was a very good year for the District. Accountant Hom commented that it is coincidental that the figures on the two statements are almost identical; that almost never happens.

The Board thanked Ms. Yuen for her presentation.

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

M/S Gerbsman/Murray to approve the Independent Audit of District's Financial Statements for FY ended June 30, 2019. All ayes.

- b. Memorandum of Internal Controls and Required Communications–Ms. Katherine Yuen, Maze & Associates presented

Chief Pomi thanked Accountant Hom and Admin Mulkeen for their work on the audit.

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

M/S Gerbsman/Evergettis to approve Memorandum of Internal Controls and Required Communications for FY ended June 30, 2019. All ayes.

- c. Election of 2020 Board of Director Officers- Chief Pomi announced with year-end comes the election of officers and explained routinely we have rotated officers into positions. Chief Pomi requested nomination and vote for each of the positions. M/S Gerbsman/Naso to nominate Director Murray for Chairman. All ayes. M/S Murray/Evergettis to nominate Director Gerbsman for Vice Chairman. All ayes. M/S Evergettis/Murray to nominate Director Naso for Secretary. All ayes.
- d. Chairman Corbet Recognition of Service for Year of Service-Chief Pomi recognized and thanked Chairman Corbet for his leadership, dedication, and commitment to the Fire District, finishing 12 years of service, his third term as Chairman of the Board. Chief Pomi presented Director Corbet with a recognition plaque. Chairman Corbet thanked Chief Pomi.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

KFD Firefighter/EMT Recruitment–Chief reported accepting applications to establish an eligibility list. The application period closes December 20, 2019. The District currently has eighteen applicants.

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

Probationary Firefighter Beltramo started as full-time Firefighter on December 4, 2019 and is going through probationary training.

Acting Captain Assessment was scheduled on November 20, 2019. Engineers Nelson and Bridges participated and passed. They are both working on their Acting Captain task books which will allow them to serve in the Acting Captain role once they are complete. Chief Pomi congratulated both of them.

MERA –Certification of the Subsequent Environmental Impact Report-Chief Pomi reported that he and Director Naso attended the meeting last Wednesday in Novato and stated that MERA had reached a milestone and completed this certification. The project now moves into the design phase. The project is still behind schedule.

Final Stages and Completion of Woodlands Evacuation Route Project-The District was part of the Cal Fire grant and awarded \$130,000 to do roadside clearance of evacuation routes. Chief Pomi stated this project is completed. Chief Pomi reported they were able to complete both the primary and secondary routes in the Woodlands. The crew was able to do significant work at the top of Ridgecrest and Blueridge, which are very narrow areas.

Toy Drive for San Rafael Santa Cop and College of Marin Preschool continues through Christmas Eve. There has been a tremendous amount of support from the community.

SMART Train training and service to Larkspur-The District was involved in training this month.

Auto Extrication Training-all shifts completed training.

San Rafael Fire Chief Gray retired December 6, 2019. San Rafael Fire is recruiting for his replacement.

Kentfield and Central Marin Fire Casino Night Holiday Party was last Saturday, December 7, 2019.

**DIRECTOR MATTERS:**

**CORRESPONDENCE:** Chief highlighted the November blood drive report from Erik Humber, Novato Fire Protection District letter thanking Inspector Pasero who assisted with a fire investigation; Marin IJ article on the Measure C Wildland Initiative, and an informational flyer on the Wildland Initiative sponsored by all Marin fire agencies.

**DISTRICT OPERATIONS:** The November Incident Log were reviewed.

**APPROVAL OF WARRANTS:**

M/S Naso/Murray to approve November warrants 805302684 to and including 805302741 for \$388,409.13. All ayes.

The next regular meeting will be held on January 15, 2020.

M/S Murray/Naso to adjourn this meeting at 7:12 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary