

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

MEETING TYPE: Regular

DATE: Wednesday, February 19, 2020

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

ROLL CALL: All Directors were present, except Director Gerbsman. 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 January 15, 2020. All ayes

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

Agenda Adjustment – Chairman Murray moved Unfinished Business item 8a. California Employers' Pension Prefunding Trust, to New Business, item 9c.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

2019 Fire Prevention Annual Report – Inspector Pasero presented the following highlights. 2019 was a productive year with community educational opportunities focusing on home hardening. Evaluations and community outreach to 1,253 residents with WUI residential defensible space evaluations and District participation in wildfire workshops for residents. Through a CalFire grant, Kent Woodlands evacuation routes were cleared and roadside vegetation was removed by a crew last fall. Inspector Pasero reported his fee study resulted in the District adopting a revised fee schedule in March 2019. He also worked with Marin Fire Prevention Officers to review, analyze and draft amendments to the 2019 California Fire Code which was adopted by the District in December 2019. Inspector Pasero remarked that plan reviews and inspections for solar, battery backup, gas and propane generators increased in 2019. As a result of PSPS, the District triaged lots of calls and educated the community on safe practices. He reported Engine Crews inspected 175 properties. He worked with Engine Captains and inspected other non-regulated buildings, identifying pre-planning strategies and familiarizing crews with houses in the District.

NEW BUSINESS:

- a. Appointment to Marin County Treasury Oversight Committee: Chief Pomi announced there is a vacancy for a Special District representative on this committee. Chief asked if any board members were interested in working on this committee. No board members were interested. Chief Pomi reported the candidate on the ballot is Alyssa Schiffman from the Southern Marin Fire Protection District. Chief Pomi recommended the Board support Alyssa Schiffman.

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

M/S Evergettis/Naso to appointment Alyssa Schiffman to the Marin County Treasury Oversight Committee. All ayes.

- b. Maze & Associates Independent Auditor-Three Year Extension Proposal: Chief Pomi advised Maze & Associates has been our auditor for the last three years. Maze & Associates is recommending a three-year extension. Chief Pomi reviewed the fee schedule. Chief reported he and Accountant Hom feel Maze & Associates meet our business needs, they are very precise, and work well with District staff. Chief Pomi recommends we continue with Maze & Associates as our independent auditor.

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

M/S Evergettis/Corbet to accept Maze & Associates as the District independent auditor for a three year extension. All ayes.

- c. CA Employers' Pension Prefunding Trust (CEPPT): Chief Pomi presented this trust option to the Board for consideration. Discussion ensued with members. Chief Pomi advised he will place this item on the March agenda for further review. All board members concurred.
- d. Assigned and Unassigned Fund Balances Ending F/Y June 30, 2019 – Chief Pomi presented the current reserve allocations and fund balances with a total balance of \$3.8 million. He explained that after the 2018/19 FY end audit, June 30, 2019, the District had \$1 million in surplus funds in addition to excess revenues that were not projected in the FY 2018/19 budget. These funds are currently unassigned. Chief Pomi distributed a Reserve Re-Allocation worksheet for FY 2019/20. Chief Pomi recommended the following re-allocations:

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Category 6910/Apparatus Replacement – Move \$250,000 to this category increasing this fund balance from \$725,572 to \$975,572. Chief commented the District would need one million dollars to replace Truck 17 or to purchase a type 3 addition to our fleet.

Category 6915/Building Replacement/Renovation – Move \$100,000 into this category increasing the fund balance from \$547,899 to \$647,899. These funds would be used to replace the roof and HVAC system.

Category 6920/Compensated Absences – Chief would like to increase this fund by \$50,000 from \$130,973 to \$180,973 to cover compensated absences.

Director Gerbsman joined the meeting at 7:26 pm from a remote location.

Category 6940/PERS Unfunded Liability – Move \$380,000 to this category increasing this fund balance from \$800,490 to \$1,180,490. Chief advised the District should be able to pay CAR, Calculated Average Rate, at \$951,000 in addition to the AR, Annual Rate, of \$370,000 per policy.

Category 6942/OPEB – move \$140,000 to this category increasing this fund balance from \$357,689 to \$497,689.

Category 6943/CEPPT – fund this new category at \$450,000. If the Board desires to move forward with the CEPPT agreement with CalPERS we can move the funds into the trust. If not, we can re-allocate the funds back into unassigned funds. This new category will be budgeted annually.

Category 6970/Heavy Rescue Equipment – Move \$30,000 to this category increasing this fund balance from \$50,000 to \$80,000. These funds may be used to replace our Holmatro or Jaws of Life and rescue stabilization tools for heavy rescue equipment.

Chief Pomi asked the Board to approve re-allocating a total of \$1.4 million from unassigned funds to assigned funds as presented increasing the assigned reserve account funds from \$3,805,203 to \$5,205,203.

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

M/S Murray/Naso to approve the re-allocation of the unassigned fund balance of \$1.4 million from FY 2018/19 into the assigned reserve accounts as presented by Chief Pomi to meet the total reserve allocated funds of \$5,205,203. All ayes.

CHIEF'S REPORT:

Projects/Initiatives/Committees

RVPA-Met last month and reported the audit was completed; Director Corbet is the Chairman of this board. Meetings will be scheduled quarterly.

MERA Subsequent Environmental Impact Report has been approved. MERA moving forward with the design.

MCFCA Leadership Retreat 2020 is scheduled for February 27 & 28, in Novato.

Planning/Actions

Kentfield Fire District is a Polling Place for March 3, 2020 election.

AT&T is upgrading wires and telecom equipment. They will begin work soon on the shed and station rooftop.

Fire Inspector Larry Pasero was appointed the Fire Investigation Team Leader for the county this year.

MWPA (Marin Wildfire Prevention Authority) – If Measure C passes the District may appoint the Fire Chief to the Operations Committee and a board member to fill a post on the 17-member MWPA board to represent the District.

Financial/Budget

Assigned and unassigned fund balances were reviewed tonight
FY 20/21 Budget planning begins in March

Training/Wellness &Fitness

Water Rescue and USAR training

EMT training and EMS Policies and Procedures

Prevention/Public Education/Community

2019 Year-end report and presentation given by Inspector Pasero tonight.

Labor/Association

Chief Bob Mariani-KAFF Installation Dinner was last Saturday night. B/C Glenn reported it was well attended. He commented that Chief Pomi and Chief Lando toasted Chief Mariani.

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CORRESPONDENCE: Reviewed

DISTRICT OPERATIONS: The January 2020 Incident Log and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

M/S Naso/Murray to approve warrants 805302811 to and including 805302863 for \$328,917.10. All ayes.

The next regular meeting will be held on March 18, 2020.

A moment of silence was held for two Porterville, CA firefighters who lost their life's battling a fire.

M/S Naso/Evergettis to adjourn this meeting at 7:51 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen, Recording Secretary