

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

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

**DATE:** Wednesday, July 15, 2020

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

**ROLL CALL:** Corbet-present; Evergettis-present; Murray-present; Naso-present. Gerbsman-present. Also in attendance were Chief Pomi, Accountant Hom, Deputy Fire Marshall Pasero, and Recording Secretary Wilson.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Naso to approve the minutes of June 10, 2020. Roll Call Vote: Corbet-Aye, Evergettis-Aye, Murray-Aye, Naso-Aye. Ayes-4; Abstain-Gerbsman; Nays-0; Motion passes

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

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. California Employers' Pension Prefunding Trust (CEPPT) - Previously discussed at the May and June board meetings, Chief Pomi stated this topic will remain in unfinished business for flexibility purposes; should the board choose to start funding the trust, action can be taken at that particular board meeting. As previously mentioned, Kentfield Fire District has already joined the trust but will need to approve the funding policy. Director Murray commented that it is something for us all to continue to think about.

**NEW BUSINESS:**

- a. Public Hearing for 2020/21 Proposed Final Budget: Public Hearing opened at 6:37 p.m. Director Murray asked if there were any members of the public who wished to comment, discuss, or ask questions in regards to the final budget for fiscal year 2020/21.

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

Director Murray closed the public hearing at 6:38 p.m. due to the absence of any members in the hearing room and/ or public comments.

- b. 2020/21 Proposed Final Budget – Chief Pomi gave the proposed final budget with the following highlights:

**REVENUE**

**Total Revenue-** The projected revenue for budget 2020/21 remains constant at \$6,556,921.04

**PERSONNEL**

**1050/Salaries/Safety-** Reflects a reduction of \$2,800.60 while everything else remains the same from the proposed to the final revision.

**SERVICES & SUPPLY**

**2055/Building Repairs-** Reduction by \$1,000.

**2070/Insurance-General/Auto/Liability-** Reflects an increase of \$1,918. For the proposed preliminary budget we saw an 8% increase from last year and then the underwriter actually came back with an additional 12% increase. Compared to last year, KFD is now seeing a 20% increase with a total of \$16,120 for this year's general, auto, and liability.

**2080/Insurance-Workers Compensation-** Reflects an increase of \$10,697 due to multiple claims over the last 3 years.

**2105/Central Dispatch-** Reflects an increase of \$4,230; The Marin County Sheriff's office controls our dispatching and with an increase in their hard costs, our portion will also increase.

**2150/MWPA Fire Prevention and Public Education-** Reduced by \$10,000 mainly out of the public education side.

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

**2205/Fire Equipment-** Reduced by \$3,000 for fire equipment. Given the large increase in general/auto/ liability insurance, workers compensation, and dispatch, we tried to make up the difference of that \$15,000 without affecting any of the operational costs.

**DEBT SERVICE**

Bank note for the fire station renovation- This year the principal portion will be \$277,356 and the last principal payment will be paid on June 30, 2024; Kentfield Fire District is close to having it paid off. The interest is \$32,106 and the very last solar payment will be this December for \$6,568.

**CAPITAL OUTLAY**

**4055/MERA Bond-** Received the invoices from MERA; we have a reduction of \$268

**RESERVE ALLOCATIONS**

**6943/CEPPT-** Reflect the \$450,000 that was set aside for the CEPPT Trust. Total of \$5,205,203 was presented to the board in April and has been approved for allocation.

**BUDGET ANALYSIS**

*Total Personnel-* A reduction of \$2,800.06  
*Total Service & Supply-* A slight increase of \$2,845  
*Total Capital Outlay-* A small reduction of \$268

**c. Resolution 6-2020** Final Budget Fiscal Year 2020/21 -

M/S Murray/Gerbsman to approve Resolution 6-2020 Final Budget Fiscal Year 2020/21

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye  
Ayes: 5 Nays: 0  
Motion passes

**CHIEF'S REPORT:**

- a.** *Marin Wildfire Prevention Authority Alternate Board Member Designee-* Chief Pomi reported that Director Evergettis has volunteered to be an alternate board member to Director Gerbsman on the MWPA Board of Directors. Chief Pomi thanked Director Evergettis for stepping up and offering to fill this position.

M/S Murray/Naso to nominate the Director Evergettis as an alternative board member designee to represent Kentfield Fire.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye  
Ayes: 5 Nays: 0  
Motion passes

- b.** June 30<sup>th</sup> marked the final day of work for Administrative Assistant, Sharon Mulkeen before she retired from Kentfield Fire District. With the on-duty shift who were working that day and some cupcakes, we were able to hold a nice little farewell for her. As she is now 14 days into retirement, we continue to say congratulations to Sharon.
- c.** We have completed all the vegetation evaluations that took place in the Kent Woodlands. The teams have also moved into Larkspur and Corde Madera. Hopefully by the end of the week we will have Ross thru Corde Madera covered with all these home evaluations. They will be heading towards San Anselmo, Sleepy Hollow, and Fairfax next.
- d.** Internally and administratively- KFD completed a cyber-security audit by Maze & Associates by the end of June. We are currently complying all the year-end data for our annual financial audit and have been selected to participate in a CalPERS payroll audit. We were also contacted by FAIRA, our insurance JPA group, and have also been selected to do a fleet gap analysis review due to a couple minor accidents over the last 3 years that have turned into claims. With all the current procedures and protocols that are set in place, Chief Pomi reported that he is working to compile all that data to present to FAIRA soon.

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

**DIRECTOR MATTERS:**

Director Gerbsman reported there is now a subcommittee to hire a CEO for the Marin Wildfire Prevention Authority. The big item to accomplish in this next meeting is to set up the guidelines to the actual interviewing of the candidate. Most importantly, Director Gerbsman noted that he would like to discuss the disciplines of the \$20 million budget so there is an understanding on the financials for it. Director Murray thanked both Director Gerbsman and Evergettis for taking on the responsibility of being MWPA board members and designee.

Director Naso reported there is another MERA meeting next week; Chief Pomi will also participate in the meeting and they are making some progress.

**CORRESPONDENCE:**

*Kentfield and Greenbrae Free Chipper Event-* Deputy Fire Marshal, Larry Pasero reported that Fire Safe Marin is coordinating the dates for the Free Chipper Event. It will be 2 days next week with a catch up day in August. This event provides the community with an opportunity to put out materials and encourages a lot of the fuel volume reduction.

*Supporting Wildfire Preparedness-* A letter supporting the wildfire preparedness and the communication with cell towers, power shut offs, etc.

*MERA Next Generation Update-* Chief Pomi wanted to discuss one more item in regards to MERA; Back in September 2019, Marin County Fire Department applied for an Assistant Firefighter Grant (AFG). All Marin County Fire Departments were awarded approximately \$1.8 million. The grant will cover the cost of 600 portable radios and 322 mobile radios and allow them to be upgraded to tri band. Thanks to Deputy Chief Mark Brown from Marin County Fire and all those who worked behind the scenes to get that grant approved.

*Thank You City of Larkspur-* A very nice thank you letter from the City Larkspur Mayor, Catherine R. Way for Kentfield's rapid response to multiple early morning fires in the Larkspur community.

*ERAF Entitlement Calculations-* State is looking at how the calculations have been conducted over the past 5 years; Chief Pomi stated that it could potentially affect our revenue figure under ERAF.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Evergettis to approve June warrants 805303070 to and including 805303128 for \$643,118.90

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

Ayes: 5 Nays: 0

Motion Passes

The next regular meeting will be held on August 19, 2020. Location to be determined.

A moment of silence was held for some of our departed members.

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

Respectfully submitted,

Jena Wilson  
Recording Secretary