

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, September 16, 2020

CALL TO ORDER: 6:30 p.m. by Chairman Murray. Ron Naso 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 Marshal Pasero, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Gerbsman to approve the minutes of July 15, 2020. Roll Call Vote: Corbet-Aye, Evergettis-Aye, Gerbsman-Aye, Murray-Aye, Naso-Aye.

Ayes: 5; Noes: 0; Absent: 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 prior board meetings; Kentfield Fire District has already joined the trust but will need to approve the funding policy. A brief discussion took place and Director Gerbsman suggested this is a good time to be more conservation than aggressive in the market. The Board decided to wait until after the November election or possibly until the beginning of 2021.

NEW BUSINESS:

- a. 2020 Biennial Notice/Conflict of Interest Code - Chief Pomi stated that the Political Reform Act requires that all public agencies adopt a Conflict of Interest Code. This is directly related to Form 700, which is filed the beginning of every year. Currently there is Resolution No. 6-2014 on file with the Marin County Board of Supervisors with no amendments needed to be made. In contact with the county, there is no need to update the resolution as it continues to meet the Political Reform Act of 1974 requirements. Chief Pomi reported that the action tonight regarding this topic would be on the page titled '2020 Local Agency Biennial Notice'. He asked for the approval to sign it as the Chief Executive Officer and to submit it to Board of Supervisors before the deadline of October 1st.

M/S Murray/Evergettis to approve Fire Chief Pomi signing the Biennial Notice and submitting it to the Marin County Board of Supervisors.

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; Noes:0; Absent:0
Motion passes

- b. Annual Gann Appropriations Limits Report - Chief Pomi explained that Article XIII B of the Constitution of the State of California allows us to increase appropriations every year by either the rate of population increase or the rate of inflation. Accountant Dan Hom has put together the Fiscal Year 2019/20 Property Tax Appropriations Limit spreadsheet and the adjustment was at a 3.8396% increase. He also laid out all the proceeds from taxes, what is considered allocable, and reported that the limit for 2019/20 is \$6,242,494. Chief Pomi stated that it is a requirement to bring this report to the Board and have it approved annually. Resolution 7-2020 is in front of you tonight which approves that limit amount for fiscal year 2019/20. Chief Pomi also mentioned there is one correction needed to the Resolution: The numerical number listed is correct but the written description of the amount will need to be corrected to the sum of 'Six Million Two Hundred Forty Two Thousand Four Hundred Ninety Four Dollars'. The Board can approve the resolution with that amendment being made tonight.

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

c. Resolution 7-2020: Resolution of the Kentfield Fire District Board of Directors Determining the 2019/20 Appropriations Limit.

M/S Murray/Evergettis to approve Resolution 7-2020 Determining the 2019/20 Appropriations Limit

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; Noes: 0; Absent: 0

Motion passes

- d. Measure G Tax Report FY 2019/20 - This is a special assessment for the square footage tax on parcels within the Kentfield Fire District's boundaries. Chief Pomi asked that we look at page 7 of the report to see that the Measure G Special Tax Rate will stay at \$.07 per square foot. Even though voters have approved up to \$.1156 per square foot, Kentfield Fire District is able stay in budget and provide the necessary response to the community without increasing that rate. Page 11 shows the projected monies to be received this year for 2020/21; with the taxed parcels of 2,318 in the district at \$.07 per square foot, it would be a revenue of \$550,218. The rest of the report is a summary of how many parcels were counted for in the past and how much was collected annually. There has been a slight increase in some of the square footage of some of the properties, but nothing drastic. Chief Pomi stated this report is for review and approval of the Board. He also gave a special thanks to Accountant Dan Hom for providing the information for the graphs and charts as it provides a good idea of what the Measure G Special Tax is doing for us.

M/S Gerbsman/Evergettis to approve Measure G Tax Report FY 2019/20

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; Noes: 0; Absent: 0

Motion passes

CHIEF'S REPORT:

- a. Pancake Breakfast /Open House - This year the fire district will have to cancel the event due to the impacts of COVID-19 and guidelines from public health officials. As disappointing as it is, Chief Pomi stated that we do understand the importance of keeping everyone safe as well.
- b. November 3, 2020 General Election – Chief Pomi Congratulated Director Murray and Director Corbet, who were the only two people to file election papers with County of Marin for the Kentfield Fire District Board of Directors. Starting 2021, they will be appointed to another 4 years on our board. In regards to polling places this year, Kentfield Fire District will not be a polling location. The elections department of Marin County has advised those who do not wish to vote by mail to visit www.MarinCounty.org for more information. Designated polling locations for residents are available on the website.
- c. Current Status of KFD Audits - The number of audits Kentfield Fire District has been a part of the past 60 days or so has been unprecedented. All of these audits have been done virtually and remotely over email which has added a tremendous amount of time and communication in the process. The financial audit for fiscal year ending June 30, 2020 has taken a lot time with both the interim and final portions just recently completed. Kentfield Fire District was selected to participate in a CalPERS payroll audit for six selected members in the years of 2018 and 2019. A cyber security audit for KFD's information technology and database was also completed. In addition, there was a CalPERS retirement and benefits audit for one of the members and a Fleet Gap Analysis audit is still in progress, which is in regards to our automobile insurance. Needless to say, the KFD office has been very busy. Chief Pomi gave a special thanks to Accountant Dan Hom and District Administrative Assistant Jena Wilson for all their work and efforts in these audits.

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

- d. California Wildfire Update – Chief Pomi reported that the August lightening siege set some high numbers for the state of California; A little over 3.3 million acres burned so far this calendar year, compared to last year it was slightly under 300,000 acres burned. Kentfield employees have been assigned to the following fires: LNU Complex, CZU Complex, Woodward, Sheep, North Complex, Slater, Gold, Platina, and the BTU Incident. Currently Battalion Chief Glenn is assigned to the North Complex in Oroville as a safety officer. OES 325 with all of C-Shift, is currently working out of county with A-Shift, who is on our reserved engine 17A. Both C and A shifts have been assigned as part of a task force in Happy Camp where the fire has burned all the way up to Oregon. Meanwhile, B-Shift is on day 10 of covering the fire station. Chief Pomi expressed how wonderful it has been to work with this group of professionals at Kentfield Fire District; Every member has stepped up and continues to support one another.

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

Director Gerbsman reported he attended the first few MWPA meetings and felt there were potential issues regarding the lack of urgency, focus, and understanding. The MWPA board made a decision to finally hire someone and Mark Brown should be taking over soon, which is an accomplishment. The extent that you have 17 people on a MWPA board however, felt dysfunctional at the meetings. As a representative of Kentfield Fire District and of the constituents, Director Gerbsman had a focus to provide input and guidance while on the MWPA board but will need to step back due to circumstances of his personal time and business. He felt the board needs to be a little more focused and understanding of their responsibilities. Director Evergettis will be taking over as the Kentfield Fire District representative on the MWPA board meetings.

Director Gerbsman also attended a LAFCO subcommittee where there was at least 3 cities and 1 fire district discussing the help they needed from an administrative stand point. Director Gerbsman stated that Kentfield Fire District has been very supportive of sharing services and providing resources when needed but that there is a difference between resource allocations and cost allocations. Kentfield Fire District is there to help but cannot take on the financial burdens of others as well.

Director Evergettis reported on his first meeting being on the MWPA board and felt a lot of what Director Gerbsman stated, stood true. The Board is in the process of getting organized with appointments to make on the finance and executive committees. There is also job duties and responsibilities that need to be set up for all involved, as well a business plan to create. Director Evergettis finished by saying all things mentioned, will take a lot of time and effort from the MWPA.

CORRESPONDENCE: Were reviewed. Chief Pomi wanted to recognize the College of Marin for hosting the Blood Drive. As our fire station is no longer able to hold the capacity of the event, the College of Marin has stepped up to become a great partner for the Blood Drive.

DISTRICT OPERATIONS: July and August Incident Logs and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

- a. M/S Murray/Evergettis to approve July warrants 805303129 to and including 805303209 for \$1,009,499.03

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5; Noes: 0; Absent: 0
Motion Passes

- b. M/S Evergettis/Naso to approve August warrants 805303210 to and including 805303263 for \$360,328.28

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5; Noes: 0; Absent: 0
Motion Passes

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

NEXT MEETING: The next regular meeting will be held on October 14, 2020.

ADDITIONAL ACTIONS: A moment of silence was held for all those who perished during 911 and those who have succumbed to these wild fires. Please also keep these firefighters in our thoughts and prayers.

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

Respectfully submitted,

Jena Wilson
Recording Secretary