

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

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

**DATE:** Wednesday, February 17, 2021

**CALL TO ORDER:** 6:30 p.m. by Chairman Gerbsman. Barry Evergettis 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, Deputy Fire Marshal Pasero, Accountant Hom, and Recording Secretary Wilson.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Murray to approve the minutes of January 20, 2021. Noted the agenda needed to reflect January 20, 2021. 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:**

- a. 2020 KFD Fire Prevention Presentation – Deputy Fire Marshal Pasero provided an over review of 2020 and how COVID-19 forced many changes in operations for the District. He explained how the District learned to integrate electronic efficiencies and will continue to do so in 2021. Interacting with contractors during the pandemic had to be done differently; utilizing an electronic invoicing program, while accepting and reviewing plans electronically were just a few of the biggest updates.

Kentfield Fire District worked with Central Marin Fire, Ross Valley Fire, and Marin County Fire to hire 25 defensible space evaluators last June and with that came training at the College of Marin during the summer. With these evaluators, 696 vegetation inspections were conducted within the Kent Woodlands, and a total of 7000 including Corte Madera, Larkspur, Ross Valley and into West Marin. This program will be created again in 2021 and the District will be actively engaged in the hiring process.

2020 was a new record year with people in the community wanting to install photovoltaic systems, generators and battery backup systems. The District completed a total of 252 permits and 111 plan reviews which granted the opportunity to review, identify and learn about these new system technologies. In a permit plan and review process, the Fire District can also better prepare its firefighters to operate as safe as possible during a fire or an emergency situation. Deputy Fire Marshal Pasero felt the past year was surprisingly very successful given all the challenges. The focus for 2021 will be to improve business operations, learn more about technologies, and be present for the community as we all come out of the pandemic.

**UNFINISHED BUSINESS:**

- a. California Employers' Pension Prefunding Trust (CEPPT) – Kentfield Fire District entered into the trust back in March of 2020, but needed to approve the funding policy in order to contribute. Chief Pomi presented a monthly contribution funding worksheet that would allow for best dollar cost averaging as KFD begins to fund the trust. He also included paperwork to be executed and submitted to CalPERS as the Certification of Funding Policy. This topic on establishing a trust for the CEPPT has been discussed at several board meetings. It is a trust managed by CalPERS used to prefund required pension contributions. Used exclusively for retirement pensions, Kentfield Fire District has selected to enter in an asset allocation strategy 2, which is 4-5% rate of return on investment. This type of return is larger than that of the District's bank account, managed by the County of Marin. He also reported he had reviewed and discussed this topic with each shift and compared it to the CBERT. Every firefighter appreciated what was brought to them and fully supported the funding of the CEPPT. Chief Pomi used the worksheet to summarize the monthly contributions and the drafted figures that have been proposed throughout the next few fiscal years. He reassured the Board that the monthly funding contributions could be modified, should the need arise.

Accountant Hom added that the monthly figure could be altered as long as the Board approves it, and as long as it is within the budget. He explained the balance in the fund at the end of the fiscal year will be offset against the net pension liability.

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

M/S Murray/Evergettis to approve to begin funding the California Employers' Pension Prefunding Trust (CEPPT) on February 23<sup>rd</sup>, 2021 in the amount of \$18,750, and the same amount each month through the end of the F/Y.

**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. F/Y 2020/21 Budget Line Item Adjustments – Chief Pomi explained the need to create category # 1565 California Employers' Pension Pre Funding in the budget for funding the trust; from \$0 to \$100,000. The total of five funding payments remaining this fiscal year, at \$18,750 a month, equates to \$93,750. He also requested to increase the State Fires category # 9950 budget by \$100k; from \$660,000 to \$760,000 due to additional Cal OES invoices received showing State monies owed to the District. Adding \$100k on the revenue side of the budget would create the line item requested on the expenditure side for the CEPPT.

M/S Murray/Naso to approve the Request for F/Y 2020/21 Budget Line Item Adjustments

**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

**NEW BUSINESS:**

- a. Kentfield Fire District MOA with the County of Marin – COVID-19 – Chief Pomi stated the MOA is a Memorandum of Agreement presented from Marin County OES, the agency handling the COVID-19 emergency vaccination and POD response. In this case, any work provided by Kentfield Fire District to aid and assist in vaccinations at any of the County of Marin PODs, funding will come from FEMA @ 90% reimbursement formula.

M/S Evergettis/Naso to accept the Kentfield Fire District MOA with the County of Marin – COVID-19

**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. Assigned and Unassigned Fund Balances Ending F/Y 19/20 – Chief Pomi presented the current reserve allocations and fund balances with a total balance of \$5,205,203. During the 19/20 F/Y end audit, Maze & Associates identified the District had roughly \$ 2.1 million in unassigned funds that were in the F/Y 19/20 audit. Chief Pomi and Accountant Hom felt it would be best to allocate some of unassigned funds from the prior fiscal year and referenced the Reserve Re-Allocation worksheet for F/Y 20/21. Chief Pomi recommended the following re-allocations:

*Category 6910/Apparatus Replacement* – Move \$550,000 to this category increasing this fund balance from \$975,572 to \$1,525,572. In the near future, the District may explore adding an additional apparatus, a Type III Engine, to the KFD fleet.

*Category 6915/Building Replacement/Renovation* – Move \$100,000 into this category increasing the fund balance from \$647,899 to \$747,899. These funds would be used to replace HVAC system and the roof.

*Category 6943/CEPPT* – This new category was funded last year with \$450,000. Requesting to move \$300,000 into this unassigned fund, increasing the fund balance to \$750,000; continue to prefund the pension trust.

*Category 6950/General Insurance Deductible* – Suggesting to allocate an additional \$10,000 to this category, increasing this fund balance to a total of \$20,000 for increases in insurance premiums.

Chief Pomi asked the Board to approve re-allocating a total of \$960,000 from unassigned funds to assigned funds as presented. If approved, it would increase the assigned reserve account funds from \$5,205,203 to \$6,165,203.

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

M/S Murray/Naso to approve adjusting Assigned and Unassigned Fund Balances Ending F/Y 19-20

**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

- c. MERA Measure A Low-Income Senior Exemption – Chief Pomi announced the Marin Emergency Radio Authority (MERA) is offering a low-income senior exemption with a deadline of June 1, 2021 to apply for the 2021/22 tax year. He informed that should anyone have questions to please visit the MERA website @ <https://meraonline.org/> where you can find out who qualifies, read the FAQ's, and fill out an application for submission.
- d. **CLOSED SESSION – Conference with counsel regarding anticipated litigation - Gov't Code § 54956.9; Workers' Compensation Claim Number 20005619**  
The Board entered in a closed session at 7:06 pm.  
Closed session ended at 7:14 pm and the Board entered back into open session.  
Director Gerbsman stated there was nothing to report

**CHIEF'S REPORT:**

- a. IT Company Banshee Networks – The District's network systems has been down at times, which has added some difficulties in doing business as usual. Banshee Networks is doing all they can to update and fix the issues.
- b. Form 700's – Board members, designated employees, and consultants must file the Annual Form 700 Statement of Economic Interests covering 2020. They have all been completed for the Kentfield Fire District and other committees.
- c. Ethics Compliance Training (AB1234) – Required every 2 years and all board members have completed this training this past month, February 2021.
- d. COVID-19 and the Marin County POD update – 14% of the Marin population has received at least 1 dose of the vaccine. The Civic Center is looking at opening an additional drive thru POD at the ferry terminal hopefully this Sunday. The firefighters throughout Marin are the ones operating a lot of the POD stations and operations.
- e. USAR deployment to Santa Cruz CZU – Dave Glenn and Chris McKnight went on a pre-deployment a few weeks ago for the anticipated storms. They were part of a 30-member team, all from Marin County; Regional Task Force 1. Following strict Covid-19 protocols, they were able to room together and return safely.
- f. Behavioral health – Marin County Fire Chiefs have supported the local behavioral health team who can help any individual, whether it is a firefighter or a family member who is struggling. February 1<sup>st</sup>, Santa Clara city announced one of their Fire Captains took his own life after battling with PTSD. County of Marin Fire Agencies are making sure behavioral health policies and guidelines are updated and made easily accessible to members.
- g. KFD 100<sup>th</sup> Year Centennial – Chief Pomi has been given a couple YouTube videos displaying the delivery of the very first fire truck to Kentfield Fire District; it came by freight rail. Also, there is a video of the old Larkspur and Kentfield water fights that use to take place in the middle of Magnolia. These videos are in black and white and are great ones to view. As soon as the IT situation is straightened out, we will provide them on our website.

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

**Director Naso** reported a MERA meeting is scheduled for the last week of February and he would be attending.

**Director Evergettis** announced the MWPA had a lengthy retreat and meeting in January which focused on principles, core values, visions, missions, long and short term goals, and achievements. Topics of discussion were items like fire protection, accountability of actions, fiscal responsibility, transparency, funding, community partnerships, work plans, etc. He stated there are lots of topics to focus on and discuss but that the MWPA group was coming together very fast. The MWPA has also been able to show the public how their tax dollars are being used

**CORRESPONDENCE:** Were reviewed.

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

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

**APPROVAL OF WARRANTS:**

M/S Gerbsman/Naso to approve January warrants 805303475 to and including 805303507 for \$379,882.68

**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

**NEXT MEETING:** The next regular meeting will be held on March 17, 2021.

**ADDITIONAL ACTIONS:** Director Gerbsman asked a moment of silence for all to remain safe and healthy.

**ADJOURNMENT:** M/S Gerbsman/Naso to adjourn this meeting at 7:30 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary