

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, September 8, 2021

CALL TO ORDER: 6:30 p.m. by Chairman Gerbsman. Recording Secretary Wilson led the assembly in the Pledge of Allegiance.

ROLL CALL: Corbet-present; Evergettis-present; Gerbsman-present; Murray-present; Naso-present. Also in attendance were Chief Pomi, C-Shift, Accountant Hom, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Corbet to approve the minutes of July 14, 2021.
Roll Call Vote: Corbet-Aye; Evergettis-Abstain; Gerbsman-Aye; Murray-Aye; Naso-Aye;
Ayes: 4 Nays: 0 Abstain: 1
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. KFD/MWPA Local Mitigation Projects/Current Fuel Reduction Projects – Chief Pomi directed all to look at the 2 documents titled *Fuel Reduction Project 2021* provided in the Board packet. He stated they are vegetation projects that were completed in July and August of this year. The pictures included help illustrate some of the ways in which the MWPA, Kentfield Fire District, and Central Marin Zone Fire Agencies have come together to clear evacuation routes and complete vegetation projects. Referencing the Brushwood Lane & Vista Grande Bowl project, Chief Pomi said Kentfield Fire District was able to partner with a certified license contractor who began the work on the San Rafael side and moved on through the Kentfield side. Hazardous trees, non-native plants, and dead fuel debris were removed from the area, reducing the fire-hazardous fuel volume. Looking at page 2, you can really see the difference the work created when viewing the before and after photos. The second project was the Sir Francis Drake Dead Pine Removal Project, where there were several dead pine trees hanging over the road. Kentfield Fire District was able to partner with homeowners to cost-share the removal of the dead pines. The before and after pictures show all that was cleared, including the seven dead pine trees that will no longer impede any evacuation routes. Chief Pomi presented these two projects to report some of the great work that is being done, confirm where some of the MWPA monies are going, and to encourage the Board to distribute the documents within their communities.

UNFINISHED BUSINESS:

- a. Kentfield Fire District Type 3 Fire Engine – In prior discussions of purchasing a Type 3 Fire Engine, Chief Pomi said he has secured a County of Marin RFP for a Type 3 Engine. It has been approved by the Board of Supervisors and includes a clause that allows any special district to continue to proceed with Hi-Tech to spec out a Type 3 Engine. A committee within the KFD staff has formed and has started to build the ideal Engine. They were scheduled to go to the builder in August, but due to a Covid-19 outbreak, the builder had to close down and reschedule. Chief Pomi stated their goal is to hopefully bring back at least a spec proposal with cost for the October Board meeting. Director Murray asked there was certain specs the District was looking for. Chief Pomi stated they want to build something that will serve our community the best.

NEW BUSINESS:

- a. GASB 75 Actuarial Report FY Ending June 30, 2021 – Chief Pomi stated the primary purpose of this report is to provide information required by GASB 75 for the District's other post-employment benefit (OPEB) liabilities. This report is then used to help guide us as we continue to fund the CalPERS Trust (CERBT), which is our OPEB account. Chief Pomi said the report is shared with the auditors and they use it to make sure the District stays on track as well. Contributing for the past 8.5 years, the District has roughly \$4.5 Million in the trust right now due to the smart investing and staying committed to funding the trust. The report helps demonstrate that the District is in a good position and has made great strides.

M/S Evergettis/Murray to approve GASB 75 Actuarial Report FY Ending June 30, 2021

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. Annual Gann Appropriations Limits Report – Chief Pomi explained that Article XIII B of the Constitution of the State of California allows the District to increase appropriations every year by either the rate of population increase or the rate of inflation. Accountant Hom has prepared a calculation report on the

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property tax appropriations limit for the fiscal year that just ended, 2020/21. The requirement is to bring this report to the Board and have it approved annually. Any excess in property taxes would need to be refunded to the taxpayer. Accountant Dan Hom explained that the District does not have any excess funds. According to the Property Tax Appropriations Limit spreadsheet, the adjustment for 2020/21 is at a 3.1076% increase. The appropriation limit for 2020/21 is calculation at roughly \$6.5 Million dollars. This calculation needs to be configured every year and is available to the public.

- c. **Resolution 7-2021** Determining the 2020/21 Appropriations Limit – Chief Pomi stated this resolution is the formal procedure to satisfy the report.

M/S Murray/Corbet to approve **Resolution 7-2021** Determining the 2020/21 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 Nays: 0

Motion passes

- d. Measure G Tax Report FY 2020/21 – Similar to the Annual Gann Appropriations Limits Report, the Measure G Tax Report is also prepared and presented annually for the Board's approval. It is not filed with any government entity but it is made readily available to the public. Chief Pomi stated this report gives information on where the monies from Measure G are being spent. It identifies fund operations and maintenance expenditures. It does not include personal costs or liabilities. If approved tonight by the Board, Chief Pomi said the report will be posted on the District's website and be available at the station for public access. Chief Pomi directed all to page 7, which explains and illustrates what the District charges every year for measure G; \$.07 per square foot. The Measure G Consumer Price Index (CPI) Adjustment is shown on page 8. The District is able to increase the tax by the amount of CPI for the year but is capped at 3%. Years prior, the CPI was roughly 3% but last year in 2020, the CPI was only 1.72%. This means the District could add a 1.72% maximum increase and could charge \$.11 per square foot. As Chief Pomi further explained, there is no need to charge the public for monies the District does not need. Chief Pomi then guided everyone to page 10, figure 3, which lists the budget of revenues and expenditures charged to the Measure G Special Tax Fund. He pointed out that all the expenditure items totaled \$541,922. Page 12 provides a quick summary of the special tax

revenues over the years; at the \$.07 per square foot, it provided revenue of \$549,925 for fiscal year 2020/21. This is a slight increase from last year due to building and remodeling, which adds to the total square footage within the District's community. The last of the report consists of the ballot text and percentages along with the District boundary map. Chief Pomi asked the Board for approval of the Measure G Tax Report 2020/21 and offered to answer any questions. No questions were asked.

M/S Naso/Evergettis to approve the Measure G Tax Report FY 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

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. Operations/Significant Events – Our OES, Type 6 Engine went in service on July 8th and was sent to Oregon. Since then, it was deployed straight to Montana and back to California, where it is still being assigned to the Dixie Incident. Today marks 63 straight consecutive days that the OES Engine has been out of the station working. We've gone through 5 crew rotations and this is the time we really have to appreciate our staff. They are doing a lot of great work and getting a lot of experience. Chief Pomi thanked our staff for stepping up and fulfilling the requests by Cal OES. BC Glenn has been assigned as a single resource to the Beckwourth, the River, and the Dixie fire incident. Deputy Fire Marshal Pasero is currently at the Caldor fire again, and has also been to the River incident. He has been assisting CalFIRE Incident Management Team 6. The 5-year average for acres burned annually in California is about 900,000 at this time of year. In 2021, we are well over that average with over 2 million acres burned as of September 8th
- c. Business/Finance/Administration – Completed our Interim audit for fiscal year end 2020/21 and starting September 13, the District will start the Final Audit. Accountant Dan Hom, Jena, and Chief Pomi have spent a tremendous amount of time on the audit as it is being done remotely again this year which has its own challenges

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- d. Nextiva Phone System – The District is upgrading our phone system because the current Cisco phone system is out of date and not supported any longer. When we approved the budget, the District approved the funds to upgrade the phone system.
- e. COVID Vaccination requirements – In August, the Marin County Health Department imposed a mask mandate for inside buildings and added a new health order for all health responders to provide proof of vaccination or provide weekly tests and masking for all. We are working through that documentation now to make sure we are completely covered. Happy to announce that Kentfield Fire District is 100% vaccinated.
- f. Up-coming Chipper Days – Next Monday, September 13, the Chipper Days program will be in the Kent Woodlands. A lot of great work has been this year through this program.

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

Director Naso – There was no meeting for MERA in the month of August, so there is nothing to report at this time but there will be a meeting in September.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Evergettis/Gerbsman to approve July warrant 805303784 to and including 805303832 for \$1,056,093.61

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
Motion Passes

M/S Evergettis/Gerbsman to approve August warrant 805303833 to and including 805303917 for \$866,762.50

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
Motion Passes

NEXT MEETING: The next regular meeting will be held on October 13, 2021.

ADDITIONAL ACTIONS: Director Gerbsman asked Chief Pomi to read the Firefighter's prayer:

When I am called to duty, God wherever flames may rage,
give me strength to save a life, whatever be its age.

Help me to embrace a little child before it's too late,
or save an older person from the horror of that fate.

Enable me to be alert to hear the weakest shout,
and quickly and efficiently to put the fire out.

I want to fill my calling and to give the best in me,
to guard my neighbor and protect his property.

And if according to your will I have to lose my life,
bless with your protecting hand my loving family from strife.
Amen

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

Respectfully submitted,

Jena Wilson
Recording Secretary