

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, February 9, 2022

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

ROLL CALL: Corbet-present; Evergettis-present; Gerbsman-absent; Murray-present; Naso-present. Also in attendance were Chief Pomi, Accountant Hom, Deputy Fire Marshal Pasero, Battalion Chief Glenn, C-Shift, and Recording Secretary Wilson.

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361 – Chief Pomi explained the Brown Act states a resolution needs to be discussed and approved every 30 days in order to meet remotely. Kentfield Fire District utilizes the Zoom platform for all Board of Director Meetings. Chief Pomi recommended the Board approve Resolution 2-2022.

Director Murray inquired about the return of in-person meetings. He asked Chief Pomi for his opinion and if there was any possibility of holding an in-person Board of Directors meeting for the month of April. Chief Pomi replied and stated he must continue to follow the Marin County Public Health Order, the Centers for Disease Control recommendations, and the guide lines within the State of Emergency by Executive Order N-08-21. He recognized Director Murray's interest on returning to in-person but explained there is a lot of work involved in order to return. Since this is a public meeting, the District would need to provide public access. With that, it would mean implementing masking, social distancing, along with vaccine and booster tracking. Chief Pomi said he would do all he could to return to in-person meetings, but for now this was the safest for all. Director Murray understood and expressed that he hadn't thought about all the implementations and requirements for the public to be able to attend as well.

M/S Evergettis/Murray to approve **Resolution 2-2022**, a resolution of the Board of Directors of the Kentfield Fire Protection District proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of the Kentfield Fire Protection District for the period February 9, 2022 – March 9, 2022, pursuant to Brown Act provisions.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Aye; Naso-Aye;
Ayes: 4 Noes: 0 Absent: 1
Motion passes

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Corbet to approve the minutes of January 12, 2022.
Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Abstain; Naso-Aye;
Ayes: 3 Noes: 0 Abstain: 1 Absent: 1
Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. **2021 KFD Fire Prevention Presentation** – Deputy Fire Marshal Pasero provided a PowerPoint presentation on the accomplishments of the fire prevention division that took place this past calendar year. The Board packet consisted of two documents from DFM Pasero: an annual report on statistical data and the PowerPoint slides to help follow along his presentation. DFM Pasero reflected on the District's mission statement and stated Kentfield Fire Protection District exists to care for, protect, and serve our communities. The need for prevention and an inspection model is also reflected in the core principles which explains that KFD is committed to the protection of life, property, and the environment. The District believes that its communities are the reason for its existence.

To be collaborative throughout the County, Kentfield Fire District participates in a number of different organizations and groups. Making sure the District has a voice and input in how the future of Marin County's fire prevention is crafted and maintained, is imperative. DFM Pasero itemized a list of things the District has historically been a part of and will continue through. He said a majority of what he does includes the review and inspection of construction projects and fire protection systems. In 2021, there was a slight reduction in permits issued and some of that has been absorbed through a new county online permitting process. Alternate power systems such as battery systems, generators, and roof mounted solar systems have increased in the community however. DFM Pasero explained it is important to review these type of additions because they impact our first responder's ability to deliver fire suppression. For the community, review and inspections are critical to ensure installations are within code compliance.

The defensible space inspections and home hardening program continues to grow and improve. Seasonal inspectors, specific to our jurisdiction in Kentfield and Greenbrae performed a total 1911 inspections; the most completed in one calendar year. DFM Pasero stated this gives Kentfield Fire District the opportunity to get out and really engage with the public on important topics.

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The Marin County Fire investigation team is supported by all member agencies throughout the County and Kentfield Fire District is most certainly a part of that. This team provides coverage after hours and DFM Pasero completes a week long shift, six times a year. This past year, he attended ten investigations. The team continues to develop, engage, and build on its program with other community agencies in order to provide excellent investigation services.

As discussed at numerous other Board meetings, this past year KFD was able to utilize MWPA funds for six primary projects. These consisted of removing vegetation and tree hazards, along with roadside clearance. With all this work finalized, better access roads for our firefighters have been created. Our seasonal inspectors were able perform annual maintenance and service on 272 fire hydrants within the district; there are about 365 hydrants total. It is important to make sure hydrants are operational in the event of an emergency. The record keeping process for each in-service and out-of-service hydrant is evolving and improving as well.

DFM Pasero explained the difficulty in identifying and calculating how many times the District worked or interacted with the community in defense of fire prevention and life safety. The aggregate of all the numbers that have been shown in this presentation equates to 2855 actions in 2021. That is a substantial number of times to interface in the community either through a construction project, an investigation, an inspection, or any type of outreach performed. DFM Pasero concluded by saying his goal is to improve that metric number every year.

Director Murray thanked Deputy Fire Marshal Pasero for the presentation and expressed how fortunate the KFD community is to have Larry as their prevention officer. Chief Pomi agreed and directed all to the front page of the *Fire Prevention Annual Report*, under the 'professional participation' section. He pointed out Deputy Fire Marshal Pasero's participation in all the county/regional groups listed such as: President of the MCFIT team, Vice President of the prevention officers, MWPA technical advisory committee, teacher for the D-Space academy, developer of the D-Space program, and manager of the vegetation protects. Chief Pomi thanked Deputy Fire Marshal Pasero for going above and beyond for Kentfield Fire Protection District.

UNFINISHED BUSINESS:

- a. ***Firefighter Interview Results/Selection - Appointment of Full-Time Firefighter*** –The District has identified the need to fill a permanent firefighter position. Chief Pomi explained that with the retirement of Engineer Anthony Johnston last year, a vacancy was created for one full-time position. The District conducted a comprehensive process that included an application review, a panel assessment, and a Chief's interview. The information was brought to the Board's attention last month and the District was directed to proceed in moving forward. A background investigation and a medical assessment were then completed. Chief Pomi recommended candidate Michael A. Gutierrez be appointed as the new firefighter for Kentfield Fire Protection District. He described Michael Gutierrez as the highest ranking candidate on the list, with many years of experience in Marin. Michael Gutierrez will add a tremendous amount of knowledge and support to station 17. Chief Pomi requested an action to approve Michael A. Gutierrez as a step II firefighter within the KAPF MOU.

M/S Evergettis/Murray to appointment Michael A. Gutierrez as the new firefighter for Kentfield Fire Protection District

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Aye; Naso-Aye;
Ayes: 4; Noes: 0 Absent: 1
Motion passes

NEW BUSINESS:

- a. ***Assigned and Unassigned Fund Balances Ending F/Y 20-21*** – Chief Pomi presented the current reserve allocations and fund balances, totaling \$5,965,203. During the 20/21 F/Y end audit, Maze & Associates identified the District had \$ 2,710,338 in unassigned funds as of June 30, 2021. Chief Pomi felt it would be best to allocate some those unassigned funds and referenced the *Recommendations for Consideration* worksheet he provided in the Board packet. He recommended the following re-allocations:

Category 6910/Apparatus Replacement – Allocate \$600k into this account for a total of \$1,925,572 to cover the remaining portion of the Type III Fire Engine purchase. Once the Type III is paid off, about \$1.6m will remain in that account. This will provide an opportunity to replace Truck 17 in the near future.

Category 6915/Building Replacement/Renovation – Several years ago we started funding this assigned account just in case we needed to replace the HVAC system and/or the roof. Allocating \$200k into this category would increase the fund balance from \$747,899 to \$947,899.

Category 6920/ Compensation Absences – Unused time off, such as vacation and comp time, are reported as a liability in our financial statements. For security purposes and in the event that the District needs to pay an employee out for a time off, the requested amount to move to this account is \$100k; increasing the fund balance from \$180,973 to \$280,973.

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Category 6950/General Insurance Deductible – Allocate an additional \$10k to this category due to increases in insurance premiums; increasing the fund balance from \$20,000 to \$30,000.

Category 6970/Heavy Rescue Equipment – Allocate \$100k to this account to replace any equipment that is worn down; increasing the fund balance from \$80,000 to \$180,000.

Category 6975/Debt Service Sinking Fund – Originally established as a saving account to help with debt service, the debt due is about \$400k. Since the monies in this account are no longer necessary, the request is to transfer \$180k from this account into *Category 6945/SCBA Replacement Fund*; decreasing the Category 6975 fund balance from \$675,000 to \$445,000.

Category 6945/SCBA Replacement – With the transfer from Category 6975, this fund will now have a balance of \$180,000; increasing from \$0 to \$180,000.

Chief Pomi conveyed to the Board that all these funds, whether they are assigned or unassigned, can be moved by an action item at a Board meeting. Assigning funds to a specific account is simply for the District's planning purposes.

M/S Evergettis/Murray to approve adjusting Assigned and Unassigned Fund Balances Ending F/Y 20-21

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

- b. **Statement of Economic Interest/Form 700** – Board members, designated employees, and consultants must file an Annual Form 700 Statement of Economic Interests covering calendar year 2021. These forms are due by April 1st, 2022 to the County of Marin Elections Department. Administrative Assistant Wilson announced these forms are available for each filer to review and sign at the District office. She would be happy to assist or answer any questions.

CHIEF'S REPORT:

- a. **Seasonal Firefighter Recruitment 2022** – The recruitment for seasonal firefighters is open now until February 25th. The hiring flyer is available in the packet for distribution to the public.
- b. **Composite Photo of KFD membership** – Professional photos for the 100th year centennial celebration were taken in January. Battalion Chief Glenn will continue to schedule those members who haven't taken their picture yet.
- c. **Insurance renewals** – Increasing requirements on the insurance renewals.
- d. **FY 22/23 Budget planning** – The month of March will begin the Fiscal Year 2022/23 Budget planning process.
- e. **Training** – The KFD firefighters have been doing a lot of training these past couple of weeks. This includes EMT, EMS Policy and Procedure, USAR, and Rope Rescue training.
- f. **Covid-19 Vaccinations/Boosters** – Marin County is lifting the mask mandate indoors for those who are fully vaccinated. Marin County has push out a new order mandating that all first responders be fully vaccinated and boosted. Come April 15th, if you are not fully vaccinated and boosted you can no longer work in the public sector. At the March BOD meeting, there will be a closed session to discuss what these implications could mean for the County as a whole.
- g. **Fire Foundry Program** – A two page synopsis of what is going on with the fire foundry program is included in the BOD packet. The fire foundry is located at the old San Rafael station 53, which has been remodeled. There are currently twelve individuals assigned to the fire foundry who are living there and doing vegetation management work around the County. These individuals are also working with the College of Marin and getting school credit, all while getting paid. It is a great program.
- h. **Crab Feed Installation Dinner** – Cancellation notice for the Crab Feed, once again this year due to Covid-19.

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

Director Evergettis – Reported on the MWPA and its growth in employment. They have approved hiring an administrative analyst, who will work beside Mark Brown, as well as a grant specialist, two vegetation management specialists, and an environmental lawyer.

CORRESPONDENCE: Were reviewed.

DISTRICT OPERATIONS: January Incident Logs and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

M/S Murray/Evergettis to approve January warrant 805304111 to and including 805304150 for \$307,863.79

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

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Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Aye; Naso-Aye
Ayes: 4 Noes: 0 Absent: 1
Motion Passes

NEXT MEETING: The next regular meeting will be held on March 9, 2022.

ADDITIONAL ACTIONS: Chief Pomi asked for a moment of silence for fallen Stockton Fire Captain, Max Fortuna who was shot while responding to a dumpster fire. Yesterday was his memorial.

ADJOURNMENT: M/S Evergettis/Murray to adjourn this meeting at 7:31 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary