

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, August 10, 2022

CALL TO ORDER: 6:33 p.m. by Chairman Naso who 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, Deputy Fire Marshal Pasero, Accountant Hom, A-Shift, and Recording Secretary Wilson.

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361 – Following the requirements to hold meetings using a remote platform, Chief Pomi stated Resolution 12-2022 would need to be accepted and approved by the Board of Directors in order for the District to continue with tonight's meeting. To ensure social distancing and for the safety of the station, the Board, and the public, Chief Pomi recommended the Board approve Resolution 12-2022.

M/S Gerbsman/Murray to approve **Resolution 12-2022**, 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 August 10, 2022 – September 14, 2022, pursuant to Brown Act provisions.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Gerbsman to approve the minutes of June 8, 2022.
Roll Call Vote: Corbet-Aye; Evergettis-Abstain; Gerbsman-Aye, Murray-Aye; Naso-Aye;
Ayes: 4; Noes: 0; Abstain: 1
Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. **Fuel Reduction Projects/Defensible Space Evaluations** – In the Board packet, DFM Pasero included a fuel reduction project, which was the first project for this year's fire season. Last year, five dead pine trees located on private property along Sir Francis Drake were removed. DFM Pasero worked with the homeowners to facilitate the removals, while utilizing the MWPA funding to help reimburse those homeowners. Over the course of last year, due to the drought and age, additional pine trees died and needed to be removed. Before and after pictures of the tree removals were presented to the Board and included in the meeting packet. DFM Pasero explained he worked with the same homeowners and contractor from last year. For this year's project, the dead trees were removed by the owners, with reimbursement provided from MWPA local mitigation funds. DFM Pasero explained trees were located in a high-risk area due to the trees proximity to Sir Francis Drake, pedestrians, and the District's emergency primary access route. DFM Pasero stated it was a successful project.

DFM Pasero also included an update regarding defensible space inspections. The defensible space program is off and running, completing roughly 9000 inspections in the Greater Ross Valley area this year. Of those, 1,450 inspections have been completed in the Kentfield and Greenbrae areas.

DFM Pasero reported Gary Musante, who is our seasonal defensible space inspector, has completed quite a few inspections that are not in the wildland urban interface or the state responsibility area. Areas have included the McAllister, Rosebank, Berens, Cedar and Locust neighborhoods. DFM Pasero stated the Kentfield Fire District wanted to do a complete inspection of every parcel in the District so property owners could utilize grant funding available through the MWPA.

The neighborhoods of Laurel Grove will be inspected mid-August. There will be roughly 600 more inspections performed by the defensible space team, starting from Wolfe Grade working up Laurel Grove on both sides, and then up to Makin Grade. Probably within the next two weeks, 2000 inspections will have been performed throughout the District. DFM Pasero felt that every home within the Fire District will have been inspected or contacted, which is probably the first time we've done that in quite some time.

Overall, there has been some positive feedback from the community. DFM Pasero explained that it's a challenge to go into neighborhoods that aren't required to be inspected like the McAllister, Berens, Cedar and Locust neighborhoods; however, there's been a positive response. Some great work has been done even though those homes aren't in the most hazardous fire areas. Property owners have really taken the defensible space, home hardening, and the evacuation education serious.

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UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. **AT&T proposed modification of their cell site** – Chief Pomi briefly discussed the three cell sites located at Kentfield’s fire station: AT&T, T-Mobile, and Crown Castle (Sprint). He explained that from time to time, each cellular company would contact the Fire District and put forth a proposed scope of work that requires the District to review, approve, and then inspect. He felt it was important to bring the AT&T proposed modification to the Board. All information pertaining to this item is included in the Board packet. Chief Pomi stated AT&T was planning to remove and replace six of the antennas they currently have on the District’s roof. They also want to install a new surge suppressor, a new FRP brace, three new rectifiers, and a new battery. Chief Pomi explained *proposed modifications* provide the District with an opportunity to review the plans and put any additional conditions in place to protect the station. Once the work is completed by the contractors, everything must also be inspected by the District to ensure they have cleaned up. There are a few the conditions to review; first and foremost, they must and shall remain in their existing lease space. The project will require both a pre-inspection and a final inspection. Deputy Fire Marshal Pasero has already reached out to the County and will work through the permitting process. The District also notified AT&T that due to the continuation of the pandemic, we reserve the right to cancel any work at any time. AT&T will not have interior access to the building. We have kept the station closed to the public and it has been successful in keeping our staff safe. Chief Pomi recommended the Board allow AT&T to continue with the proposed modification of their current cell site. He asked if there were any questions.

Some Board discussion took place regarding the requirements and protection of roof. Chief Pomi reassured the Board that proper precautions, including walking paths have been put into place to protect the structure of the roof.

M/S Evergettis/Gerbsman to accept AT&T proposed modification of their cell site

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

- b. **OPEB Actuarial Valuation & GASB 75 Actuarial report** – Chief Pomi reported on the Other Post-Employment Benefits (OPEB) Actuarial Valuation and GASB 75 report, completed by MacLeod Watts for Fiscal Year Ending June 30, 2022. He explained that a similar report was presented at the January Board of Directors meeting however once the fiscal year closes, the final numbers can be analyzed and assessed. MacLeod Watts provides financial information on the value of trust assets, the OPEB contributions made, and on the District’s covered employee payroll for Fiscal Year 2021/22.

Chief Pomi directed all to page 8 of report; He pointed out the *Expected Total OPEB Liability at June 30, 2022* was measurement date of June 30, 2022 and was roughly \$ 4.8 million. However, the *Actual Total OPEB Liability* was about \$4.7 million. He explained the reason those numbers are important, is to identify what the District’s total liability is as well as the total fiduciary net position, which is money the District has into the trust. Chief Pomi then referenced page 9 where the *Total OPEB Liability* is shown at \$4.7 million and the *Fiduciary Net Position* is \$4.5 million. The difference reveals a *Net OPEB Liability* of about \$146k, which is great news. Chief Pomi expressed he is aware that with every new valuation that takes place and depending on what happens with how the money is invested, there could be changes in the future. However, MacLeod Watts reported that as of June 30, 2022, the District is in a very good position with its OPEB and reaching the point of being 100% funded.

Chief Pomi emphasized what a big process it is to fund the OPEB liability and said the District has not only paid as we’ve gone, and paid for the retirees but we’ve also continued to fund the trust. This Actuarial Valuation indicates the District should be prefunding the trust at \$142,800 and that is the exact number used at this year’s fiscal budget. In summary, this document is an updated report with the year-end numbers in regards to GASB 75. It meets the accounting and financial reporting standards required to submit to CalPERS and to the auditors. Chief Pomi thanked the Board for their continued support. Accountant Hom stated the Actuarial Valuation reveals the value of a fiduciary net position with a measurement date as of June 30, 2021; It is not based on the valuation as of June 30, 2022. Given that the market has declined since then, those figures as of June 30, 2022, could appear significantly different. Chief Pomi responded that he logged in before the meeting to see the real time figures. He reported that while the net fiduciary position was at \$4.5 million, the District is currently at \$4.3 million. There is a little bit of a difference but not a significant difference.

Chief Pomi asked if there were any questions. No questions were asked.

M/S Evergettis/Gerbsman to approve the OPEB Actuarial Valuation & GASB 75 Actuarial report

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

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

CHIEF'S REPORT:

- a. **State Fires** – DFM Pasero provided information regarding state fires in comparison to last year. In early August of 2021, within the state of California, there was about 442,000 acres that had already burned. CAL Fire statistics for this year were about 147,000 acres; about a third reported last year. The availability of staffing in the state is at a high level. We are continuing to gear up and be ready for those potential larger incidents that can flare up in September or October. Currently, there are 71 fire personnel assigned to incidents out of county and with among those is our OES Type 6 Engine 2615. B Shift is assigned to the McKinney incident in the Yreka area. Also assigned to the McKinney Fire, is Battalion Chief Glenn as a strike team leader with an additional 5 local government OES engines. Along with the engines, equipment, and personnel that are assigned to the McKinney Incident, Marin County resources, the Tam fire crew and a few overhead positions are assigned to the Six Rivers Lightning complex incident, which is up in the Trinity Humboldt area. Marin County is very much a part of these larger incidents but also is fully staffed and available with apparatus to respond to our own county needs.
- b. **Blood Drive** – Eric Humber reported they had 183 appointments at the last Blood Drive and they were able to get 147 successful donations. He has been very pleased with the town of Corte Madera and the support that they've been providing at the community center.
- c. **District Office News** – Administratively over the last several weeks, we completed our special assessment paperwork which is our Measured G report. It has been updated and submitted to the County. Last week we just completed the interim audit phase with Maze & Associates of our basic financials for fiscal year ending June 30, 2022. A big thanks to Accountant Hom and to Jena in getting that first phase completed. The auditors at Maze & Associates were very happy with how things were coming together. The District is also currently working on a CalPERS payroll audit for holiday pay. They are reviewing and testing our records between July 1, 2019 to June 30, 2022. Accountant Hom, Jena and myself will be meeting with them early next week.
- d. **Cal OES** – KFD has been working with Cal OES on their development of a pilot program. They are trying to get all the F42's, salary surveys, billing, invoicing, etc. onto an electronic platform. Unfortunately, KFD has not been reimbursed from the State for the Montana incident, which was last July 2021. Hoping to get that reimbursement of about \$120k very soon.
- e. **Department Health** – KFD has one member who is currently out with COVID but is recovering. Most of the staff have been able to take their vacations and spend time with their families this summer. We are very fortunate to be able to do that in June and July of this year. In the previous two years, the vacation opportunity wasn't there with the tremendous fire incidents that started so early in the fire seasons.
- f. **State of Emergency** – In response to the Monkeypox disease, there was a state of emergency declared this month for the State of California along with new variants and surges of COVID-19. In much discussion with the Association, we've come to the decision to cancel our open house and pancake breakfast this year. It's not an easy decision but there's not a guaranteed way we can do it safely while protecting our Firehouse and our staff. Let's hope and pray that 2023 will bring better health to all.

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

Director Naso – Announced the Board packet provided information about MERA. There is a new executive officer and she was introduced at the last MERA meeting. The project is moving right along; everyone wishes it would be over sooner, but it is still moving forward

Director Evergettis – Reported the MWPA is right on budget. They have spent about half the money and are about halfway through the year. The project from Corte Madera all the way to Fairfax is being environmentally reviewed. The good news is that it's being pursued and it's going to happen. It will be a several-year project but will be worth the wait. MWPA has secured an office space at the same facility as the Sheriff's office on HWY 101. The Liberty space was just not adequate for all the directors and staff who work there now.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve June warrant 805304375 to and including 805304423 for \$334,768.11

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 Murray/Gerbsman to approve July warrant 805304424 to and including 805304480 for \$1,392,231.52

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

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NEXT MEETING: The next regular meeting will be held on September 14, 2022.

ADDITIONAL ACTIONS: Director Naso asked for a moment of silence. Bless those in Ukraine and all of our first responders as well.

ADJOURNMENT: M/S Evergettis/Gerbsman to adjourn this meeting at 7:17 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary