

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, February 14, 2024

**CALL TO ORDER:** 5:30 p.m. by Chairman Corbet. Director Naso led the assembly in the Pledge of Allegiance.

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso to approve the minutes of January 10, 2024. Roll Call Vote: Corbet-Aye; Evergettis-Absent; Gerbsman-Absent; Murray-Aye; Naso-Aye  
Ayes: 3; Noes: 0; Absent: 2  
Motion passes

**ORAL COMMUNICATION:** None

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. **Year-End 2023 KFD Training Review Presentation** – Battalion Chief Glenn provided a presentation on the 2023 Kentfield Fire District training program. Referring to the *Annual Training Report*, he stated the overall training hours were 3093 hours, or 237 hours per person. The EMS total training hours were 281 or 23.4 hours per person and included the Fire Chief. Driver's training made up 181 hours of the program and included the Fire Chief and Deputy Fire Marshal.

BC Glenn added there are a lot of company drills, independent engine company drills, and battalion drills which involve Kentfield Fire along with Central Marin Fire. There have been officer development trainings and a few of the staff attended an academy last year in Southern Marin. BC Glenn stated there was a leadership academy he attended at Central Marin Fire. The Vector Solutions trainings includes the anti-harassment trainings which are required for SB1343, AB1825, and California Ethics. The Wildland Fire Safety Training Annual Refresher "RT 130" is a regional training that all members need to complete in order to go out of county. Strike team leaders and many of the single resource personnel took a strike team leader refresher, which is done every year as well. The usual Special Operations training USAR/Water Rescue, Investigation Team and Hazardous Materials Team training were completed as well. Regional Truck training with Novato Fire, San Rafael Fire, Southern Marin Fire, and Kentfield Fire were performed together. BC Glenn provided a list for the 368 hours of Independent/Outside training, which included when staff signed up for trainings from other instructors or class offerings. Courses such as Company Officer 2A and 2C, Ethical Leadership for Instructors, Fire Instructor, Fire Mechanics, Electric Vehicles, Wildland Ops S270, the Bay Area Firefighters Conference, and FEMA L-954 All Hazardous Safety Officer class are examples.

BC Glenn announced that this year, all staff will complete the required trainings and even explore additional trainings. Trainings are usually done with surrounding agencies, mainly Central Marin Fire and Ross Valley Fire. Auto Extrication and Buildings trainings are done as they become available to do so. Chief Pomi stated BC Glenn has connected with San Quentin's Fire Chief. Crews have been going to the San Quentin facility for training with their fire department; they have inmates that serve as their firefighters. There is a building onsite used for trainings, providing even more familiarity for the communications with the MERA radio systems. The Board and Chief Pomi thanked BC Glenn for his presentation.

**UNFINISHED BUSINESS:**

- a. **Statement of Economic Interest/ Form 700** – The Annual Form 700 Statement of Economic Interests is required for filing every year. Chief Pomi explained this form is regarding any economic interest covering 2023 that may pertain to any of the Board positions held, not only with Kentfield Fire District, but on any additional Boards like MERA or the RVPA. Chief Pomi announced the District has prepared the forms for each filer to review and sign. These forms are due to the County of Marin Elections Department by April 2, 2024.

**NEW BUSINESS:**

- a. **Assigned and Unassigned Fund Balances Ending F/Y 22-23** – During the FY 22-23 audit, Maze & Associates identified Kentfield Fire District had roughly \$3m in unassigned funds as of June 30, 2023. Chief Pomi explained assigning funds to specific accounts is for District's planning purposes such as financial security of departmental growth, stability during economic downturns, and budgeting. He referenced a worksheet provided in the Board packet and suggested the following re-allocations:

*Category 6910/Apparatus Replacement* – Allocate \$705k into this account for a total of \$2,725,572. This is for future planning, should there be the need to purchase some vehicles.

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

*Category 6915/Building Replacement/Renovation* – Requesting to allocate \$166,730k into this category. This fund is designed to prepare for any type of catastrophic failure or the need to replace and/or fix the building. Such needs for example could be a roof replacement, a new HVAC system, or a downpayment towards a renovation of the firehouse.

*Category 6920/Compensation Absences* – Allocate \$10k into this account for a total of \$330,973. This category is defined as what the District owes when it comes to vacation, sick, comp, or any payouts. While this fund doesn't cover all the compensated absences amount, it does cover about 50% of the number reflected from the audit, in the event the District needs to pay an employee out for time off.

*Category 6940/PERS Unfunded Liability* – There is a policy in place that states the District will have one years' worth of the PERS unfunded liability. Increasing the account by \$114k will satisfy that policy.

*Category 6945/SCBA Replacement* – This was the final year of having air packs under warranty and the life expectancy has been reached. Allocating an additional \$70k for the \$250k needed to pay for the replacements.

*Category 6960/Hydrants and Mains* – Requesting to allocate \$10k as it is ideal to have at least two fire hydrants stored at the firehouse in case one is damaged or is needed to be replaced.

*Category 6970/Heavy Rescue Equipment* – Allocate \$100k to this account to help replace rescue equipment items such as airbags, lifting, stabilization equipment, saws, tools, battery powered rescue equipment, etc.

*Category 6975/Debt Service Sinking Fund* – In December the District made its final payment for the building renovation. The debt no longer exists and it's time to remove the remaining \$54,730 from that account and re-allocate the monies where needed.

*Category 6980/Health and Wellness* – Proposing an additional \$60k into this fund for a total of 160k. In the event a staff member needs a program to help cope with PTSD or something tragic, this fund balance would grant the District security to be able to take care of its people.

Chief Pomi summed up the requested allocations of \$1,181,000, with a new Total Assigned Fund Balance of \$8,596,203. He asked if there were any comments or questions.

M/S Murray/Naso to approve the Assigned and Unassigned Fund Balances Ending FY 22-23

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

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

Ayes: 3; Noes: 0; Absent: 2

Motion passes

- b. ***Kentfield Fire Protection District Master Fee Schedule*** – DFM Pasero referred to a few documents he provided in the Board packet. These consisted of a staff report, the Kentfield Fire Protection District Fees and Charges, Exhibit "A" which is a schedule of fees, and Resolution No. 2-2024. He explained in 2019 the District established a policy for recovering the cost of providing special services of a voluntary and or limited nature. These services include plan review, building and fire prevention inspection fees, California Fire Code inspections, and enforcement inspections. The intent is to recover costs for services not required by all members of the community, so the general taxes are not diverted from general services of a broad nature and thereby utilize to subsidized unfairly or inequitably such special services. California Health & Safety Code 13916 (b) allows the District to recover a reasonable fee to pay for those services. It provides a mechanism to ensure the District is capturing fees properly and requires to recover a reasonable expected cost to provide those special services. The 2019 master fee study utilized a calculated process to study the process and equation of those numbers. DFM Pasero stated during the COVID-19 pandemic, the District completed a review of fees but chose not to increase fees in the master fee schedule. In May of 2021, the fee schedule was reviewed and revised. In January of 2024, the fee schedule was once again reviewed utilizing the fully incumbered personnel rates from FY 23-24 contracts. The fee schedule was also reviewed to confirm time studies were accurate. Much of the data that goes into that fee study includes how long it takes to do complete prevention related processes. Through continued efficiencies developed and built into the District's processes, the fees for actual cost of services are adjusted. For this update, the average proposed increase for each fee is about 5.7%. DFM Pasero believes the District has a fair representation of how to address the need to recover fees, and provides a fair opportunity for people to pay for these fees. He stated with Board approval, the 2024 Kentfield Fire Protection District fee schedule will be applied to all projects and permits starting on or after April 1, 2024. DFM Pasero asked if there were any questions. Director Murray thanked DFM Pasero for the presentation.

M/S Naso/Murray to accept the Resolution 2-2024: Resolution of the Board of Directors of the Kentfield Fire Protection District adopting the updated Master Fee Schedule for services provided by the District

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

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

Roll Call Vote: Corbet-Aye; Evergettis-Absent; Gerbsman-Absent; Murray-Aye; Naso-Aye  
Ayes: 3; Noes: 0; Absent: 0  
Motion passes

**CHIEF'S REPORT:**

- a. **Weather Update** – The last several weeks have been very busy. Kentfield Fire District has made sure notifications regarding any rapid rising creeks, potential flooding, sandbag locations, etc. have been communicated. Marin County has deployed a preposition of the Water and Rescue Team 11, with a few of our KFD members on that team: BC Glenn, Captain Viau, and Engineer Bridges.
- b. **Planning and Goals** – January was a busy month for planning and goals. Chief Pomi had the opportunity to meet with all the shifts to discussed goals and projects accomplished last year. He also discussed ideas and goals for this year regarding work and personal life. He felt it was great to sit down with each shift and have those types of discussions.
- c. **Dispatch Update** – There have been numerous Dispatch presentations discussed, the District signed the agreement to be a participating member, and everything appears to be on track. Chief Pomi had the opportunity to go on a tour last Thursday with Chief Weber at 1600 Los Gamos. He reported the metal studs are up, they're starting to put the sheetrock up, and they are on track for that new dispatch center to be completed in May and the IT and consoles moved in this June. The new dispatchers are being hired and the on-boarding is going to start very soon with a go-live date of July 1, 2024.
- d. **Board Policy and Procedures** – Chief Pomi handed out an updated Policies and Procedures manual to the Board of Directors. The manual reviews Kentfield Fire District's existence, job descriptions, and Brown Act Rules, etc.
- e. **Equipment Update** – Some good news, the Type III Fire Engine is going to be at High-Tech sometime in March. There will be an opportunity to go inspect it and check in on its condition. Once the apparatus has arrived at the station, KFD staff will then be able to go through and get all the equipment on it. The plan is to have the Type III ready for the upcoming fire season; however, the OES 2615 rig is available in the meantime.

Chief Pomi added that during one of the monthly checks there was a large pop from the underneath side of Truck 17. Through investigation, there appeared to be a tear in the torque box where it was bolted to the frame. Golden State, a Pierce dealer, was contacted and Truck 17 was taken there for an inspection. There is significant breakage from the torque box and through the frame. For proper repair, Truck 17 is going to additional shops to have the ladder, the whole rear end of the vehicle, and the box removed. Truck 17 is a 2002 model, and the intention is to have it fully repaired at a reasonable cost. Currently, the lag time for a new truck is somewhere around 40 months. Chief Pomi stated a discussion will need to be had about what would be best for the KFD community, and what would the cost of a new ladder truck be. Truck17 needs to be repaired and a part of the fleet, while something else is being built.

**DIRECTOR MATTERS:** None

**CORRESPONDENCE:** Were reviewed.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Naso to approve January warrant 805305329 to and including 805305386 for \$572,187.85

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

Roll Call Vote: Corbet-Aye; Evergettis-Absent; Gerbsman-Absent; Murray-Aye; Naso-Aye  
Ayes: 3; Noes: 0; Absent: 2  
Motion passes

**NEXT MEETING:** The next regular meeting will be held on March 13, 2024.

**ADDITIONAL ACTIONS:** Chairman Corbet asked for a moment of silence.

**ADJOURNMENT:** M/S Corbet/Naso to adjourn meeting at 6:36 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary