

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, October 9, 2024

**CALL TO ORDER:** 5:00 p.m. by Chairman Corbet who 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, Deputy Fire Marshal Pasero, Accountant Phillip Chavira, C-Shift, and Recording Secretary Wilson.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Naso to approve the minutes of September 11, 2024.

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:** Chief Pomi requested Agenda item 8, Chief's Report, will be moved above Unfinished Business. The Board approved.

**CHIEF'S REPORT:**

- a. *Accountant Introduction* – Introduced Accountant Phillip Chavira to the Board. He has been with KFD a little over a month and is going to be an amazing asset to the team. Accountant Chavira spoke briefly about some of the local agencies he works with, while providing background information on past work he has completed. He will continue training with Accountant Hom through December.
- b. *Final Audit* – In September, Maze & Associates completed the final phase of the audit. The auditors have sent a draft presentation of the basic financials and the District is in the review process. The District is anticipating Maze & Associates will be presenting the audit results at the December Board meeting.
- c. *MERA* – This past week a great milestone in the County was reached. All agencies have cut over to the new radio system; MERA Gen1 is now in the MERA Gen2. The past 14 years Director Naso sat on the board alongside 26 other agencies. Some small issues are being worked through but overall the system is working as designed.
- d. *KFD Open House* – Just a reminder, this Saturday is Kentfield Fire District's Open House; 10am to 2pm. The staff have been planning this event and working on getting the facility cleaned. The Greenbrae Historical Society, members of the MWPA Defensible Space Program, and Marin Get Ready from OEM will all be partnering with KFD and present at the Open House. Members of the community can expect to see the Kentfield Fire staff, station equipment, bounce houses, games, food, and prevention swag for the kids. Everyone is welcome.

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. **Roof Repair at Station 17** – Chief Pomi referred to his staff report which included a bid proposal from Wedge Roofing. Since the station was remodel 15 years ago, the roof has been problematic with leaks and repairs. To avoid permanent structure damage, some minor and major repairs have been done to keep water out of the station. The past two winters, significant leaks in the apparatus bay were detected and are under the solar panel. With the roof being the design that it is, a flat roof, the water pools underneath the solar panel and works through the seams and drips down on the equipment. The District began to do emergency repairs with Wedge Roofing and were able to slow the leaks but not able to completely stop the leaks. Engineer Bridges put together a plan on how to repair and replace parts of the roof in portions instead of doing both the whole roof at one time. The HVAC equipment sits on the east side of the roof, while the solar panels lay on the west side is. Different design plans were looked at and bid upon. The Wedge Roofing bid includes taking the roof membrane and adding foam to allow the roof to slope away from the center and back to the drains. In addition, there will be a curb built that will go along the separation point between the inside living area and the apparatus. If approved, everything on the west side would be completed. The second phase of the project would include the solar farm which consists of 68 panels. The panels need to be removed in order to repair the roof. The District took the opportunity to evaluate the current solar system, have multiple consultant discussions, and receive bids on new technology. After a thorough review, the best mode of action would be to remove the current system, repair the roof, and then replace the solar system. Wedge Roofing can get the roof completed before the winter. The total cost of the project for the repairs, the new roof, the foam, the warranty, the removal of the panels, and then the replacement comes to about \$114k. Chief Pomi asked for Board approval of the Wedge Roofing bid. He asked if there were any questions. After much discussion the Board agreed to move forward with the bid proposal.

M/S Murray/Naso to approve the to replace the roof as submitted at approximately at \$115k

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**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. **Annual Gann Appropriations Limits Report** – Chief Pomi gave an overview of the Annual Gann Appropriations Limited report provided in the BOD packet. He stated the California appropriations limit, also known as the Gann initiative, is the maximum amount of money that the Fire District can legally spend. Proposition 4 was approved by the voters back in November of 1979 with a purpose to set limits on the growth of expenditures for publicly funded programs. Each year the District is required to re-evaluate the appropriations limit with the ability to increase it by the rate of population increase and the rate of inflation. Chief Pomi referenced page 3 of the document titled *Kentfield Fire Protection District Property Tax Appropriations Limit Fiscal Year 2023-24* and provided a summary. He explained the Appropriation Limit for 2022-23 was roughly \$3.8m and the adjustment for 2023-24 is 3.3329%. The Property Taxes (secured and unsecured) amounted to \$6,101,403. The Special Assessment at \$878,798 is a calculation of Measure G and Measure C (MWPA). Supplemental Assessments are at \$117,636 and are non-property. Aide Other Governmental Agencies is the excess Educational Revenue Augmentation Fund (ERAF) or monies that were returned to the Fire District in the fiscal year and it equated to \$427,572. The Proceeds of Taxes amounted to \$7,525,409 and the Allocation (growth calculation) was \$672,789. The total plus the allocation of growth provides an Appropriations Limit for the fiscal year 2023-24 of \$8,198,198. Chief Pomi explained once this report was approved by the Board, it will be provided to Maze & Associates for the year-end audit.

M/S Murray/Evergettis to approve Resolution 10-2024 Determining the 2023/24 Annual Gann Appropriations Limit of \$8,198,198

**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. **2024 Biennial Notice - Conflict of Interest Code** – Kentfield Fire District is required through the State Political Reform Act to adopt a Conflict of Interest Code. Chief Pomi explained this corresponds to the Statement of Economic Interests (Form 700) which is filed every year not only for the Fire District, but for any other governing board a member is a part of. Resolution 6-2014 states the District will follow all regulations and Attachments “A”, “B”, and “C” are in accordance with the requirements. Attachment “A” confirms the Board of Directors, the Fire Chief, and the General Counsel are those who need to fill out Form 700. Attachment “B” states all sources of income, interests in real property and investments would be disclosed, and attachment “C” displays the place of filing. This is a District administrative task which takes place every two years. Once the Conflict of Interest Code is approved, the District completes the application with no amendments required. It is then filed with the County of Marin. Chief Pomi asked if there were any questions. None were asked.

M/S Evergettis/Naso to approve the 2024 Biennial Notice – Conflict of Interest Code

**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

**DIRECTOR MATTERS:**

**Director Evergettis** – An MWPA update is provided in the Board packet. The organization is accomplishing a lot of land clearing.

**Director Murray** – There was an annual neighborhood picnic. It was great to see Engine 17 with Captain Marty, Engineer Bridges, and Engineer Nelson in attendance. The neighborhood was very appreciative of them showing up.

**CORRESPONDENCE:** Were reviewed.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Evergettis to approve September warrant 805305701 to and including 805305736 for \$576,370.79

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**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

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

**ADDITIONAL ACTIONS:** Director Naso asked for a moment of silence.

**ADJOURNMENT:** M/S Corbet/Naso to adjourn meeting at 6:05 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary