

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

MEETING TYPE: Regular

DATE: Wednesday, May 8, 2024

CALL TO ORDER: 5:00 p.m. by Chairman Corbet. Director Evergettis 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, Battalion Chief Glenn, Deputy Fire Marshal Pasero, A-Shift, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Naso to approve the minutes of April 10, 2024.
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: None

UNFINISHED BUSINESS:

a. ***KAPF Labor Contract Negotiation Process*** –

The Board entered a Closed Session at 5:03 p.m.

The Board adjourned and entered back into Open Session at 5:12 p.m.

Director Gerbsman stated the Kentfield Fire Protection District and the KAPF have agreed on the items in the new MOU. The Board approves. This will take effect July 1, 2024, and the KAPF has a copy.

Director Murray thanked Association President Tescallo, Engineer Nelson, and Engineer Beltramo for meeting with the Board subcommittee.

M/S Murray/Evergettis to approve the Memorandum of Understanding Between the Kentfield Association of Professional Firefighters and the Kentfield Fire Protection District. Contract Period July 1, 2024 – June 30, 2027

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

NEW BUSINESS:

- a. ***Type 3 Fire Engine Update and Budget Adjustment FY 2023/24*** – Kentfield Fire District signed a contract with High-Tech in October of 2021 for a Type 3 Fire Engine. The District made a down payment of \$167k at that time with the agreement the remaining balance of \$305k would be paid upon the completion of the engine. Chief Pomi explained due to supply chain issues and delays, the cabin chassis has not arrived in California and has not been completely built. The Type 3 Fire Engine is currently in Ohio and will not be completed by the end of this fiscal year. Chief Pomi requested a budget adjustment; to transfer the \$305k from #4070 Apparatus Replacement back into category #6910 Apparatus Replacement Assigned Fund balance. With the preliminary budget for fiscal year 2024-25, the District can once again reverse the transfer to prepare for the final payment of the Type 3 Fire Engine. Chief Pomi stated these line item adjustments would decrease category #4070 Apparatus Replacement from \$605k to \$300k and increase category # 6910 Apparatus Replacement to \$305k.

M/S Gerbsman/Naso to approve the Capital Outlay Apparatus Replacement Fund Transfer to Apparatus Replacement Assigned Fund Balance.

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. ***Preliminary Budget Fiscal Year 2024-25*** – Chief Pomi referenced the proposed preliminary 2024-25 Budget provided in the Board packet and presented the following highlights:

REVENUE

9001/Property Tax Current Secured – The projected variance is about \$228,150 for a total of \$5,931,922.

9046/ Excess ERAF – The District is unsure what will happen with ERAF and is choosing to stay on the conservative side, estimating a negative variance of \$72,372 for a total of \$220,628.

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9905/AT&T Lease Agreement – Reflects a 3% COLA increase.
9910/T-Mobile Lease Agreement – Reflects a 3% COLA increase.
9920/Marin General Hospital Contract – Reflects a 3% COLA increase.
Total revenue is projected to be \$7,874,520 for the year.

PERSONNEL

1030/Overtime – Reduced by about \$139k. Last year there weren't any out of county assignments, but this category can always be adjusted.
Total Personnel costs are projected to increase by \$155,423: from \$6,054,475 to \$6,209,898.

SERVICES & SUPPLY

2006/Consulting Fees – Increased by \$10k to \$28,500; preparing for the onboarding of a new record management system.
2105/Central Dispatch – At \$203,472, which includes the upfront costs for that first year for all the capital investments. The following year, that number will go back down to the \$140k range. This is just a one-time increase.
2315/Wellness/Fitness – \$15k increase to \$29k. This will allow more pre-cancer screening tests.
Total Services & Supply projected at a \$132,832 increase: from \$1,176,375 to \$1,309,207.

DEBT SERVICES

3110/Fire Station Renovation-Principal – The District made the final payment on the loan last December. The building is officially paid off and debt free.
Total Debt Services at \$0; a decrease of \$154,731 from last year.

CAPITAL OUTLAY

4005/MERA; Radios; CAD/iPads – Same as last year; \$25k.
4010/Computers – Same as last year; \$15k
4015/Fire Equipment – Same as last year; \$35k
4020/Hose – Increased by 10%; \$1,500 for a total of \$15k.
4035/Hydrants and Mains – Increased by 10%; \$1,200 for a total of \$12k.
4041/PPE – Increased by 10%; \$5,150 for a total of \$23,150.
4050/Building Repair – Increased by 10%; \$10k for a total of \$100k.
4070/Apparatus Replacement – Usually there is \$100k in this category, but with the additional \$305k for the Type 3 Fire Engine, the preliminary amount is \$405k.
Total Capital Outlay at \$640,150; a decrease of \$182,150 from last year.

BUDGET ANALYSIS

Total Revenue is increasing by \$271,640k at \$7.8 Million.
Total Projected Reserve Allocations was at \$605k last year in preparation to pay for the Utility, Tahoe, and the Type 3 Fire Engine. This year it's only \$305k for the Type 3 Fire Engine final payment.
The projected fund balance for fiscal year 2024/25 will be \$20,265.

Chief Pomi stated the budget figures can change between the preliminary and the final, with future expenditures and/or increases in revenues. He asked if there were any questions. None were asked.

M/S Gerbsman/Murray to approve the Preliminary Budget Fiscal Year 2024-25

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

- c. **November 2024 District Candidate Elections** – Chief Pomi stated Resolution 5-2024 acknowledges that Kentfield Fire Protection District has two regular term positions of four years, up for election and requests the election be consolidated with Marin County election. The election will be held on November 5, 2024. There are three documents to review from the Board packet: Resolution 5-2024, the District Boundary Confirmation Request form, and the Elected Officials and Term of Office document which reveals Director Corbet and Director Murray are up for re-election. Candidates will have an opportunity to submit the paperwork to run again at a later date. Chief Pomi asked if there were any questions. No questions were asked.

M/S Gerbsman/Evergettis to approve Resolution 5-2024 of the Kentfield Fire District Board of Directors proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.

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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

CHIEF'S REPORT:

- a. *Battalion Chief Glenn Retirement Luncheon* – Will take place on June 3rd here at the fire station. KFD & CMFD are working on an assessment process for the Battalion Chief position as well.
- b. *New Marin County Dispatch Center* – The new dispatch center is coming along nicely and wrapping things up. A grand opening event is included in the announcements. Everyone is invited.
- c. *MERA* – After 9.5 years, they are finally closing out all the construction projects.

DIRECTOR MATTERS:

Director Naso – Reported there was a MERA meeting today. At the meeting they acknowledged the passing of Dave Jeffries, Deputy Executive Officer of MERA.

Director Evergettis – Recently attended a field trip in San Rafael for MWPA. The MWPA is working on a few projects which include eucalyptus trees.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve April warrant 805305454 to and including 805305509 for \$648,072.86

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 June 12, 2024.

ADDITIONAL ACTIONS: Chief Pomi asked for a moment of silence for the loss of Dave Jeffries and Captain Rick Addicks from Ross Valley Fire Department

ADJOURNMENT: M/S Corbet/Naso to adjourn meeting at 5:44 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary