

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, June 12, 2024

**CALL TO ORDER:** 5:00 p.m. by Chairman Corbet. Director Gerbsman 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, A-Shift, and Recording Secretary Wilson.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Evergettis to approve the minutes of May 8, 2024.  
Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye  
Ayes: 5; Noes: 0  
Motion passes

**ORAL COMMUNICATION:** None

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. **Marin County Survivors' Celebration** – Captain Kris Viau provided a presentation regarding the 12<sup>th</sup> Annual Marin County Survivors' Celebration, which took place on May 16, 2024. Captain Viau, along with Engineer Nelson, Engineer Beltramo and their spouses were given the opportunity to attend the survivors' life celebratory event. Referring to his report and pictures included in the Board packet, Captain Viau explained that during an incident they were dispatched to last summer, they provided advanced life support for a gentleman by the name of John Miller. Mr. Miller experienced a cardiac arrest while swimming at College of Marin. Engine 18, Medic 18, and College of Marin Police were also dispatched to the incident. With the quick response efforts and immediate lifesaving interventions by multiple people, John Miller survived and was able to fully recover. He was acknowledged and celebrated at the Marin County Survivors' Celebration. Captain Viau expressed how appreciative he was to the Kentfield Fire District for the opportunity to attend the event; they were also recognized on stage for their lifesaving skills. Chief Pomi and the Board thanked Captain Viau and his team for their great work.

**UNFINISHED BUSINESS:**

- a. **Administration Staff Contract Salary Adjustment Process** –  
The Board entered a Closed Session at 5:10 p.m.  
The Board adjourned and entered back into Open Session at 5:19 p.m.  
Director Murray stated the administration staff agreements will mirror the increase the KAPF members will receive in the new fiscal year. In addition, administrative assistant Jena Wilson will receive an additional percentage for the roles and duties she's assuming.

M/S Murray/Evergettis to approve the Administrative Staff Agreements for 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

**NEW BUSINESS:**

- a. **Reporting of Mandatory Inspections & Compliance** – Deputy Fire Marshal Pasero explained Resolution 6-2024 is in regards to the mandatory reporting of inspections. SB 1205 was adopted in 2018 and required that all fire departments and agencies complete their state-mandated inspections. These inspections include hotels, motels, apartments, schools, hospitals and any correctional facilities or jails. Kentfield Fire Protection District produces a resolution to memorialize the completion of the annual state-mandated inspections, and to affirm that it is part of the District's prevention module. In the Board packet, Deputy Fire Marshal Pasero provided a summary of what SB 1205 is, along with the corresponding resolution for Board approval. He asked if there were any questions. There was none.

M/S Evergettis/Murray to approve **Resolution 6-2024**, a resolution of the Board of Directors of the Kentfield Fire Protection District Acknowledging Receipt of a Report Made by the Fire Chief of the Kentfield Fire Protection District regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

**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

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

Motion passes

b. **Public Hearing for 2024/25 Proposed Final Budget –**

Chairman Corbet opened a Public Hearing at 5:24 p.m.

There was no public comment.

- c. **2024/25 Proposed Final Budget –** Chief Pomi referred to the worksheets provided in the Board packet which included the approved 2024/25 Preliminary budget, variances, and the proposed 2024/25 Final budget. Chief Pomi thanked Engineer McKnight, Engineer Neve, and Engineer Tescallo for their contributions on the budget team this year. He stated there are no variances from the preliminary to the final. Chief Pomi provided the Board with the following highlights:

Total Revenue will remain projected at \$7,874,520 for the next fiscal year.

Total Personnel Costs updated; for accounting purposes, all the salaries are going to be out of one category now. Line items 1005/Salaries/Admn. Sec. and 1009/Salaries/Deputy Fire Marshal have been included in 1050/Salaries. The preliminary budget for personnel cost was \$6,209,898 and the final revision remains the same.

Total Services & Supply remains at \$1,309,207.

Total Debt Services at \$0; remains the same as the preliminary. Debts from the solar and building are completely dissolved and paid off.

Total Capital Outlay at \$640,150; remains the same as the preliminary budget. Capital Outlay is for larger projects like the Type 3 Fire Engine.

Total Projected Reserve Allocations are \$8,596,203 in Assigned Funds.

The Budget Analysis reveals that with the total projected revenue, personnel cost, service & supply, capital outlay, and reserve allocations there is a projected fund balance to the positive of \$20,265.

Chief Pomi asked if there were any questions from the Board or public. There were no questions. The Board thanked Chief Pomi.

M/S Gerbsman/Naso to approve Resolution 7-2024, a Resolution by the Board of Directors of the Kentfield Fire District Adopting the Budget for 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

Chairman Corbet closed the Public Hearing at 5:28 p.m.

**CHIEF'S REPORT:**

- a. *Rick Addick Memorial* – On May 28th, there was a nice memorial service for Fire Captain Rick Addicks who passed away. Thanks to Ross Valley Fire Department and to Firefighter Gutierrez for their efforts on the memorial. It was an all-day ceremony that was a very well planned and professional program.
- b. *BC Glenn Retirement Luncheon* – Occurred on June 3<sup>rd</sup>. It was an amazing event and a great way to send off David Glenn into retirement.
- c. *Marin Emergency Command Center* – Ribbon cutting event on June 11<sup>th</sup> for the grand opening. This was an exciting event for all fire agencies in Marin.
- d. *Defensible Space Inspectors* – There was a badge pinning on Monday morning for them. They are now out in the field doing home evaluations and will be coming to Kentfield during the early summer months.
- e. *Seasonal Firefighters* – Scheduled to start June 17<sup>th</sup> for an onboarding academy. Two seasonals are returning and one is new to Kentfield Fire District this year.

**DIRECTOR MATTERS:**

**Director Naso** – The MERA meeting this month will be held at the Marin County Sheriff's department.

**Director Evergettis** – MWPA report is included in the Board packet. MWPA is moving along with their work plan of vegetation management, funding dedicated to home hardening, free chipper programs, evacuations and alert systems, public comprehensive education program, and environmental compliance practices, etc.

**CORRESPONDENCE:** Were reviewed.

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

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

**APPROVAL OF WARRANTS:**

M/S Corbet/Gerbsman to approve May warrant 805305510 to and including 805305549 for \$373,204.96

**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 July 10, 2024.

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

**ADJOURNMENT:** M/S Corbet/Naso to adjourn meeting at 5:35 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary