

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, September 11, 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-absent; Murray-absent; Naso-present. Also in attendance were Chief Pomi, Accountant Hom, A-Shift, and Recording Secretary Wilson.

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

**ORAL COMMUNICATION:** None

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. **Measure G Tax Report FY 2023/24** – On an annual basis, the Measure G Special Tax Report is prepared and presented to the Board. Chief Pomi provided a brief overview of the report along with a few highlights. The report captures revenues from the property tax levy collected which are then used for operating and maintenance expenses of the Kentfield Fire District. Chief Pomi referred to the *Rate Adjustment for Inflation* Figure 2 on page 8 of the report where the chart displayed the CPI history for the given year and the maximum increase available. He identified the maximum amount the District could charge is \$12.8 cents per square foot. The board took action and voted to only charge a tax rate of \$.07 per square foot. The District also had expenditures carried over from the prior year. Chief Pomi explained the carryover plus the difference from the revenue and what was spent presents an ending balance of (\$1,030,547). For the fiscal year 2023/24, the District collected \$554,909 but spent about \$714k on operating and maintenance expenses. These expenses are categorized as emergency communications, auto and equipment repairs, prevention, fire equipment, medical supplies, hose and hydrants for PPE, building maintenance and building renovations, etc. These funds are not used for salaries. Page 11 specifies there are 2,324 parcels within the District boundaries and with a tax rate of \$.07 per square foot, the projected tax levy is estimated at \$555,837 for the fiscal year. Chief Pomi stated as prices continue to rise, Kentfield Fire is continuing to spend more in these expense categories than they are receiving from the levy. This shall serve as information for the Board, should the District need to increase the \$.07 in the future. Chief Pomi explained the rest of the report provided additional history and summarizes the special tax revenues by year. The ballot measure text, voting results, and a map of the District are included at the end of the report. Chief Pomi requested approval of the Measure G Tax Report for FY 2023/24. Once approved, it will be posted on Kentfield Fire District's website and made available at the District office.

M/S Naso/Evergettis to approve the Measure G Tax Report FY 2023/24

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

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

- b. **Resolution 9-2024** – Chief Pomi explained Resolution 9-2024 was in regards to the Marin Wildfire Prevention Authority (MWPA) Joint Powers Agreement. The JPA is now beginning its fifth year and Director Evergettis serves as Kentfield Fire District's representative on the 17-member board. During the past four years, MWPA staff, board members, and operational members have noted potential benefits from a revised JPA. The only way to amend a JPA however is if every agency approves of the revisions. Chief Pomi stated the JPA has been reviewed by a consultant, legal counsel, and a subcommittee of city managers and fire chiefs. He took an opportunity to explain each change. There is a clean edition of the amended agreement behind Resolution 9-2024. Chief Pomi summarized; Resolution 9-2024 addresses the three sections covered in the staff report. All agencies have been asked to take action through a resolution with the changes discussed.

M/S Evergettis/Naso to approve Resolution 9-2024: Amended and Restated Joint Exercise of Power Agreement for the Marin Wildfire Prevention Authority.

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

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

**CHIEF'S REPORT:**

- a. *Structure Fire Newsclip* – Chief Pomi showed a newsclip from a structure fire that took place in San Anselmo. The fire spread into the vegetation and ran up into a few homes that had a tremendous amount of defensible space done. Thanks to the work completed, the homes were saved. This is an example of MWPA efforts and monies hard at work.
- b. *Apparatus Update* – OES 2615 has been repaired and was put back into service. It is now assigned in San Bernardino County. The new utility pickup is now in service as well. The staff did an amazing job designing the new utility and it will serve the community well.
- c. *Battalion Chief Testing* – Currently in the process of assessing for a new Battalion Chief. Kentfield Fire will partner with Central Marin Fire during the testing. There are four applicants who have submitted letters of interest. The testing assessment process will begin in November. The goal is to have a successful candidate ready to step into that position by the end of the year.
- d. *Staffing at KFD* – Two injured staff members are out on leave and are on their way to recovery. Hopefully they will be able to return by year's end. The remaining staff members have done a tremendous job filling the positions, shifts, and OES assignments. A big thanks to them for stepping up and covering station 17.
- e. *Accountant Contract* – Happy to announce the District has signed a contract with a new accountant, Phillip Chavaria. Accountant Dan Hom announced his retirement in January. Phillip has been onboarding with Dan and Jena this past month and they have been going through training. Phillip is from San Rafael and will be a wonderful addition to our team.

**DIRECTOR MATTERS:**

**Director Evergettis** – MWPA group did not meet in August but will in September. An MWPA update is provided in this Board Packet.

**CORRESPONDENCE:** Were reviewed.

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

**APPROVAL OF WARRANTS:**

M/S Naso/Evergettis to approve July warrant 805305606 to and including 805305658 for \$1,660,495.92

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

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

M/S Naso/Evergettis to approve August warrant 805305659 to and including 805305700 for \$411,407.62

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

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

**NEXT MEETING:** The next regular meeting will be held on October 9, 2024.

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

**ADJOURNMENT:** M/S Corbet/Naso to adjourn meeting at 5:50 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary