

# B O A R D O F D I R E C T O R S



Regular Meeting Agenda  
February 9, 2022  
Location: Virtual Meeting via Teleconference  
Kentfield, CA

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jena Wilson at [Jwilson@kentfieldfire.org](mailto:Jwilson@kentfieldfire.org)

Zoom Video Conference link: <https://us02web.zoom.us/j/9459048313>

Meeting ID: 945 904 8313

Call in Line: 1 (669) 900-6833, when prompted, enter meeting ID 945 904 8313-#

Time: 6:30 p.m. For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item
2. Public comment period on agenda items.

**NOTE: The meeting will be recorded.**

1. CALL TO ORDER 6:30 p.m. Agenda available on the KFD website.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. VOTE TO CONTINUE VIRTUAL MEETINGS AB 361 – Chief Pomi  
Adoption of **Resolution 2-2022** for a Continuation of Teleconferenced/Zoom Board of Director Meetings. Staff recommends that the Board adopt 1-2022, a resolution of the Board of Directors of the Kentfield Fire Protection District proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of the Kentfield Fire Protection District for the period **February 9, 2022 – March 9, 2022**, pursuant to Brown Act provisions.  
**Board Action: 1. Discussion 2. Motion 3. Public Comment 4. BOD Roll Call Vote**

\*District facilities comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Office as soon as possible (415-453-7464).

5. APPROVAL OF MINUTES

The Board may choose to approve the minutes of the January 12, 2022 meeting.

**Board Action: 1. Discussion 2. Motion 3. Public Comment 4. BOD Roll Call Vote**

6. ORAL COMMUNICATION

This time is provided for the public or Board Members to address the Board on matters not on the agenda. The Board of Directors has limited the total amount of time allocated for public testimony for each individual speaker to three (3) minutes. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

7. AGENDA ADJUSTMENTS

8. SPECIAL ANNOUNCEMENTS/PRESENTATIONS

A. 2021 KFD Fire Prevention Presentation – DFM Larry Pasero

9. UNFINISHED BUSINESS

A. Firefighter Interview Results/Selection - Appointment of Full-Time Firefighter – Chief Pomi  
(**CLOSED SESSION** for Public Employment, Title: Firefighter, Gov't Code Section 54957)

**Board Action: 1. Discussion 2. Motion 3. Public Comment 4. BOD Roll Call Vote**

10. NEW BUSINESS

A. Assigned and Unassigned Fund Balances Ending F/Y 20-21 – Chief Pomi

**Board Action: 1. Discussion 2. Motion 3. Public Comment 4. BOD Roll Call Vote**

B. Statement of Economic Interest/Form 700 – Chief Pomi

**Board Discussion**

11. CHIEF'S REPORT – Receive and File

12. DIRECTOR MATTERS

Directors may report on their activities and meetings

13. CORRESPONDENCE: MERA-Next Generation Project, San Rafael Santa Cop, Sound the Alarm-American Red Cross.

14. REPORTS

A. Overtime, Incident – January 2022

15. APPROVAL OF MONTHLY EXPENSES

Approval of January warrant 805304111 to and including 805304150 for \$307,863.79

**Board Action: 1. Discussion 2. Motion 3. Public Comment 4. BOD Roll Call Vote**

CONFIRM NEXT MEETING DATE: March 9, 2022

16. MOMENT OF SILENCE

17. ADJOURNMENT

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

**MEETING TYPE:** Regular – Virtual Meeting via Teleconference

**DATE:** Wednesday, January 12, 2022

**CALL TO ORDER:** 6:30 p.m. by Chairman Naso. Deputy Fire Marshal Pasero 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, Accountant Dan Hom, Deputy Fire Marshal Pasero, Battalion Chief Glenn, A-Shift, and Recording Secretary Wilson.

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361** – The Brown Act states this Resolution needs to be discussed and approved every 30 days in order to meet remotely. Chief Pomi recommended the Board approve Resolution 1-2022.

M/S Murray/Evergettis to approve **Resolution 1-2022**, a resolution of the Board of Directors of the Kentfield Fire Protection District proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of the Kentfield Fire Protection District for the period January 12, 2022 – February 9, 2022, pursuant to Brown Act provisions.

**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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Evergettis/Gerbsman to approve the minutes of December 8, 2021. Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Abstain; Naso-Aye;  
Ayes: 4 Noes: 0 Abstain: 1  
Motion passes

**ORAL COMMUNICATION:** None

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. ***Year-end 2021 KFD Training Review Presentation*** – Battalion Chief Glenn provided a PowerPoint presentation on trainings that took place this past year. There was a lot of EMS and Fire Operations training, both of which are crucial in order to perform their jobs well. Some of the trainings can be completed online, but there is a large portion that need to be hands-on.

Utilizing Target Solutions' online platform, the KFD staff, along with the Board of Directors, completed both the California Local Agency Ethics AB1234 and the Sexual Harassment Prevention trainings. A Fleet program, regarding driver's safety, consisted of six online courses and was completed by each firefighter. Annually, each firefighter who goes out of county and fights wildland fires must complete an RT 130 class which is a Wildland Fire Safety training. Special OPS training topics for our firefighters consists of: USAR, water rescue, hazmat, and investigation. Last year, Marin County Chiefs wanted to gather as many local firefighters as possible to perform a county-wide wildland and hazmat training. The wildland portion of that training was a six-day class with two sessions a day and took place at St. Vincent's, San Rafael.

A couple of our firefighters signed up and took an Instructor 1A, Company Officer 2C and/or 2D classes; these types of classes are done outside of the department. A few others took an Elevator Rescue course while some participated in Wildland Officer Development (S215) and Fire Behavior and Weather (S390)

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

course. BC Glenn always encourages staff to complete outside trainings, especially those with Officer Development. For the 2021 calendar year, the total training hours for 13 paid staff was 2,831 hours. Of those hours, 242 hours was spent on EMS training and 270 hours was for Driver's training. On a company level, each shift is made up of three firefighters who must train on certain topics like seasonal firefighting, etc. Battalion drills encompass Kentfield Fire and the four stations of Central Marin Fire Department, which ends up being four engines and a medic. BC Glenn stated Kentfield has been in the Central Marin Training Consortium (CMTTC) program for about 10 years now, which consists of many stations in our area. With Covid however, it has been hard to get all the trainings done since we must social distance. For this year, training officers throughout the county have met and are trying to schedule as many trainings in January through May. As fire season seems to be starting earlier with each year, they want to try and get all the trainings done before a potential busy fire season hits. BC Glenn asked if there were any questions.

Director Gerbsman asked if Board members could attend any of the EMS trainings. BC Glenn offered to set up courses like CPR or First Aid for any Board of Director who had interest. The Board thanked Dave for a wonderful presentation.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. ***F/Y 2021/22 Mid-Year Budget Review Presentation*** – Accountant Hom referenced the *Profit & Loss Budget vs. Actual* report, provided in the Board packet, and presented the following budget highlights for July 1, 2021 through December 31, 2021.

**District Revenues:**

*Category 9001/Property Tax Secured* – The District has received \$2.9 million which is equal to about 55% of the budget. The County will distribute 45% of the budget in April, and the remaining 5% in June.

*Category 9007/Special Assessment Tax* – The Board approved \$.07 per square foot; the District received about \$302k in December which is about 55% of the annual budget.

*Category 9046/Excess ERAF* – In December, the District received about \$250k which is almost 100% of the entire year's budget. It is often difficult to project excess ERAF funds so the budget is usually very conservative for this category.

*Category 9950/State Fires* – By the end of December, the District received \$118k in State Fires revenue with about \$680k to be collected. Accountant Hom projects ending the fiscal year with over \$800k total for this account. He explained this is due to the busy 2021 fire season but is also the driver behind the District's overtime expenses as well.

*Total Revenues* as of December 2021 was about \$3.8 million; at 53% of annual budget amount.

**District Expenses**

**Salary & Benefits:**

*Category 1030/Overtime* – Most of the overtime cost has already been paid out due to the State Fires. The annual budget was \$796k and by the end of December, this category was at \$637k. About 80% of the budget has been absorbed, however, fire season is now behind us for this budgeted year.

*Category 1050/Safety-Regular Pay* – Spent \$720K which is 42% of budget.

*Category 1515/Health Insurance* – Spent \$360 which is just slightly over budget, at about 54%.

*Category 1530/Retire Employer* – At 70% of funding because the District paid the entire unfunded liability in one-lump sum at the beginning of the fiscal year, July 2021.

*Category 1560/OPEB* – The District is making quarterly contributions of \$34k into the CERBT Trust. Two payments have been made so far this fiscal year and two payments remain; right at 50% of budget.

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BOARD OF DIRECTORS MEETING**

*Category 1565/Retirement Prefunding Contribution* – The District is making monthly contributions of \$18,750k to a CalPERS CEPPT Trust. Budgeted at \$225k and contributed \$112,500k; spent 50% of the budget.

*Total Salaries & Employee Benefits* – Roughly \$3 million; at 54% of annual budget

Services & Supplies:

*Category 2080/Workers Comp Ins* – The District spent about \$110k which is 49% of the annual budget.

*Category 2150/Prevention* – Spent about \$55k, which is 40% of budget. Some of this category is funded by the MWPA, Measure C.

*Total Services & Supplies* as of December 2021 is \$445k; 44% of the budget.

Capital Outlay:

*Category 4070/C/O Apparatus Replacement* – The District made a down payment to Hi-Tech Emergency Vehicle Services in the amount of \$167k for the Type III Fire Engine. At the October Board meeting there was an approved action item to move money from the apparatus reserve account into the apparatus replacement budget; about 56% of the budget has been spent.

*Total Capital Outlay* as of December 2021 is about 177k; 33% of the annual budget.

Debt Service: Spent \$154k and the District is at 50% the annual budget. *Categories 3110/ Debt Service-Principal* and *3120/ Debt Service-Interest* will be paid off in 2023, as there is just a short time left until the station renovation debt is paid off.

*Total Expenses* as of December 2021 is about \$3.8 million which is roughly 51% of annual budget amount.

Other Income/Expense:

*Category 5010/CalPERS CEPPT Contributions* – The District cannot show the contributions made to the CEPPT Trust as an expenditure. Even though those funds are being invested with CalPERS, those funds still belong to the District and must report them as an asset. It is looked upon as a savings account. Since those funds are reported as an asset on the balance sheet, you will see the \$112,500k also reported as other income.

*Total Net Other Income* at \$112,500.

Accountant Hom reported that at the end of December, the *Net Income* budget had a surplus of about \$180k. He asked if there were any questions and there were none.

The Board thanked Accountant Hom for his presentation.

M/S Evergettis/Naso to approve the F/Y 2021/22 Mid-Year Budget Review Presentation

**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. ***Kentfield Fire Protection District OPEB Actuarial Valuation & GASB 75 Actuarial Report for Fiscal Year Ending June 30, 2022*** – Included in the Board packet is two reports from MacLead Watts, a consultant who provides public sector actuarial services for Post-Employment Benefits. One of the reports is the Other Post-Employment Benefits (OPEB) Actuarial Valuation, calculated as of June 30, 2021; Kentfield Fire District is required to have this document produced and calculated every two years. The other report is the Governmental Accounting Standards Board (GASB) 75 Actuarial and it is for the current fiscal year. The primary purpose of these reports is to develop a prefunding plan for OPEB and to

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remeasure plan liabilities in accordance with GASB 75. It provides information needed in order to meet the requirements to be in the California's Employers' Retiree Benefit Trust (CERBT). It also provides accounting and reporting requirements the auditors request while reviewing our financials. Chief Pomi directed all to look at pages 9-20 and stated this is actually the accounting information for the GASB 75 report. The report may be hard to comprehend but it is written in an accounting form so that the auditors can easily navigate through the information.

Chief Pomi asked everyone to turn to page 23 and pointed out this actuary was performed for fiscal year ending June 30, 2021. It projects fiscal years ending 2023, 2024, and 2025. The District has an expected return on assets for the discount rate of 6.30%. Our actives, retirees, and total participants are shown as well as the total value projected benefits. For the current fiscal year, the report states that our agency is expected to put \$136k into the Trust and as Accountant Hom revealed on the mid-year review, the District is completely on track in doing so. The expected amount to invest into the Trust decreases for the next few years. Chief Pomi announced the District has done tremendous work with investing these past thirteen years and is very close to funding 100% of our retirees; the CERBT Trust now is valued well over \$4 million. As the District reaches closer to that 100% funded threshold, Chief Pomi stated we will have to decide how much money we want to continue put into the Trust and how much we want to prefund for the active members who are still working. Current employees shall get that benefit of this Trust someday as well. Our total projected liability is \$7million. We have the ability to continue to fund and at some point proceed with a larger amount. In summary, what is important to understand is that the District is 96% funded for the retirees and the projected contribution to the OPEB Trust over the next 3 years is completely attainable. The District will remain in strategy 2, which is considered the middle of the road; it is not the highest risk but not the most conservative either. A change in strategy can always be discussed at a future Board meeting. Chief Pomi recommends the Board approve the OPEB Actuarial Valuation & GASB 75 Actuarial Reports.

M/S Murray/Naso to approve the Kentfield Fire Protection District OPEB Actuarial Valuation & GASB 75 Actuarial Report for Fiscal Year Ending June 30, 2022

**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. ***County of Marin 21/22 Annual Statement of Investment Policy*** – Chief Pomi stated this policy is regarding the District's general checking account which is banked with the County of Marin Treasurer's office. Kentfield Fire District is pooled with other Marin County agency funds and all funds on deposit will be invested in accordance with the California Government Code Sections. Annually, they prepare a Statement of Investment Policy which becomes the District's investment policy upon adoption. This Annual Statement Investment Policy was approved by the Board of Supervisors on December 14<sup>th</sup>, 2021 and is presented to the Board for an approval.

M/S Evergettis/Naso to approve the County of Marin 21/22 Annual Statement of Investment Policy

**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

**KENTFIELD FIRE PROTECTION DISTRICT  
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- d. ***Firefighter Interview Results/Selection: CLOSED Session for Public Employment, Title: Firefighter, Gov't Code Section 54957 – Chief Pomi***

The Board entered in a Closed Session at 7:25 pm.

The Board adjourned the Closed Session at 7:41 pm and entered back into Open Session

Chairman Naso reported Chief Pomi made a presentation to the Board and we will be moving forward with the employment process.

**CHIEF'S REPORT:**

- a. ***The Fire Districts Association of California annual conference*** – The FDAC is trying to have this year's conference in-person, April 5<sup>th</sup> - 8<sup>th</sup>. Should any members of the Board wish to attend, the opportunity is available. Please contact Jena by Feb 4<sup>th</sup> to get registered.
- b. ***KFD Blood Drive*** – Tuesday, February 1, 2022 is the next blood drive at the Corte Madera Community Center. There is currently a national blood shortage, especially due to the Omicron variant. Please share this event information with our fellow community members.
- c. ***San Rafael Santa Cop*** – Kentfield Fire District once again participated in collecting toys this past holiday season for donation. The San Rafael Santa Cop organization has been around for 21 years and it all started by supplying kids with goodie bags. This year however, they were able to supply 628 local children with toys. The District received a thank you letter with some statistics; Kentfield Fire District brought in an estimated 2700 toys. This was considered the single largest collection at any point, to-date. Great work Kentfield.

**DIRECTOR MATTERS:** Directors provided the following information regarding their activities:

**Director Naso** – reported there will be MERA meeting coming up soon.

**CORRESPONDENCE:** Were reviewed.

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

**APPROVAL OF WARRANTS:**

M/S Evergettis/Murray to approve December warrant 805304068 to and including 805304110 for \$513,162.12

**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 February 9, 2022.

**ADDITIONAL ACTIONS:** Director Naso asked for a moment of silence for all to remain happy, healthy, and safe.

**ADJOURNMENT:** M/S Gerbsman/Evergettis to adjourn this meeting at 7:50 p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary

## **Kentfield Fire Protection District**

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD, CALIFORNIA 94904-1468

[www.kentfieldfire.org](http://www.kentfieldfire.org)

### **RESOLUTION NO. 2-2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENTFIELD FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-08-21, DATED JUNE 11, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE KENTFIELD FIRE PROTECTION DISTRICT FOR THE PERIOD FEBRUARY 9, 2022 – MARCH 9, 2022, PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the KENTFIELD FIRE PROTECTION DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of KENTFIELD FIRE PROTECTION DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically the surge of Covid-19 cases related to the Delta Variant; and

WHEREAS, AB 361 allows for the continuation of teleconferenced meetings to ensure social distancing, which will avoid the potential spread of the Delta Variant among the unvaccinated and the vaccinated; and

WHEREAS, the Board of Directors does hereby find social distancing continues to be recommended by the Centers for Disease Control and Marin County Public Health Officers; and

WHEREAS, the District will continue to use a Zoom platform, which does not require registrations, provides a non-internet telephone only option, and has proven over the past 18 months to adequately allow for public participation and comment, to provide free access to the Board of Director meetings,

NOW, THEREFORE, THE BOARD OF DIRECTORS OF KENTFIELD FIRE PROTECTION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Recitals. The Recitals set forth above are true and correct and are incorporated into the Resolution by this reference.

Proclamation of Local Emergency. The Board hereby proclaims that it has considered the state of emergency, and finds that a local emergency now exists, and Marin County Health officers continue to recommend social distancing and avoidance of in person meetings.

Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of June 11, 2021.

Remote Teleconference Meetings. The Fire Chief and legislative bodies of KENTFIELD FIRE PROTECTION DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until March 9, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of KENTFIELD FIRE PROTECTION DISTRICT may continue to teleconference.

**PASSED AND ADOPTED** by the Board of Directors of KENTFIELD FIRE PROTECTION DISTRICT, this 9th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

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Ronald Naso, Chairman, Board of Directors

ATTEST:

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Bruce Corbet, Secretary, Board of Directors



**FIRE PREVENTION  
ANNUAL REPORT 2021  
Deputy Fire Marshal, Larry Pasero  
Presented February 9, 2022**

**FIRE PREVENTION DIVISION**

The Fire Prevention Division is responsible for maintaining the highest standards of fire prevention and life safety for the Kentfield Fire District.

This responsibility is derived from our mission statement:

*The Kentfield Fire Protection District exists to care for, protect, and serve our communities*

The responsibility is also reflected in our core guiding principles that emphasize:

*We are committed to the protection of life, property and the environment.*

*We believe that our communities are the reason for our existence.*

**PROGRAMS AND SERVICES**

The prevention division utilizes and maintains the following programs and services to achieve our goals:

- Construction Project & Fire Protection System Plan Review
- Construction Project & Fire Protection System Inspection Services
- Defensible Space & Home Hardening Inspection Program
- Fire Fighter Education
- Fire Investigations
- Fuel Reduction Projects
- Public Information & Education Activities
- Seasonal Hydrant Maintenance Program
- State Mandated Occupancy Inspections (hotels, motels apartments, assemblies, schools hospitals, jails.
- Supervision of the District's water system in conjunction with MMWD.

**PROFESSIONAL PARTICIPATION**

The Prevention Division maintains active membership, leadership and participation in the following organizations:

- Marin County Fire Prevention Association (DFM Pasero, Vice-President '21)
- Marin County Fire Investigation Team (DFM Pasero, President '21)
- Marin County Fire Chiefs Operations Section
- Firesafe Marin (DFM Pasero, Board Member '21)
- MWPA Technical Advisory Committee (DFM Pasero, Committee Member '21)
- College of Marin Fire Technology Advisory Committee (DFM Pasero, Committee Member '21)
- Northern California Fire Prevention Officers Association
- California Conference of Arson Investigation
- National Fire Protection Association

Included below is a statistical report for all actions made by the fire prevention division in support of meeting the District's goal of providing community fire prevention and life safety in 2021. Please refer to the attached power point presentation slide deck for additional information.

#### **CONSTRUCTION PROJECT & FIRE PROTECTION SYSTEM PLAN REVIEW**

➤ Electronic Plan Check:	117
➤ Plan Check (paper):	44
➤ Fire Permits Issued by KFD	148
Total:	353

#### **CONSTRUCTION PROJECT & FIRE PROTECTION SYSTEM INSPECTION SERVICES**

➤ Battery System Inspections:	33
➤ Generator Inspections:	12
➤ PV Inspections:	49
➤ Close-in/Rough Inspections:	36
➤ Fire Final Inspection:	34
➤ Security Gate Inspections:	11
➤ Fire Protection Systems:	38
Total:	265

#### **DEFENSIBLE SPACE & HOME HARDENING INSPECTION PROGRAM**

➤ Defensible Space Inspections:	1776
➤ Defensible Space Re-inspections:	135
Total:	1911

#### **FIRE INVESTIGATIONS**

➤ For the Kentfield Fire District	2
➤ As part of the MCFIT for other Agencies	8
• Central Marin FD	(2)
• San Rafael FD	(3)
• Novato FPD	(2)
• Ross Valley FD	(1)
Total:	10

#### **FUEL REDUCTION PROJECTS**

➤ Fuel reduction project completed	6
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#### **STATE MANDATED OCCUPANCY INSPECTIONS**

State mandated inspections happen annually in the following occupancies: hotels, motels, apartments, assemblies (+50 occupants), schools, hospitals, jails.

➤ Hotels, Motels & Apartments:	27
➤ Hospitals	1
➤ Schools	5
Total:	33

**SEASONAL HYDRANT MAINTENANCE PROGRAM**

➤ Total Hydrants received Annual Service 272

**SUPERVISION OF THE DISTRICT'S WATER SYSTEM IN CONJUNCTION WITH MMWD**

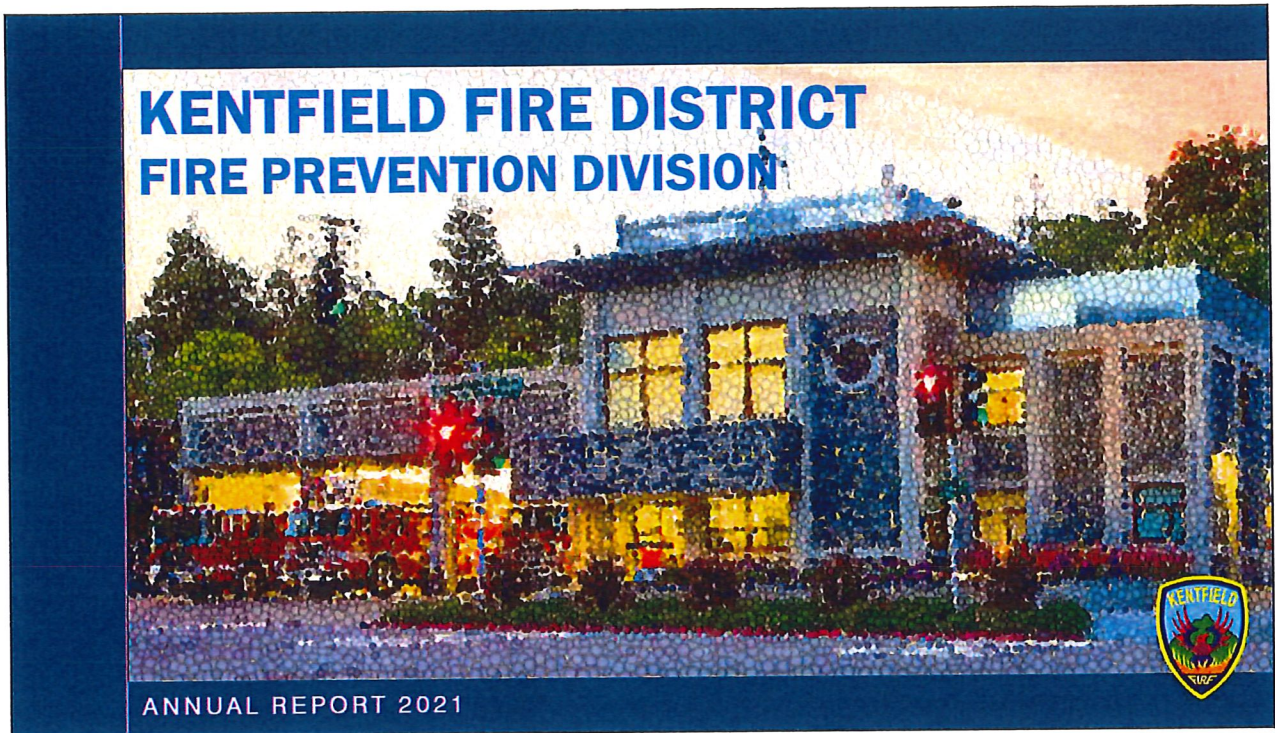
➤ Installation or renewal of hydrants within the District 11

**Total actions in support of providing community fire prevention and life safety in 2021**

**2855**

Respectfully Submitted,

Larry Pasero  
Deputy Fire Marshal  
Kentfield Fire District



## FIRE PREVENTION DIVISION

The Fire Prevention Division is responsible for maintaining the highest standards of fire prevention and life safety for the Kentfield Fire District.

This responsibility is derived from our mission statement:

*The Kentfield Fire Protection District exists to care for, protect,  
and serve our communities.*

The responsibility is also reflected in our core guiding principles that emphasize:

*We are committed to the protection of life, property and the environment.  
We believe that our communities are the reason for our existence.*

## PROGRAMS AND SERVICES

*The prevention division utilizes and maintains the following programs and services to achieve our goals:*

- CONSTRUCTION PROJECT & FIRE PROTECTION SYSTEM PLAN REVIEW
- CONSTRUCTION PROJECT & FIRE PROTECTION SYSTEM INSPECTION SERVICES
- DEFENSIBLE SPACE & HOME HARDENING INSPECTION PROGRAM
- FIRE FIGHTER **EDUCATION**
- FIRE INVESTIGATIONS
- FUEL REDUCTION PROJECTS
- PUBLIC INFORMATION & EDUCATION ACTIVITIES
- SEASONAL **HYDRANT MAINTENANCE** PROGRAM
- STATE MANDATED OCCUPANCY INSPECTIONS (HOTELS, MOTELS, APARTMENTS, ASSEMBLIES, SCHOOLS, HOSPITALS, JAILS).
- SUPERVISION OF THE DISTRICT'S WATER SYSTEM IN CONJUNCTION WITH MMWD.

## PROFESSIONAL PARTICIPATION

*The Prevention Division maintains active membership, leadership and participation in the following organizations:*

Marin County Fire Prevention Association  
 Marin County Fire Investigation Team  
 Firesafe Marin  
 MWPA Technical Advisory Committee  
 College of Marin Fire Technology Advisory Committee

(DFM Pasero, Vice-President '21)  
 (DFM Pasero, President '21)  
 (DFM Pasero, Board Member '21)  
 (DFM Pasero, Committee Member '21)  
 (DFM Pasero, Committee Member '21)

Northern California Fire Prevention Officers Association  
 California Conference of Arson Investigation  
 National Fire Protection Association



# COSNTRUCTION 2021

## Construction Project & Fire Protection Plan Review

The FPD is responsible for completing project plan reviews for commercial and residential building projects, including fire protection system. The FPD works closely with the County Building Department to confirm these projects meet National, State and Local Codes.

Electronic Plan Check:	117
Plan Check (paper):	44
Fire Permits Issued by KFD	148

Total: **353**

## Construction Project & Fire Protection Inspections

The FPD is also responsible for completing job site inspections to make sure these projects are being complete per our code and standards. Inspections also give the FPD to confirm life safety practices are being met in these occupancies.

Battery System Inspections:	33
Generator Inspections:	12
PV Inspections:	49
Close-in/Rough Inspections:	36
Fire Final Inspection:	34
Security Gate Inspections:	11
Fire Protection Systems:	38

Total: **265**

## DSPACE + HOME HARDENING PROGRAM

Using Measure C funding, the Greater Ross Valley Fire Agencies have developed a Seasonal Program to Inspect Residential Homes for Defensible Space and Home Hardening compliance. The program consists of 25 seasonal Inspectors, 2 assistant leads and a Program Manager.

In 2021, our program was able to complete

**1776** Initial Dspace Inspections

&

**135** Re-inspections for a total of

**1911 INSPECTIONS**



## ARE YOU READY?

Defensible Space Evaluations begin  
June 23rd in the Greenbrae and Laurel  
Grove neighborhoods of  
Larkspur & Kentfield!



# FIRE INVESTIGATIONS

The KFD is an active participant on the Marin County Fire Chiefs Fire Investigation Team. The Marin County Fire Investigation Team (MCFIT), under the leadership of the Marin County Fire Chiefs, is a regional and collaborative approach to providing fire investigations services in Marin County. The MCFIT consists of members employed throughout Marin County by the member agencies. The members join together as a team to properly investigate and report the origin and cause of all fires.

*The KFD supports the MCFIT with  
3 KFD Members.*

Fire Investigated in 2021:

For the Kentfield Fire District 2

As part of the MCFIT for other Agencies 8

Central Marin FD (2)

San Rafael FD (3)

Novato FPD (2)

Ross Valley FD (1)

Total:

**10**



# FUEL REDUCTION PROJECTS

In 2021, the Kentfield Fire District, in cooperation with the Marin Wildfire Prevention Authority (MWPA) initiated fuel reduction projects for the removal of dense combustible vegetation along the roadside in six locations.

The focus of the projects were to remove fire hazardous vegetation, remove ladder fuels and prune mature trees to provide defensible space while reducing total fuel volume.

MWPA Local funding was utilized by the Kentfield Fire District to remove the hazard vegetation and reduce roadside ignition risks while enhancing emergency access and egress for a combined community benefit.

**SFDB Pine Removal**

**Brushwood Lane Road Clearance**

**Buckeye at Goodhill Road Clearance**

**Upland at Crown Road Clearance**

**Crown Road Road Clearance**

**Crown Rd (200 Block) Road Clearance**



**6 projects**

# STATE MANDATED 2021

## State Mandated Occupancy Inspections

The FPD is responsible for completing annual inspections of occupancies determined by the office of the state fire marshal to have a heightened risk profile based on their use.

The District completed the following in 2021:

Hotels, Motels & Apartments:	27
Hospitals	1
Schools	5

Total: **33**

## SEASONAL HYDRANT MAINTENANCE

In 2021, the FPD was able to utilize our seasonal firefighters to perform routine maintenance on our hydrants. This work included:

- TOUCH UP FIRE HYDRANT PAINT
- LUBRICATE THE FIRE HYDRANT
- INSPECT FIRE HYDRANT GASKETS
- INSPECT FIRE HYDRANT FOR LEAKS
- CHECK & EXERCISE HYDRANT OUTLET CAPS
- RECORD KEEPING OF HYDRANT MAINTENANCE

**272** hydrants received maintenance





Mark Pomi - Chief

# KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464  
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

---

**TO:** Board of Directors  
**FROM:** Mark Pomi, Fire Chief   
**SUBJECT:** Permanent Full-Time Firefighter  
**DATE:** 1/31/2022

The Kentfield Fire District has the need to fill a Permanent Firefighter Position within the ranks of the Fire District. With Engineer Johnston's retirement last year, a single vacancy of a full-time firefighter position was created.

The Fire District has completed the comprehensive process for hiring a new Firefighter. The process included, but not limited to an application review, interview panel assessment, Chiefs interview, independent background check, and medical assessment.

I am pleased to announce and recommend that **Michael A. Gutierrez** be approved as a new Kentfield Fire Protection District Firefighter. At this time of appointment, Mike is the highest ranking candidate on our current firefighter list. Mike has many years of experience as a firefighter. He is familiar with the Marin County fire service and is an outstanding communicator. He will add a tremendous amount of knowledge and support to our organization. I know he will always represent the Fire District in a professional manor.

## Recommended Action:

Approval of Michael A Gutierrez as a full-time firefighter with the Kentfield Fire District.  
Starting salary will be a Classic, Step 2 Firefighter as described in the Memorandum of Understanding between the Kentfield Association of Professional Firefighters and the Kentfield Fire Protection District contract period July 1, 2021 - June 30, 2023. His full-time appointment will begin February 23, 2022.

Mark Pomi - Chief


# KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464  
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

---

**TO:** Board of Directors  
**FROM:** Mark Pomi, Fire Chief   
**SUBJECT:** Assigned and Unassigned Fund Balances Ending F/Y 20-21  
**DATE:** 2/2/2022

Assigned Fund Balance: This balance is comprised of the Reserve Allocations of specific categories that the Board has established over time.

Unassigned Fund Balance: These are also referred to as residual net resources or total fund balance in excess of expenditures.

The District traditionally calculates the extent of surplus balance and then assigns any surplus funds to assigned reserve accounts. The Fire Chief makes recommendations to the Board for consideration. The Board considers the recommendations and by a simple majority vote adjusts the specific assigned fund balance(s), bringing the Unassigned Balance to a level the Board agrees upon.

Recommendations will be presented at the February 9, 2022 Board meeting. The Board will also have the ability to make any budget line item adjustments should there be the need.

Mark Pomi - Chief


# KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464  
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

---

**TO:** Board of Directors  
**FROM:** Mark Pomi, Fire Chief   
**SUBJECT:** Form 700 Annual Filing - District Notice  
**DATE:** 2/2/2022

**From the Marin County Elections Department:**

Board members, designated employees, and consultants must file the Annual Form 700 Statement of Economic Interests covering 2021. The filing due date is no later than **April 1, 2022**.

Only elected officials and the 'head of the agency' (*general manager, administrator, fire chief, etc.*) are required to file.

Board members for your convenience we have updated Reference Pamphlets and Form 700 Statement of Economic Interests here at the station. Please contact the district for assistance.

There is an optional e-filing program for anyone interested.

***E-filers are not required to provide their signature or submit paper originals.***



Board Meeting – Chief's Report

February 2022

Planning / Actions

- Seasonal Firefighter Recruitment 2022- now open
- Composite photo of KFD membership – Centennial Celebration 2021

Financial / Budget

- Insurance renewals – FAIRA
- FY 22/23 Budget planning

Training / Wellness & Fitness

- Rope Rescue USAR training.
- EMT training and EMS Policies and Procedures.
- COVID 19 vaccinations and boosters

Prevention / Public Education / Community

- Fire Foundry Program – Marin County 2022

Labor / Association

- Chief Bob Mariani-KAFF Crab Feed Installation Dinner – **Cancellation**

Respectfully,

*Mark Pomi*

Mark Pomi, Fire Chief  
Kentfield Fire Protection District

# **KENTFIELD FIRE PROTECTION DISTRICT**

**Now Hiring 2022 Seasonal Firefighter Positions**

**>Seasonal Firefighter- Engine Assignment<  
>Wildfire Defensible Space Inspector<**

**For more information and to apply, visit our  
website at  
[Kentfieldfire.org](http://Kentfieldfire.org)**

**Application Period**

**Opens: January 26, 2022**

**Closes: February 25, 2022**

**Inquiries:  
Captain Andrew Marty  
[amarty@kentfieldfire.org](mailto:amarty@kentfieldfire.org)**





### Seasonal Firefighter Recruitment 2022

The District is anticipating the need for seasonal firefighters this year. Staffing during the wildland fire season (3-8 months) may include Engine and Inspector assignments.

- **Engine:** Firefighters in Engine assignments fight wildland, rural, and structural fires and respond to various other emergencies including medical emergencies. Additional responsibilities include repairing equipment and general station housekeeping.
- **Defensible Space Inspector:** The Defensible Space Inspector will conduct professional work in fire prevention or other related work. Examples of work tasks include but are not limited to one or more of the following:
  - Perform defensible space inspections in accordance with Public Resources Code Section 4291.
  - Increase awareness, knowledge and actions implemented by individuals and communities to reduce human loss and property damage from wildfires, such as defensible space and other fuels reduction activities, fire prevention and fire safe building standards.

#### Minimum qualifications at time of appointment include:

- 18 years of age
- High School Diploma or G.E.D.
- Current Professional Provider CPR card
- Valid, non-restricted California Driver's License
- FF 1 Academy Certification
- Valid CA. EMT License

#### Desirable Qualifications:

- Successful completion of Marin County Wildland Academy or California (Cal Fire) Wildland Certificate or other training as approved by the District
- Current firefighting and EMS experience
- College Fire Science studies
- NWCG Firefighter Type 2

#### Knowledge, Skills and Abilities:

- Ability to learn firefighting tactics and EMS techniques
- Ability to learn the operation and maintenance of equipment
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively
- Ability to do strenuous physical activity for extended periods of time.

### Testing and Eligible List:

Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

Compensation, \$15.00 - \$22.50 hourly (depending on experience). Schedules may vary. The 48/96 shift assignment is used while assigned to an engine. A 40-hour workweek is used for D-Space inspectors. Schedules may be adjusted to fit the needs of the district. This is a non-benefit position.

### How to apply:

Interested candidates complete the application of employment at [www.kentfieldfire.org](http://www.kentfieldfire.org). Candidates must submit a completed application, a letter of intent, and a resume outlining the qualifications (**returning Seasonal Firefighters need only complete a letter of intent**) to the Administration Office by noon, **Friday February 25, 2022**. The outside of the envelope addressed: **2022 Seasonal Firefighter Program**.

*Kentfield Fire Protection District 1004 Sir Francis Drake Blvd, Kentfield, CA. 94904*



# Clearing a Pathway to Sustainable Wage Careers in Fire & Civic Service

## Recruit

Work with community partners, high schools, community colleges and Marin fire agencies to recruit young adults from backgrounds traditionally underrepresented in fire-related careers and those from underfunded and underserved communities and leverage the rapidly growing demand for wildfire prevention work to provide a livable wage earn-while-learning pathway to a sustainable wage career.

## Educate

Provide innovative, hands-on, project-based learning opportunities for students to gain skills-based certificates that empower them as they down the pathway to becoming a full-time firefighter or a different sustainable wage career. Classes are held weekly in partnership with College of Marin so recruits can begin earning units towards a two or four year university as well as fulfill the prerequisites required to attend Fire Fighter Academy.

## Guide & Support

The program will build multiple career pathways and see participants through their career development journey beginning with participation on CCNB/FIRE Foundry crews, followed by subsequent pathways for career development, such as fire and fuels crews across the state including CAL Fire, contract county crews, firefighter academy, or AA/AS completion. Upon completion of a year in the FIRE Foundry crew, the participants will have up to 30 credits from College of Marin to facilitate progress towards a full AA/AS and/or entry into firefighter academy.

## Supported By

County of Marin, Marin County Fire Chiefs, Marin County Fire Department, NBCCC, MWPA, Local 1775, College of Marin, Fire Safe Marin,





## **NEXT GENERATION PROJECT**

### **January 2022 Governing Board UPDATE:**

- **Site Construction**

Construction is nearly completed at Bid Package #1 sites, EOF, Civic Center and Mt. Barnabe. Motorola has started installing equipment at these Bid Package #1 sites. Construction is in progress at Bid Package #1A sites, Dollar Hill, Tiburon and Stewarts Bid Package #2 is has been revised and will be presented to the MERA Governing Board for re-approval and release at the January 26<sup>th</sup>, 2022 meeting.

- **Connectivity**

The MERA Project Team is currently developing a detailed plan addressing technical requirements to connect MERA member agency facilities and the MERA system via secure internet connections to support Dispatch Centers, Fire Stations for Fire Station Alerting and all member sites for Wi-Fi programming of Next Gen Radios.

- **MERA Project Management Plan**

Currently under development, a Project Management Plan is intended to document the history of the Next Gen System Project, Project Implementation and Team Organization, their goals and objectives, the systems and procedures they will use, and to provide guidance and structure for the management of the MERA next Gen Project. In addition, this plan will provide historical reference for MERA use in future projects.

- **Radio Aliases**

For mutual aid purposes across the Bay Area Interoperability talkgroups, MERA has worked with Bay Area Regional Interoperable Communications System Authority (BayRICS) to develop a means to address regional radio aliases. The regional 5 character prefix identifies the user County and Discipline (i.e., fire or law). The remaining 11 characters are for local use. MERA and its member agencies are currently working to define those local characters for all the approx. 3000 radios.



Questions? Contact Deputy Executive Officer for the Next Gen System David Jeffries at [dave@jeffriespsc.com](mailto:dave@jeffriespsc.com).

**MARIN EMERGENCY RADIO AUTHORITY**  
c/o Town of Corte Madera  
300 Tamalpais Drive  
Corte Madera, CA 94925  
Phone: 415.927.5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)



P.O. Box 6221  
San Rafael, CA 94903  
(415) 456-2685  
[www.sanrafaelsantacop.org](http://www.sanrafaelsantacop.org)

January 9, 2022

Chief Mark Pomi,  
Kentfield Fire District  
1004 Sir Francis Drake Blvd  
Kentfield, CA 94904

Chief Mark,

We, the SantaCop Board thank you and your department for the many years of joining us in our effort to bring the joys of the Christmas season to underprivileged children throughout the greater San Rafael area. Since the inception in 2000, where 25 kids had goodies delivered by on-duty San Rafael Police Department Patrol Officers, to this year where 628 kids picked up their treasures from uniformed Firefighters, National Guardmembers and Police Officers, we have come along way.

SantaCop is a 12 month program as we support families with children who may have lost everything due to fire as well as supplying (stuffys) to trauma centers to calm kids in treatment. In addition every year we provided toys for all the Marin Foster Care children and the children of our local National Guard Unit.

We are also able to assist the Marin County Deputy Sheriffs Association with their toy give a way at the Point Reyes and Marin City Fire Stations additionally we were able to help the Sonoma County Deputy Sheriffs Association with their on going program in the burn scar area.

SantaCop is a non-profit ( 501C3), all volunteer program directed by a Board of Directors consisting of firefighters, Footprinters (IFA), police association and community members at large. The mission is to bring the magic of the Christmas season to underprivileged kids who would otherwise fall through the cracks.

Our mission, reaching the children throughout the greater Central Marin and San Rafael area is only possible with the partnership with the Kentfield Fire Protection District. The enormous amount of donations received at Station 17 each year far surpasses other donation sites.

We estimate about 2700 toys were collected from Kentfield this year. The single largest collection point to date.

You make Santa smile,

Hunter Spencer, President  
415-307-6384  
[mhspencer@comcast.net](mailto:mhspencer@comcast.net)

In a home fire,  
can your family  
safely escape in  
just 2 minutes?

  
**SOUND THE ALARM**  
Save a Life



**Home fires claim seven lives every day, but together we can help change that.**

The Red Cross is offering **FREE** smoke alarm installations and home fire safety information in MARIN County.



To sign up for a **FREE** smoke alarm:

- Scan the QR code
- Visit: <https://bit.ly/MarinRedCrossSmokeAlarms>
- Call (415) 721-2365, option 7

*Please include your county of residence, phone number and email address.*

Join our national movement and pledge to keep your family safe against home fires.

**Learn more about *Sound the Alarm*:**  
**[SoundTheAlarm.org](https://SoundTheAlarm.org)**



# Kentfield FPD

Kentfield, CA

This report was generated on 2/1/2022 3:32:11 PM



## Hours Worked per Activity Code for Personnel for Date Range

Personnel: All Personnel | Roster Activity Code(s): OT - Overtime, OT - ACP - Overtime - Acting Captain, OT - ACP - SEPARATE CHECK - OT-ACP-Overtime Acting Captain-Sep Check, OT - CM - OT-Central Marin, OT - CM SEPARATE CHECK - OT-Central Marin Separate Check and 7 more | Start Date: 01/01/2022 | End Date: 01/31/2022

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Beltramo, Anthony		ID: 3242				
OT - Overtime						
B2	17 - Head Quarters	E17	1/9/2022 07:00:00	1/10/2022 07:00:00	24	Cover Neve Vacation
B2	17 - Head Quarters	E17	1/27/2022 07:00:00	1/28/2022 07:00:00	24	Cover Neve Emergency Leave COVID
[Beltramo, Anthony] OT - Overtime					48	
[Beltramo, Anthony] Total Hours Worked:					48	

Bridges, Bryan		ID: 1115				
OT - Overtime						
C1	17 - Head Quarters	E17	1/16/2022 07:00:00	1/17/2022 07:00:00	24	Cover McKnight Vacation
C1	UNASSIGNED	UNASSIGNED	1/28/2022 09:00:00	1/28/2022 16:00:00	7	1-25-21, 0900-1600. USAR rope rescue training in Point Reyes.
[Bridges, Bryan] OT - Overtime					31	
[Bridges, Bryan] Total Hours Worked:					31	

Garcia , Anthony		ID: 1362				
OT - Overtime						
A2	17 - Head Quarters	E17	1/1/2022 07:00:00	1/2/2022 07:00:00	24	Cover Viiau's vacation
B2	17 - Head Quarters	E17	1/15/2022 07:00:00	1/16/2022 07:00:00	24	Cover Marty

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
--------	---------	------	-------	-----	------------	-------

A1	17 - Head Quarters	E17	1/18/2022 07:00:00	1/19/2022 07:00:00	24	Cover Viaw's vacation
[Garcia , Anthony] OT - Overtime						72
[Garcia , Anthony] Total Hours Worked:						72

Glenn , David		ID: 1390				
OT - COMP - Overtime - To Comp. Time						
A1	UNASSIGNED	UNASSIGNED	1/12/2022 18:30:00	1/12/2022 20:00:00	1.5	Annual Training Report for BOD meeting 1830-1930 1hr OT * 1.5 + 1.5 Comp Time Hours.
A2	UNASSIGNED	UNASSIGNED	1/13/2022 09:00:00	1/13/2022 11:15:00	2.25	Ops/TO's Meeting via Zoom 0900-1030= 1.5 OT * 1.5= 2.25 Comp Time Hours
C2	UNASSIGNED	UNASSIGNED	1/17/2022 09:00:00	1/17/2022 12:00:00	3	0900-1100= 2 OT Hours * 1.5+ 3 Comp Time Hours; USAR Planning Meeting via Zoom

OT - CM - OT-Central Marin						
A2	UNASSIGNED	UNASSIGNED	1/13/2022 10:30:00	1/13/2022 12:30:00	2	CMD Staff Meeting via Zoom 1030-1230 2hr
A1	UNASSIGNED	UNASSIGNED	1/18/2022 08:00:00	1/18/2022 10:00:00	2	CMD Education Comm via Zoom 0800-1000= 2h
[Glenn , David] OT - CM - OT-Central Marin					4	

OT - Overtime						
C1	UNASSIGNED	UNASSIGNED	1/16/2022 07:00:00	1/16/2022 23:00:00	16	Cashing in 24 Hours of Comp Time: 24 / 1.5 = 16 OT Hours

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
C1	17 - Head Quarters	B17	1/28/2022 07:00:00	1/29/2022 07:00:00	24	Cover Reese
[Glenn , David] OT - Overtime					40	
[Glenn , David] Total Hours Worked:					50.75	
Marty , Andrew ID: 1675						
OT - Overtime						
A2	17 - Head Quarters	E17	1/17/2022 07:00:00	1/18/2022 07:00:00	24	Viau off Sick / Marty cover OT
[Marty , Andrew] OT - Overtime					24	
[Marty , Andrew] Total Hours Worked:					24	
McKnight , Christopher ID: 1713						
OT - Overtime						
A1	17 - Head Quarters	E17	1/12/2022 07:00:00	1/13/2022 07:00:00	24	Nelson off sick - McKnight OT
A1	UNASSIGNED	UNASSIGNED	1/18/2022 10:00:00	1/18/2022 11:00:00	1	Mapping and runbook meeting; 10:00-11:00am.
B1	UNASSIGNED	UNASSIGNED	1/26/2022 09:00:00	1/26/2022 16:00:00	7	USAR training from 0900-1600.
[McKnight , Christopher] OT - Overtime					32	
[McKnight , Christopher] Total Hours Worked:					32	
Nelson, Zachary ID: 1782						
OT - Overtime						
C2	17 - Head Quarters	E17	1/17/2022 07:00:00	1/18/2022 07:00:00	24	Cover McKnight's vacation
C2	17 - Head Quarters	E17	1/29/2022 07:00:00	1/30/2022 07:00:00	24	Cover Beltramo's vacation
[Nelson, Zachary] OT - Overtime					48	
[Nelson, Zachary] Total Hours Worked:					48	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Neve, Mitch	ID: 3243					
OT - Overtime						
A2	17 - Head Quarters	E17	1/13/2022 07:00:00	1/14/2022 07:00:00	24	Nelson off emergency leave - FF Neve cover OT
			[Neve, Mitch] OT - Overtime		24	
			[Neve, Mitch] Total Hours Worked:		24	
Tescallo, Anthony	ID: 2081					
OT - Overtime						
C2	UNASSIGNED	UNASSIGNED	1/23/2022 09:00:00	1/23/2022 17:00:00	8	Cashing in 12 Hours of Comp Time / 1.5 = 8 OT Hours
B1	17 - Head Quarters	E17	1/26/2022 07:00:00	1/27/2022 07:00:00	24	Cover Neve Emergency leave, COVID.
			[Tescallo, Anthony] OT - Overtime		32	
			[Tescallo, Anthony] Total Hours Worked:		32	
Viau , Kris	ID: 2133					
OT - Overtime						
B1	17 - Head Quarters	E17	1/14/2022 07:00:00	1/15/2022 07:00:00	24	Cpt Marty off emergency leave - Cpt Viau cover OT
B1	UNASSIGNED	UNASSIGNED	1/26/2022 09:00:00	1/26/2022 16:00:00	7	USAR drill 0900-1600
			[Viau , Kris] OT - Overtime		31	
			[Viau , Kris] Total Hours Worked:		31	
			GRAND TOTAL OF ALL HOURS WORKED:		392.75	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

# Kentfield FPD

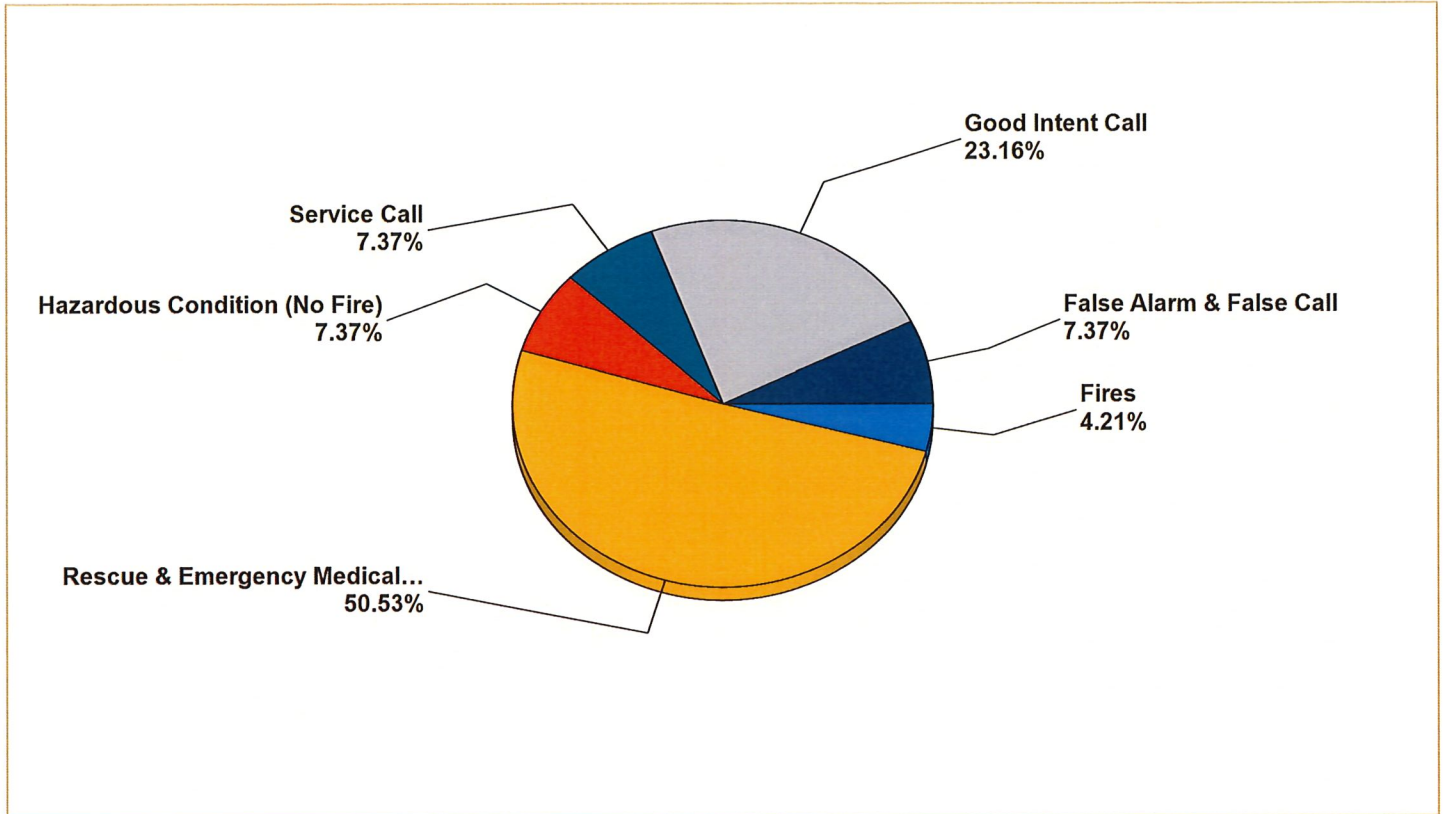
Kentfield, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 01/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.21%
Rescue & Emergency Medical Service	48	50.53%
Hazardous Condition (No Fire)	7	7.37%
Service Call	7	7.37%
Good Intent Call	22	23.16%
False Alarm & False Call	7	7.37%
<b>TOTAL</b>	<b>95</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	2.11%
114 - Chimney or flue fire, confined to chimney or flue	1	1.05%
131 - Passenger vehicle fire	1	1.05%
311 - Medical assist, assist EMS crew	1	1.05%
320 - Emergency medical service, other	46	48.42%
322 - Motor vehicle accident with injuries	1	1.05%
412 - Gas leak (natural gas or LPG)	3	3.16%
462 - Aircraft standby	4	4.21%
511 - Lock-out	1	1.05%
520 - Water problem, other	1	1.05%
542 - Animal rescue	1	1.05%
553 - Public service	4	4.21%
611 - Dispatched & cancelled en route	22	23.16%
700 - False alarm or false call, other	1	1.05%
735 - Alarm system sounded due to malfunction	2	2.11%
740 - Unintentional transmission of alarm, other	1	1.05%
743 - Smoke detector activation, no fire - unintentional	2	2.11%
744 - Detector activation, no fire - unintentional	1	1.05%
<b>TOTAL INCIDENTS:</b>	<b>95</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Kentfield Fire Protection District  
Warrant List

January 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
437 · Cash-Gen Ckg	01/04/2022	805304111	Aramark Uniform Services	(alc #792113681) Inv #5080000198843	2050 · Auto/Equipment Repair	-71.11	-71.11
Check	01/04/2022	805304112	C.A.P.F.	January 2022 Billing	1515 · Health Insurance	-324.50	-395.61
Check	01/04/2022	805304113	Corbet's	(AC #4675)	2050 · Auto/Equipment Repair	-69.15	-464.76
Check	01/04/2022	805304114	Delta Dental of California	Account #05-0190901009; Kentfield Fire District - January 2022 Coverage	1515 · Health Insurance	-3,915.41	-4,380.17
Check	01/04/2022	805304115	Delta Dental of California	Account #05-0190901009; Kentfield Fire District, James Naso- COBRA Coverage_January 2022	1515 · Health Insurance	-52.67	-4,432.84
Check	01/04/2022	805304116	Kentfield Fire District Payroll Account	A/C #0507976165 - January 2022 CEPT Contributions	1585 · Retirement Prefunding Contrib	-18,750.00	-23,182.84
Check	01/04/2022	805304117	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-104,792.63	-127,975.47
Check	01/04/2022	805304118	Connect Your Care	Delta Dental COBRA Coverage: December 2021	1515 · Health Insurance	-8.66	-127,984.13
Check	01/04/2022	805304119	Pacific Gas & Electric	Act 1176933549-5 - 12/22/2021	2130 · Gas & Electric	-907.92	-128,892.05
Check	01/04/2022	805304120	Sean McBride PT	Invoice # 0005, PO#9090	2315 · Wellness Fitness	-500.00	-129,392.05
Check	01/04/2022	805304121	Vision Service Plan	Client ID #00106116- January 2022	1515 · Health Insurance	-799.37	-130,191.42
Check	01/04/2022	805304122	Mike Testa Plumbing, Inc.	Inv # WO-55914	2055 · Building Repair	-723.07	-130,914.49
Check	01/11/2022	805304123	American Messaging	A/C #W4-106070/Inv #W4106070WA January 2022	2145 · Pager System	-23.63	-130,938.12
Check	01/11/2022	805304124	Banner Life Insurance Company	181730179 - Bellramo	1515 · Health Insurance	-54.70	-131,000.82
Check	01/11/2022	805304125	Banner Life Insurance Company	180503285 - Garcia	1515 · Health Insurance	-52.52	-131,043.34
Check	01/11/2022	805304126	Banner Life Insurance Company	180503285 - McKnight	1515 · Health Insurance	-46.02	-131,089.36
Check	01/11/2022	805304127	Banshee Networks, Inc.	Invoice # 15194	2200 · S/S-Computer	-1,483.00	-132,572.36
Check	01/11/2022	805304128	FASIS	(INV# FASIS-2022-0704) Workers' Compensation Contribution 2021-2022, Q3	-SPLIT-	-54,697.00	-187,269.36
Check	01/11/2022	805304129	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-105,973.47	-293,242.83
Check	01/11/2022	805304130	Marin Garden Solutions, Inc.	Inv # 26333	2055 · Building Repair	-267.28	-293,510.11
Check	01/11/2022	805304131	Main Sanitary Service	Inv # 2589194, December 2021 Service	2125 · Garbage	-759.05	-294,269.16
Check	01/11/2022	805304132	Nelson, Zach	PO Reimbursement # 9095	2005 · Administrative Expense	-115.00	-294,384.16
Check	01/11/2022	805304133	Skyler Sales Corporation	Inv #3622741M & 3617191M	2210 · S/S-Medical	-105.00	-294,489.16
Check	01/11/2022	805304134	Southern Marin Fire Protection District	Inv #21-22-36	2006 · Consulting Fees	-3,230.00	-297,719.16
Check	01/11/2022	805304135	TK Elevator Corporation	Cust #144933 / Inv #3006369457	2055 · Building Repair	-132.86	-297,852.02
Check	01/18/2022	805304136	Verizon Wireless	alc #342098888-0001 / Inv #989574599	2300 · Telephone	-165.38	-298,017.40
Check	01/18/2022	805304137	Banner Life Insurance Company	180533535 - Pomi	1515 · Health Insurance	-50.18	-298,067.58
Check	01/18/2022	805304138	Bound Tree Medical, LLC	Act #208491/ Invoice#s 84297888 & 84342604	2210 · S/S-Medical	-21.66	-298,089.24
Check	01/18/2022	805304139	Business Card	12/5/21 - 1/4/22: Pomi 7901	-SPLIT-	-4,953.94	-303,043.18
Check	01/18/2022	805304140	Business Card	12/5/21 - 1/4/22: Viaw 7962	-SPLIT-	-1,272.78	-304,315.96
Check	01/18/2022	805304141	Business Card	12/5/21 - 1/4/22: Wilson 3147	2005 · Administrative Expense	-80.73	-304,396.69
Check	01/18/2022	805304142	Comcast	alc# 8155 30 002 0097986	2200 · S/S-Computer	-111.50	-304,508.19
Check	01/18/2022	805304143	Department of Justice	(Cust #141578) - Inv #554769	2005 · Administrative Expense	-32.00	-304,540.19
Check	01/18/2022	805304144	Emergency Medical Products	(Cust #14104) Inv #2304521, 2306793	2210 · S/S-Medical	-29.37	-304,569.56
Check	01/18/2022	805304145	Fishman Supply	Inv #1330958	2220 · S/S-Station	-103.78	-304,673.34
Check	01/18/2022	805304146	Kentfield Assn. Firefighters	Chief's California State FF Assoc. Dues (CSFA) - Chief Pomi	2015 · Dues & Publications	-85.00	-304,758.34
Check	01/18/2022	805304147	Kentfield Prof. FF #1775	Union Dues: 12/15/2021 - 1/11/2022	610 · Union Dues	-1,317.04	-306,075.38
Check	01/18/2022	805304148	NPFBA	February 2022 Billing	1515 · Health Insurance	-825.88	-306,901.26
Check	01/18/2022	805304149	North Bay Petroleum	Act 210178 / Inv #3229811	2135 · Gas & Oil	-955.87	-307,857.13
Check	01/18/2022	805304150	Connect Your Care	Delta Dental COBRA Coverage: January 2021	1515 · Health Insurance	-6.66	-307,863.79
Total 437 · Cash-Gen Ckg						-307,863.79	
439 · Cash-Payroll	01/14/2022	Debit	IBS		2005 · Administrative Expense	-450.75	-450.75
Check	01/14/2022	805304117	IBS	457 Payroll Biweekly Deduction	2005 · Administrative Expense	-171.30	-622.05
Check	01/28/2022	Debit	IBS	457 Payroll Biweekly Deduction		-622.05	-622.05
Total 439 · Cash-Payroll							
Liabilities							
565 · Amer Frnds-Invest Def	01/04/2022	805304117	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 · Cash-Gen Ckg	3,421.39	3,421.39
Check	01/04/2022	805304129	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 · Cash-Gen Ckg	3,397.30	6,818.69
Total 565 · Amer Frnds-Invest Def						6,818.69	6,818.69
610 · Union Dues	01/18/2022	805304147	Kentfield Prof. FF #1775	Union Dues: 12/15/2021 - 1/11/2022	437 · Cash-Gen Ckg	1,317.04	1,317.04
Check	01/18/2022						
Total 610 · Union Dues						1,317.04	1,317.04
Total Liabilities						8,135.73	8,135.73
Expenses							
Salaries & Employee Benefits							
1040 · Personnel Serv-Suspense	01/04/2022	805304117	Kentfield Fire District Payroll Account	For Payroll 12/29/2021-1/11/2022	437 · Cash-Gen Ckg	79,864.57	79,864.57
Check	01/04/2022	805304129	Kentfield Fire District Payroll Account	For Payroll 1/12/2022-1/25/2022	437 · Cash-Gen Ckg	78,654.62	158,519.19
Total 1040 · Personnel Serv-Suspense						158,519.19	158,519.19
1515 · Health Insurance	01/04/2022	805304112	C.A.P.F.	January 2022 Billing	437 · Cash-Gen Ckg	324.50	324.50
Check	01/04/2022	805304114	Delta Dental of California	Account #05-0190901009; Kentfield Fire District - January 2022 Coverage	437 · Cash-Gen Ckg	4,239.41	4,239.41
Check	01/04/2022	805304115	Delta Dental of California	Account #05-0190901009; Kentfield Fire District, James Naso- COBRA Coverage_January 2022	437 · Cash-Gen Ckg	52.67	4,292.08
Check	01/04/2022	805304116	Connect Your Care	Delta Dental COBRA Coverage: December 2021	437 · Cash-Gen Ckg	6.66	4,298.74
Check	01/04/2022	805304121	Vision Service Plan	Client ID #00106116- January 2022	437 · Cash-Gen Ckg	799.37	5,098.61
Check	01/11/2022	805304124	Banner Life Insurance Company	181730179 - Bellramo	437 · Cash-Gen Ckg	54.70	5,153.31
Check	01/11/2022	805304125	Banner Life Insurance Company	180503285 - Garcia	437 · Cash-Gen Ckg	52.52	5,205.83

**Kentfield Fire Protection District  
Warrant List**  
January 2022

02/01/22

Type	Date	Nu	Name	Memo	Split	Amount	Balance
Check	01/11/2022	805304126	Banner Life Insurance Company	180530286 - McKnight	437 - Cash-Gen Ckg	48.02	5,251.85
Check	01/18/2022	805304137	Banner Life Insurance Company	180533535 - Pomi	437 - Cash-Gen Ckg	50.18	5,302.03
Check	01/18/2022	805304148	NFBA	February 2022 Billing	437 - Cash-Gen Ckg	825.88	6,127.91
Check	01/18/2022	805304150	Connect Your Care	Delta Dental COBRA Coverage: January 2021	437 - Cash-Gen Ckg	6.66	6,134.57
Total 1515 - Health Insurance							
Check	01/04/2022	805304117	Kentfield Fire District Payroll Account	Safety (Classic / PEPPA) & Misc. EE/ER	437 - Cash-Gen Ckg	21,410.42	21,410.42
Check	01/11/2022	805304129	Kentfield Fire District Payroll Account	Safety (Classic / PEPPA) & Misc. EE/ER	437 - Cash-Gen Ckg	23,470.80	44,881.22
Total 1530 - Retire Employer							
Check	01/04/2022	805304116	Kentfield Fire District Payroll Account	A/C #0507976165 - January 2022 CEPPT Contributions	437 - Cash-Gen Ckg	44,881.22	44,881.22
Total 1565 - Retirement Prefunding Contrib							
Total Salaries & Employee Benefits							
Services & Supplies							
Check	01/04/2022	805304117	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 - Cash-Gen Ckg	96.25	96.25
Check	01/11/2022	805304129	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 - Cash-Gen Ckg	450.75	547.00
Check	01/11/2022	805304132	Nelson, Zach	PO Reimbursement # 9095	437 - Cash-Gen Ckg	115.00	662.00
Check	01/14/2022	805304139	Business Card	12/5/21 - 1/4/22: Pomi 7901	439 - Cash-Payroll	450.75	1,112.75
Check	01/18/2022	805304141	Business Card	12/5/21 - 1/4/22: Wilson 3147	437 - Cash-Gen Ckg	301.98	1,414.73
Check	01/18/2022	805304143	Department of Justice	Fingerprint APPS (Cust #141578) - Inv #554769	437 - Cash-Gen Ckg	80.73	1,495.46
Check	01/28/2022		IBS		437 - Cash-Gen Ckg	32.00	1,527.46
Total 2005 - Administrative Expense							
Check	01/11/2022	805304134	Southern Marin Fire Protection District	Inv #21-22-36	437 - Cash-Gen Ckg	1,598.76	1,598.76
Total 2006 - Consulting Fees							
Check	01/18/2022	805304146	Kentfield Assn. Firefighters	Chief's California State FF Assoc. Dues (CSFA) - Chief Pomi	437 - Cash-Gen Ckg	85.00	85.00
Total 2015 - Dues & Publications							
Check	01/04/2022	805304111	Aramark Uniform Services	(a/c #792113681) Inv #508000189843	437 - Cash-Gen Ckg	71.11	71.11
Check	01/04/2022	805304113	Corbet's	(A/C #4675)	437 - Cash-Gen Ckg	68.15	140.26
Check	01/18/2022	805304139	Business Card	12/5/21 - 1/4/22: Pomi 7901	437 - Cash-Gen Ckg	3,725.25	3,865.51
Check	01/18/2022	805304140	Business Card	12/5/21 - 1/4/22: Viaw 7962	437 - Cash-Gen Ckg	216.98	4,082.49
Check	01/18/2022	805304140	Business Card	12/5/21 - 1/4/22: Viaw 7962	437 - Cash-Gen Ckg	315.21	4,397.70
Total 2050 - Auto/Equipment Repair							
Check	01/04/2022	805304122	Mike Testa Plumbing, Inc.	Inv # WO-55914	437 - Cash-Gen Ckg	723.07	723.07
Check	01/11/2022	805304130	Marin Garden Solutions, Inc.	Inv # 2633	437 - Cash-Gen Ckg	267.28	990.35
Check	01/11/2022	805304135	TK Elevator Corporation	Cust #144933 / Inv #3006369457	437 - Cash-Gen Ckg	132.86	1,123.21
Total 2055 - Building Repair							
Check	01/11/2022	805304128	FASIS	(INV# FASIS-2022-0704) Workers' Compensation Contribution 2021-2022	437 - Cash-Gen Ckg	54,697.00	54,697.00
Total 2080 - Wrks Comp Ins							
Check	01/18/2022	805304140	Business Card	12/5/21 - 1/4/22: Viaw 7962	437 - Cash-Gen Ckg	343.79	343.79
Total 2115 - Emergency Fire Expenses							
Check	01/11/2022	805304131	Marin Sanitary Service	Inv # 2589194_December 2021 Service	437 - Cash-Gen Ckg	759.05	759.05
Total 2125 - Garbage							
Check	01/04/2022	805304119	Pacific Gas & Electric	Acct 1176933545-5 - 12/22/2021	437 - Cash-Gen Ckg	907.92	907.92
Total 2130 - Gas & Electric							
Check	01/18/2022	805304149	North Bay Petroleum	Acct 210178 / Inv #3229811	437 - Cash-Gen Ckg	955.87	955.87

Kentfield Fire Protection District  
Warrant List  
January 2022

02/01/22

Type	Date	Numb	Name	Memo	Split	Amount	Balance
Total 2135 - Gas & Oil							
Check	2145 - Pager System	805304123	American Messaging	A/C #W4-106070/Inv #W4106070/WA January 2022	437 - Cash-Gen Ckg	955.87	955.87
Total 2145 - Pager System							
Check	2200 - S/S-Computer	805304127	Banshee Networks, Inc.	Invoice # 15194	437 - Cash-Gen Ckg	23.63	23.63
Check	01/11/2022	805304142	Comcast	a/c# 8155 30 002 0097986	437 - Cash-Gen Ckg	23.63	23.63
Total 2200 - S/S-Computer							
Check	2210 - S/S-Medical	805304133	Stryker Sales Corporation	Inv #3622741M & 3617191M	437 - Cash-Gen Ckg	1,483.00	1,483.00
Check	01/11/2022	805304138	Bourd Tree Medical, LLC	Acct #209491/ Invoice#s 84297888 & 84342604	437 - Cash-Gen Ckg	111.50	1,594.50
Check	01/18/2022	805304140	Business Card	12/5/21 - 1/4/22: Viaw 7962	437 - Cash-Gen Ckg	1,594.50	1,594.50
Check	01/18/2022	805304144	Emergency Medical Products	(Cust.#14104) Inv #2304521, 2306793	437 - Cash-Gen Ckg	290.27	290.27
Total 2210 - S/S-Medical							
Check	2220 - S/S-Station	805304145	Fishman Supply	Inv #1330958	437 - Cash-Gen Ckg	290.27	290.27
Total 2220 - S/S-Station							
Check	2300 - Telephone	805304136	Verizon Wireless	a/c #342098888-0001 / Inv #9895734599	437 - Cash-Gen Ckg	103.78	103.78
Check	01/11/2022	805304139	Business Card	12/5/21 - 1/4/22: Pomi 7901	437 - Cash-Gen Ckg	103.78	103.78
Total 2300 - Telephone							
Check	2305 - Training	805304140	Business Card	12/5/21 - 1/4/22: Viaw 7962	437 - Cash-Gen Ckg	165.38	165.38
Total 2305 - Training							
Check	2315 - Wellness Fitness	805304120	Sean McBride PT	Invoice # 0005, PO#9090	437 - Cash-Gen Ckg	926.71	1,092.09
Total 2315 - Wellness Fitness							
Total Services & Supplies							
TOTAL							
Total Expenses						1,092.09	1,092.09
						262.56	262.56
						262.56	262.56
						500.00	500.00
						500.00	500.00
						72,065.13	72,065.13
						300,350.11	300,350.11
						0.00	0.00