

# BOARD OF DIRECTORS



Regular Meeting Agenda  
February 8, 2023  
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 2-2023** for a Continuation of Teleconferenced/Zoom Board of Director Meetings. Staff recommends that the Board adopt 1-2023, 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 08, 2023 – February 28, 2023**, 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 11, 2023 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. 2022 KFD Fire Prevention Presentation – DFM Larry Pasero

9. UNFINISHED BUSINESS

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

**Board Discussion**

10. NEW BUSINESS

A. MERA-Member Agency Representative and Alternate – Chief Pomi

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

B. Independent Auditor Three Year Extension Proposal – Chief Pomi

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

C. Assigned and Unassigned Fund Balances Ending F/Y 21-22 – Chief Pomi

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

11. CHIEF'S REPORT – Receive and File

12. DIRECTOR MATTERS – Directors may report on their activities and meetings

13. CORRESPONDENCE: Marin IJ Articles, Marin LAFCo, MWPA Response Article

14. REPORTS

A. Overtime, Incident – January 2023

15. APPROVAL OF MONTHLY EXPENSES

Approval of January warrant 805304741 to and including 805304808 for \$763,360.76

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

CONFIRM NEXT MEETING DATE: March 8, 2023

16. **CLOSED SESSION**

The Board may enter closed session at this time.

CONFERENCE WITH LEGAL COUNSEL – Initiation of litigation pursuant to Government Code § 54956.9(d)(4).

CONFERENCE – to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee. Government Code § 54957 (b)(1).

17. MOMENT OF SILENCE

18. ADJOURNMENT

## **Kentfield Fire Protection District**

1004 SIR FRANCIS DRAKE BOULEVARD  
KENTFIELD, CALIFORNIA 94904-1468  
[www.kentfieldfire.org](http://www.kentfieldfire.org)

### **RESOLUTION NO. 2-2023**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENTFIELD FIRE PROTECTION DISTRICT RECONSIDERING THE CIRCUMSTANCES OF THE COVID-19 STATE OF EMERGENCY AND MAKING FINDINGS IN CONNECTION THEREWITH TO AUTHORIZE PUBLIC MEETINGS TO BE HELD VIA TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953(E) AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE KENTFIELD FIRE PROTECTION DISTRICT FOR THE PERIOD FEBRUARY 8, 2023 – FEBRUARY 28, 2023.**

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 36 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 February 28, 2023, 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 8th day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

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Bruce Corbet, Vice Chairman, Board of Directors

ATTEST:

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Michael Murray, Secretary, Board of Directors

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

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

**DATE:** Wednesday, January 11, 2023

**CALL TO ORDER:** 6:30 p.m. by Chairman Evergettis. Director Murray 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, Accountant Hom, C-Shift, and Recording Secretary Wilson.

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361** – Chief Pomi suggested the Board approve Resolution 1-2023 which allows Kentfield Fire Protection District to conduct meetings via zoom under the emergency order from the Governor.

M/S Gerbsman/Corbet to approve **Resolution 1-2023**, a resolution of the Board of Directors of the Kentfield Fire Protection District reconsidering the circumstances of the COVID-19 State of Emergency and making findings in connection therewith to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(E) authorizing remote teleconference meetings of the legislative bodies of the Kentfield Fire Protection District for the period January 11, 2023 – February 08, 2023.

**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 Gerbsman/Corbet to approve the minutes of December 14, 2022.

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. **Year-End 2022 KFD Training Review Presentation** – Battalion Chief Glenn provided a presentation on the trainings that took place this past year. Referring to the *Annual Training Report*, he reported there were overall 3,040 training hours, which was an increase from the year prior. The Emergency Medical Services (EMS) training totaled 253 hours and Driver's training was 13 hours per person. BC Glenn explained 328 hours were completed through Independent/Outside training. These are classes taken from outside instructors. An example of this being Company Officers 2D & 2E, which are classes to become Captains. Some employees took Wildland Ops S270 or a AH330 Strike Team/Task Force Leader class. One employee completed the Chief Officer courses to further advance in his task book. Emergency Medical Services training is a big part of a firefighter's professional career and is performed every month. Company training consists of the engine company training amongst themselves, while Battalion Drills include the entire fleet of Central Marin and Kentfield. Courses such as Ethics trainings are mandatory and fulfilled through a program called Vector Solutions. Taught by an expert at Marin County Fire, 360 Rescue training involves both rope rescue and bailout training. Bailout training is taught in the unfortunate event that something bad happens during a fire; Firefighters need to know how to get out of a building. Wildland Fire Safety Training Annual Refresher RT 130 must be done every year to go out of county.

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

Under the Special Operations category, there was USAR/Water Rescue, Investigation Team, and a Hazardous Materials Team training. County-Wide training is taught by Training Officers in Marin County and consists of wildland and hazardous material drills. Truck training was also a new addition this past year, where four trucks in the County train together every month. BC Glenn explained a lot of these trainings are redundant every year but are very much part of having a career in the fire industry. He is committed to making trainings interesting all while keeping the crews up to speed in the training program. Chairman Evergettis praised BC Glenn on his impressive training program and thanked him. He asked if there were any questions. None were asked.

Chief Pomi thanked BC Glenn for all his work and efforts. BC Glenn serves as the training officer not only for Kentfield Fire but for Central Marin Fire as well. He is also a member of the Marin County Training Officers team. That said, BC Glenn does a tremendous amount of training for the County and is very well respected.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. ***County of Marin 22/23 Annual Statement of Investment Policy*** – Kentfield Fire District's general checking account is banked with the County of Marin Treasurer's office and is pooled with other Marin County agencies. Each year, the County of Marin prepares a Statement of Investment Policy which becomes the District's investment policy upon Board adoption. The 2022/23 Annual Statement Investment Policy was approved on December 13<sup>th</sup>, 2022 by the Marin County Board of Supervisors along the County Treasury Oversight Committee. Chief Pomi requested Board approval.

M/S Gerbsman/Naso to approve the County of Marin 22/23 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

- b. ***F/Y 2022/23 Mid-Year Budget Review Presentation*** – Accountant Hom explained the Mid-Year Review offers a good opportunity to assess where the District is halfway through the fiscal year. He referenced the *Profit & Loss Budget vs. Actual* report provided in the Board packet and presented the following budget highlights for July 1, 2022 through December 31, 2022.

**District Revenues:**

***Category 9001/Property Tax Secured*** – In December, the District received the first property tax installment of \$3,080,422.11, which is roughly 55% of the budget. The County will distribute 40% 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 \$304k in December which is also about 55% of the budget.

***Category 9008/MWPA Property Tax Measure C*** – Budget remains at 0% until the District receives a check from the MWPA.

***Category 9046/Excess ERAF*** – In December, the District received about \$241k which is about 88% of the entire year's budget.

***Total Revenues*** as of December 2022 was about \$4.2 million; 58% of the annual budget amount.

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

**District Expenses**

**Salary & Benefits:**

*Category 1030/Overtime* – About \$327k in overtime cost has been paid out and the annual budget is \$446k. Roughly 74% of the budget has been absorbed due to the past fire season.

*Category 1050/Safety-Regular Pay* – Spent \$800K which is 46% of budget.

*Category 1530/Retire Employer* – The District paid the unfunded liability in a one-lump sum payment in the beginning of this fiscal year. 72% of the budget has been consumed; about \$853k spent.

*Category 1560/OPEB* – The District makes quarterly contributions of \$35,700 into the CERBT Trust. Two payments have been made this fiscal year and two payments remain which is 50% of the budget.

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

*Total Salaries & Employee Benefits* – Roughly \$2.8 million expended; 52% of annual budget.

**Services & Supplies:**

*Total Services & Supplies* as of December 2022 is \$486k; only 45% of the budget spent.

**Capital Outlay:**

*Category 4070/C/O Apparatus Replacement* – The District is anticipating the Type III Fire Engine will be completely built by the end of this fiscal year. Monies from this budget will pay for the Engine; budget is set at \$405k and has not been spent.

*Total Capital Outlay* as of December 2022 is about \$63k; 9.3% of the annual budget.

**Debt Service:** Spent about \$154k which is exactly 50% of the annual budget. *Categories 3110/ Debt Service-Principal* and *3120/ Debt Service-Interest* will be paid off in the fall of 2023. There is just a short time left until the station renovation debt is completely paid off. Once the debt service is paid off, it will no longer be on the financial report.

*Total Expenses* as of December 2022 is about \$3.5 million which is roughly 47% of the annual budget.

Accountant Hom reported that at the end of December, the *Net Income* budget had a surplus of \$779k which is excellent for a Mid-Year Report. Halfway through the fiscal year, this is a good time for the Board to review where the District stands financially. As next year's budget is constructed, there will be an opportunity to reallocate fund balances based upon the priorities and the needs of the District.

Accountant Hom asked if there were any questions. None were asked.

The Board thanked Accountant Hom for his wonderful presentation.

M/S Gerbsman/Murray to approve the F/Y 2022/23 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

**CHIEF'S REPORT:**

- a. **BOD March Meeting** – The Board of Directors meeting in March will be back in-person here at the firehouse. Every precaution possible will be taken to ensure the community, Board members and staff are safe and healthy.
- b. **Seasonal Firefighter Recruitment** – The District is preparing for the recruitment of seasonal firefighters for the fire season of 2023.

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

- c. **Building maintenance and projects** – The firehouse has been completely painted. The front roll-up doors have been polished and prepped. Engineer Bridges is currently working on new lettering which will go above the apparatus bay doors.
- d. **Acting Captain Assessment** – The acting captain assessment was completed in December. There were two qualified engineers that went through the process and both passed. Pleased to announce Brian Bridges and Mitch Neve have been successful in the process. They are currently working on additional requirements and paperwork. Engineer Bridges is currently in the Acting Captain role and once the additional paperwork is completed, Engineer Neve will serve in that position as well. They can fill the role for the length of the list which is two years.
- e. **Sandbag Location** – In partnership with the College of Marin, the Fire District has moved the sandbag location to Lot 2 which is the parking lot between Maple and Elm. The sandbag flyers, KFD website, and County website have all been updated. The College of Marin has been an outstanding partner. They also allow the community to park vehicles in Lot 16 or Lot 2 during the storms when there is the potential for flooding.
- f. **Storm** – There have been some significant atmospheric river type storms in Marin over the last 7-10 days. Kentfield Fire participated in two different USAR/ Water Rescue team pre-deployments. Two members joined the USAR team and four members joined the Water Rescue team for a total of six members prepositioned. Water teams were preposition here at Station 17 with leader Battalion Chief Glenn. Captain Viau, Engineer McKnight, and Engineer Bridges were also amongst the team members. Engineer Neve and Firefighter Gutierrez represented on the USAR team. There was one deployment to Stinson Beach where they assisted with flooding. The emergency calls during these storms more than doubled, while the emergency shelter in San Rafael housed up to 23 people during some of the storm events. 104-mph gusts of wind were recorded in Point Reyes and a 90-mph gust was recorded at platform bridge. The Inverness and Point Reyes areas experienced a lot of downed trees and lines with power outages. There was a 15-hour power outage within our District's community; it was the power feed in San Rafael. Two more storms are in the forecast and Marin reservoirs are currently full, spilling out at 100% capacity.

**DIRECTOR MATTERS:**

**Director Evergettis** – Reported on the last MWPA meeting. Attendees joined via zoom and some joined in person.

**CORRESPONDENCE:** Were reviewed.

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

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve December warrant 805304700 to and including 805304740 for \$265,979.88

**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 8, 2023.

**CLOSED SESSION:** None

**CONFERENCE WITH LEGAL COUNSEL** – Initiation of litigation pursuant to Government Code §54956.9(d)(4).

**CONFERENCE** – to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee. Government Code § 54957 (b)(1).

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

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

**ADJOURNMENT:** M/S Evergettis/Corbet to adjourn this meeting at 7:07p.m. All ayes.

Respectfully submitted,

Jena Wilson  
Recording Secretary

DRAFT





**FIRE PREVENTION  
ANNUAL REPORT 2022**  
Deputy Fire Marshal, Larry Pasero  
Presented February 8, 2023

**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.*

**END OF YEAR REPORT 2022**

The prevention division had a successful 2022. As in years past, this report and the attached presentation slide deck are provided for a review of the division's annual activities, actions and services we provide for our community. The prevention division utilizes and maintains many programs to achieve our fire prevention goals. The Prevention Division also maintains active membership, leadership and participation in numerous organizations, committees and groups that benefit not only the KFD, but our neighboring agencies throughout Marin County.

Highlights from the presentation are included below and include various actions completed by the fire prevention division in support of providing community fire prevention and life safety in 2022.

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

➤ Electronic Plan Check:	151
➤ Plan Check (paper):	29
➤ <u>Fire Permits Issued by KFD</u>	<u>133</u>
Total:	313

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

➤ Alt energy System Inspections:	50
➤ Generator Inspections:	11
➤ Close-in/Rough Inspections:	48
➤ Fire Final Inspection:	82
➤ Security Gate Inspections:	8
➤ <u>Fire Protection Systems:</u>	<u>34</u>
Total:	233

**DEFENSIBLE SPACE & HOME HARDENING INSPECTION PROGRAM**

➤ Defensible Space Inspections (KFD):	2241
➤ <u>Defensible Space Re-inspections:</u>	<u>247</u>
Total:	2,488

**FIRE INVESTIGATIONS**

➤ For fires in the Kentfield Fire District	0
➤ <u>As part of the MCFIT for other Agencies</u>	<u>10</u>
Total:	10

**CHIPPER PROGRAM FUEL REDUCTION**

➤ Homes who received service	193
➤ Yards of fuels removed in KFD	709.5

**MWPA GRANT FUNDING REVIEWED AND APPROVED**

➤ The KFD community grants funded	21
➤ Total dollar amount of dollars awarded	\$19,280

**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:	26
➤ Hospitals	1
➤ <u>Schools</u>	<u>5</u>
Total:	32

**SEASONAL HYDRANT MAINTENANCE PROGRAM**

➤ Total Hydrants received Annual Service	112
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**SUPERVISION OF THE DISTRICT'S WATER SYSTEM IN CONJUNCTION WITH MMWD**

➤ Installation or renewal of hydrants within the district	4
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**Total actions in support of providing community fire prevention and life safety in 2022.**

**3406**

Respectfully Submitted by,

Larry Pasero  
Deputy Fire Marshal  
Kentfield Fire District

# **ANNUAL REPORT 2022**



## **KENTFIELD FIRE DISTRICT FIRE PREVENTION DIVISION**





## **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.***

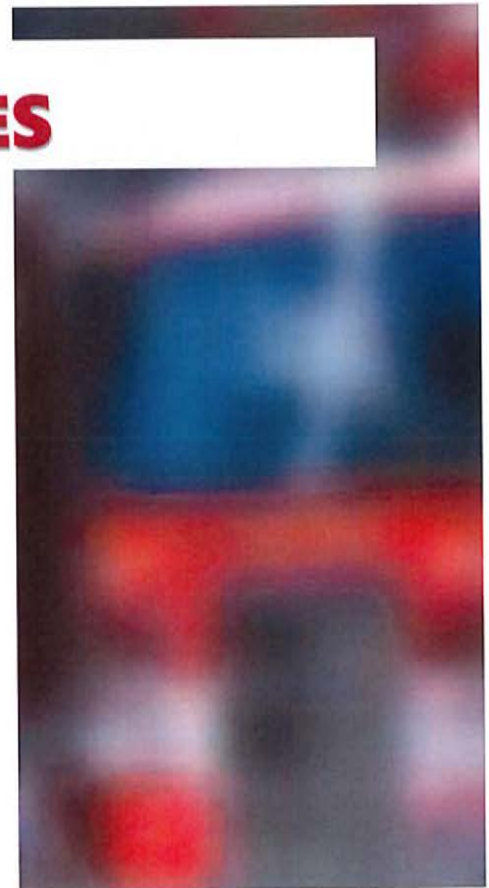




# PROGRAMS AND SERVICES

**THE PREVENTION DIVISION UTILIZES AND MAINTAINS THE FOLLOWING PROGRAMS AND SERVICES TO ACHIEVE OUR GOALS:**

- Construction Project & Fire Protection System Plan Review & 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 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 Officers  
Marin County Fire Investigation Team  
Firesafe Marin  
MWPA Technical Advisory Committee  
College of Marin Fire Technology Advisory Committee  
  
Northern California Fire Prevention Officers Association  
California Conference of Arson Investigation  
National Fire Protection Association

(DFM Pasero, President '22)  
(DFM Pasero, Vice-President '22)  
(DFM Pasero, Board Member '22)  
(DFM Pasero, Committee Member '22)  
(DFM Pasero, Committee Member '22)



COLLEGE OF  
MARIN





## 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:	151
Plan Check (paper):	29
Fire Permits Issued by KFD	133

Total: **313**

## 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.

Alternate Energy System Inspections:	50
Generator Inspections:	11
Close-in/Rough Inspections:	48
Fire Final Inspection:	82
Security Gate Inspections:	8
Fire Protection Systems:	34

Total: **233**



# REGIONAL DSPACE + HOME HARDENING PROGRAM



Using Measure C funding, the Greater Ross Valley Fire Agencies continued building upon their seasonal program to inspect residential homes for defensible space and home hardening compliance.

The '22 program consisted of 25 seasonal Inspectors, 2 assistant leads and 1 program lead.

In 2022, In the Central Zone, the Greater Ross Valley Fire Agencies Inspection Program completed:

*In the Central Zone & West Marin*

**12,536** Initial Inspections

**3,515** Re-inspections

*In the Kentfield Fire District:*

**1,926** Initial Inspections

**168** Re-inspections



# LOCAL DSpace + HOME HARDENING PROGRAM

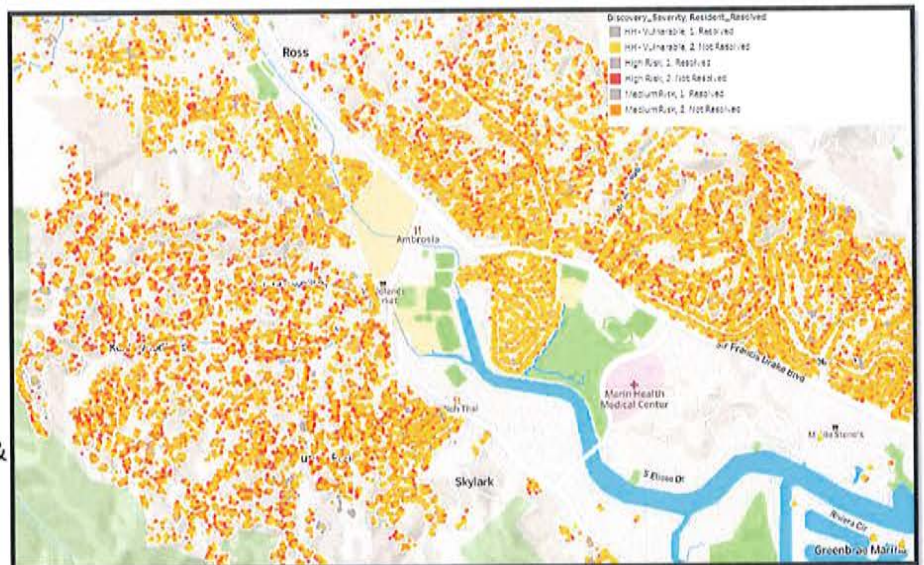
The KFD also utilized Measure C *Core funding* to hire a seasonal Defensible Space Inspector to complete Re-inspections and inspections in Non-WUI area throughout our MWPA central zone.

In Kentfield, the position focused on the Cedar & Locust and McAllister & Berens Neighborhoods.

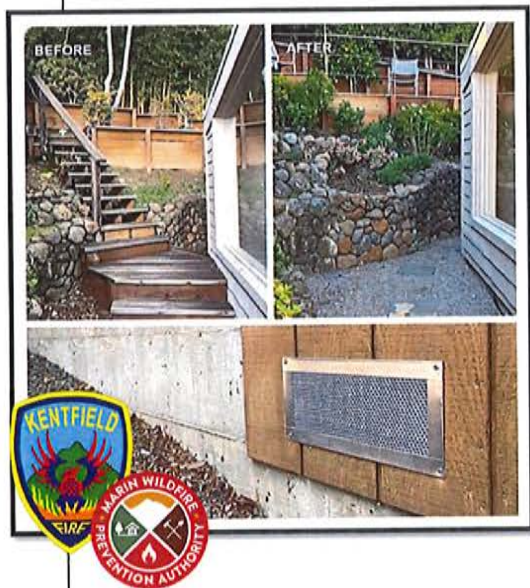
In 2022, the utilization of a dedicated inspector allowed for an additional 394 Inspections within our District.

**315** Initial Inspections

**79** Re-inspections



## MWPA GRANT PROGRAM



MWPA's Resident Grant program integrates with our Defensible Space and Home Hardening Evaluations and other resources to help residents remediate issues found during their evaluation. The Fire District reviews all grant requests in our jurisdiction to ensure compliance and best practices.

In 2022, the Kentfield Fire District reviewed and approved:

**21** Resident Grants

**\$19,280** Dollars awarded

## MWPA CHIPPER PROGRAM



The MWPA's Chipper program is a free curbside pickup service available to our residents. Residents had access to two chipper dates (May-October) and an additional date in November. The program works with our evaluation program to provide residents an opportunity to dispose of green waste identified in their defensible space report.

**193** Individual residential pick ups.

**709.5** Total yards of material removed

That's equivalent to **283** pick-up trucks

**3.73 yards** Residence Average per load



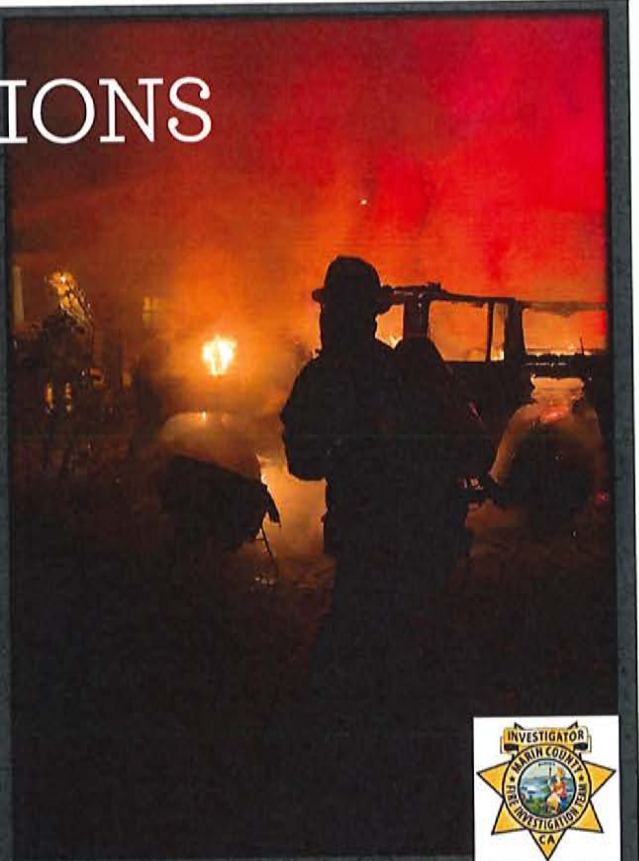
# FIRE INVESTIGATIONS

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 2022:

For fire in the Kentfield Fire District	0
Response as part of MCFIT for other Agencies	10
Response hours provided by KFD	44





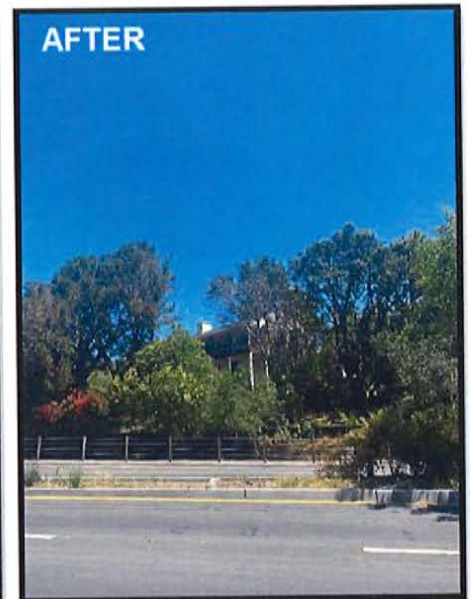
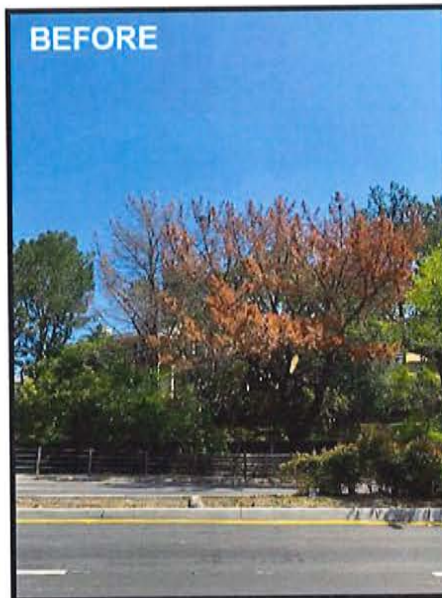


## FUEL REDUCTION PROJECTS

In 2022, 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.

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.



## 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:

Hotels, Motels & Apartments:	26
Hospitals	1
Schools	5

Total: **32**

# SEASONAL HYDRANT MAINTENANCE

In 2022, 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 FIRE HYDRANTS
- INSPECT FIRE HYDRANT GASKETS
- CHECK & EXERCISE HYDRANT OUTLET CAPS
- REMOVE OVERGROWN VEGETATION
- REPLACE HYDRANT BODIES

**112** hydrants received maintenance







**Total actions in support of  
providing community fire  
prevention and life safety in 2022**

**3406**

**THANK YOU!**  
**ANY QUESTIONS**





Mark Pomi - Chief


# KENTFIELD FIRE PROTECTION DISTRICT

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

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

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**TO:** Board of Directors  
**FROM:** Mark Pomi, Fire Chief   
**SUBJECT:** Form 700 Annual Filing - District Notice  
**DATE:** 1/23/2023

**From the Marin County Elections Department:**

Board members, designated employees, and consultants must file the Annual Form 700 Statement of Economic Interests covering 2022. The filing due date is no later than **April 1, 2023**.

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.***



Jena Wilson

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**From:** Miller, Dan <DanMiller@marincounty.org>  
**Sent:** Thursday, January 19, 2023 3:10 PM  
**To:** Miller, Dan  
**Subject:** Form 700 Annual Filing - District Notice  
**Attachments:** Form 700 2022-2023.pdf; Form 700 Ref Pamphlet 2022-2023.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

***From the Marin County Elections Department:***

Board members, designated employees, and consultants must file the Annual Form 700 Statement of Economic Interests covering 2022. The filing due date is no later than **April 1, 2023**. Attached for your convenience are the updated Reference Pamphlet (*please forward to all filers*), and Form 700 Statement of Economic Interests.

- Board members and the 'head of the agency' (*superintendent, general manager, administrator, etc.*) are required to file with my office. All other filers designated in your district's Conflict-of-Interest Code may file their original hard copy with your office unless defined otherwise.
- Be sure to have your Conflict-of-Interest Code available for your filers. *Let me know if you need a copy of your Code.*
- Be sure to have any filer no longer with your district file a Leaving Office Form 700 to account for the previous year. Please make sure they include their 'leaving office' date. Please have filers new to your district check the Assuming Office box on the cover page. Make sure they include their 'assuming office' date.

*The State now allows signatures with Digital IDs (for example, DocuSign or Adobe).* Filers may file reports by either of the following methods:

- 1) Paper version by regular mail to: PO Box E, San Rafael, CA 94913 (original only if hand signed).
- 2) Our e-filing program for anyone filing with my office. Please contact me if your filers wish to use the program. ***E-filers are not required to provide their signature or submit paper originals.***
- 3) By email to [danmiller@marincounty.org](mailto:danmiller@marincounty.org), ***only if their signature has a Digital ID from services such as DocuSign or Adobe.***

Contact me if you have any questions or concerns.

Thank you,

Dan Miller 

**CANDIDATE & FILING SERVICES**

County of Marin Elections Department  
3501 Civic Center Drive, Suite 121  
PO Box E, San Rafael, CA 94913  
415 473 6437  
[danmiller@marincounty.org](mailto:danmiller@marincounty.org)

STAY CONNECTED:



Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

Mark Pomi - Chief

# KENTFIELD FIRE PROTECTION DISTRICT

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

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

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**TO:** Board of Directors  
**FROM:** Mark Pomi, Fire Chief   
**SUBJECT:** Member Agency Representative and Alternate - MERA  
**DATE:** 1/26/2023

Attached is the form to confirm the appointments of the Kentfield Fire District to the Governing Board of the **Marin Emergency Radio Authority**.

**Background:**

Pursuant to the MERA By Laws, Article 3, Section One, "The governing body of each Member shall appoint a representative to serve as a member of the Governing Board and up to two (2) alternates to serve in the absence of the regular member." The By laws further state that the representative shall hold the office until a successor is selected by the governing body of the Member.

Representative: Mark Pomi, Fire Chief Appointed 2016  
Alternate: Ronald Naso, Board Member Appointed 2009

Recommended approval.



**NOTIFICATION OF APPOINTMENT OF MEMBER  
AGENCY REPRESENTATIVE AND ALTERNATE(S)  
OF THE MARIN EMERGENCY RADIO  
AUTHORITY (MERA)**

Pursuant to Article III, Section I of the MERA Bylaws, MERA shall be governed by a Board of Directors (herein, the "Governing Board") composed of one (1) representative of each of the member jurisdictions (each, a "Member"). The governing body of each Member shall appoint a representative to serve as a member of the Governing Board and up to two (2) alternates to serve in the absence of the regular member. Representatives may be elected officials, appointed staff or citizens at large.

Kentfield Fire Protection District *[Name of Member]* hereby notifies of the appointment of the following representatives to serve on the MERA Governing Board:

REPRESENTATIVE:

Mark Pomi  
Name

Fire Chief  
Title

ALTERNATE 1:

Ronald Naso  
Name

Board Member  
Title

ALTERNATE 2:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

These individuals have authority to make decisions on behalf of the above-named entity with respect to all matters on which they will be called upon to decide in the positions to which they have been appointed.

IT IS HEREBY CERTIFIED that these appointments have been made through official action by the  
Kentfield Fire Protection District Board *[Name of Member Governing Body]* at a meeting held on February 8, 2023.

\_\_\_\_\_  
Name

Secretary, Board of Directors 2023  
Position\*

\*This form must be signed by the governing body Clerk (or designee) of the Member agency.

A REVISED FORM MUST BE SUBMITTED TO CHANGE ANY OF THE ABOVE  
REPRESENTATIVES

Mark Pomi - Chief


# KENTFIELD FIRE PROTECTION DISTRICT

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

Phone (415) 453-7464

Fax (415) 453-4578

**TO:** Board of Directors  
**FROM:** Mark Pomi, Fire Chief   
**SUBJECT:** Independent Auditor Three Year Extension Proposal  
**DATE:** 1/25/2023

Kentfield Fire Protection District Engagement Letter and Proposed Fees - Maze & Associates

Maze & Associates has proposed the cost of their services for a three year extension to provide the Kentfield Fire Protection District with independent audit services for the years ending June 30, 2023, 2024 and 2025. The services they have proposed to provide are outlined below, but they are also available to provide additional services at our request:

1. Audit of the Basic Financial Statements and issuance of our report on the fair presentation of the financial statements of the District in conformity with generally accepted accounting principles.
2. A report on internal control and required communications.

The Kentfield Fire District has used Maze & Associates to complete the independent audit for years ending June 30, 2020, 2021, 2022. We are currently allowed to extend the contract to Maze & Associates under the auditors rotation requirements for annual audits of local governments. See Below.

**Note:**

Assembly Bill 1345 added section 12410.6.(b) to Government Code regarding auditor rotation requirements of public accounting firms providing audit services to local agencies.

Government Code section 12410.6.(b) indicates that commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

Staff recommendation is to approve the three year extension with Maze & Associates.





January 23, 2023

Kentfield Fire Protection District  
Attn: Fire Chief Mark Pomi  
1004 Sir Francis Drake Blvd.  
Kentfield, CA 94904

Dear Mark:

Pursuant to the District's recent request, coupled with the terms of the District's most recent extension letter dated January 23, 2020, we are pleased to offer to extend our audit contract to include the fiscal years ended June 30, 2023, 2024 and 2025 at the following prices:

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Basic Financial Statements and Memorandum on Internal Control	<u>17,110</u>	<u>17,880</u>	<u>18,685</u>
Total	<u><u>17,110</u></u>	<u><u>17,880</u></u>	<u><u>18,685</u></u>

We look forward to continuing to improve our service to you.

Yours very truly,

*Maze & Associates*

Maze & Associates

RESPONSE:

If you agree with the terms of this contract modification, please sign below and return a copy to our office.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



January 23, 2020

Kentfield Fire Protection District  
Attn: Fire Chief Mark Pomi  
1004 Sir Francis Drake Blvd.  
Kentfield, CA 94904

Dear Mark:

We are pleased to confirm our understanding of the services we are to provide for the Kentfield Fire Protection District for the years ended June 30, 2020, 2021, and 2022. The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

1. Audit of the Basic Financial Statements and issuance of our report on the fair presentation of the financial statements of the District in conformity with generally accepted accounting principles.
2. A report on internal control and required communications.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the District's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole.

Other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

## **Audit Objective**

The objective of our audit is to express opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of accompanying supplementary information when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the Board of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with District management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Governmental Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, creditors and financial institutions.

We will request written representations from your attorneys as part of the engagement, and they may bill the District for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about management's responsibilities for the financial statements; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and the Board internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management's responsibilities.

#### **Management Responsibilities**

Management is responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.



Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with (1) access to all information of which management is aware is relevant to the preparation and fair presentation of the financial statements; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. We understand that the District will provide us with the Closing Checklist information required for our audit and that the District is responsible for the accuracy and completeness of that information.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that it complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maze & Associates, will not be included in any such offering document without our prior permission or consent. any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement. With regard to an exempt offering document with which Maze & Associates is not involved, you agree to clearly indicate in the exempt offering document that Maze & Associates is not involved with the contents of such offering document.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management agrees to assume all management responsibilities relating to the financial statements and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and that you have reviewed and approved the financial statements prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accepting responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to a federal agency providing oversight of direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will retain audit documentation for this engagement for seven years after the report release date pursuant to state regulations. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in July 2020 and to issue our reports no later than December 31, 2020. Katherine Yuen is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Maze & Associates' independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are billed based on our contract with the District. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the District's account becomes thirty days or more overdue and may not be resumed until the District's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from District personnel, the completion of schedules and data requested on our Checklists, and the assumption that there will be no unexpected increases in work scope, such as new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with District management and arrive at a new fee before we incur any additional costs.

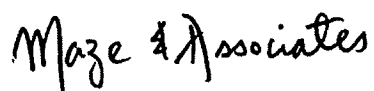
We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, or services will continue to be governed by the terms of this engagement letter.

*Government Auditing Standards* require that we provide the District with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

Maze & Associates



RESPONSE:

This letter correctly sets forth the understanding of the District.

By: Mark Pomi

Title: Kentfield Fire Chief

Date: 2-20-2020

**Kentfield Fire Protection District Engagement Letter**  
**Fees Attachment**  
**June 30, 2020, 2021, and 2022**

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below:

	Fiscal Year Ending		
	6/30/2020	6/30/2021	6/30/2022
Basic Financial Statements, Memorandum on Internal Control	\$15,284	\$15,819	\$16,373

**2020, 2021, & 2022 Fees** – Our recurring fees have been adjusted only for the change in the services component of the Bay Area Cost of Living Index for the San Francisco Bay Area of 3.5%, except as noted below:

**PDF Copies of Reports** – print to PDF copies of the above reports are available upon request at no charge. If you would like a higher quality PDF file, we have listed two options below. Please contact us for more information on the specifics of these options. In addition, should you decide on one of the following options, please let us know at least a week in advance.

1. WEB PDF CAFR - \$785
2. CAMERA READY PDF CAFR - \$1,100

**Additional Services** - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the District require assistance beyond audit services we will provide a cost estimate before proceeding.

**Report Finalization** - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of CAFRs, this includes all the materials and information required to print the CAFR. As in the past, we will provide final drafts of all our reports within two weeks after we conclude the audit. We will schedule a Final Changes Meeting with you for a date no more than two weeks after drafts are provided to you. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

**Post-Closing Client Adjusting Entries** - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

**Recurring Audit Adjustments** - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

**CAFR Printing** - As a convenience, we can send your CAFR to a printer we use locally. We do not charge for delivering camera-ready print masters to any printer of your choice and delivering the CAFRs or BFS to you. However, we will bill you for any additional time spent on the CAFR printing at our normal hourly rates. This includes changes after the report goes to the printer, obtaining, reviewing and / or delivering printer's proofs, etc.

We can also help with CAFR design, including covers, tabs, dividers, color choices, bindings, organization charts, maps, etc. We will estimate these costs for you before proceeding.



**Grant Programs Requiring Separate Audit** - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

**Changes in District Personnel** - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.



www.CoughlanNapaCPACo.com  
Company@CoughlanNapaCPACo.com

## **Report on the Firm's System of Quality Control**

January 31, 2018

To Maze & Associates Accountancy Corporation and the  
Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687  
Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

*Coughlan Napa CPA Company, Inc.*

Coughlan Napa CPA Company, Inc.

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 21-22  
**DATE:** 1/23/2023

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 8, 2023 Board meeting. The Board will also have the ability to make any budget line item adjustments should there be the need.



## Recommendations for Consideration

#	Balance F/Y End June 30, 2022	Re-Allocation	Total Assigned Fund Balance	Description
6910	\$1,620,572.00	\$600,000.00	\$2,220,572.00	Apparatus Replacement
6915	\$947,899.00	<b>\$490,270.00</b>	\$1,438,169.00	Building Replacement/Renovation
6920	\$280,973.00	\$40,000.00	\$320,973.00	Compensated Absences
6925	\$395,000.00		\$395,000.00	Emergency Contingencies
6930	\$30,000.00		\$30,000.00	Hose - LDH (Large Diameter Hose)
6935	\$37,580.00		\$37,580.00	MERA (Marin Emergency Radio Authority)
6940	\$1,180,490.00	\$10,000.00	\$1,190,490.00	PERS Unfunded Liability
6942	\$497,689.00		\$497,689.00	OPEB Other Post Employment Benefits
6943	\$750,000.00		\$750,000.00	CEPPT
6945	\$180,000.00		\$180,000.00	SCBA Replacement
6950	\$30,000.00	\$20,000.00	\$50,000.00	General Insurance Deductible
6955	\$25,000.00	\$25,000.00	\$50,000.00	Health Insurance Premium Reserve
6960	\$10,000.00		\$10,000.00	Hydrants and Mains
6965	\$60,000.00		\$60,000.00	Planning, Mapping and Veg. Management
6970	\$180,000.00	\$50,000.00	\$230,000.00	Heavy Rescue Equipment
6975	\$445,000.00	<b>-\$290,270.00</b>	\$154,730.00	Debt Service Sinking Fund
6980	\$0.00	\$100,000.00	\$100,000.00	Health and Wellness
<b>Total</b>	<b>\$6,670,203.00</b>	<b>\$1,045,000.00</b>	<b>\$7,715,203.00</b>	
These Reserve Allocation categories will be reviewed and authorized by BOD.				
Auditors identified a restricted fund balance of \$531,579, and assigned fund balance of \$6,975,203 and an unassigned fund balance of \$3,293,414 in the audit ending June 30, 2022				
	<b>Apparatus Replacement:</b>			
	<b>Building Replacement/Renovation:</b>			
	<b>Compensated Absences:</b>			
	<b>General Insurance Deductible:</b>			
	<b>Heavy Rescue Equipment:</b>			
	<b>Add additional category for Health and Wellness:</b>			



Board Meeting – Chief's Report

February 2023

Planning / Actions

- Seasonal Firefighter Recruitment 2023- now open
- Donation of Older Rope Rescue Equipment to Bolinas Fire Protection District

Financial / Budget

- General Liability Insurance renewal – FAIRA
- FY 23/24 Budget planning

Training / Wellness & Fitness

- Forcible Entry training.
- EMT trainings and EMS Policies and Procedures.

Prevention / Public Education / Community

- MWPA comment letter from the Fire and Environment Resilience Network (FERN)

Labor / Association

- Chief Bob Mariani-KAFF Crab Feed February 18, 2023

Respectfully,

*Mark Pomi*

Mark Pomi, Fire Chief  
Kentfield Fire Protection District

LOCAL NEWS

## Larkspur residence damaged in fire



Central Marin firefighters work to extinguish a blaze at a Larkspur home on Friday, Jan. 27, 2023. (facebook.com/centralmarinfire)

By [ALEX N. GECAN](#) | [agecan@marinij.com](mailto:agecan@marinij.com) |

PUBLISHED: January 27, 2023 at 11:56 a.m. | UPDATED: January 27, 2023 at 6:27 p.m.

A fire erupted at a home in Larkspur on Friday, causing extensive damage but no injuries to the residents.

The fire was reported around 7:25 a.m. on Palm Avenue, according to the Central Marin Fire Department.





The residents were able to evacuate safely, said Kentfield Fire Protection District Battalion Chief David Glenn, who is also operations battalion chief for the Central Marin department.

The home is undergoing work but workers had not yet arrived for the day.

Warren and Edie DeGraff, who live near Palm Avenue, said they heard two booming sounds at about 7:30 a.m., followed by the sirens of fire vehicles.

"We look out our window and we see this billowing smoke coming out of Madrone Canyon, where we live," Warren DeGraff said.

The DeGraffs walked across Dolliver Park to a set of stairs that lead up to Palm Avenue. The house was engulfed in flames.

"Our biggest fear was, what if this canyon catches fire?" Edie DeGraff said.

Warren DeGraff said they spotted some ash that drifted downhill into their pool, but they "never felt threatened."

Glenn said the fire was extinguished by 9:31 a.m. and mop-up completed around 12:30 p.m. He said the moisture from the recent storms kept the fire from spreading farther.

The cause of the fire remains under investigation.

Firefighters from Southern Marin, Ross Valley, Kentfield and San Rafael assisted.

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Tags: [Central Marin Fire](#), [Downtown Larkspur](#), [fire](#), [newsletter](#)



LOCAL NEWS

## San Anselmo house fire destroys garage, vehicle



Firefighters work at the scene of a vehicle and structure fire at 39 Bennit Avenue in San Anselmo on Tuesday, Jan. 24, 2023. (Keri Brenner/Marin Independent Journal)

By **KERI BRENNER** | [kbrenner@marinij.com](mailto:kbrenner@marinij.com) | Marin Independent Journal

PUBLISHED: January 24, 2023 at 2:13 p.m. | UPDATED: January 26, 2023 at 10:51 a.m.



A two-alarm fire decimated a vehicle and detached garage and took down a power line at a home in San Anselmo on Tuesday.

The fire, at 42 Rutherford Ave., sent plumes of black smoke into the air, prompting 911 calls starting at 10:52 a.m., Marin County Fire Department Battalion Chief Todd Overshiner said.

Ross Valley Fire Department responded, along with crews from Central Marin, Marin County and San Rafael, he said. They were able to knock down the fire at 11:11 a.m., containing the blaze to the single property. Full containment was achieved at noon, Overshiner said. No one was hurt.

"The garage and the vehicle parked in the driveway in front of the garage are a total loss," Overshiner said. No one was home at the time, he added.

The home itself sustained smoke and water damage but was not consumed by the flames. Damage is estimated at \$250,000, said Battalion Chief Scott Alber, fire marshal for the Marin County Fire Department.

The cause of the blaze, which is believed to have started in the garage, is under investigation, Overshiner said.

He said two people were displaced — the homeowner and her granddaughter.

The heat from the fire is thought to have melted insulation around a power line that had stretched from a main utility pole on Bennit Avenue to a corner of the house. That seems to have caused the power line to go down, triggering sparks where the broken line touched a tree on the front lawn.

PG&E crews shut off power to the house, which stopped the sparks.

Gary Bloom, a neighbor who was among those watching the incident, said he was initially worried about the fire spreading to other homes or properties. But his worry turned to relief when he saw how fast the crews responded, he said.

"These guys just swooped right in," he said. "Their response was amazing. They are brave souls."

Bloom said he had heard some explosions during the initial part of the fire.

Police from San Anselmo, Fairfax, Central Marin and San Rafael assisted with traffic and crowd control.

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## Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

### Press Release

FOR IMMEDIATE RELEASE  
January 18, 2023

CONTACT: JASON FRIED  
415-448-5877 | [staff@marinlafco.org](mailto:staff@marinlafco.org)

Applications now being accepted for both LAFCo Public Member Seats

San Rafael, CA: On May 1, 2023, Marin Local Agency Formation Commission (Commission) Public Member's term is set to expire. The Commission will be selecting appointments for new four-year terms for both the Regular Public Member Seat and Alternate Public Member Seat.

Applications are now being accepted for the appointment for both the Regular Public Member Seat and Alternate Public Member to the Commission. Any person wishing to apply for these positions may get an application by going to [www.marinlafco.org](http://www.marinlafco.org), calling 415.448.5877, or sending an email to [staff@marinlafco.org](mailto:staff@marinlafco.org).

The Commission, which is established by State law, has regulatory power over the formation and boundary changes of cities and special districts (e.g., annexations.) In addition, the Commission is responsible for determining sphere of influence (ultimate service areas) for all cities and special districts within the County of Marin. The composition of the Commission includes two members of the Board of Supervisors, two city council members, two special district members, and a representative of the general public. Each category has one alternate member seated at the board meetings in the absence of the regular member. The Commission normally meets at 7:00 PM on the second Thursday of even number months. Currently, the Commission meets by Zoom, and at its February meeting will be having a discussion about returning to in-person meetings and the location of those meetings.

#### Appointment Process and Important Deadlines

The Commission will accept applications for service as the Public Member through March 10, 2023. Interviews of the applicants will be conducted at the Regular Commission meeting on April 6, 2023. If the Commission decides to appoint then the people selected will be sworn in and able to serve when the term starts on May 1, 2023.

#### Qualifications

Candidates must reside in Marin County. The candidate also cannot be an officer or employee of Marin County, or of any city or special district within the County of Marin. During the selection process, the Commission shall consider the applicant's qualifications and why the applicant wants to serve on the commission.

#### Administrative Office

Jason Fried, Interim Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

Dennis J. Rodoni, Regular  
County of Marin

Eric Lucan, Regular  
County of Marin

Stephanie Moulton-Peters, Alternate  
County of Marin

Barbara Coler, Vice Chair  
Town of Fairfax

Steve Burdo, Regular  
Town of San Anselmo

Stephen Burke, Alternate  
City of Mill Valley

Lew Klous, Chair  
Almonte Sanitary District

Craig Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Public  
Public Member

Richard Savel, Alternate  
Public Member





**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

## APPLICATION FOR APPOINTMENT

### Public Member Seats

Name: \_\_\_\_\_

Telephone: (Home/Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Is your Primary Residence in Marin County? Yes \_\_\_\_\_ No \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Employers Name: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Summary of Qualification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list organizations of which you are an officer or employee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return to: Marin LAFCo  
1401 Los Gatos Drive, Suite 220  
San Rafael, CA 94903  
Fax: 415-785-7897  
[staff@marinlafco.org](mailto:staff@marinlafco.org)

Additional information may be attached.



**MWPA**

Bolinas Fire District  
City of Larkspur  
City of Mill Valley  
City of San Rafael  
County of Marin  
Inverness Public Utility District  
Kentfield Fire Protection District  
Marinwood Community Services District  
Muir Beach Community Services District  
Novato Fire Protection District  
Sleepy Hollow Fire Protection District  
Southern Marin Fire Protection District  
Stinson Beach Fire Protection District  
Town of Corte Madera  
Town of Fairfax  
Town of Ross  
Town of San Anselmo

January 30, 2023

Carolyn Longstreth  
Fire & Environment Resilience Network**Subject: Response to FERN Letter Regarding the MWPA's  
Treatment of Understory.**

Dear Ms. Longstreth,

Thank you for your letter regarding treatment in the understory. The purpose of this correspondence is to respond to your comments and questions pertaining to vegetation treatment activities in the understory per the letter dated January 19, 2023. The responses contained herein are presented in the order in which the comments or questions appeared in the January 19th letter. The MWPA appreciates the participation of the Fire and Environment Resilience Network (FERN) in the formulation of the Ecologically Sound Practices for Vegetation Management and the continued involvement in project and program discussions with the MWPA.

**MWPA Work Plan Fuel Reduction Projects**

As a preface and to provide a framework for specific responses to FERN's comments and questions, we believe it would be beneficial to provide an overview of typical fuel break and fuel reduction projects included in MWPA Work Plans, approved, and implemented throughout each fiscal year. The intent is to provide an understanding of the general purpose for these fuel reduction projects, which directly correlates to where implementation occurs, how these projects are implemented, and what vegetation is targeted. Additionally, we will provide a summary of how the project design and implementation features (PDIFs) are implemented in the field. A select number of projects additionally must adhere to the California Vegetation Treatment Plan (CalVTP) Standard Project Requirements (SPRs) and mitigation measures (MMs).

Vegetation communities in Marin County evolved with the presence of frequent fires and relatively short intervals between wildfires whether ignited by Native Americans or lightning. Periodic wildfires stimulated the regeneration of native grasslands by reducing encroachment of shrubs and trees, opened oak woodlands and forests stimulating seed germination, and benefitting fire-adapted plant and animal species. These pre-European settlement landscapes included fewer shrubs and trees than modern landscapes. Subsequent implementation of fire suppression



policies after the arrival of Europeans eliminated beneficial effects, resulting in a reduction of biodiversity and increasing the build-up of fuel loads (refer to fuel model mapping in the Marin County Community Wildfire Protection Plan [CWPP]). Grasslands, oak savannah, and oak woodlands, for example, are at significant risk of loss through invasion by both nonnative and native shrubs and trees, left unaffected by periodic wildfire. The result is unnaturally dense vegetation throughout the region, transition of grasslands to shrublands, transition of oak woodlands to California bay or Douglas fir forest, as well as increased risk of catastrophic wildfire. Public perception around what a “healthy” or “normal” landscape looks like has also been affected by this altered landscape.

After a century of wildfire suppression, Marin County and the surrounding region has experienced a rise of significant wildfires. The purpose of fuel break and fuel reduction type projects is to create a zone around communities that mimics pre-fire suppression conditions, thereby increasing the time available for community evacuation, slowing wildfire intensity, and providing firefighters better access to attack from the wildfire edge should an ignition occur.

To achieve the purpose of fuel break and fuel reduction type projects, the treatments are generally proposed to occur around communities in the wildland-urban-interface (WUI), where the greatest risks are due to the buildup of fuel loads and direct adjacency to these communities. These projects do not involve wide-area forest management in undisturbed environments away from communities. The habitats directly adjacent to communities are often degraded, fragmented, and lower quality than habitats further away from communities, due to human disturbance.

The type and scale of treatments within a fuel break or fuel reduction area differs depending upon the vegetation communities and the conditions present. Treatments that are part of MWPA core projects do not typically involve complete removal or mastication of the understory vegetation but, instead, focus on removal of ladder fuels and, where appropriate, horizontal spacing. Examples of what this treatment looks like are highlighted in before and after photos from MWPA projects below. In the understory, this results in removal of non-native species (e.g., dense broom), dead and dying trees, lower branches of trees, dense shrubs, and/or accumulated dead woody vegetation on the forest floor. The removal of this vegetation has the dual benefit of removing ladder fuels and competition for the growth of native shrubs and flora. Understory treatments are a relatively short-term change due to quick regrowth over the coming years. The native understory, especially in California, is prone to regular fire and disturbance intervals. As such, removing the above-ground components of native shrubs often encourages explosive regeneration – as observed in toyon and poison oak. In cases where the entire understory is broom, which is often encountered in the WUI, removal of these invasive species can result in complete removal of the understory as evidenced by the example before and after photos from an MWPA project. In other cases, there may have been little or no understory prior to treatment. Several of the photos of treatments at San Rafael Hill and Terra Linda Open Space are prime examples of locations where the understory was primarily broom, resulting in a lack of understory post-treatment as there were no native species except the mature trees. The photos of the trimmed or cut trees include efforts to reduce density of California bay tree in forest setting where bay trees are crowding out oak trees and increasing fire risk. In these settings, small diameter bay trees or smaller trunks of multi-trunk trees may be cut. Depending on the treatment area and specific prescription, often native plants are not the targeted vegetation as these species are not contributing to the excessive fuel loads. Good examples of vegetation that is not





targeted includes small, healthy, mature native trees and low-lying native species like ferns. Duff and leaf litter does not contribute to high fuel loads and are not targeted for removal (refer to examples below from MWPA projects).

### ***Examples of MWPA Fuel Reduction Projects and Different Understory Environments***

#### **GREATER ROSS VALLEY SHADED FUEL BREAK PROJECT**



Before – Note extensive broom understory



After



Before – Note the broom in understory



After – Note retention of duff layer

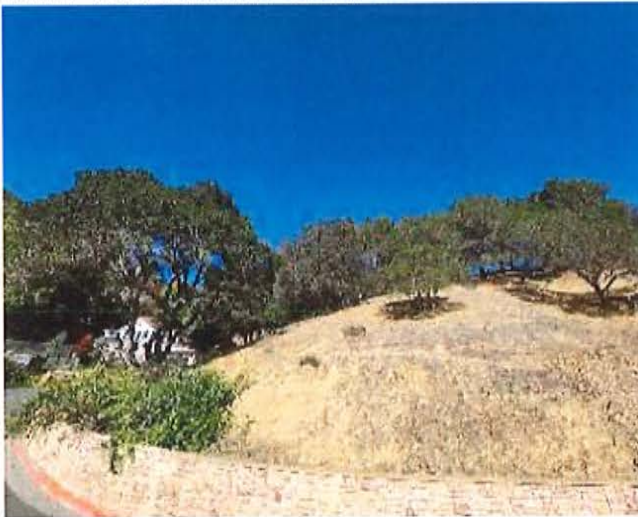




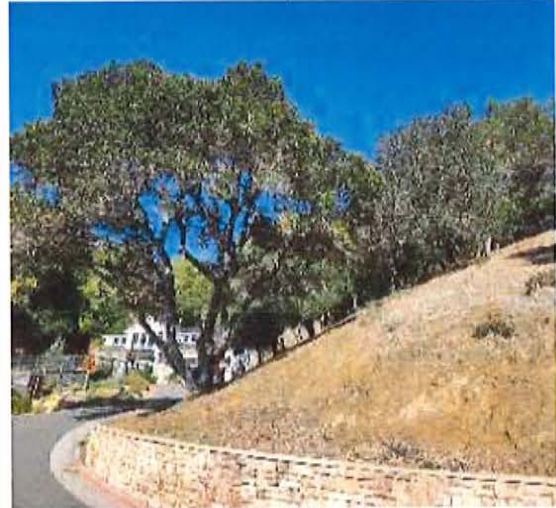
Before – Note the minimal existing understory



After – Note retention of duff layer



Before – Note the lack of existing understory



After



Before – note broom covers entire understory in foreground.



After – broom was removed trees limbed up. Little to no understory remains because understory was nearly 100% broom.



## SAN RAFAEL ROADSIDE AND FIRE ROAD VEGETATION MANAGEMENT (MOUNTAIN PARK)



Pre-treatment conditions visible on the left exhibit a heavy understory of gorse and broom



Pre-treatment conditions visible on the right exhibit a heavy understory of gorse and broom



An untreated area that exhibits very limited understory. Some toyon and poison oak were observed in the understory of the dense bay forest.

As we have discussed at several of the monthly MWPA environmental stakeholder meetings, the MWPA has developed specific design and implementation features adapted from several source documents, including but not limited to the CalVTP SPRs, that core projects processed through the MWPA must comply with. While some projects have been assessed as later activities covered by the CalVTP Program Environmental Impact Report (EIR) and therefore required to implement relevant SPRs and mitigation measures, many projects have been found to be categorically exempt. As part of the MWPA's environmental process under the California Environmental Quality Act (CEQA),



support documentation prepared for categorically exempt projects assesses potential impacts associated with fuel breaks and fuel reduction projects. The analysis in the support documentation addresses how treatment activities could directly and indirectly damage natural resources. Each support document associated with filed Notices of Exemption provides the full text of the relevant PDIFs in a section right after the project description that is labeled "Project Design and Implementation Features". While PDIFs may evolve and improve over time, the latest full text of the PDIFs is also available at this [link](#). The PDIFs address the resources FERN mentions, including but not limited to sensitive vegetation communities, nesting birds, rare plants, bats, and special-status species. As part of implementing these PDIFs, many of the sensitive resources discussed in your letter are avoided either by avoiding treatment activities that could damage the resource during sensitive seasons for the resource or by surveying and identifying the resource for avoidance during project implementation. For projects covered under the CalVTP Program EIR, USFWS protocol-level surveys for special-status plants are conducted, where and when required, before project implementation. This includes three separate rare plant surveys to cover the range of flowering periods of potential protected plant species in each project area throughout the preceding spring by qualified botanists.

## Understory Plants

As discussed in the preface, clearance of native herbaceous understory and cutting of native understory geophytes is not a treatment that is part of fuel reduction projects as it is not needed to achieve the project purpose. Native, herbaceous species mentioned by FERN (e.g., trillium, sword ferns) are not targeted during fuels treatments as these species retain moisture and are not a fire hazardous species. Refer to example of before and after treatments at the Highway 1 Evacuation Corridor Project showing the retention of these types of species. The following photos along the Greater Ross Valley Shaded Fuel Break near Oak Manor Drive in Fairfax were taken after project activities occurred. Project activities that occurred at the locations shown below are typical of project activities throughout the GRVSFB project and other similar projects. These activities included broom pulling, removal of dead and down woody debris, and limbing up of trees. Note that existing native herbaceous layer and duff/leaf litter were not removed. No "before" photos exist for these specific locations.

The photograph provided in your letter from Olompali State Park is a great example of an area that would require no understory plant removal or trimming as the understory is relatively open with few ladder fuels, suitable horizontal spacing, and higher moisture. In some instances, native, herbaceous species may die back due to the current portion of their life cycle (e.g., fern fronds drying in late summer) but often these species have already senesced and reproduced for the season, and incidental removal of the vegetative portion of the plant would not affect its reproduction or life cycle.





*Examples of MWPA Fuel Reduction Projects and Herbaceous Understory*

**HIGHWAY 1 EVACUATION CORRIDOR PROJECT**



Before



After – Note the woody understory was thinned under the tree but the ferns were not removed.

**GREATER ROSS VALLEY SHADED FUEL BREAK PROJECT**



After – Note the thriving ferns and other understory vegetation





After – Note the thriving ferns and other understory vegetation



After – Note the thriving ferns and other understory vegetation



## SAN RAFAEL ROADSIDE AND FIRE ROAD VEGETATION MANAGEMENT (MOUNTAIN PARK)



Pre-treatment conditions in the background exhibit a heavy understory of gorse, broom, and downed material. Post-treatment conditions in the foreground exhibit the emergence and establishment of native plants in the understory.



Pre-treatment conditions in the background exhibit a heavy understory of gorse, broom, and downed material. Post-treatment conditions in the foreground exhibit the emergence and establishment of native plants in the understory.



FERN mentions that repeated cutting (e.g., mowing) treatments to geophytes over time will weaken populations of geophytes. Cutting treatments, like string trimming and mowing that may occur more than once a year, are focused typically in open grasslands. Understory treatments in areas where geophytes more commonly could occur do not typically involve string trimming and are not occurring repeatedly each year. These treatments, therefore, will allow geophyte populations to retain nutrients, recover, and persist over time.

The MWPA assesses project impacts in the context of CEQA. Accordingly, the potential for habitat modification, direct, and indirect impacts on rare and sensitive species are analyzed. While cutting and removal of native understory geophytes is not a treatment that is proposed as part of fuel reduction projects, to avoid incidental loss or significant impacts on any rare geophyte species, PDIF ES-1 requires surveys to occur prior to any activities that have the potential to damage the flowering body of rare plant species with a moderate or high potential to occur. Any found individuals would be flagged for avoidance. Additionally, the potential for habitat modification to occur to the extent that rare species could be significantly impacted is also analyzed. In general, the types of treatments proposed as part of fuel reduction projects are targeted (refer to above for description) and would not result in significant modification of native habitats to the extent that significant impacts on rare species could occur. PDIFs SH-1 through SH-3 are intended to avoid activities that could result in habitat modification in sensitive vegetation habitats like riparian areas or serpentine-associated communities.

## Woodrats

While dusky-footed woodrats (*Neotoma fuscipes*) are common in Marin County, the MWPA recognizes the importance of woodrats as the primary prey for northern spotted owl, which is memorialized in PDIF NSO-4 requiring avoidance and a 3-foot buffer around woodrat nests to the extent feasible. Crews receive training on woodrat nest avoidance for MWPA core projects and what nests look like. These buffers protect the stick nests, allowing them to continue to serve as habitat for woodrats and other species. It is in the best interest for the crews to avoid the nests for safety reasons as well since hantavirus and other diseases can be present, which could pose a hazard to workers.

Study findings regarding woodrat abundance and vegetation treatments vary due to the variation in treatment types. One study that assessed understory vegetation's effect on small mammal composition found that "a structurally and compositionally diverse understory provides food and cover for many small mammal species" <sup>1</sup>. In this study, woodrat and other small mammal abundance was observed to decrease with increased vegetative cover understory vegetative cover; which may be due to the species' reliance on fungi, pine trees, and nuts for food than understory vegetation. Dense clumps of trees were also found to be important for small mammals; as well as downed wood and snags<sup>2</sup>. Another study found that woodrat abundance is promoted by growth of understory vegetation but declines as the forest stand matures, which may be due to the change in the

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<sup>1</sup> Dr. Elizabeth L. Kalies and Dr. Carol L. Chambers. 2010. Guidelines for Managing Small Mammals in Restored Ponderosa Pine Forests in Northern Arizona. Ecological Restoration Institute Working Paper No. 23.

<sup>2</sup> Ibid.





understory reducing available food, limiting suitable nest sites, and increasing predator vulnerability<sup>3</sup>. Based on these studies, as density increases in the understory, occupancy of woodrats was reduced and a lack of understory also correlated to reduced occupancy, although both studies indicate that food may ultimately influence abundance in a particular area as well as predation. Understory vegetation (such as poison oak) will also regenerate quickly after treatment and be able to provide cover again within a couple of growing seasons. Dusky-footed woodrats also tend to nest in highest densities in riparian areas<sup>4</sup>, which are inherently lower fire-risk areas and typically are not targeted by more intensive vegetation treatments that could disturb woodrats.

As discussed in a previous response to FERN in June 2022, while woodrats may be more vulnerable to predation in the small subset of their habitat where fuel break projects occur due to understory vegetation thinning or occasional nest disturbance, woodrats will still be able to utilize tree canopies and adjacent forest habitats as treatments are conducted in discrete areas generally around communities. While woodrats may be affected on an individual basis, no landscape-level change will significantly alter woodrat populations to the degree that NSO may be affected.

Typical project activities include reducing dense dead and down woody debris and removing nonnative invasive broom followed by a period of rapid regrowth and periodic retreatment as different areas are treated and others are left until the next treatment cycle. While the baseline condition of many project areas is generally a very dense, weedy understory, project activities create a larger diversity of understory conditions on the landscape ranging from light cover to moderate and dense cover. Per the studies, it appears that a moderately dense understory has been found to promote woodrat occupancy as mentioned in the above, although the presence of other food sources may be more critical than understory vegetation. Such understory conditions also provide the opportunity for native herbaceous plants to germinate in areas where dead vegetation, broom and other invasive species once dominated. These native herbaceous plants are generally not removed as part of fire fuels reduction. Such activities could lead to a more biodiverse understory.

## **CalVTP and ESP Practices**

As discussed above, the MWPA assesses all core projects in the context of CEQA and other regulatory requirements (e.g., Fish and Game Code section 1602, Coastal Act). Many projects have been determined to be categorically exempt, while a few of the projects have been (or are being) assessed as later activities covered by the CalVTP Program EIR through the Project Specific Analysis process. For those projects that are determined to be covered by the CalVTP Program EIR, all relevant SPRs and MMs must be adhered to in addition to relevant MWPA PDIFs. Projects that are not determined to be covered by the CalVTP Program EIR are not required to adhere to CalVTP SPRs or MMs.

The letter received from FERN on January 19, 2023 notes that the CalVTP directs practitioners to maintain habitat function in all biological communities. The CalVTP Program EIR and associated analysis was conducted in accordance with CEQA requirements. As such, the potential impacts on

<sup>3</sup> Hamm, K.A. and L.V. Diller. Forest Management Effects on Abundance of Woodrats in Northern California. *Northwestern Naturalist* 90(2):97-106.

<sup>4</sup> Bravo, Benjamin. 2016. Habitat Characterization and House Usage of the Dusky-Footed Woodrat at Jasper Ridge. Stanford University. 10.13140/RG.2.2.30847.92328.





riparian habitat and other sensitive natural communities (i.e., California Sensitive Natural Communities) as well as state or federally protected wetlands (refer to the CEQA Guidelines Appendix G, section IV. for the biological resource checklist questions) are assessed rather than effects on all vegetation communities. The SPRs and MMs (e.g., SPR BIO-4, SPR BIO-5, MM BIO-3a) identified in the CalVTP Program EIR are intended to address potential impacts via type conversion or direct loss on these specific communities (e.g., riparian habitats, sensitive oak woodlands, coastal sage scrub). Note that the SPRs are not actually mitigation measures in the context of CEQA but rather are equivalent to best management practices that are incorporated into the design and implementation of all CalVTP projects. As this is a CEQA requirement, the MWPA assesses all projects for the potential for effects on sensitive vegetation communities to determine whether any significant impacts could occur. Please refer to the support memorandums and other CEQA documentation for MWPA projects located at this [link](#) to review the relevant analyses regarding sensitive vegetation communities as well as effects on other biological resources that are noted in your letter.

In addition to CEQA and other regulatory processes, the MWPA considers the Ecologically Sound Practices for Vegetation Management prepared by the ESP Partnership during planning, approval, and implementation of projects and implements the Practices identified to the greatest extent feasible. With regard to the ESP Practices specifically noted by FERN, please refer to the discussion above regarding the purpose of fuel reduction projects, how treatments are conducted in the understory, and how any potential significant effects are avoided through project design and the methods by which implementation occurs.

### **CalVTP Fuel Break Definitions and Comparative MWPA Examples**

One of the photos provided in your letter from the CalVTP (one of the two photos in Figure 2-5 CalVTP FEIR) is depicting a non-shaded fuel break, likely after some regrowth as non-shaded fuel breaks involve removal of all vegetation (page 2-11 CalVTP FEIR). "Non-shaded fuel breaks", as defined by the CalVTP (also referred to as fire breaks), have not been proposed as MWPA projects to date. The two sample photos in the CalVTP FEIR (Figure 2-6) depicting a "shaded fuel break" as defined by the CalVTP are typical of fuel reduction projects proposed in MWPA work plans. Shaded fuel breaks, per the CalVTP, are treatments that typically involve thinning the tree canopy to reduce the potential for a crown fire to move through the canopy, retaining larger trees. Additionally, the tree canopy helps reduce the potential for re-growth of shrubs and sprouting hardwoods in the understory (page 2-12 CalVTP FEIR). Please refer to examples of before and after photos from MWPA projects below in comparison to the samples from the CalVTP FEIR to observe the similarities. As shown, fuel break and fuel reduction projects implemented using MWPA funding are visually very similar to the two examples shown, involve similar treatment types, and are implemented using similar treatment methods (e.g., manual treatment, mechanical equipment treatment) described in the CalVTP. Terminology and descriptions may differ slightly, but in essence the treatment types and methods allowable under the CalVTP are very similar to MWPA-funded fuel break and fuel reduction projects. While the project types are similar, the MWPA has determined that many fuel break and fuel reduction projects are categorically exempt under CEQA rather than determining that the projects are covered by the CalVTP. Refer above for information regarding the CEQA process.





**Examples of Shaded Fuel Break Treatments (Figure 2-6 CalVTP FEIR)**



Source: CAL FIRE 2019



Source: CNGA 2019

(This is the figure that was provided in the letter provided by FERN.)

**Examples of MWPA Fuel Break and Fuel Reduction Treatments**



Before – Greater Ross Valley Shaded Fuel Break.



After – example of more intense treatment activities due to fuel loading adjacent to evacuation route and homes.





Before – Greater Ross Valley Shaded Fuel Break Project.



After – Note that the broom understory was removed and trees limbed up.



Before – Highway 1 Evacuation Route Project in Muir Beach.



After – Note that thinning of shrubs was completed but the vast majority of shrubs remain. The removal was focused on nonnative species and dead and down woody debris.



Before – Marin City Fuel Reduction Project located adjacent to low- and moderate-income housing.



After – Note that the tree remains but shrubs between the parking lot and fence removed.





Before – West Marin Evacuation Route Project Area



After – Note that a portion of shrubs directly adjacent to road removed and trees overhanging road are limbed up.

## FERN Comments on MWPA PDIFs

The MWPA appreciates the time FERN took to provide detailed suggestions regarding project design and the MWPA PDIFs. Please refer to the following individual responses to each suggestion:

- A. Please refer to the discussion above regarding the purpose of fuel reduction projects and how treatments are conducted in the understory. Treatments are typically targeted at removal of hazardous and non-native shrubs, dead and dying trees and low lying vegetation, invasive species, and limbing up of trees to reduce ladder fuels.
- B. Buffers around protected biological resources are required as part of project implementation in accordance with regulations and MWPA PDIFs. The buffers identified in the MWPA PDIFs are based upon peer-reviewed research and have been shown to provide adequate protection for resources (e.g., nesting birds, cultural resources). Impacts on rare plants would be significant with adherence to MWPA PDIFs. Increasing buffer sizes around any potentially found special-status plants may significantly reduce the effectiveness of fuel reduction activities as treatment areas could become significantly reduced.
- C. Clearance of vegetation for staging areas are not generally needed for typical fuel reduction projects and have not been necessary as part of any MWPA fuel reduction project to date. Generally staging is conducted from existing cleared and/or paved surfaces like a parking lot or trail. This is not problematic as fuel breaks and fuel reduction projects are located around communities in areas where roads, fire roads, and/or parking lots are typically found.
- D. Hand removal is utilized as often as possible for species such as broom, but time of year often dictates whether this is feasible. The dry, compacted soil in the summer often makes it difficult to pull broom manually. Additionally, hand removal of broom is much more costly (both in terms of dollars and physical labor) and the seed bank still remains after hand



removal. The most appropriate method is determined by the field managers and fire professionals.

- E. Woodrats in Marin County do not have current legal protections, but, as discussed in detail above, nests are avoided. Refer to above for additional information regarding woodrats.
- F. The MWPA will review PDIF IP-4 (the FERN letter referred to PDIF ES-4) to identify appropriate revisions to guide the determination of when it is impossible or incompatible with a project's goals to "retain beneficial low-fire risk native plants."
- G. Refer to language above for a discussion on the conditions under which CalVTP SPRs and MMs are applicable to projects. Project fuel reduction treatments are conducted in accordance with MWPA PDIFs and regulatory requirements for all core projects. Significant impacts on sensitive vegetation communities and waters of the state or United States, are avoided through project design and implementation.
- H. Herbivory or mowing of native bunch grasses does not affect fecundity unless grazing is targeted before seeds are dropped. These types of plants will remain alive as much of each plant is underground through an extensive root system.
- I. Confining string trimming or mowing to November or December is not feasible for all projects, especially in areas where there are annual grasslands contributing flashy fuels after the spring growing season or grasses are in the understory contributing to ladder fuels. MWPA projects adhere to PDIF ES-1, which requires surveys prior to any activities that have a moderate to high potential to damage the flowering body of rare plant species with a moderate or high potential to occur. Any found individuals would be flagged for avoidance. In areas where there is a low potential for rare plants and outside of the blooming season, mowing should occur whenever feasible to reduce fuel loads, such as along roadsides and behind houses where risk of ignition is higher.
- J. To achieve the purpose of fuel breaks and fuel reduction projects, treatments are generally implemented around the edges of communities where the urban environment interfaces with wildlands and open spaces. Treatments do not involve mastication or full alteration of the entire habitat, but instead involve targeted treatments within a generally linear area on the edges of habitats that seek to thin out the understory (e.g., removing ladder fuels) rather than completely remove it. This method achieves the primary goal of fuel reduction while also leaving understory habitat generally intact for native species. Shaded fuel breaks are typically long, narrow, linear projects directly adjacent to communities, backyards, and roads that leave dense, native, herbaceous understory intact in surrounding areas to be used by wildlife as needed.
- K. Refer above for our detailed discussions regarding how treatments are conducted in the understory and how the MWPA PDIFs ensure that the design and implementation of projects does not significantly impact sensitive vegetation communities or special-status species.
- L. Workers are required to attend an MWPA training prior to implementing core projects. During these trainings key project-specific and general information is relayed regarding the project prescription, sensitive vegetation communities, and special-status species. Additional MWPA-sponsored trainings are offered to member agency staff as well, including a sensitive plant and nesting bird field workshop scheduled for the spring.

We look forward to hearing from you and the broader membership of Fire & Environment and Resilience Network at the informal stakeholder meeting planned for February 13, 2023 at 11am. We



also invite you to attend any of our public field trips to visit project sites and ask questions. Our next public field trip will be announced in February and likely will take place in March 2023.

Sincerely,

A handwritten signature in cursive script, reading "Anne Crealock".

Anne Crealock  
Planning and Program Manager  
Marin Wildfire Prevention Authority



# Kentfield FPD

Kentfield, CA

This report was generated on 2/1/2023 8:26:03 AM



## 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: 01/01/2023 | End Date: 01/31/2023

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Beltramo, Anthony	ID: 3242					
OT - Overtime						
B2	17 - Head Quarters	E17	1/4/2023 07:00:00	1/5/2023 07:00:00	24	Cover Neve USAR Pre-Po.

[Beltramo, Anthony] OT - Overtime 24

[Beltramo, Anthony] Total Hours Worked: 24

Bridges, Bryan	ID: 1115					
OT - Overtime						
C1	UNASSIGNED	UNASSIGNED	1/5/2023 07:00:00	1/6/2023 07:00:00	24	Assigned to USAR WT-11 pre-position.
C2	UNASSIGNED	UNASSIGNED	1/6/2023 07:00:00	1/6/2023 18:00:00	11	WT-11 pre-position assignment.
A2	UNASSIGNED	UNASSIGNED	1/8/2023 14:00:00	1/9/2023 07:00:00	17	USAR/Water deployment - OT
A1	UNASSIGNED	UNASSIGNED	1/13/2023 20:00:00	1/14/2023 07:00:00	11	Water / USAR Pre Deployment January Storms.
A2	UNASSIGNED	UNASSIGNED	1/14/2023 07:00:00	1/15/2023 07:00:00	24	Water / USAR pre-deployment January storms.
C1	17 - Head Quarters	E17	1/23/2023 07:00:00	1/24/2023 07:00:00	24	Cover Beltramo emergency leave

[Bridges, Bryan] OT - Overtime 111

[Bridges, Bryan] Total Hours Worked: 111

Dow, Gavin	ID:					
OT - Overtime						
B1	17 - Head Quarters	U17	1/10/2023 06:00:00	1/10/2023 07:00:00	1	Additional staffing for storm calls.

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



ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
B2	17 - Head Quarters	E17	1/10/2023 07:00:00	1/10/2023 12:00:00	5	Additional staffing due to predicted storm.

[Dow, Gavin] OT - Overtime  
**[Dow, Gavin] Total Hours Worked: 6**

Garcia , Anthony	ID: 1362					
OT - Overtime						
B2	17 - Head Quarters	U17	1/4/2023 15:00:00	1/5/2023 07:00:00	16	Staff U17 for storm coverage.
A1	UNASSIGNED	UNASSIGNED	1/25/2023 07:00:00	1/25/2023 10:00:00	3	Officer staff meeting / KFD

[Garcia , Anthony] OT - Overtime  
**[Garcia , Anthony] Total Hours Worked: 19**

Glenn , David		ID: 1390				
OT - Overtime						
A1	UNASSIGNED	UNASSIGNED	1/1/2023 09:00:00	1/1/2023 11:00:00	2	Structure Fire 35 Wolfe Glen Safety/Investigation
C1	17 - Head Quarters	B17	1/5/2023 07:00:00	1/6/2023 07:00:00	24	US&R RTF-1 Deployment OES Pre Position for Winter Storm
C2	17 - Head Quarters	B17	1/6/2023 07:00:00	1/6/2023 18:00:00	11	US&R RTF-1 Deployment OES Pre Position for Winter Storm
A2	17 - Head Quarters	B17	1/8/2023 14:00:00	1/9/2023 07:00:00	17	USAR/Water deployment - OT
C1	UNASSIGNED	UNASSIGNED	1/11/2023 18:30:00	1/11/2023 19:30:00	1	BOD Meeting - 2022 Training Report 1830-1930 1hr
A1	17 - Head Quarters	B17	1/13/2023 20:00:00	1/14/2023 07:00:00	11	Water / USAR Pre Deployment January Storms.
A2	17 - Head Quarters	B17	1/14/2023 07:00:00	1/15/2023 07:00:00	24	Water / USAR pre-deployment January storms.
A1	UNASSIGNED	UNASSIGNED	1/25/2023 07:00:00	1/25/2023 09:00:00	2	Officer Staff meeting / KFD

[Glenn , David] OT - Overtime  
**92**

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



ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
OT - CM - OT-Central Marin						
C1	17 - Head Quarters	B17	1/17/2023 07:00:00	1/17/2023 15:00:00	8	Covering BC Gabbard
			[Glenn , David] OT - CM - OT-Central Marin		8	
			[Glenn , David] Total Hours Worked:		100	
Gutierrez, Mike ID: 5116						
OT - Overtime						
C1	UNASSIGNED	UNASSIGNED	1/5/2023 07:00:00	1/6/2023 07:00:00	24	USAR preposition 0700-0700
C2	UNASSIGNED	UNASSIGNED	1/6/2023 07:00:00	1/6/2023 10:30:00	3.5	USAR preposition 0700-1030
A2	UNASSIGNED	UNASSIGNED	1/8/2023 12:00:00	1/9/2023 07:00:00	19	USARWater deployment - OT
A1	UNASSIGNED	UNASSIGNED	1/13/2023 20:00:00	1/14/2023 07:00:00	11	USAR Pre-Deployment January Storms.
A2	UNASSIGNED	UNASSIGNED	1/14/2023 07:00:00	1/15/2023 07:00:00	24	Water / USAR pre-deployment January storms.
C1	UNASSIGNED	UNASSIGNED	1/23/2023 07:00:00	1/23/2023 16:00:00	9	0700 hrs - 1600 hrs forcible entry training at station 16 for entire C shift.
A2	UNASSIGNED	UNASSIGNED	1/26/2023 07:30:00	1/26/2023 16:30:00	9	Forcible Entry training CMFD / KFD

[Gutierrez, Mike] OT - Overtime 99.5

**[Gutierrez, Mike] Total Hours Worked: 99.5**

Marty , Andrew ID: 1675						
OT - Overtime						
C1	17 - Head Quarters	U17	1/5/2023 07:00:00	1/5/2023 10:00:00	3	Storm coverage
A2	17 - Head Quarters	E17	1/8/2023 14:00:00	1/9/2023 07:00:00	17	Captain Viau USAR/Water deployment - OT coverage Captain Marty.
A1	UNASSIGNED	UNASSIGNED	1/25/2023 07:00:00	1/25/2023 10:00:00	3	Officer Staff meeting / KFD
A1	17 - Head Quarters	E17	1/31/2023 07:00:00	2/1/2023 07:00:00	24	Cover Viau vacation.

[Marty , Andrew] OT - Overtime 47

**[Marty , Andrew] Total Hours Worked: 47**

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



ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
McKnight , Christopher	ID: 1713					
OT - Overtime						
B2	UNASSIGNED	UNASSIGNED	1/4/2023 07:00:00	1/5/2023 07:00:00	24	Pre-Po for the anticipated storm.
A2	UNASSIGNED	UNASSIGNED	1/8/2023 14:00:00	1/9/2023 07:00:00	17	USAR/Water deployment - OT
B1	UNASSIGNED	UNASSIGNED	1/9/2023 07:00:00	1/10/2023 07:00:00	24	Pick up USAR Team 11 truck - trailer at Woodacre
B2	UNASSIGNED	UNASSIGNED	1/10/2023 07:00:00	1/10/2023 12:00:00	5	Assigned to water team pre-position.
A1	UNASSIGNED	UNASSIGNED	1/13/2023 20:00:00	1/14/2023 07:00:00	11	Water / USAR Pre Deployment January Storms.
A2	UNASSIGNED	UNASSIGNED	1/14/2023 07:00:00	1/15/2023 07:00:00	24	Water / USAR pre-deployment January storms.
B1	UNASSIGNED	UNASSIGNED	1/15/2023 07:00:00	1/16/2023 07:00:00	24	USAR Pre-position.
B2	UNASSIGNED	UNASSIGNED	1/16/2023 07:00:00	1/16/2023 08:00:00	1	Water team prepo

Nelson, Zachary		ID: 1782				
OT - Overtime						
B2	17 - Head Quarters	E17	1/4/2023 07:00:00	1/5/2023 07:00:00	24	Cover Bridges USAR Pre-Po.
B1	17 - Head Quarters	E17	1/9/2023 07:00:00	1/10/2023 07:00:00	24	Cover Bridges, water team pre-position.
B1	17 - Head Quarters	E17	1/15/2023 07:00:00	1/16/2023 07:00:00	24	Cover for USAR pre-position.
[Nelson, Zachary] OT - Overtime					72	
[Nelson, Zachary] Total Hours Worked:					72	

Neve, Mitch		ID: 3243				
OT - Overtime						
C1		UNASSIGNED	UNASSIGNED	1/5/2023 07:00:00	1/6/2023 07:00:00	24
C2		UNASSIGNED	UNASSIGNED	1/6/2023 07:00:00	1/6/2023 08:00:00	1
C2		17 - Head Quarters	E17	1/6/2023 08:00:00	1/6/2023 18:00:00	10
						Cover McKnight USAR response

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

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
A2	17 - Head Quarters	E17	1/8/2023 14:00:00	1/9/2023 07:00:00	17	Storm upstaging - OT
[Neve, Mitch] OT - Overtime						52
[Neve, Mitch] Total Hours Worked:						52
Tescallo, Anthony ID: 2081						
OT - Overtime						
C1	17 - Head Quarters	E17	1/5/2023 07:00:00	1/6/2023 07:00:00	24	Cover McKnight USAR
C2	17 - Head Quarters	E17	1/6/2023 07:00:00	1/6/2023 08:00:00	1	Cover McKnight USAR response
B1	17 - Head Quarters	E17	1/9/2023 07:00:00	1/10/2023 07:00:00	24	Cover Gutierrez, USAR pre-position.
B2	17 - Head Quarters	E17	1/10/2023 07:00:00	1/10/2023 12:00:00	5	Cover Gutierrez for USAR pre-position.
[Tescallo, Anthony] OT - Overtime						54
[Tescallo, Anthony] Total Hours Worked:						54
Viau , Kris ID: 2133						
OT - Overtime						
B2	UNASSIGNED	UNASSIGNED	1/4/2023 07:00:00	1/5/2023 07:00:00	24	Pre-Po for the anticipated storm.
C1	UNASSIGNED	UNASSIGNED	1/5/2023 07:00:00	1/6/2023 07:00:00	24	
C2	UNASSIGNED	UNASSIGNED	1/6/2023 07:00:00	1/6/2023 18:00:00	11	
B1	UNASSIGNED	UNASSIGNED	1/9/2023 07:00:00	1/10/2023 07:00:00	24	Assigned to water team pre-position.
B2	UNASSIGNED	UNASSIGNED	1/10/2023 07:00:00	1/10/2023 12:00:00	5	Water team pre-position.
[Viau , Kris] OT - Overtime						88
[Viau , Kris] Total Hours Worked:						88
Wilson, Jena ID:						
OT - Overtime						
B1	UNASSIGNED	UNASSIGNED	1/9/2023 16:30:00	1/9/2023 18:30:00	2	Special Assignment

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	UNASSIGNED	UNASSIGNED	1/11/2023 17:15:00	1/11/2023 20:15:00	3	January Board Meeting
			[Wilson, Jena] OT - Overtime			5
			[Wilson, Jena] Total Hours Worked:			5
			GRAND TOTAL OF ALL HOURS WORKED:			807.5

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



# Kentfield FPD

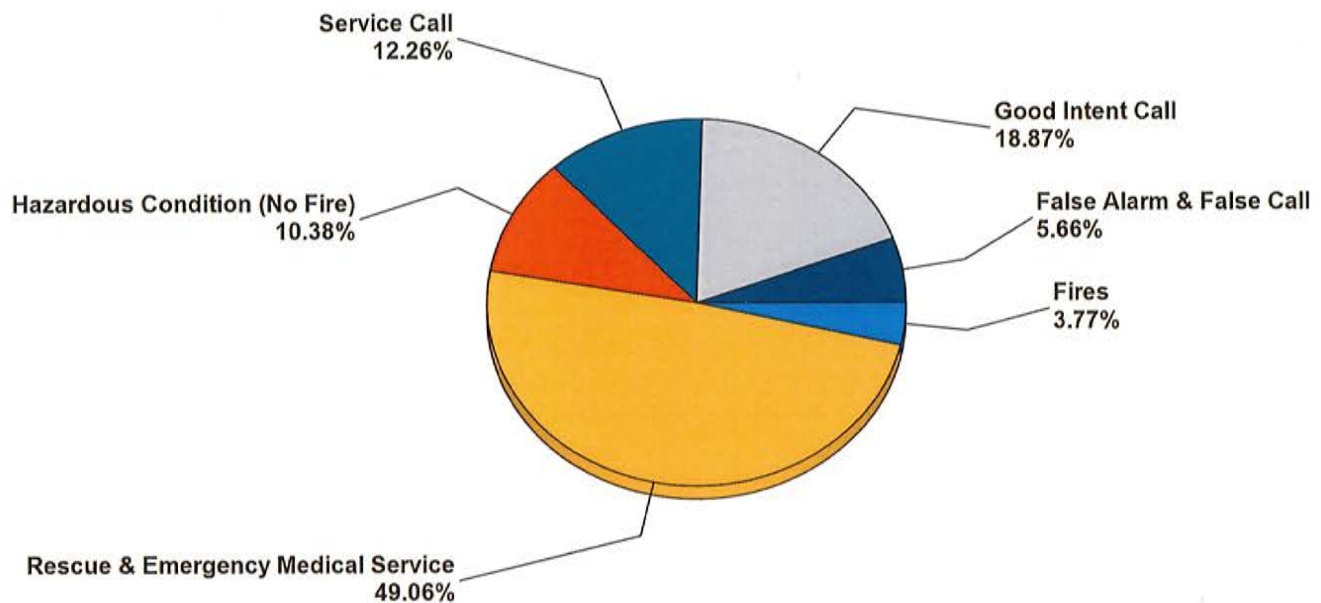
Kentfield, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 01/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	3.77%
Rescue & Emergency Medical Service	52	49.06%
Hazardous Condition (No Fire)	11	10.38%
Service Call	13	12.26%
Good Intent Call	20	18.87%
False Alarm & False Call	6	5.66%
<b>TOTAL</b>	<b>106</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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Page # 1 of 2

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	2.83%
114 - Chimney or flue fire, confined to chimney or flue	1	0.94%
311 - Medical assist, assist EMS crew	3	2.83%
320 - Emergency medical service, other	48	45.28%
352 - Extrication of victim(s) from vehicle	1	0.94%
400 - Hazardous condition, other	5	4.72%
412 - Gas leak (natural gas or LPG)	1	0.94%
444 - Power line down	2	1.89%
445 - Arcing, shorted electrical equipment	1	0.94%
462 - Aircraft standby	2	1.89%
511 - Lock-out	1	0.94%
520 - Water problem, other	3	2.83%
551 - Assist police or other governmental agency	1	0.94%
553 - Public service	5	4.72%
554 - Assist invalid	2	1.89%
571 - Cover assignment, standby, moveup	1	0.94%
600 - Good intent call, other	1	0.94%
611 - Dispatched & cancelled en route	17	16.04%
622 - No incident found on arrival at dispatch address	1	0.94%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.94%
700 - False alarm or false call, other	4	3.77%
743 - Smoke detector activation, no fire - unintentional	1	0.94%
745 - Alarm system activation, no fire - unintentional	1	0.94%
<b>TOTAL INCIDENTS:</b>	<b>106</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.

Kentfield Fire Protection District  
Warrant List

January 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
437 - Cash-Gen Ckg							
Check	01/03/2023	805304741	Aramark Uniform Services	(a/c #792113681) Inv #5080150684	2050 - Auto/Equipment Repair	-71.11	-71.11
Check	01/03/2023	805304742	C.A.P.F.	January 2023 Billing	1515 - Health Insurance	-354.00	-425.11
Check	01/03/2023	805304743	Corbet's	(A/C #4675)	2220 - SS-Station	-10.01	-435.12
Check	01/03/2023	805304744	Delta Dental of California	Account #05-0190901009: Kentfield Fire District - January 2023 Coverage	1515 - Health Insurance	-3,962.00	-4,397.12
Check	01/03/2023	805304745	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-124,961.59	-254,976.32
Check	01/03/2023	805304746	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-125,817.61	-273,726.32
Check	01/03/2023	805304747	Kentfield Fire District Payroll Account	A/C #0507976165 - January 2023 CEPPT Contributions	1565 - Retirement Prefunding Contrib	-18,750.00	-273,966.32
Check	01/03/2023	805304748	Kentfield Fire District Payroll Account	A/C #0507976165 - ACH Positive Pay Monthly Fees; October 2022-June 2023	2010 - Administrative Expense	-270.00	-274,641.67
Check	01/03/2023	805304749	Life Assist	a/c #94904FD / Inv #1276604	2210 - SS-Medical	-845.55	-275,966.32
Check	01/03/2023	805304750	McCarthy Painting Co.	Inv #13946	2055 - Building Repair	-3,890.00	-278,531.87
Check	01/03/2023	805304751	Municipal Emergency Services, Inc.	Inv #1N1807475	2055 - SS-Fire Equipment	-1,576.59	-280,108.46
Check	01/03/2023	805304752	Pacific Gas & Electric	Acct 1176933549-5 - 12/21/2022	2130 - Gas & Electric	-1,260.90	-281,369.36
Check	01/03/2023	805304753	Southern Fire Protection District	Inv #22-23-43	2005 - Consulting Fees	-3,618.43	-284,987.79
Check	01/03/2023	805304754	STC Inc.	Customer No 1051; Invoice # 040239	-SPLIT-	-516.41	-285,504.20
Check	01/03/2023	805304755	Vision Service Plan	Client ID #00106116- January 2023	1515 - Health Insurance	-828.05	-286,332.25
Check	01/03/2023	805304756	AT&T 415 453 0214	BAN #9391080558 / Inv #19297833 - Future	2300 - Telephone	-53.74	-286,385.99
Check	01/17/2023	805304757	American Messaging	A/C #W4-106070/Inv #W4106070XA January 2023	2145 - Pager System	-24.02	-286,410.01
Check	01/17/2023	805304758	Banner Life Insurance Company	181730179 - Beltramo	1515 - Health Insurance	-54.70	-286,464.71
Check	01/17/2023	805304759	Banner Life Insurance Company	180503285 - Garcia	1515 - Health Insurance	-52.52	-286,517.23
Check	01/17/2023	805304760	Banner Life Insurance Company	180503266 - McKnight	1515 - Health Insurance	-46.02	-286,563.25
Check	01/17/2023	805304761	Business Card	180503266 - McKnight	-SPLIT-	-1,769.99	-288,333.24
Check	01/17/2023	805304762	Business Card	12/5/22 - 1/4/23: Passero 8438	2005 - Administrative Expense	-6.48	-288,339.72
Check	01/17/2023	805304763	Comcast Business	Account # 934487985; Invoice # 163455849	2300 - Telephone	-705.00	-289,044.72
Check	01/17/2023	805304764	Kentfield Assn. Firefighters	PO's: 9240, 9241, 9242, 9274, 2022 Seasonal FF Clothing Reimbursement	-SPLIT-	-289,044.72	-289,761.52
Check	01/17/2023	805304765	Kentfield Assn. Firefighters	Chief's California State FF Assoc. Dues (CSFA) - Chief Pomi	2015 - Dues & Publications	-85.00	-289,846.52
Check	01/17/2023	805304766	Department of Industrial Relations	Invoice # E 193940 SA	2055 - Building Repair	-225.00	-290,071.52
Check	01/17/2023	805304767	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-148,477.40	-438,548.92
Check	01/17/2023	805304768	Kentfield Prof. FF #1775	Dues: 12/14/2022 - 1/10/2023	610 - Union Dues	-218.40	-440,266.22
Check	01/17/2023	805304769	Merin Garden Solutions, Inc.	Inv # 3604	2055 - Building Repair	-768.47	-441,054.69
Check	01/17/2023	805304770	NPFBA	Inv # 2750942, December 2022 Service	1515 - Health Insurance	-900.96	-441,955.65
Check	01/17/2023	805304771	Office Depot	February 2023 Billing	2125 - Garbage	-34.37	-441,990.02
Check	01/17/2023	805304772	Relias	Acct# 6011 5661 8341 8338	2135 - SS-Office	-1,835.21	-443,825.23
Check	01/17/2023	805304773	TK Elevator Corporation	Invoice # 0008320-JN	2300 - Telephone	-443,825.23	-443,825.23
Check	01/17/2023	805304774	TK Elevator Corporation	Cust #144933 / Inv # 3007031177	2055 - Building Repair	-137.21	-443,962.44
Check	01/17/2023	805304775	TK Elevator Corporation	Cust #144933 / REF# AC01A-220G94Q	2055 - Building Repair	-2,325.35	-446,287.79
Check	01/17/2023	805304776	Business Card	12/5/22 - 1/4/23: Glenn- 8402	-SPLIT-	-284.12	-446,571.91
Check	01/17/2023	805304777	Business Card	12/5/22 - 1/4/23: Marty 5375	-SPLIT-	-1,323.22	-447,895.13
Check	01/17/2023	805304778	Business Card	12/5/22 - 1/4/23: Pomi 7801	-SPLIT-	-1,963.68	-449,858.81
Check	01/17/2023	805304779	Central Marin Firefighters Association	2021 Holiday Party Food Reimbursement	2005 - Administrative Expense	-1,185.15	-451,043.96
Check	01/17/2023	805304780	DNG Enterprises, Inc.	(a/c #3770) 12/31/2022 Statement	2050 - Auto/Equipment Repair	-356.06	-451,400.02
Check	01/17/2023	805304781	Banishie Networks, Inc.	Invoice #43715	2200 - SS-Computer	-1,374.48	-452,774.50
Check	01/17/2023	805304782	Burnt's Fire, Inc.	Invoice #659226	2050 - Auto/Equipment Repair	-39.35	-452,813.85
Check	01/17/2023	805304783	D & K Auto Service	180533535 - Pomi	2050 - Auto/Equipment Repair	-1,381.13	-454,194.98
Check	01/17/2023	805304784	Banner Life Insurance Company	1815443467 - Bridges	1515 - Health Insurance	-50.18	-454,245.16
Check	01/17/2023	805304785	Business Card	180504421 - Glenn	4041 - C/O - PPE	-672.24	-454,917.40
Check	01/31/2023	805304786	Advanced Security Systems - Santa Rosa	1815346652 - Neve	2220 - SS-Station	-100.50	-455,017.90
Check	01/31/2023	805304787	Aramark Uniform Services	Inv #635227	2050 - Auto/Equipment Repair	-71.11	-455,089.01
Check	01/31/2023	805304788	AT&T 415 453 1064 204 1	(a/c #792113681) Inv #5080167585	2300 - Telephone	-27.12	-455,116.13
Check	01/31/2023	805304789	AT&T 415 457 4695 859 9	BAN #9391050060/ Inv #19357482- Elevator	2300 - Telephone	-455,116.13	-455,143.24
Check	01/31/2023	805304790	AT&T 415 453 1092 859 9	BAN #9391050081/ Inv #19357493 - Fire Alarm #1	2300 - Telephone	-27.11	-455,170.35
Check	01/31/2023	805304791	Banner Life Insurance Company	BAN #9391050062/ Inv #19357494- Fire Alarm #2	1515 - Health Insurance	-38.48	-455,208.83
Check	01/31/2023	805304792	Banner Life Insurance Company	181443467 - Bridges	1515 - Health Insurance	-214.76	-455,423.59
Check	01/31/2023	805304793	Banner Life Insurance Company	180504421 - Glenn	1515 - Health Insurance	-39.18	-455,462.77
Check	01/31/2023	805304794	Banner Life Insurance Company	1815346652 - Neve	1515 - Health Insurance	-362.00	-455,816.77
Check	01/31/2023	805304795	California Department of Tax & Fee Admin	February 2023 Billing	957 - Use Tax Payable	-562.00	-456,378.77
Check	01/31/2023	805304796	Delta Dental of California	Acct #21-629056/Use Tax Account Type-Period End Date 12/31/22	1515 - Health Insurance	-3,962.00	-460,340.77
Check	01/31/2023	805304797	The Permanente Medical Group Inc.	Account #05-0190901009: Kentfield Fire District - February 2023 Coverage	2005 - Administrative Expense	-18,750.00	-460,340.77
Check	01/31/2023	805304798	Kentfield Fire District Payroll Account	Guarantor # 320900248819	1565 - Retirement Prefunding Contrib	-50.00	-479,240.77
Check	01/31/2023	805304799	Kentfield Fire District Payroll Account	A/C #0507976165 - February 2023 CEPPT Contributions	-SPLIT-	-18,750.00	-498,240.77
Check	01/31/2023	805304800	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-124,871.61	-538,372.05
Check	01/31/2023	805304801	Curtis, L.N. & Sons	Customer No. C34022	2220 - SS-Station	-208.49	-538,580.54
Check	01/31/2023	805304802	Marin County Hazardous Materials JPA	Inv #252	2140 - Haz Mat JPA	-2,678.00	-541,258.54
Check	01/31/2023	805304803	Marin County Sheriff's Office	Inv #12157 Q1 & Q2 - FY 22/23: JULY-DEC 2022	2105 - Dispatch	-96,248.04	-560,376.98
Check	01/31/2023	805304804	Marin County Water Dist.	Delta Dental COBRA Coverage: Invoice # 439359255	-SPLIT-	-648.43	-561,025.41
Check	01/31/2023	805304805	Connect Your Care	Acct 1176933549-5 - Statement 1/23/2023	1515 - Health Insurance	-6.86	-561,032.27
Check	01/31/2023	805304806	Pacific Gas & Electric	Acct 1176933549-5 - Statement 1/23/2023	2130 - Gas & Electric	-1,402.23	-562,434.50
Check	01/31/2023	805304807	Tescallo, Anthony	Reimb PO 9488	2005 - Administrative Expense	-99.00	-562,533.50
Check	01/31/2023	805304808	Vision Service Plan	Client ID #00106116- February 2023	1515 - Health Insurance	-828.05	-563,361.55
Total 437 - Cash-Gen Ckg						-763,360.76	
439 - Cash-Payroll							
Check	01/13/2023		IBS	2005 - Administrative Expense		-266.00	-266.00



# Kentfield Fire Protection District Warrant List January 2023

Type	Date	Nm	Name	IBS	Memo	Split	Amount	Balance
Check	01/27/2023	Debit				2005 - Administrative Expense	-404.00	-670.00
Total 439 - Cash-Payroll								-670.00
443 - Cash - Westamerica Bank - Grant	01/09/2023	1013	Kentfield Fire District					
Check								
Total 443 - Cash - Westamerica Bank - Grant								
Liabilities								
557 - Use Tax Payable								
Check	01/03/2023	805304754	STC inc.		Use Tax	437 - Cash-Gen Ckg	-41.42	-41.42
Check	01/31/2023	805304795	California Department of Tax & Fee Admin		Acct #211-5230550 Use Tax Account Type-Period End Date 12/31/22	437 - Cash-Gen Ckg	562.00	520.58
Total 557 - Use Tax Payable							520.58	520.58
565 - Amer Frnds-Invest Def								
Check	01/03/2023	805304745	Kentfield Fire District Payroll Account		457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,597.40	3,597.40
Check	01/03/2023	805304746	Kentfield Fire District Payroll Account		457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,612.00	7,209.40
Check	01/17/2023	805304767	Kentfield Fire District Payroll Account		457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,666.99	10,876.39
Check	01/31/2023	805304800	Kentfield Fire District Payroll Account		457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,850.99	14,727.38
Total 565 - Amer Frnds-Invest Def							14,727.38	14,727.38
610 - Union Dues								
Check	01/17/2023	805304788	Kentfield Prof. FF #1775		Dues: 12/14/2022 - 1/10/2023	437 - Cash-Gen Ckg	1,518.90	1,518.90
Total 610 - Union Dues							1,518.90	1,518.90
Total Liabilities							16,766.86	16,766.86
Revenues								
Revenue-Use of Money/Prop								
9950 - State Fires		1013	Kentfield Fire District		McKinney Fire	443 - Cash - Westamerica Bank - Grant	145,200.89	145,200.89
Check	01/09/2023						145,200.89	145,200.89
Total 9950 - State Fires							145,200.89	145,200.89
Total Revenue-Use of Money/Prop							145,200.89	145,200.89
Total Revenues							145,200.89	145,200.89
Expenses								
Salaries & Employee Benefits								
1040 - Personnel Serv-Suspense								
0103/2023		805304745	Kentfield Fire District Payroll Account		For Payroll 12/14/2022 - 12/27/2022	437 - Cash-Gen Ckg	94,442.13	94,442.13
0103/2023		805304746	Kentfield Fire District Payroll Account		For Payroll 12/28/2022 - 1/10/2023	437 - Cash-Gen Ckg	96,711.43	191,153.56
0117/2023		805304767	Kentfield Fire District Payroll Account		For Payroll 1/11/2023 - 1/24/2023	437 - Cash-Gen Ckg	118,172.25	309,325.81
0131/2023		805304800	Kentfield Fire District Payroll Account		For Payroll 1/25/2023 - 2/07/2023	437 - Cash-Gen Ckg	94,586.40	403,912.21
Total 1040 - Personnel Serv-Suspense							403,912.21	403,912.21
1515 - Health Insurance								
0103/2023		805304742	C.A.P.F.		January 2023 Billing	437 - Cash-Gen Ckg	354.00	354.00
0103/2023		805304744	Delta Dental of California		Account #05-0190901009; Kentfield Fire District - January 2023 Coverage	437 - Cash-Gen Ckg	3,962.00	4,316.00
0103/2023		805304755	Vision Service Plan		Client ID #00106116- January 2023	437 - Cash-Gen Ckg	828.05	5,144.05
0117/2023		805304758	Banner Life Insurance Company		18730179 - Beltramo	437 - Cash-Gen Ckg	54.70	5,198.75
0117/2023		805304759	Banner Life Insurance Company		180503285 - Garcia	437 - Cash-Gen Ckg	52.52	5,251.27
0117/2023		805304760	Banner Life Insurance Company		180503266 - McKnight	437 - Cash-Gen Ckg	46.02	5,297.29
0117/2023		805304771	NFPBA		February 2023 Billing	437 - Cash-Gen Ckg	900.96	6,198.25
0117/2023		805304774	Banner Life Insurance Company		180533535 - Poni	437 - Cash-Gen Ckg	50.18	6,248.43
0117/2023		805304784	Banner Life Insurance Company		181443467 - Bridges	437 - Cash-Gen Ckg	38.48	6,286.91
0131/2023		805304791	Banner Life Insurance Company		180504421 - Glenn	437 - Cash-Gen Ckg	214.76	6,501.67
0131/2023		805304792	Banner Life Insurance Company		181634662 - New	437 - Cash-Gen Ckg	39.18	6,540.85
0131/2023		805304793	Banner Life Insurance Company		February 2023 Billing	437 - Cash-Gen Ckg	354.00	6,894.85
0131/2023		805304794	C.A.P.F.		Account #05-0190901009; Kentfield Fire District - February 2023 Coverage	437 - Cash-Gen Ckg	3,962.00	10,856.85
0131/2023		805304795	Delta Dental of California		PEPS Active & Retired Health Premium February 2023	437 - Cash-Gen Ckg	53,612.15	64,469.00
0131/2023		805304798	Kentfield Fire District Payroll Account		Non-PEPS Health Premium February 2023	437 - Cash-Gen Ckg	3,519.13	67,988.13
0131/2023		805304799	Kentfield Fire District Payroll Account		Delta Dental COBRA Coverage - 1/1/23	437 - Cash-Gen Ckg	6.66	67,994.79
0131/2023		805304805	Connect Your Care		Client ID #00106116- February 2023	437 - Cash-Gen Ckg	828.05	68,822.84
0131/2023		805304806	Vision Service Plan					68,822.84
Total 1515 - Health Insurance							68,822.84	68,822.84
1530 - Retire Employer								
0103/2023		805304745	Kentfield Fire District Payroll Account		Safety (Classic / PEPPA) & Misc. EE/ER	437 - Cash-Gen Ckg	26,658.81	26,658.81
0103/2023		805304746	Kentfield Fire District Payroll Account		Safety (Classic / PEPPA) & Misc. EE/ER	437 - Cash-Gen Ckg	25,171.28	51,830.09
0117/2023		805304767	Kentfield Fire District Payroll Account		Safety (Classic / PEPPA) & Misc. EE/ER	437 - Cash-Gen Ckg	26,372.16	78,202.25

# Kentfield Fire Protection District Warrant List January 2023

Type	Date	Nm	Name	Memo	Split	Amount	Balance
Check	01/31/2023	805304800	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 · Cash-Gen Ckg	26,030.42	104,232.67
						104,232.67	104,232.67
Total 1530 · Retire Employer							
Check	01/03/2023	805304747	Kentfield Fire District Payroll Account	A/C #0507976165 - January 2023 CEPPT Contributions	437 · Cash-Gen Ckg	18,750.00	18,750.00
Check	01/31/2023	805304798	Kentfield Fire District Payroll Account	A/C #0507976165 - February 2023 CEPPT Contributions	437 · Cash-Gen Ckg	18,750.00	37,500.00
						37,500.00	37,500.00
Total 1565 · Retirement Prefunding Contrib							
Total Salaries & Employee Benefits							
Services & Supplies							
2005 · Administrative Expense							
Check	01/03/2023	805304745	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 · Cash-Gen Ckg	263.25	263.25
Check	01/03/2023	805304746	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 · Cash-Gen Ckg	122.90	386.15
Check	01/03/2023	805304748	Kentfield Fire District Payroll Account	A/C #0507976165 - ACH Positive Pay Monthly Fees; October 2022-June 2023	437 · Cash-Gen Ckg	270.00	656.15
Check	01/13/2023	Debit	IBS	A/C #0507976165 - ACH Positive Pay Monthly Fees; October 2022-June 2023	439 · Cash-Payroll	266.00	922.15
Check	01/17/2023	805304762	Business Card	12/5/22 - 1/4/23: Wilson 3147	437 · Cash-Gen Ckg	6.48	928.63
Check	01/17/2023	805304764	Kentfield Assn. Firefighters	PO#s: 9240, 9241, 9242, 9274, 2022 Seasonal FF Clothing Reimbursement	437 · Cash-Gen Ckg	716.80	1,645.43
Check	01/17/2023	805304767	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 · Cash-Gen Ckg	266.00	1,911.43
Check	01/17/2023	805304776	Business Card	12/5/22 - 1/4/23: Glenn- 8422	437 · Cash-Gen Ckg	100.00	2,011.43
Check	01/17/2023	805304778	Business Card	12/5/22 - 1/4/23: Pomi 7901	437 · Cash-Gen Ckg	304.97	2,316.40
Check	01/17/2023	805304779	Central Marin Firefighters Association	2022 Holiday Party Food Reimbursement	437 · Cash-Gen Ckg	1,185.15	3,501.55
Check	01/27/2023	Debit	IBS	Guarantor # 320800248819_ Nelson & Pomi Exams	439 · Cash-Payroll	404.00	3,905.55
Check	01/31/2023	805304797	The Permanente Medical Group Inc.	IBS Invoice Fee	437 · Cash-Gen Ckg	150.00	4,055.55
Check	01/31/2023	805304800	Kentfield Fire District Payroll Account	Reimb PO 9488	437 · Cash-Gen Ckg	404.00	4,459.55
Check	01/31/2023	805304807	Tescallo, Anthony		437 · Cash-Gen Ckg	99.00	4,558.55
						4,558.55	4,558.55
Total 2005 · Administrative Expense							
Check	01/03/2023	805304753	Southern Marin Fire Protection District	Inv #22-23-43	437 · Cash-Gen Ckg	3,618.43	3,618.43
						3,618.43	3,618.43
Total 2006 · Consulting Fees							
2015 · Dues & Publications							
Check	01/17/2023	805304761	Business Card	12/5/22 - 1/4/23: Pasero 8438	437 · Cash-Gen Ckg	10.00	10.00
Check	01/17/2023	805304765	Kentfield Assn. Firefighters	Chief's California State FF Assoc. Dues (CSFA) - Chief Pomi	437 · Cash-Gen Ckg	85.00	95.00
Check	01/17/2023	805304778	Business Card	12/5/22 - 1/4/23: Pomi 7901	437 · Cash-Gen Ckg	14.00	109.00
						109.00	109.00
Total 2015 · Dues & Publications							
2050 · Auto/Equipment Repair							
Check	01/03/2023	805304741	Aramark Uniform Services	(a/c #792113681) Inv #5080150684	437 · Cash-Gen Ckg	71.11	71.11
Check	01/17/2023	805304777	Business Card	12/5/22 - 1/4/23: Marky 5375	437 · Cash-Gen Ckg	308.62	379.73
Check	01/17/2023	805304780	DNG Enterprises, Inc.	(a/c #43770) 12/31/2022 Statement	437 · Cash-Gen Ckg	356.06	735.79
Check	01/17/2023	805304782	Burton's Fire, Inc.	Invoice #S-59226	437 · Cash-Gen Ckg	39.35	775.14
Check	01/17/2023	805304783	D & K Auto Service	Invoice # 73512	437 · Cash-Gen Ckg	1,381.13	2,156.27
Check	01/31/2023	805304787	Aramark Uniform Services	(a/c #792113681) Inv #5080167585	437 · Cash-Gen Ckg	71.11	2,227.38
						2,227.38	2,227.38
Total 2050 · Auto/Equipment Repair							
2055 · Building Repair							
Check	01/03/2023	805304750	McCarthy Painting Co.	Inv #13946	437 · Cash-Gen Ckg	3,890.00	3,890.00
Check	01/17/2023	805304766	Department of Industrial Relations	Invoice # E 1930940 SA	437 · Cash-Gen Ckg	225.00	4,115.00
Check	01/17/2023	805304769	Marin Garden Solutions, Inc.	Inv # 3504	437 · Cash-Gen Ckg	218.40	4,333.40
Check	01/17/2023	805304774	TK Elevator Corporation	Cust #144933 / Inv # 3007031177	437 · Cash-Gen Ckg	137.21	4,470.61
Check	01/17/2023	805304775	TK Elevator Corporation	Cust #144933 / REF# ACIA-220GP4Q	437 · Cash-Gen Ckg	2,325.35	6,795.96
						6,795.96	6,795.96
Total 2055 · Building Repair							
2105 · Dispatch							
Check	01/31/2023	805304803	Marin County Sheriff's Office	Inv #12157 Q1 & Q2 - FY 22/23- JULY-DEC 2022	437 · Cash-Gen Ckg	96,248.04	96,248.04
						96,248.04	96,248.04
Total 2105 · Dispatch							
2110 · Domestic Water							
Check	01/31/2023	805304804	Marin Municipal Water Dist.	(A/C 175859)	437 · Cash-Gen Ckg	446.10	446.10
Check	01/31/2023	805304804	Marin Municipal Water Dist.	(A/C 174720)	437 · Cash-Gen Ckg	202.33	648.43
						648.43	648.43
Total 2110 · Domestic Water							
2125 · Garbage							
Check	01/17/2023	805304770	Marin Sanitary Service	Inv # 2760942_ December 2022 Service	437 · Cash-Gen Ckg	768.47	768.47
						768.47	768.47
Total 2125 · Garbage							

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	2130 · Gas & Electric 01/03/2023	805304752	Pacific Gas & Electric	Acct 1176933549-5 - 12/21/2022	437 · Cash-Gen Ckg	1,260.90	1,260.90
Check	01/31/2023	805304806	Pacific Gas & Electric	Acct 1176933549-5 - Statement 1/23/2023	437 · Cash-Gen Ckg	1,402.23	2,663.13
	Total 2130 · Gas & Electric					2,663.13	2,663.13
Check	2135 · Gas & Oil 01/17/2023	805304773	RelaDyne	Invoice # 0008320-IN	437 · Cash-Gen Ckg	1,835.21	1,835.21
	Total 2135 · Gas & Oil					1,835.21	1,835.21
Check	2140 · Haz Mat JPA 01/31/2023	805304802	Marin County Hazardous Materials JPA	Inv. #252	437 · Cash-Gen Ckg	2,678.00	2,678.00
	Total 2140 · Haz Mat JPA					2,678.00	2,678.00
Check	2145 · Pager System 01/17/2023	805304757	American Messaging	A/C #W4-106070/Inv #W4106070XA January 2023	437 · Cash-Gen Ckg	24.02	24.02
	Total 2145 · Pager System					24.02	24.02
Check	2150 · Prevention 01/17/2023	805304761	Business Card	12/5/22 - 1/4/23: Pasero 8438	437 · Cash-Gen Ckg	1,649.66	1,649.66
	Total 2150 · Prevention					1,649.66	1,649.66
Check	2200 · S/S-Computer 01/17/2023	805304781	Banshee Networks, Inc.	Invoice #15715	437 · Cash-Gen Ckg	1,374.48	1,374.48
	Total 2200 · S/S-Computer					1,374.48	1,374.48
Check	2205 · S/S-Fire Equipment 01/03/2023	805304751	Municipal Emergency Services, Inc.	Inv #IN1807475	437 · Cash-Gen Ckg	1,576.59	1,576.59
Check	01/17/2023	805304777	Business Card	12/5/22 - 1/4/23: Marty 5375	437 · Cash-Gen Ckg	20.72	1,597.31
	Total 2205 · S/S-Fire Equipment					1,597.31	1,597.31
Check	2210 · S/S-Medical 01/03/2023	805304749	Life Assist	a/c #94904FD / Inv #1276504	437 · Cash-Gen Ckg	645.55	645.55
	Total 2210 · S/S-Medical					645.55	645.55
Check	2215 · S/S-Office 01/17/2023	805304772	Office Depot	Acct# 6011 5661 8341 8338	437 · Cash-Gen Ckg	34.37	34.37
Check	01/17/2023	805304776	Business Card	12/5/22 - 1/4/23: Glenn- 8422	437 · Cash-Gen Ckg	41.39	75.76
	Total 2215 · S/S-Office					75.76	75.76
Check	2220 · S/S-Station 01/03/2023	805304743	Corbel's	(A/C #4675)	437 · Cash-Gen Ckg	10.01	10.01
Check	01/17/2023	805304777	Business Card	12/5/22 - 1/4/23: Marty 5375	437 · Cash-Gen Ckg	111.98	121.99
Check	01/31/2023	805304786	Advanced Security Systems - Santa Rosa	Inv #535227	437 · Cash-Gen Ckg	100.50	222.49
Check	01/31/2023	805304801	Curtis, L.N. & Sons	INV/666800, Sales Order No. 766148, PO# 9399	437 · Cash-Gen Ckg	206.49	428.98
	Total 2220 · S/S-Station					428.98	428.98
Check	2300 · Telephone 01/17/2023	805304756	AT&T 415 453 0214	BAN #9391080558 / Inv #19297833 - Future	437 · Cash-Gen Ckg	53.74	53.74
Check	01/17/2023	805304763	Comcast Business	Account # 934487985; Invoice # 16345849	437 · Cash-Gen Ckg	705.00	758.74
Check	01/17/2023	805304778	Business Card	12/5/22 - 1/4/23: Pomi 7901	437 · Cash-Gen Ckg	1,644.71	2,403.45
Check	01/31/2023	805304788	AT&T 415 453 1064 204 1	BAN #9391050060/ Inv #19357492- Elevator	437 · Cash-Gen Ckg	27.12	2,430.57
Check	01/31/2023	805304789	AT&T 415 457 4695 859 9	BAN #9391050061/ Inv #19357493 - Fire Alarm #1	437 · Cash-Gen Ckg	27.11	2,457.68
Check	01/31/2023	805304790	AT&T 415 453 1092 859 9	BAN #9391050062/ Inv #19357494- Fire Alarm #2	437 · Cash-Gen Ckg	27.11	2,484.79
	Total 2300 · Telephone					2,484.79	2,484.79
Check	2305 · Training 01/17/2023	805304776	Business Card	12/5/22 - 1/4/23: Glenn- 8422	437 · Cash-Gen Ckg	142.73	142.73
Check	01/17/2023	805304777	Business Card	12/5/22 - 1/4/23: Marty 5375	437 · Cash-Gen Ckg	861.90	1,024.63
	Total 2305 · Training					1,024.63	1,024.63
	Total Services & Supplies					131,455.78	131,455.78
Capital Outlay	4005 · MFERA Radios & Equipment 01/03/2023	805304754	STC inc.	Customer No 1051; Invoice # 040239	437 · Cash-Gen Ckg	516.41	516.41
Check	01/03/2023	805304754	STC inc.	Use Tax	437 · Cash-Gen Ckg	41.42	557.83



02/01/23

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 4005 - MERA Radios & Equipment							
Check	4035 - C/O-Hydrant & Mains	805304761	Business Card	12/5/22 - 1/4/23; Pasero 8438	437 - Cash-Gen Ckg	557.83	557.83
	01/17/2023					110.33	110.33
	Total 4035 - C/O-Hydrant & Mains						
Check	4041 - C/O - PPE	805304785	Business Card	12/5/22 - 1/4/23; Garcia 3779	437 - Cash-Gen Ckg	672.24	672.24
	01/17/2023					672.24	672.24
	Total 4041 - C/O - PPE						
Total Capital Outlay							
Total Expenses							
						747,263.90	747,263.90
TOTAL						0.00	0.00