

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



Regular Meeting Agenda
January 8, 2025
Kentfield Fire District Office, Conference Room, 1st Floor

Please be advised those participating in the meeting remotely via Zoom do so at their own risk. The KFPD regular Board meeting will not be cancelled if any technical problems occur during the meeting. Thank you.

Zoom Video Conference link: <https://us02web.zoom.us/j/84535656059>

Meeting ID: 845 3565 6059

Call in Line: 1 (669) 900-6833, when prompted, enter meeting ID: 845 3565 6059 #

Time: 5:00 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.
3. If there are any members of the public who wish to speak, please raise your hand in the actions, and those joining us by phone, STAR* 9 to raise your hand and Star* 6 to unmute yourself.

NOTE: The meeting will be recorded.

1. CALL TO ORDER 5:00 p.m. Agenda available on the KFD website.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Chairman Murray, Director Gerbsman, Director Naso, Director Evergettis, Director Corbet
4. APPROVAL OF MINUTES
The Board may choose to approve the minutes of the December 11, 2024 meeting.
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote
5. AGENDA ADJUSTMENTS
6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS
 - A. Recognition of Accountant Dan Hom – Retirement from the Kentfield Fire Protection District: 20 years of dedicated service.

*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).

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. County of Marin 24/25 Annual Statement of Investment Policy – Chief Pomi

Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote

B. Regular Special District Representative – Marin LAFCo Nomination – Chief Pomi

Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote

9. CHIEF’S REPORT – Verbal

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

11. CORRESPONDENCE: AB 119 Public Agencies, Marin IJ Article RVPA, Emergency Preparedness Sandbags, Holiday Cards

12. REPORTS

A. Overtime, Incident – December 2024

13. APPROVAL OF MONTHLY EXPENSES

Approval of December warrants 805305814 to and including 805305842 for \$394,330.20

Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote

14. 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.

CONFIRM NEXT MEETING DATE: February 12, 2025

15. MOMENT OF SILENCE

16. ADJOURNMENT

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

MEETING TYPE: Regular

DATE: Wednesday, December 11, 2024

CALL TO ORDER: 5:00 p.m. by Chairman Corbet who led the assembly in the Pledge of Allegiance.

ROLL CALL: Corbet-present; Evergettis-present; Gerbsman-present; Murray-present; Naso-absent. Also in attendance were Chief Pomi, Deputy Fire Marshal Pasero, Accountant Phillip Chavira, B-Shift, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Evergettis/Gerbsman to approve the minutes of November 13, 2024.

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Absent

Ayes: 4; Noes: 0; Absent: 1

Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

Presentation of Independent Audit of Kentfield Fire District's Financial Statement for FY ended June 30, 2024 and Memorandum on Internal Controls and Required Communications – Vikki

Rodriguez introduced herself as an audit partner of Maze & Associates, in charge of the District's audit this year. Specializing in municipal and nonprofit audits, Maze & Associates is independent from the District. They audit over one hundred different entities a year and are familiar with governmental accounting and the municipal industry.

Maze & Associates completed an audit of Kentfield Fire Protection District's financial statements for fiscal year ended June 30, 2024. Ms. Rodriguez explained the interim phase of the audit began in July. During this phase, the internal control environment was assessed for various procedures including receipts, deposits, disbursements, purchases, journal entries, payroll, and checks or wire transactions processed through the District's financial statements. Selected samples and tests of transaction were performed. It is also determined whether there is proper segregation of duties in place. In September, the final phase of the audit was completed. Maze & Associates verified the financial balances on the trial balance provided by the District staff. To prepare the audit reports, an analytical review of reconciliations, procedures, third-party confirmations, and external documents such as actuarial reports was conducted.

Maze & Associates complies with two separate standards: the Generally Accepted Auditing Standards in the United States and the Government Auditing Standards (Yellow Book). There was one new accounting pronouncement this year by the Governmental Accounting Standards Board (GASB). Pronouncements dictate how municipalities record their transactions and what needs to be included in footnote disclosures. GASB 100, which pertains to accounting for changes and error corrections, was applicable this year. It will be relevant in any year where the District experiences a change in its accounting method or if there are any prior period adjustments. For example, if an error was found from a prior year and there needed to be a restatement or a correction, GASB 100 would apply. Fortunately, for the fiscal year ending June 30, 2024, there were no corrections or changes in accounting. As a result, there was no impact related to this new pronouncement.

Maze & Associates issued Kentfield Fire District with an unmodified opinion on the Basic Financial Statements. This is the cleanest opinion the District can receive and is the highest level of assurance

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

provided. Ms. Rodriguez congratulated KFD on the audit results. She explained there's two sets of financial statements, Entity-wide Statements and Fund Level Statements. The Entity-wide Level Statements, found on pages 9 and 10 of the Basic Financial Statements, provide a long-term perspective of the District, encompassing both current and long-term assets and liabilities. The equity section for those statements is called net position. The Fund Level statements, located on pages 11 to 14 of the report, emphasize a short-term perspective. The equity section is referred to as the fund balance. The Entity-wide statement reveals that the District's assets amounted to \$22.2m for FY 24, representing an increase of \$1.8m from the previous year, primarily due to growth in cash and investments. Deferred outflows of resources totaled \$5.7m, reflecting a decrease of \$.3m compared to the previous year. Total liabilities amounted to \$11.5m, reflecting an increase of \$.7m, largely due to changes in pension and OPEB liabilities. Deferred inflows were \$3.3m, a decrease of \$.6m. The Net Position saw an increase of \$1.4m, reaching a total of \$13.1m.

The District's net pension liability rose by approximately \$.7m over the year, from \$8.6m to \$9.3m. The net pension liability has shown greater stability amidst market fluctuations over the past two years. Other Post Employment Benefits (OPEB) increased from \$1.3m to \$1.4m. The total OPEB liability increased by about \$360k and the asset value decreased by \$293k.

The Net Position consists of three distinct categories. Net Investment in Capital Assets consists of capital assets and any debt related to purchasing those capital assets. Since the District doesn't have any debt, its capital assets amount to \$4.8m, making up about 37% of the total net position. The Restricted Net Position totaled \$1.3m, representing approximately 10% of the overall Net Position. This category primarily comprises the section 115 pension trust and the restricted balances of the Marine Wildfire Prevention Authority. The Unrestricted portion, amounting to \$7m, constitutes approximately 53% of the total Net Position. Comparing the current audit year to the prior year, the Net Investment in Capital Assets increased by approximately \$87k, Restricted funds increased by \$407k, and Unrestricted funds increased by \$927k, totaling an increase of \$1.4m in the Net Position.

The General Fund, viewed from a shorter-term perspective in the financial statements, concluded FY 24 with a Fund Balance of \$14.7m. At the Fund level, \$1.3m was Restricted, and \$8.9m in Assigned funds represents the District's allocated monies. Note 6 of the financial statements details the specific purposes for these assigned amounts. The District has \$4.5m in Unassigned funds. Regarding operations, Ms. Rodriguez highlighted that the Unrestricted fund balance could sustain the District's expenditures for 24 months without any incoming revenue. This is an increase from last year's audit, which was 20 months.

Maze & Associates provides the Memorandum on Internal Control (MOIC) and Required Communications as supplementary documents. These reports communicate control deficiencies and other matters to the Board. During the audit, Ms. Rodriguez reported their review did not identify any control deficiencies, material weaknesses, significant deficiencies, or notable accounting changes for the current year. The District staff were very prompt in providing information and were very responsive to requests. Maze & Associates had open communication throughout the year and there were no disagreements with management. The financial balances seemed reasonable, and there were no issues with management's accounting estimates. Ms. Rodriguez expressed that it was a pleasure working with the District and inquired if the Board had any questions. None were asked. The Board congratulated the District staff and thanked Ms. Rodriguez and her team at Maze and Associates for their work.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. ***Independent Audit of District's Basic Financial Statements for FY ended June 30, 2024*** – Chairman Corbet asked if there were questions regarding the Basic Financial Statements. None were asked.

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

M/S Gerbsman/Evergettis to approve the Independent Audit of District's Financial Statements for FY ended June 30, 2024

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Absent

Ayes: 4; Noes: 0; Absent: 1

Motion passes

- b. **Memorandum on Internal Controls and Required Communications** – Chairman Corbet asked if there are any questions regarding the MOIC or Required Communications. There were none.

M/S Evergettis/Murray to approve the Memorandum on Internal Controls and Required Communications

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Absent

Ayes: 4; Noes: 0; Absent: 1

Motion passes

CHIEF'S REPORT:

- a. *Station Roof Project* – The contractors are scheduled to begin working on the roof after the rainstorm. The solar panels will be taken off the west side of the firehouse.
- b. *Chairman Corbet* – Chief Pomi thanked and recognized Director Corbet for his year of service as the Board Chairman. Director Murray will become Chairman starting January of 2025.
- c. *MERA Update* – The new generation system is now operational. They are going through a list of tasks and aiming to have everything resolved soon.

DIRECTOR MATTERS:

Director Evergettis – Reported there was an MWPA article included in the Board Packet which contained an update.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve November warrant 805305771 to and including 805305813 for \$372,843.63

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Absent

Ayes: 4; Noes: 0; Absent: 1

Motion passes

NEXT MEETING: The next regular meeting will be held on January 8, 2025.

ADDITIONAL ACTIONS: Director Corbet asked for a moment of silence.

ADJOURNMENT: M/S Gerbsman/Murray to adjourn meeting at 5:34 p.m. All ayes.

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

Respectfully submitted,

Jena Wilson
Recording Secretary

DRAFT


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: County of Marin 24/25 Annual Statement of Investment Policy
DATE: 12/30/2024

The District's general checking account is banked with the County of Marin Treasurer's office, pooled with other Marin County agency funds. Annually they prepare a statement of investment policy which becomes the District's investment policy as it relates to the District's participation in the treasury pool. It is necessary for the District to adopt this document annually. The policy was approved by the Marin County Board of Supervisors and has been reviewed and monitored by the County Treasury Oversight Committee.

Attachments: Exhibit 1: County of Marin 2024/2025 Annual Statement of Investment Policy

Action: Board approval is requested.



DIVISION OF THE DEPARTMENT OF FINANCE
TREASURER

Excellent and responsive fiscal leadership.

May 21, 2024



Mina Martinovich, CPA
DIRECTOR

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94901

Karen Shaw
FINANCE DIVISION CHIEF

Dear Board Members:

Marin County Civic Center
3501 Civic Center Drive
Suite 219
PO Box 4220
San Rafael, CA 94913-4220
415 473 6143 T
415 473 3741 F
CRS Dial 711
www.marincounty.org/treas

SUBJECT: Request to approve the FY 2024-25 Statement of Investment Policies governing the Marin County Investment Pool and the Marin County Long-Term Investment Pool

Dear Supervisors,

RECOMMENDATION: Pursuant to Government Code Section 53646, the following are submitted for review and approval:

- FY 2024-25 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Investment Pool; and
- FY 2024-25 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Long-Term Investment Pool.

BACKGROUND:

The Marin County Investment Pool is managed by the Marin County Treasurer's Office (Department of Finance) on its participant's behalf, which include Marin County, school districts, trial courts, recreation and park districts, libraries, and other special districts. The pool employs a cash flow-matching investment strategy to structure investment maturities to coincide with conservative expectations of draws on the portfolio. The pool is organized and invested in accordance with California Government Code Sections 53600 and 53639. A Treasury Oversight Committee reviews the pool on a regular basis, and the pool is subject to quarterly and annual audits from external auditors. The pool's investment objectives are the preservation of capital, maintaining sufficient liquidity to meet participant needs, and obtaining a rate of return consistent with the objectives of safety and liquidity.

SUMMARY:

In accordance with California Government Code Section 53646, the Director of Finance may annually render to the Treasury Oversight Committee and the Board of Supervisors a Statement of Investment Policy for review and approval. The proposed FY 2024-25 Statement of Investment Policies include both major and non-substantive changes which were reviewed and approved by the Marin County Treasury Oversight Committee (Committee) on May 9, 2024. The authority for the Committee and their responsibilities are contained in Government Codes sections 27130-27137.

CA-4a

1. FY 2024-25 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Investment Pool:
 - Major changes to policy sections 1, 2, and 4 whereby new policy language was added to provide a Policy Statement, Standards of Care provision, and details surrounding policy Implementation, respectively.
 - Significant changes to Section 3 whereby additional clarifying language was added to sub-section (c) to align to relevant sections of the California Government Code.
 - Non-substantive changes to provide clarifying language were applied to the policy introduction and Sections 5, 7, 8, and 17 regarding Participants, Bids & Purchase of Securities, Term, and Conflict of Interest, respectively.
 - Non-substantive changes were applied to various section titles, specifically Section 3 "Investment Objectives," Section 9 "Authorized Investments," Section 12 "Withdrawal Requests," and Section 21 "Disaster Recovery / Business Continuity Plan."
 - An additional provision was added to Section 10 regarding Prohibited Investments, clarifying that no investments shall be made that are prohibited by law.
 - Major changes to Section 19, whereby previously independent provisions surrounding investment review, reporting, and policy were consolidated into a single policy section entitled Review, Monitoring, and Reporting of the Portfolio. Therein, clarifying language was added, both non-substantive and substantive in nature.
 - Major changes to Section 20, whereby the roles, responsibilities, and prohibitions of the Treasury Oversight Committee are outlined in further detail.

2. FY 2024-25 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Long-Term Investment Pool:
 - Major changes to policy sections 1, 2, and 4 whereby new policy language was added to provide a Policy Statement, Standards of Care provision, and details surrounding policy Implementation, respectively.
 - Significant changes to Section 3 whereby additional clarifying language was added to sub-section (c) to align to relevant sections of the California Government Code.
 - Non-substantive changes to provide clarifying language were applied to the policy introduction and Sections 5 and 7 regarding Participant and Investments, respectively.

- Non-substantive changes were applied to various section titles, specifically Section 3 "Investment Objectives" and Section 9 "Authorized Investments."
- Major changes to Section 6, whereby specific policy language was shifted to the newly created Section 2 regarding Standards of Care.
- Major changes to Section 14, whereby previously independent provisions surrounding investment review, reporting, and policy were consolidated into a single policy section entitled Review, Monitoring, and Reporting of the Portfolio. Therein, clarifying language was added that is non-substantive in nature.

Additionally, the Annual Statement of Investment Policy is reviewed and monitored monthly by Fitch Ratings, an independent rating agency. The Marin County Investment Pool continues with a rating of 'AAAf/S1', which has been maintained since 1994.

Fitch's evaluation of the portfolio also considered the management and operational capabilities of the Marin County Treasurer's Office and the legal and regulatory framework under which the portfolio operates. The rating assignment received is reflective of the outstanding work of the Treasury Unit.

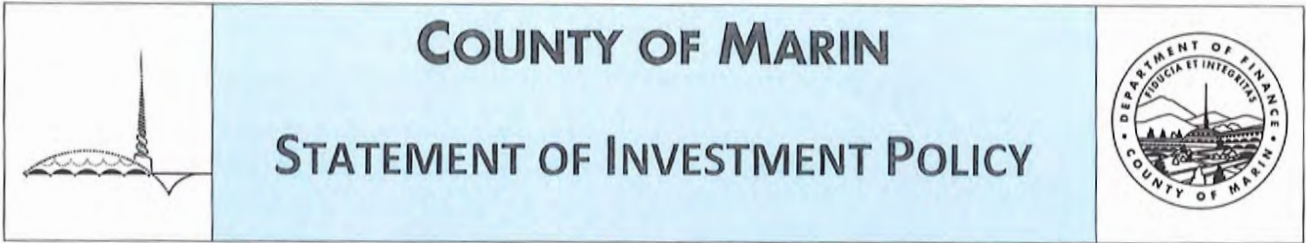
FISCAL / STAFFING IMPACT: None

REVIEWED BY:	<input checked="" type="checkbox"/> Director of Finance	<input type="checkbox"/> N/A
	<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
	<input type="checkbox"/> County Executive	<input checked="" type="checkbox"/> N/A

Respectfully submitted,

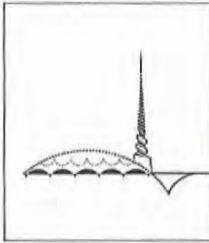
Mina Martinovich
Director of Finance

cc:
Sandra Kacharos, Assistant Director of Finance
Karen Shaw, Finance Division Chief
Treasury Oversight Committee:
Derek Johnson, County Executive
Dan Eilerman, Alternate Representative, County Executive
John Carroll, Superintendent of Schools
Alyssa Shiffman, Special District Representative
Jean Bonander, At-Large Public Member
Brett Geithman, School District & Community College Representative



*Department of Finance
Mina Martinovich, Director*

Fiscal Year 2024-25



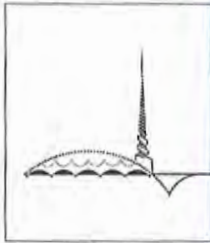
COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



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COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



Under the authority delegated to the Director of Finance (County Treasurer) by the Board of Supervisors to invest and reinvest all funds in the County Treasury and, in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin:

1. POLICY STATEMENT

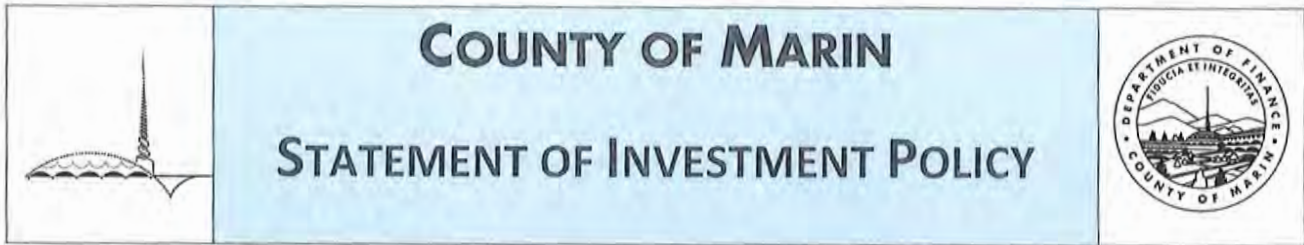
The purpose of this Statement of Investment Policy (Policy) is to establish cash management and investment guidelines for the County Treasurer (Director of Finance), who is responsible for the stewardship of the Marin County Investment Fund (Pooled Investment Fund). Each transaction and the entire portfolio must comply with California Government Code Sections 53601, et. seq, Section 53635, et. seq., and this policy. All portfolio activities will be judged by the standards of the Policy and ranking of investment objectives.

2. STANDARDS OF CARE

The Director of Finance is the Trustee of the Pooled Investment Fund and, therefore, a fiduciary subject to the prudent investor standard as per Government Code Sections 27000.3 and 53600.3. These sections declare that each Treasurer or Governing body authorized to make investment decisions on behalf of local agencies, to be a fiduciary subject to the prudent investor standard.

The standard requires that "when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the County Treasurer or the Board of Supervisors, as applicable, shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the County and other depositors, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the county and other depositors. With the limitations of this section and considering individual investments as part of an overall investment strategy, investments may be acquired as authorized by law." This standards shall be applied in the context of managing the overall portfolio.

The Director of Finance, employees involved in the investment process and the members of the Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activity that could conflict with the management of the investment program.



3. *INVESTMENT OBJECTIVES*

All funds on deposit in the County Treasury shall be invested in accordance with the California Government Code Sections 53600 et seq. and Sections 53639 et seq. The specific objectives for the Pooled Investment Fund are ranked in order of importance:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping.
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements.
- (c) A **rate of return** consistent within the context and principles (a) and (b) of this Section, Safety and Liquidity, and within appropriate risk limitations, diversification, prudent investment principles and cash flow characteristics.

4. *IMPLEMENTATION*

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and presented it to the Treasury Oversight Committee. The County Board of Supervisors shall approve this Policy and any changes to it. The Director of Finance shall provide this policy to the legislative body of local agencies that participate in the pooled Investment Fund.

The Policy defines investible funds; authorized instruments; maximum maturities; qualifications of broker-dealers and financial institutions doing business with, or on behalf of, the County; prohibition of gifts and honoraria; the reporting requirements; the Treasury Oversight Committee; the manner of appropriating costs; and the criteria to request withdrawal of funds.

5. *PARTICIPANTS*

Participants in the Pooled Investment Fund are defined as the County of Marin, Marin Public School Agencies, Marin Community College, Marin County Office of Education, districts under the control of the County Board of Supervisors, autonomous/independent districts whose treasurer is the Director of Finance and any other district or agency approved by the Board of Supervisors and the Director of Finance using the County of Marin as their fiscal agent.

- (a) **Statutory participants** are those government agencies within the County of Marin for which the Marin County Treasurer is statutorily designated as the Custodian of Funds.



- (b) **Voluntary participants** are other local agencies that may participate in the Pooled Investment Fund, such as special districts and cities for which the Marin County Treasurer is not statutorily designated as the Custodian of Funds. Participation is subject to approval by the Director of Finance, and in accordance with California Government Code Section 53684.

6. AUTHORIZED PERSONS

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day-to-day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

7. BIDS & PURCHASE OF SECURITIES

Prior to the purchase of an investment pursuant to this Policy the persons authorized to make investments shall assess the market and market prices using information obtained from available sources including investment services, broker/dealers, and the media. Bids for various investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor and thirdly, yield. Investments in commercial paper, banker's acceptances, and certificates of deposit for each issuer shall be limited to five percent (5%) of Treasury assets, determined using the Treasury balance at the time of purchase, with the exception being investments in overnight commercial paper shall be limited to seven percent (7%) of Treasury assets for any one issuer. The investment selected for purchase shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All security transactions shall be documented at the time the transaction is consummated.

8. TERM

Maturities of investments in the Pooled Investment Fund shall be selected based upon liquidity requirements. The maximum remaining term to maturity for an investment shall be three (3) years; except that, subject to the limitations set forth in Sections 53601 et seq. and 53635 et seq. of the California Government Code, the Director of Finance may authorize investments in U.S. Treasury obligations and/or U.S. and local agency obligations with a maximum remaining term to maturity that shall not exceed five (5) years. The weighted average maturity of the investment pool, to be determined at the time of purchase, shall not exceed 540 days to final maturity/call.



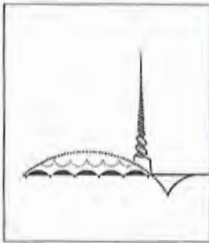
Capital Funds, Construction Funds, or money obtained through the sale of agency surplus property, may be invested by the Director of Finance in specific investments outside of the Pooled Investment Fund, provided the Director of Finance obtains written approval from the governing board of the County, School District or Special District. No investment shall have a remaining maturity in excess of five (5) years.

Proceeds of Debt Issues set aside for repayment of any County, School District, or Special District financings shall not be invested for a term that exceeds the term set forth in the financing documents.

9. AUTHORIZED INVESTMENTS

Pursuant to California Government Code Sections 53601 et seq. and 53635 et seq., the County Director of Finance may invest in the following subject to the limitations as set forth:

- (a) **United States Treasury obligations.**
- (b) **United States Agency obligations.**
- (c) **Securities of U.S. Government Agencies & Instrumentalities**
- (d) **State of California Bonds and Registered Warrants.**
- (e) **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- (f) **Bankers' acceptances** not to exceed one hundred eighty (180) days to maturity or at the time of purchase thirty percent (30%) of the treasury fund balance.
- (g) **Commercial paper** of "prime" quality of the highest letter and numerical rating as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation, to be chosen from among corporations organized and operating within the United States with assets in excess of \$500,000,000.00 and having an "A" or higher rating for the issuer's debt, other than commercial paper, as provided for by Moody's Investors Service or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed two hundred seventy (270) days in maturity and may not exceed forty percent (40%) of the treasury fund balance.
- (h) **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank selected on the basis of financial stability and credit rating criteria employed by the County Director of Finance. Negotiable certificates of deposit may not exceed thirty percent (30%) of the treasury fund balance.

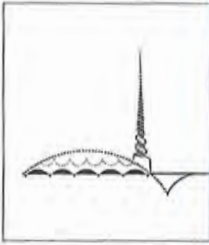


COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



- i) **Non-negotiable certificates of deposit (Time Deposits)** with a nationally or state-chartered bank or a state or federal association selected on the basis of financial stability, credit rating and reputation using criteria employed by the County Director of Finance fully collateralized at one hundred ten percent (110%) of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at one hundred fifty percent (150%) of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.
- j) **Medium-term Notes** rated "A" or better, to be chosen from among corporations with assets in excess of \$500,000,000.00 with a maturity not to exceed two years from the date of purchase. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the treasury fund balance.
- k) **Shares of beneficial interest issued by diversified management companies**, which are money market funds investing in securities and obligations as authorized by this investment policy. To be eligible for investment these companies shall attain the highest ranking, or the highest letter and numerical rating provided by no less than two nationally recognized statistical rating organizations and have assets under management in excess of \$500,000,000.00. The purchase price may not include any commissions that these companies may charge, and the purchase of shares in any one mutual fund may not exceed ten percent (10%) of the treasury balance and the total invested may not exceed twenty percent (20%) of the treasury balance. Shares of beneficial interest issued by diversified management companies may include shares in investment trusts established under provisions of the California Joint Exercise of Powers Act.
- l) **Repurchase agreements** on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted daily. The County Director of Finance or designee must approve any collateral substitution by the seller, and any new collateral should be reasonably identical to the original collateral in terms of maturity, yield, quality, and liquidity.
- m) **California State Local Agency Investment Pool (LAIF)** operated by the State Treasurer's office.
- n) **Financial Institution Investment Accounts** All funds on deposit with the County shall be managed by the Director of Finance. The Director of Finance may, at his option, at the time of placement, place not more than five percent (5%) of the Treasury assets at the time of investment with a financial institution for the purpose of managing such funds. Securities eligible for



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



purchase by the financial institution are limited to United States Treasury and Agency obligations with a "AAA" credit quality rating, must be held in the County's name in a third-party custody account, may not have a remaining maturity in excess of three (3) years, and the account shall have an average maturity of 1.5 years or less. All security transactions shall be supervised and approved by designated staff on the Authorized Investor List.

Where a percentage limitation is specified for a particular category of investments, that percentage is applicable only at the time of purchase.

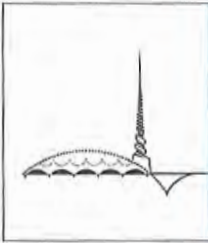
10. **PROHIBITED INVESTMENTS**

- (a) No investments shall be made that are **prohibited by law**.
- (b) The County Director of Finance **shall not invest** in any **Derivatives** such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages or any security bearing a rate of interest which is not known at the time of purchase.
- (c) The County Director of Finance shall not invest any funds in any security that could result in **zero interest accrual** if held to maturity or where there is a risk of loss of principal when held to maturity.
- (d) **Reverse repurchase agreements**, securities lending agreements and all other investments that are not specifically allowed by this investment policy are prohibited.
- (e) In accordance with Marin County Municipal Code 23.12 Nuclear-Free Zone (Exhibit 1) as approved by the voters on November 4, 1986, the County is prohibited from investing in securities or other obligations of any corporation or business entity which is a **nuclear weapons contractor**.

Furthermore, said corporations or business entities that the County Director of Finance does invest in must file an affidavit as required by Marin County Municipal Code 23.12.050(b) certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors. A copy of each affidavit received shall be sent to the Peace Conversion Commission.

11. **BROKERS**

Broker/dealers shall be selected by the Director of Finance upon recommendation by the Investment Officer or designated principal staff on the Authorized Investor List. Selection of broker/dealers shall be based upon the following criteria: the reputation and financial strength of the company or financial institution and the reputation and expertise of the individuals employed.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



The Director of Finance shall be prohibited from selecting any broker, brokerage firm, dealer, or securities firm that has, within any 48 consecutive month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, any member of the Board of Supervisors, any member of the governing board of a local agency having funds held in the County Treasury, or any candidate for those offices. The broker/dealers shall be provided with and acknowledge receipt of the County Investment Policy.

12. WITHDRAWAL REQUESTS

No withdrawals from the Marin County Pool shall be made for the purpose of investing and or depositing those funds outside the pool without the prior approval of the Marin County Director of Finance. The Director of Finance shall evaluate each proposed withdrawal to assess the effect the withdrawal will have upon the stability and predictability of the investments in the County Treasury. Approval shall be given unless the withdrawal will adversely affect the interests of the other depositors.

Notice in writing of at least five (5) business days shall be required for withdrawals in excess of \$250,000.00 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.

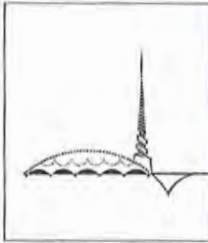
Requests for withdrawals for the purpose of investing or depositing funds outside the pool shall be made in writing at least ten (10) business days in advance of the proposed withdrawal date. The value of participants' equity withdrawn shall be based on the book value of the participants' percentage of participation as of the most recent asset valuation as reported by the Treasurer.

13. SWAPS

Securities can be swapped for other approved securities with similar maturity schedules to gain higher rates of return. When a swap involves a change in liquidity, future cash needs shall be conservatively estimated.

14. LOSSES

Losses are acceptable on a sale before maturity and may be taken if the reinvestment proceeds will earn an income flow with a present value higher than the present value of the income flow that would have been generated by the original investment, considering any investment loss or foregoing interest on the original investment.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



15. DELIVERY & SAFEKEEPING

Delivery of all securities shall be through a third-party custodian. Non-negotiable certificates of deposit and notes of local agencies may be held in the Director of Finance's safe. The County's safekeeping agent shall hold all other securities. No security shall be held in safekeeping by the broker/dealer from whom it was purchased. Settlement payment in a securities transaction will be against delivery only, and a Due Bill or other substitution will not be acceptable. Persons authorized under section three (3) who did not originate the investment transaction shall review all confirmations for conformity with the original transaction. Confirmations resulting from securities purchased under a repurchase agreement shall state the exact and complete nomenclature of the underlying securities purchased.

16. APPORTIONMENT OF INTEREST & COSTS

Interest shall be apportioned to all pool participants quarterly based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting whereby interest will be apportioned for the quarter in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

17. CONFLICT OF INTEREST

A member of the County Treasury Oversight Committee, the County Director of Finance or County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business, consistent with state law.

18. AUDITS

Pursuant to Government Code 27134, the County of Marin investment portfolio shall be subject to an annual examination by an independent external auditor to determine the County Treasury's compliance with Article 6 of the Government Code. The results of the audit shall be reported annually to the Marin County Treasury Oversight Committee.

18.1 Compliance Audit: Government Code Section 27134

The Treasury Oversight Committee shall cause an annual audit to be conducted to determine the County Treasury's compliance with the investment compliance requirements presented in Article 6 of the Government Code, Sections 27130 through 27137.

19. REVIEW, MONITORING AND REPORTING OF THE PORTFOLIO

The Director of Finance and designated staff will perform a monthly review of the investment function. The Director of Finance shall prepare a monthly report listing all investments in the County Pool as of the last day of the month and a report of the average days to maturity and yield of investments in the County Pool. The Director of Finance shall also prepare a monthly report for all non-pooled investments. These reports shall be distributed to the Marin County Board of Supervisors, Superintendent of Schools, Marin Public School Agencies, Special Districts, non-pooled investors, the County's Treasury Oversight Committee, and any other participant upon request.

Annually, the Director of Finance shall provide to the Treasury Oversight Committee a Statement of Investment Policy. Additionally, the Director of Finance will render a copy of the Statement of Investment Policy to the Board of Supervisors and to the legislative body of the local agencies that participate in the Pooled Investment Fund.

20. TREASURY OVERSIGHT COMMITTEE

In accordance with Government Code Section 27131, the Board of Supervisors has established a Treasury Oversight Committee. The Treasury Oversight Committee includes representatives from the County of Marin, Superintendent of Schools' Office, School Districts and Special Districts. The Committee shall render unbiased and objective opinions on matters involving the Director of Finance's investment of public funds. Specifically, the law requires that the Treasury Oversight Committee meet to (1) review and monitor the Statement of Investment Policy and proposed changes prior to submission to the Board of Supervisors for adoption; (2) review the Pooled Income Fund's investment portfolio reports and compliance of the portfolio with law and this Investment Policy; and (2) cause an annual audit to be conducted of the Treasury in accordance with Government Code Section 27134.

All meetings of the Treasury Oversight Committee are to be open to the public and subject to the Ralph M. Brown Act.

By law, the Treasury Oversight Committee is not allowed to direct individual investment decisions, nor select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the County Treasury.

21. DISASTER RECOVERY / BUSINESS CONTINUITY PLAN

The County of Marin's banking and investment functions are mission critical and as such, the office must have a business continuity plan.

The goal of a disaster/business recovery plan is to protect and account for all funds on deposit with the county treasury and to be able to continue our banking and investment functions for all participants in the event of an occurrence (Earthquake, Fire, Pandemic, or other event) which disrupt normal operations. Our plan provides for the ability to perform our banking and investment function at an off-site location under less-than-optimal conditions and, if needed, even outside our county.

In the event of an occurrence which precludes staff from being able to operate from our office, the attached plan (Exhibit 2) will be activated. The plan includes:

- Scope
- Chain of Command
- Continuity Procedure
- Functions and Tasks to be performed
- Equipment and Emergency Packets
- Disaster Assignment
- Off-site locations

Normal processes may be modified in response to an occurrence. However, the county's investment policy shall be strictly followed.

Dated: May 9, 2024



Mina Martinovich
Director of Finance

Reviewed and approved by Marin Treasury Oversight Committee on May 9, 2024.

Approved by Marin County Board of Supervisors on May 21, 2024.

Attachments:

- Exhibit 1 - [Marin County Municipal Code 23.12 - Nuclear-Free Zone](#)
- Exhibit 2 - Disaster Recovery / Business Continuity Plan
- Exhibit 3 - Authorized Investor List

Exhibit 1

Chapter 23.12 - NUCLEAR-FREE ZONE

23.12.020 - Purpose and findings.

- (a) The presence of nuclear weapons, or the development, production and/or storage of nuclear weapons-related components and material within the county is in direct conflict with the maintenance of the community's public health, safety, economic well-being, general welfare, and adherence to international law.
- (b) The purpose of this chapter is to establish the county as a nuclear-free zone in which work on nuclear weapons, and/or the storage or transportation of weapons-related components and nuclear material is prohibited, or appropriately restricted.
- (c) This chapter's further purpose is to prohibit or restrict the county from contracting for services or products with, or investing county funds in, any business which is a nuclear weapons contractor.

(Ord. 2924 § 2, 1986)

23.12.020 - Definitions.

As used in this chapter, the following words shall have the following definitions:

- (a) "Component of a nuclear weapon" means any device, radioactive or nonradioactive, originally produced or manufactured for exclusive use as part of a nuclear weapon system, whether to be placed on land, at sea, in the air, or in outer space.
- (b) "County funds," or "public funds" are those moneys, grants and funds received and managed by the county of Marin.
- (c) "Direct activities of the federal government" are the actions of the federal government or of its agencies, but shall exclude the actions of independent contractors.
- (d) "Nuclear waste" is any material which is the byproduct of any nuclear reaction or nuclear weapon production, except for the byproduct of applied nuclear medicine.
- (e) "Nuclear weapon" means any device the intended explosion of which results from the energy released by fission or fusion reactions involving atomic nuclei, including the means of propelling, guiding or triggering the device if the means is destroyed or rendered useless in the propelling, guiding, triggering or detonation of the device.
- (f) "Nuclear weapons contractor" means any person, corporation or other business entity which knowingly or intentionally is engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components. A business entity which is a 100% owned subsidiary branch of, and is therefore completely controlled by, an entity described in the foregoing sentence shall also be deemed to be a nuclear weapons contractor.
- (g) "Person" means any private person, corporation, institution, or other entity, which is within the jurisdiction of the county of Marin.
- (h) "Special nuclear material" or "radioactive material" means any material giving off, or potentially capable of giving off, radiant energy in the form of particles of rays (such as alpha, beta, and gamma rays) by the spontaneous disintegration of atomic nuclei, including accelerator-produced isotopes and byproduct material; and any other material which the Nuclear Regulatory Commission determines to be special nuclear material.
- (i) "Transport and transportation" means transportation by any means over passable roadways, navigable waterways, or in the airspace, that are within the jurisdiction of the County of Marin, except where referred to as meaning roadways, waterways, or airspace regulated by preemptive federal or state law.

(Ord. 3308 § 1, 2000; Ord. 2924 § 3, 1986)

Exhibit 1

23.12.030 - Prohibition against nuclear weapons, materials, and county contracts and investments.

The county of Marin is declared to be a nuclear-free zone.

- (a) No person shall knowingly engage in any activity within the county, the purpose of which is the applied research, development, production, transport, deployment, launching, testing, maintenance or storage of nuclear weapons or components of nuclear weapons. Nor shall any person store, use, transport, or dispose of special nuclear material or nuclear waste within the jurisdiction of the county.
- (b) The transportation of nuclear weapons, their fissionable components, and weapons-related nuclear material and wastes through the county on roadways, waterways, or in airspace regulated by preemptive state or federal law, in the interest of public health and safety, is subject to the following restriction:
 - (1) As to roadways which are within the exclusive jurisdiction of the county, transportation of such materials is prohibited,
 - (2) As to roadways which are demonstrably within the jurisdiction of the state or federal government, the county board of supervisors shall post as a regular monthly notice, once each month, in a newspaper of general circulation within the county the fullest description possible of any shipment of such material that has occurred that previous month, transported through or across the county by any means of transportation whatsoever.
- (c) The county, nor any agent thereof, shall not make any contract with, or investments in, any nuclear weapons contractor.
- (d) The county board of supervisors shall adopt a "peace conversion plan," and shall, within ninety days of the enactment of this chapter, establish a county peace conversion commission of not less than three or more than five members, which shall be comprised of volunteers from the community. The purpose of said commission shall be to divest the county, as a government entity, within two years of the adoption of the ordinance codified in this chapter, of all such existing prohibited investments or contracts held by it. Said commission shall:
 - (1) Conduct studies of existing county contracts and public fund investments with nuclear weapons contractors, and determine in which cases any reasonable alternative contract or investment exists, in a manner consistent with prudent investment policy, and mindful of the intent and purpose of this chapter. The commission shall further make regular reports to the county board of supervisors concerning the progress of said divestiture, listing the book value of remaining investments in nuclear weapons contractors.
 - (2) Identify those businesses presently existing and operating in the county, and those who have made application to the county, who are nuclear weapons contractors. The commission will be responsible for conducting a timely phase-out of nuclear weapons contractors from the county, and for insuring the smooth conversion of Marin County businesses to alternative work that is more consistent with the public welfare. For this purpose the commission shall solicit testimony from the public.

(Ord. 2924 § 4, 1986)

Exhibit 1

23.12.040 - Exclusions.

Nothing in this chapter shall be construed to prohibit:

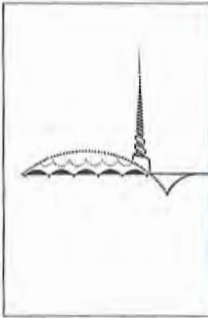
- (a) Any activity not specifically described in this chapter;
- (b) Research in and application of nuclear medicine or other pure research unrelated to nuclear weapons;
- (c) Beneficial or peaceful uses of the technology such as smoke detectors, light-emitting watches and clocks, and other consumer products; or
- (d) Activities of the federal and state governments that are preempted by existing law.

(Ord. 2924 § 5, 1986)

23.12.050 - Notice and enforcement.

- (a) The county is directed to install and maintain appropriate signs to be displayed at each ferry terminal, at Gness Field Airport, and on all the major roads leading into the county, at or near the county line, including, but not limited to, the following:
 - (1) U.S. Highway 101 (both ends);
 - (2) State Highway 1 (both ends);
 - (3) State Highway 17;
 - (4) State Highway 37;
 - (5) Fallon-Two Rock Road;
 - (6) Tamales-Petaluma Road;
 - (7) Chileno Valley Road;
 - (8) Marshall-Petaluma Road;
 - (9) Point Reyes-Petaluma Road; identifying Marin as a nuclear-free zone and making reference to this chapter. Further, the county must notify the federal government and other appropriate authorities that this law has been enacted.
- (b) Before any further public funds shall be invested by the county in the stock, securities or other obligations of any corporation or business entity, the county board of supervisors shall require that said corporation or business submit to the peace conversion commission an affidavit certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors.
- (c) The county is directed to require of each city incorporated within Marin County that, in addition to any other information deemed necessary by its business license officer, that any application for a business license within a city in the county shall state whether or not said business is a nuclear weapons contractor.
- (d) Each violation of this chapter shall be punishable by up to one-year imprisonment and/or a fine of up to five thousand dollars. Each day of violation shall be deemed a separate violation. Residents of Marin shall also have the right to enforce this chapter by appropriate civil actions for declaratory or injunctive relief. Reasonable attorneys' fees in enforcing this chapter shall be awarded as is appropriate.

(Ord. 2924 § 6, 1986)



COUNTY OF MARIN

DEPARTMENT OF FINANCE DISASTER RECOVERY/BUSINESS CONTINUITY PLAN BANKING AND INVESTMENT FUNCTIONS



Scope

The County of Marin's banking and investment functions are mission critical. As such, the Treasurer's Office (Department of Finance) must have a Disaster/Business Continuity Plan in place. In the event we are unable to operate from our office's primary location, the plan shall be activated. Periodically, the plan shall be tested.

The plan's goal is to protect and account for all funds on deposit with the County and to be able to continue our banking and investment functions for all participants in the event of occurrence (earthquake, fire, pandemic, or other event) which disrupts normal operations.

Chain of Command

The chain of command shall be in the order of "Authorized Persons" as identified in Section 6 of the Statement of Investment Policy and the Authorized Investor List.

Continuity Procedure

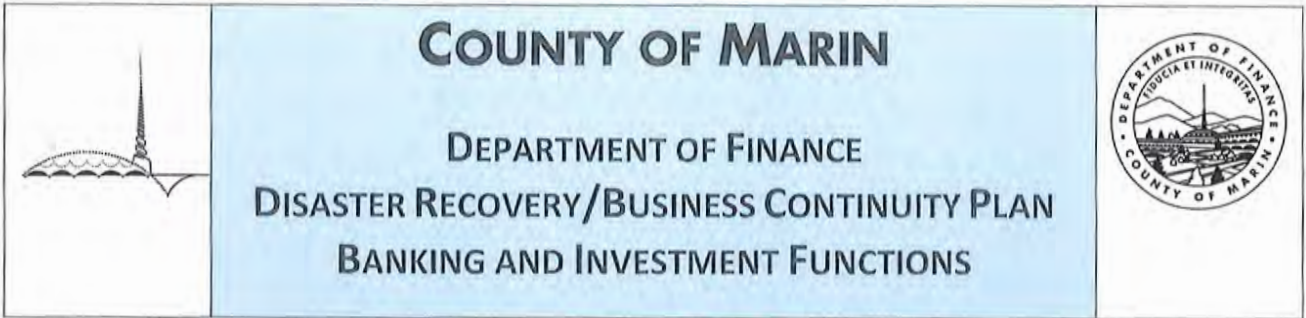
In the event we are unable to conduct normal business operations, the Authorized Persons shall interact with one another by home phone, email or cell phone to decide on the alternate location. If unable to contact one another, the authorized persons shall, through the County's Office of Emergency Services, establish contact with one another.

Functions & Tasks to be Performed

Recognizing we may be operating in less than optimal conditions, the primary functions are to protect and continue to account for all funds on deposit with the County. While normal processes may be modified, the Statement of Investment Policy shall be strictly followed.

Tasks to be performed include:

- ◆ Daily cash work up.
- ◆ Investment of maturing securities and any daily deposits after making an allowance for checks/wires expected to clear.
- ◆ Daily cash and bank reconciliation
- ◆ For deposits, the Treasurer's Office will notify all Participants in the Pooled Investment Fund, as defined in Section 5 of the Statement of Investment Policy, of any changes to their deposit location. Deposits to any account other than those established by the Treasurer's Office are prohibited.
- ◆ Disbursement activity will be coordinated with the County Director of Finance

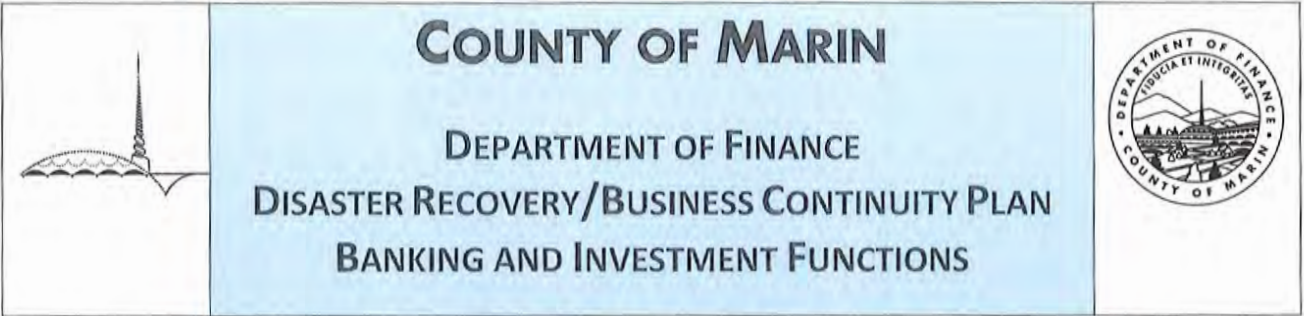


Equipment and Emergency Access

The Authorized Investor List shall designate authorized staff to have the following equipment and online access (through the County server) such that either of them may carry out the plan. In the event that none of the Authorized Persons are able to respond, the County's Office of Emergency Services shall have a copy of this plan in a secured location within their office. All policies and procedures of this plan shall be provided to the County Executive and County Director of Finance.

The following equipment and access to items for the emergency packets are:

- ◆ Laptop with wi-fi connectivity
- ◆ All software that is currently in use shall be loaded on each laptop and be set up for remote access.
- ◆ Online access to the Statement of Investment Policy and this Disaster Recovery / Business Continuity Plan
- ◆ Online access to current monthly report of investments
- ◆ Online access to the county's financial accounting system, online banking and securities safekeeping
- ◆ Online Listing of the home phones and addresses, cell phone, and email addresses of the Authorized Persons and treasury staff. Listings shall also include the County Executive, County Director of Finance, County Counsel and the Office of Emergency Services.
- ◆ Online access to bank, custodian and authorized broker/dealers names and contact information, including phone numbers and email addresses
- ◆ Online access to district, County and school bank signature cards
- ◆ Online access to contact names, numbers, email and addresses of each agency whose funds are held within the Marin County Pooled Investment Fund.
- ◆ Emergency check stock will be housed in the Office of Emergency Services located at 1600 Los Gamos Drive (50 checks).*



Disaster Assignment

The Authorized Persons in the Treasurer's Office, including support staff, are to be considered official Disaster Service Workers within the meaning of State of California Title 19, CCR, §2570.2(a) and County Personnel Management Regulation 20.9, and as such are assigned to support this Disaster Recovery / Business Continuity Plan. Each shall have on their possession their County of Marin Identification Card.



The level of disruption and assigned work location will be determined by the Director of Finance, or those individuals indicated on the Authorized Investor List. All related costs shall be absorbed by the Treasurer's Office and reimbursed pursuant to Government Code section 27013.

In all cases, the safety of treasury personnel is paramount. In no event should our alternate location or alternate procedure be employed if doing such would put an individual in danger.

* Emergency checks are issued from a separate account which is linked to the County's main account. These checks are to be used only if this plan is activated and the County is unable to issue payments. Authorized signers for these checks are designated on the Deposit Account Documentation Signature Card and include the Director of Finance, those individuals authorized under the Authorized Investor List and the County Executive. In the event that check stock cannot be accessed, electronic payments through the County's banking services can be originated.

Failing the ability to operate from the primary work location of the Treasurer's Office, County banking and investment functions and operations will move to an alternate location determined by the Director of Finance, County Office of Emergency Services, or County Executive.

Origination: Nov. 7, 2007
Revised: May 6, 2024

	<h1>COUNTY OF MARIN</h1> <h2>TREASURER'S OFFICE</h2> <h3>AUTHORIZED INVESTOR LIST</h3> <h4>FY 2024-25</h4>	
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Effective: May 1, 2023

Investment Purposes:

1. To make investment decisions
2. To recommend brokers
3. To perform a review of the investment function

Authorized Persons:

Authorized to make investment decisions for investments with a maturity of up to five years:

- Mina Martinovich * Director of Finance

Authorized to make investment decisions for investments with a maturity of up to three years:

- Karen Shaw * Division Chief, Finance
- Sandra Kacharos Assistant Director of Finance
- Victoria Seils Accounting Unit Manager

Authorized to make investment decisions for short term investments with a maturity of up to one year:

- Lisa De Carlo Division Chief, Fiscal Administrative Services
- Bevin Gardner Senior Accountant –Treasury

**Authorized for equipment and emergency packets as defined under the Disaster/Business Continuity Plan*

Approved:

	5/21/2024
Mina Martinovich	Date
Director of Finance	


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: Regular Special District Representative - Marin LAFCO Nomination
DATE: 12/23/2024

One Regular Special District Seat on LAFCo is up for election. As is required, a vote by mail ballot election must be held to select a member for the regular seat position, to serve a four-year term ending in May 2029. This seat is currently held by Craig Murray. His term expires in May 2025.

Attached are the following:

1. Cover memo with instructions and schedule
2. Nomination Form
3. Member Statement of Qualifications
4. Policy and Guidelines for Special District Member Elections

Nominations

Please be aware that if your district wishes to nominate a person for the position, the attached forms for nominations and for statements of candidate qualifications must be completed. Supportive materials will also be accepted. **Nomination forms are due February 11, 2025, by 5 PM.**

Selection Schedule

MCSDA will receive nominations through **February 11, 2025, by 5 PM.**

Ballots will be distributed by **February 18, 2025.** The candidate qualifications forms and any supportive materials will be distributed with the ballots.

The final date MCSDA will receive ballots is Monday, **April 21, 2025, by 3:00 PM.**

The newly selected or reappointed candidate will be seated in time for the **June 12, 2025** regular commission meeting.



Marin County Special Districts Association

An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

MEMORANDUM

DATE: December 13, 2024

TO: Independent Special Districts, Presiding Officers

FROM: Garrett Toy, President MCSDA

RE: **CALL FOR LAFCO NOMINATIONS**

LAFCo Marin County Election Facts

There are two special district representatives (regular seats) plus an alternate on the LAFCo Board. They serve alternating four-year terms. There are no term limits for these seats. The remainder of the LAFCo Board is made up of Marin County and City representatives. LAFCo is a sub-agency of the State of California and is responsible for evaluating and recommending potential consolidations of local government jurisdictions within the County.

Regular vs alternate seats: Regular special district members serve on the Commission and are able to vote on all items in front of the Marin LAFCo Commission. The alternate special district member serves on the Commission and is able to participate in Commission meetings but only is allowed to vote on matters when one of the regular special district members is not able to vote on the matter due to absence or conflict of interest.

Special District Election- One Regular Seat up for Nomination

A vote by mail ballot election must be held to select a member for the regular seat position, to serve a four-year term ending in May 2029. There are no term limits for this seat. This seat is currently held by Craig Murray. His term expires in May 2025.

Nominations

Attached is a copy of the approved policy and guidelines for the Special District and qualifications form to participate in the following election. ***Please be aware that if your district wishes to nominate a person for either position, the attached forms for nominations and for statements of candidate qualifications must be completed.*** Supportive materials will also be accepted **Nomination forms are due February 11, 2025, by 5 PM via email or mail at the same email and mailing address listed under the "Selection Schedule."**

Selection Schedule

MCSDA will receive nominations through February 11, 2025, by 5 PM.

Ballots will be distributed by February 18, 2025. The candidate qualifications forms and any supportive materials will be distributed with the ballots.

The final date MCSDA will receive ballots is Monday, April 21, 2025, by 3:00 PM.

Send ballots by e-mail to:

gtoy@tamcsd.org Subject: LAFCo Ballot

or mail to:

MCSDA- LAFCo Ballot
c/o Tamalpais Community Services District (TCSD)
305 Bell Lane
Mill Valley, CA 94941

Ballot Counting shall occur on Monday, April 21, 2025 at 3:00pm. Any candidate or general member of the public is welcome to witness the process at the TCSD office at 305 Bell Lane.

The newly selected or re-appointed candidate will be seated in time for the June 12, 2025 regular commission meeting.

Attachments:

1. Nomination Form
2. Member Statement of Qualifications
3. Policy and Guidelines for Special District Member Elections



Marin County Special Districts Association

An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

NOMINATION FORM FOR LAFCo SPECIAL DISTRICT SEATS

Due Tuesday, February 11, 2024, 5:00PM by email to gtoy@tamcsd.org or mail to: General Manager, LAFCo Nomination, TCSO, 305 Bell Lane, Mill Valley, CA 94941

District Name: _____

Our board voted to nominate the following current member of its own or another independent special district:

Name of Nominee: _____

District of Nominee: _____

Applying for (check one):

_____ Regular Member

_____ Alternate Member

_____ Both Seats (Regular and Alternate)

(NOTE: if your Board approved the nomination by resolution you may attach that in-lieu of filling out the bottom portion of this form.)

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Attest:

General Manager or Secretary

Board President



Marin County Special Districts Association

An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

LAFCo SPECIAL DISTRICT REPRESENTATIVE NOMINEE STATEMENT OF QUALIFICATIONS

Due Tuesday, February 11, 2024, 5:00PM by email to gtoy@tamcsd.org or mail to: General Manager, LAFCo Nomination, TCSD, 305 Bell Lane, Mill Valley, CA 94941

Name: _____

District: _____

Applying for (check one):

Regular Member

Alternate Member

Both Seats (Regular and Alternate)

Telephone Number (Home/Cell): _____ Work: _____

Email: _____

Home Address: _____

Work Address: _____

Present Occupation: _____

(Note: 3 page application)

Please list organizations in which you are an officer or employee:

Additional information may be attached.

Proposed Election Process for Marin LAFCo Special District Representatives

Background:

California Government Code §56332 (attached) establishes a process to facilitate the participation of all the independent special districts with regards to the selection of two regular and one alternate special district representatives to Marin LAFCo. This process calls for the County LAFCo to preside over elections where a quorum of the Marin County Independent Special District Selection Committee (CISDSC) cannot be reached. In Marin County the CISDSC has historically had issues getting quorum so has had to rely on Marin LAFCo to run the process. With the formation of Marin County Special Districts Association (MCSDA) an opportunity has presented itself for the CISDSC to work with the MCSDA to help achieve a quorum of the CISDSC and create rules for the election of LAFCo seats that best fit the needs of the current members of the CISDSC. Should at least 16 of the 30 CISDSC Boards/Commissions approve the below changes to the process then this process will become the process the CISDSC follows.

Proposed Election Process:

Marin's CISDSC shall consist of the presiding officer of the legislative body for each agency who is a paying member of Marin LAFCo or an alternate board member as appointed by each body. Upon notification by the Marin LAFCo Executive Officer of a term expiration or vacancy, the CISDSC will convene per the timetable minimally required by §56332 to fill the vacancy/vacancies as described below:

1. When notified, the MCSDA shall initiate the ballot process for special district members prior to the pending expiration of the term of a special district member or immediately upon notification that the eligibility of a special district member will be ending prior to the expiration of his or her term.
2. The MCSDA shall initiate the ballot process by emailing each member agency of the CISDSC a Call for Nominations including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing via email by special district governing boards within 60 days of the date of the Call for Nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Should the number of candidates nominated be equal to the number of seats available the nominated candidate(s) shall be deemed the winner(s); no ballots created and the membership of CISDSC informed of the winning candidate appointment to LAFCo.
4. Within five working days after the close of the nomination period, the MCSDA shall email a ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate as provided by the candidate(s).
5. The MCSDA Local Government Committee shall appoint a person to be the election officer for any election where more candidates are running than there are seats available. The person appointed must either be a board member/staff of a CISDSC jurisdiction or staff for Marin LAFCo. The person appointed cannot be a candidate for a seat which is up for election or come from a jurisdiction that has a candidate on the ballot. The election officer sole responsibility is to conduct the counting of ballots and determining the winner of the election.
6. The MCSDA shall call for a meeting of the CISDSC to be held not less than 60 days after the distribution of ballots. Selection Committee meetings can be held concurrent with MCSDA meetings (i.e. at the same location and either immediately before or after the MCSDA meeting.) Per §56332(a), members representing a majority of the eligible districts shall constitute a quorum. For districts not able

to send a representative to the meeting the paper ballot shall count as that jurisdiction's attendance and count towards quorum.

7. At the CISDSC meeting, in-person ballots will be collected and tallied with all ballots sent in prior to the counting of ballots. A majority of independent special districts must cast ballots to select a special district member.

8. Ballots cast by each special district must bear the signature of the district's presiding officer or by another board/commission member as approved by that groups governing body. Ballots submitted by a vote of the district's board/commission shall have precedent over a ballot submitted by a presiding officer.

9. All ballots and other records of each selection process shall be retained in the Marin LAFCo office for at least four years and shall be immediately available for public inspection.

10. When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

a) Each district casting a vote shall rank the candidates in order of their preference. Completed ballots should indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice, etc.

b) In counting the votes by the Selection Committee, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.

c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority of eligible ballots and is selected as special district member.

d) In case of a tie between two people a coin toss shall be performed to break the tie. Should the tie be between 3 or more people the election office shall pick a method that gives all an equal chance.

11. Should a vacancy occur during a special district member's term of office, a new election shall be held for the unexpired term of the special district member or alternate member according to the process above.



MARIN PROFESSIONAL FIREFIGHTERS

• IAFF Local 1775 •

Est. 1968

John Bagala
Union President

Geoffrey Larkin
Union Vice President

Todd Lando
Union Secretary

Mario Bernardini Jr.
Union Treasurer

Kenneth Martin
Political Director

Ryan Day
Deputy Political Director

Adam Brolan
Retiree Representative

Jason Golden
Battalion Chief Representative

Dan Peters
Sergeant at Arms

Sid Jamotte
Health and Safety Chair

John Grey, Esq.
Legal Counsel

Affiliated with:

International Association
of Fire Fighters

California Professional
Firefighters

North Bay Labor Council
AFL-CIO

Phone (415) 459-4058
www.iaff1775.org
P.O. Box 15
Fairfax, CA 94978

30 November 2024

To: Public Agency Employers
From: Marin Professional Firefighters, IAFF Local 1775
Re: AB 119 and Up to Date Rosters of Members

To whom it may concern,

As we come into 2025, we would like to respectfully request that your agency please begin doing the following, if you are not already, in accordance with CA Assembly Bill 119 which was signed by the Governor back in 2017:

1 – Provide the Union the full name, job title/rank, department, work location (if known – station and shift), work, home and personal cellular telephone numbers, personal email address, and home address of **any new employee** within 30 days of hire or by the first pay period of the month following the date of hire. *(CA Gov't Code § 3558)*

2 – Provide the same information for **all employees in the bargaining unit(s)** at least once every 120 days. *(CA Gov't Code § 3558)*

We'd ask that this takes place at a minimum by:

January 15th, 2025,

May 14th, 2025,

September 12th, 2025

If it easier for the employer to comply by the 15th of each month for consistency, we are happy to waive the strict 120-day requirement.

3 – Provide 10 days' advance notice of any new employee orientations. *(CA Gov't Code § 3556)*. We'd respectfully ask for the dates, times, locations, and who the primary point of contact will be for the orientation if possible.

If possible, we would kindly request that you send the updates electronically via email in either a Microsoft Excel or an accessible Google Sheets format to:

secretary@iaff1775.org and please cc: treasurer@iaff1775.org

Thank you for your prompt attention to this request and Happy New Year!

L1775 Executive Board

Cc: L1775 Chapters and Bargaining Units
L1775 Shop Stewards and Alternates
John Grey, L1775 General Counsel



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www.iaff1775.org
P.O. Box 15
Fairfax, CA 94978

30 November 2024

To whom it may concern,

Effective January 1, 2025, the union dues for the Marin Professional Firefighters, IAFF Local #1775 will be adjusted upwards to **\$170 per member, per month.**

This will represent a \$10 per month adjustment based on the L1775 adopted policy and is a result of the re-calculation of the base formula due to several recent collective bargaining agreements as well as raises that were previously negotiated as part of multi-year contracts. Additionally, there were increases in both the International Association of Fire Fighters (IAFF) and California Professional Firefighters (CPF) per capita pass-through amounts following their biennial conventions in 2024.

This letter will serve as the 30-day required notice to allow for the change in deductions of the Union dues. We would encourage you to also check with the individual L1775 Chapter leadership to see if there are any changes to the withholdings for their Chapter (Association) dues, but we would ask that you make the immediate adjustment to the Union Dues beginning in January 2025 if their process is still working itself out.

Please make every effort to adjust the paycheck deductions in a timely manner.

These dues are required to be remitted monthly for our members to remain in good standing with the Local, the North Bay Labor Council (NBLC), the California Labor Federation (Labor Fed), the California Professional Firefighters (CPF), the International Association of Fire Fighters (IAFF), and the American Federation of Labor – Congress of Industrial Organizations (AFL-CIO).

Please also note the change of address for the mailing of physical checks below.

Dues should be sent to the:

Marin Professional Firefighters, IAFF L1775
Attn: Union Treasurer
4330 Redwood Highway
Suite #350
San Rafael, CA 94903

Thank you in advance for your cooperation. If you have any questions, please email us at:

treasurer@iaff1775.org or contact Brother Mario Bernardini at (707) 695-7364 or Brother Tim Pratt at (530) 277-4195.

Thank you,

The L1775 Executive Board.

Cc: L1775 Chapter Presidents
L1775 Shop Stewards and Alternates
John Grey, L1775 General Counsel

LOCAL NEWS

Auditor: Ross Valley Paramedic Authority finances 'very healthy'



A Ross Valley Paramedic Authority ambulance rolls down Sir Francis Drake Boulevard in Kentfield, Calif., on Friday, Aug. 5, 2022. (Sherry LaVars/Marin Independent Journal)



By **GIUSEPPE RICAPITO** | gricapito@marinij.com

UPDATED: December 26, 2024 at 3:50 PM PST

The Ross Valley Paramedic Authority has received a positive fiscal review from its financial consultant.

The consultant, Ahmed Badawi, presented the findings on the 2023-24 budget during a Dec. 5 meeting of the agency's board.

The report came as the joint powers authority — which provides emergency services to Corte Madera, Fairfax, Ross, San Anselmo, Larkspur, Kentfield, the Sleepy Hollow Fire Protection District and unincorporated pockets of the Ross Valley — evaluates its cost sharing burden among the jurisdictions.

Corte Madera and Larkspur had raised the prospect of leaving the authority before backing off last month.

Badawi said part of the analysis was to review how long could the agency could pay bills if some revenue was cut off.

"We've determined that you have about 14 months' worth of expenses in your fund balance," he told the board. "So obviously, that's a very healthy fund balance. And it's always been. And it seems like it's increasing every year. So that's definitely another positive."

For the 2023-24 fiscal year, the agency recorded approximately \$3.2 million in revenue. Larkspur contributed \$679,629; San Anselmo, \$560,813; Fairfax, \$352,250; the Kentfield Fire Protection District, \$265,699; Ross, \$90,129; the Sleepy Hollow Fire Protection District, \$85,680; and Marin County, \$68,747.

Transport billing, or calls for service, accounted for \$1 million. Revenues also include \$140,000 in outside funds and \$3,000 in investment earnings.

Marin County Fire Department Chief Jason Weber said the paramedic authority has no unfunded liabilities and significant reserves.

"The RVPA board had been very disciplined with their finances," Weber said. "The eight-member agencies coming together to provide this service is a cost-effective model that reduces duplication. The RVPA board remains committed to fiscally prudent short- and long-term policy decisions, ensuring excellent paramedic services."

Weber noted that in 1999, the agency agreed to allow Corte Madera to retain its tax revenue and ambulance transport revenue after putting the second ambulance in the Ross Valley in service.

The Ross Valley Paramedic Authority has operated one of its two ambulances out of the fire station in Ross since the early 1980s. A master facilities plan adopted last year included a new ambulance base at an estimated cost of \$2 million.

The paramedic agency works in connection with the Ross Valley Fire Department, which plans to update its operations to staff three firefighters per engine, close the station in Ross and upgrade fire stations in San Anselmo and Fairfax.

The fire department's 2024-25 budget includes \$3.3 million from Fairfax, \$2.8 million from Ross, \$5.7 million from San Anselmo, \$1.8 million from Sleepy Hollow and \$1.1 million from outside sources.

Originally Published: December 26, 2024 at 10:33 AM PST

2024 > December > 26



Kentfield Fire Protection District

Mark Pomi
Fire Chief

1004 Sir Francis Drake Boulevard
Kentfield, CA 94904

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



Emergency Preparedness for Winter Storms and Floods

Sandbags

Stock up on sandbags

We urge residents to initiate their winter preparedness measures early in the season by seeking sand and sandbags should they need them. Sand and bags can be purchased at local hardware stores.

Marin County supplied sand and sandbags

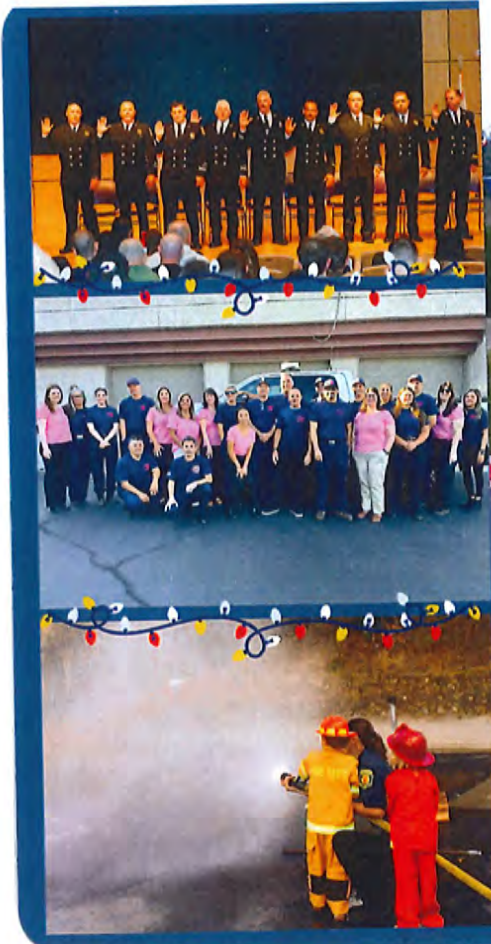
During winter storm events only. Locations may change. Please bring your own shovel!

- Kentfield: College of Marin parking lot #2 is located adjacent to SFDB, between Maple Ave and Elm Ave. (Kentfield and Greenbrae residents only)

Proper Use of Sandbags

Sandbags are a simple and effective way to prevent or reduce floodwater damage. Sandbags act as a barrier to divert moving water around instead of through buildings. Sandbags must be constructed properly to form a watertight seal.

- Remove debris from the area where bags are to be placed.
- If tied bags are used, flatten them and flare the tied end. If untied bags are used, fold the open end to form a triangle.
- To form a sandbag wall, place bags tightly against one another to form the first layer of defense.
- Place adjacent bags to overlap slightly on the folded or flared portion of the previous bag and stamp into place to eliminate gaps and form a tight seal.
- Stagger subsequent layers of bags, similar to the pattern of bricks on a wall.
- Never use bags to build a fortress around your property because this approach can trap water between sandbag walls and structures, causing further damage.



Happy Holidays

FROM OUR NOVATO FIRE FAMILY
TO YOURS

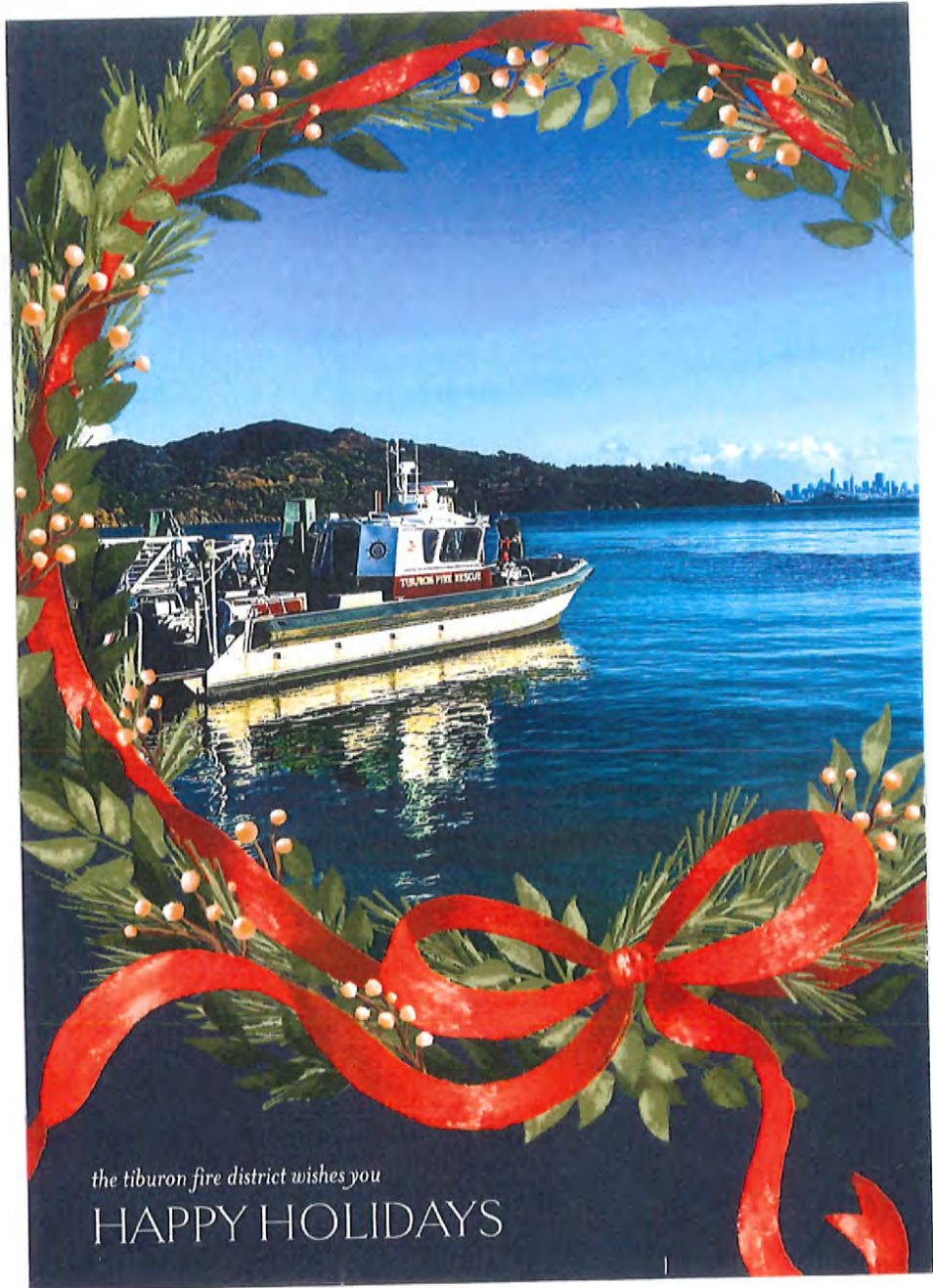


MERRY CHRISTMAS

Diego Truck Repair, Inc.







the tiburon fire district wishes you

HAPPY HOLIDAYS



Chief Pomi and the members
of MFD,

Happy Holidays!

- The College of Marin
Police Dept

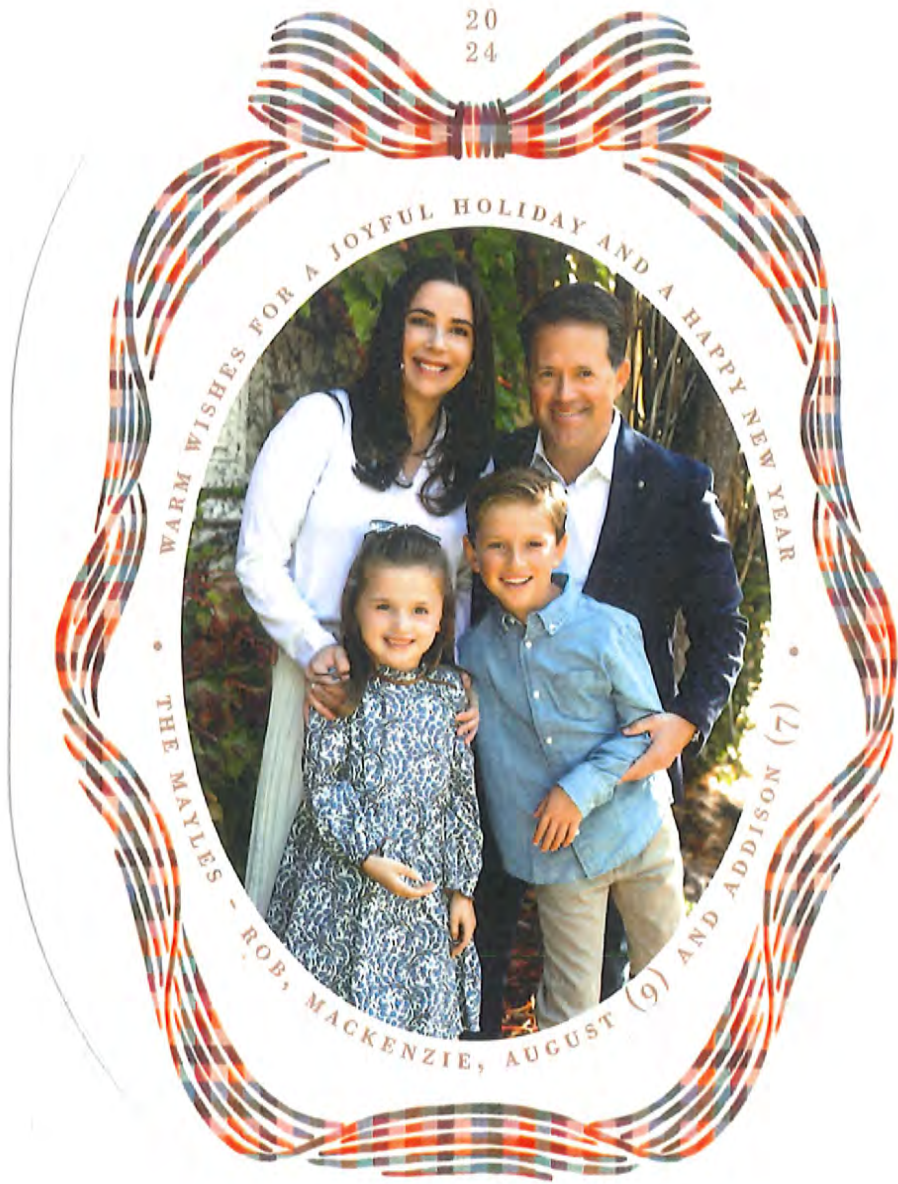


May the magic of
CHRISTMAS

*fill your heart
with joy and love.*

*Thank you for your hard
work & for watching out
for us. you're a great
bunch of guys!*

Alonso Sybil the cats!



Kentfield FPD

Kentfield, CA

This report was generated on 1/2/2025 11:23:41 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: 12/01/2024 | End Date: 12/31/2024

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Bridges, Bryan		ID: 1115				
OT - Overtime						
C2	17 - Head Quarters	E17	12/8/2024 07:00:00	12/9/2024 07:00:00	24	Cover Neve's bereavement
					[Bridges, Bryan] OT - Overtime	24
					[Bridges, Bryan] Total Hours Worked:	24

Garcia , Anthony		ID: 1362				
OT - COMP - Overtime - To Comp. Time						
B1	UNASSIGNED	UNASSIGNED	12/17/2024 07:00:00	12/17/2024 10:45:00	3.75	0700-0930= 2.5 OT * 1.5 = 3.75 Comp Time Hours. Captain's meeting with Chief Pomi.
					[Garcia , Anthony] OT - COMP - Overtime - To Comp. Time	3.75
					[Garcia , Anthony] Total Hours Worked:	3.75

Gutierrez, Mike		ID: 5116				
OT - COMP - Overtime - To Comp. Time						
B2	UNASSIGNED	UNASSIGNED	12/12/2024 09:00:00	12/12/2024 18:00:00	9	0900-1500= 6 OT Hours * 1.5= 9 Comp Time Hours; NCFMA training - vehicle charging systems
					[Gutierrez, Mike] OT - COMP - Overtime - To Comp. Time	9
					[Gutierrez, Mike] Total Hours Worked:	9

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						
A1	UNASSIGNED	UNASSIGNED	12/9/2024 10:00:00	12/9/2024 11:30:00	1.5	Marin Mapping Meeting at Station 17.
A1	17 - Head Quarters	E17	12/15/2024 07:00:00	12/16/2024 07:00:00	24	Nelson Vacation - Mcknight OT
					[McKnight , Christopher] OT - Overtime	25.5
					[McKnight , Christopher] Total Hours Worked:	25.5

Neve, Mitch	ID: 3243					
OT - CM - OT-Central Marin						
B2	UNASSIGNED	UNASSIGNED	12/6/2024 19:00:00	12/7/2024 07:00:00	12	Cover 12 hours at St 16.
					[Neve, Mitch] OT - CM - OT-Central Marin	12
OT - ACP - Overtime - Acting Captain						
A1	17 - Head Quarters	E17	12/21/2024 07:00:00	12/22/2024 07:00:00	24	Cover Viau's vacation
					[Neve, Mitch] OT - ACP - Overtime - Acting Captain	24
					[Neve, Mitch] Total Hours Worked:	36

Pasero, Larry	ID: 3307					
OT - COMP - Overtime - To Comp. Time						
A1	UNASSIGNED	UNASSIGNED	12/9/2024 19:00:00	12/9/2024 22:45:00	3.75	MCFIT Fire Investigation Callout CMFD: 27 Industrial 1900-2130 F24038447 2.5 hrs x 1.5 = 3.75 Comp Time
					[Pasero, Larry] OT - COMP - Overtime - To Comp. Time	3.75
					[Pasero, Larry] Total Hours Worked:	3.75

Viau , Kris	ID: 2133					
OT - Overtime						
C2	17 - Head Quarters	E17	12/8/2024 07:00:00	12/9/2024 07:00:00	24	Cover Garcia's vacation
B1	UNASSIGNED	UNASSIGNED	12/17/2024 07:00:00	12/17/2024 09:30:00	2.5	Captain's meeting with Chief Pomi.

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	UNASSIGNED	UNASSIGNED	12/18/2024 07:00:00	12/18/2024 23:00:00	16	Cashing in 24 Hours of Comp Time: 24/1.5= 16 OT Hours

[Viau , Kris] OT - Overtime 42.5

[Viau , Kris] Total Hours Worked: 42.5

Wilson, Jena	ID:					
OT - Overtime						
B1	UNASSIGNED	UNASSIGNED	12/11/2024 17:30:00	12/11/2024 19:00:00	1.5	KFD Board Meeting

[Wilson, Jena] OT - Overtime 1.5

[Wilson, Jena] Total Hours Worked: 1.5

GRAND TOTAL OF ALL HOURS WORKED: 146

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



Kentfield FPD

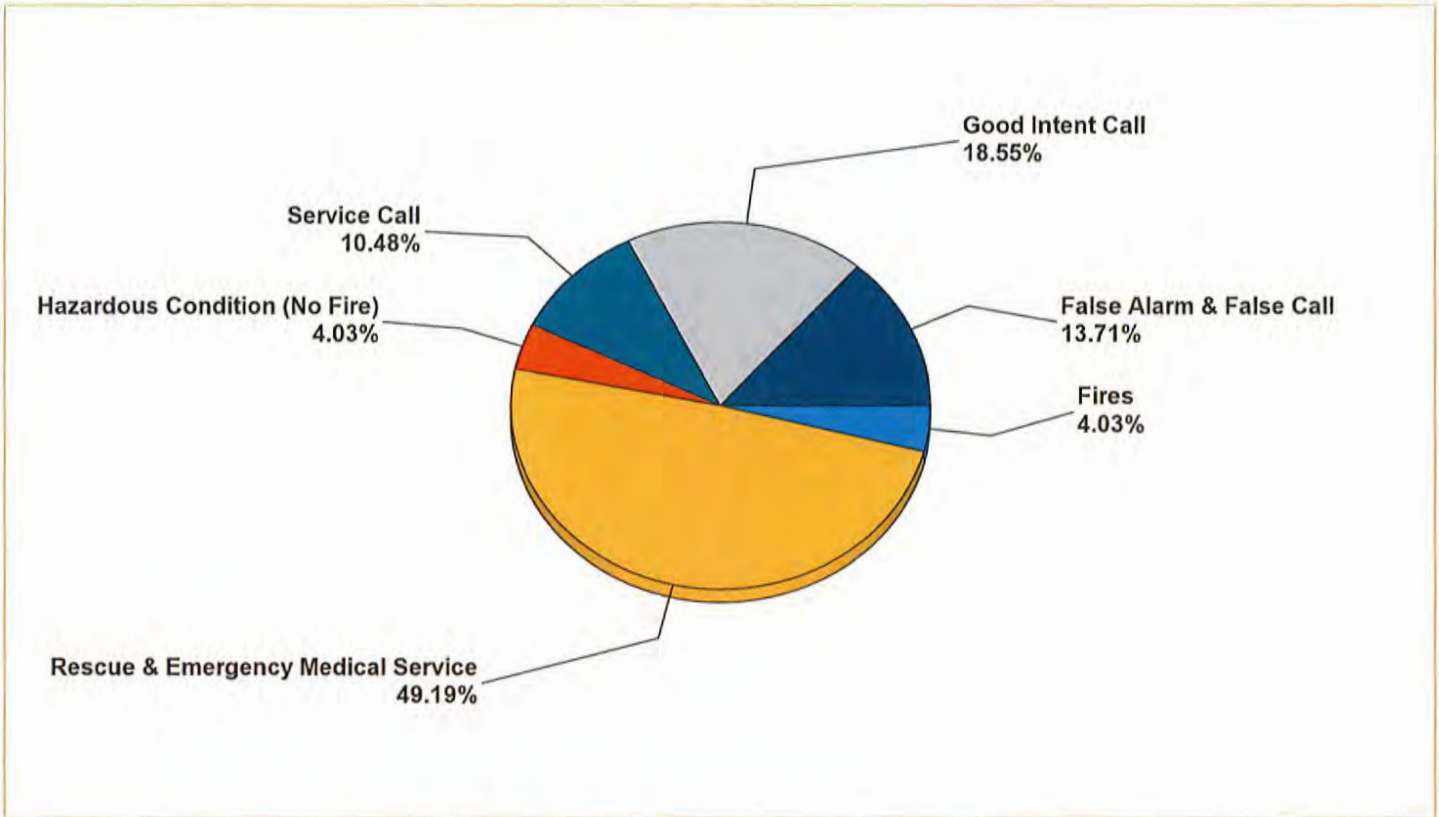
Kentfield, CA

This report was generated on 1/2/2025 11:24:53 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.03%
Rescue & Emergency Medical Service	61	49.19%
Hazardous Condition (No Fire)	5	4.03%
Service Call	13	10.48%
Good Intent Call	23	18.55%
False Alarm & False Call	17	13.71%
TOTAL	124	100%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	5	4.03%
320 - Emergency medical service, other	56	45.16%
321 - EMS call, excluding vehicle accident with injury	1	0.81%
322 - Motor vehicle accident with injuries	1	0.81%
324 - Motor vehicle accident with no injuries.	2	1.61%
365 - Watercraft rescue	1	0.81%
444 - Power line down	3	2.42%
462 - Aircraft standby	2	1.61%
500 - Service Call, other	2	1.61%
550 - Public service assistance, other	2	1.61%
551 - Assist police or other governmental agency	1	0.81%
553 - Public service	3	2.42%
554 - Assist invalid	4	3.23%
571 - Cover assignment, standby, moveup	1	0.81%
600 - Good intent call, other	2	1.61%
611 - Dispatched & cancelled en route	21	16.94%
700 - False alarm or false call, other	5	4.03%
735 - Alarm system sounded due to malfunction	4	3.23%
740 - Unintentional transmission of alarm, other	2	1.61%
743 - Smoke detector activation, no fire - unintentional	3	2.42%
745 - Alarm system activation, no fire - unintentional	3	2.42%
TOTAL INCIDENTS:	124	100%

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
 December 2024

01/02/25

Type	Date	Num	Name	Memo	Split	Amount	Balance
437 · Cash-Gen Ckg							
Check	12/10/2024	805305814	American Messaging	A/C #W4-106070/Inv #W4106070YL December 2024	2145 · Pager System	-14.28	-14.28
Check	12/10/2024	805305815	AT&T 415 453 0214	BAN #9391080558 / Inv #22684271 Future	2300 · Telephone	-61.77	-76.05
Check	12/10/2024	805305816	Banner Life Insurance Company	181941050 - Gutierrez	1515 · Health Insurance	-44.10	-120.15
Check	12/10/2024	805305817	C.A.P.F.	December 2024 Billing	1515 · Health Insurance	-324.50	-444.65
Check	12/10/2024	805305818	CalPERS - OPEB	ID# 3852809272-Kentfield Fire District OPEB	1560 · Other Post Employment Benefits	-39,025.75	-39,470.40
Check	12/10/2024	805305819	Corbet's	(A/C #4675)	2055 · Building Repair	-65.52	-39,535.92
Check	12/10/2024	805305820	Kentfield Assn. Firefighters	PO# 10154	2005 · Administrative Expense	-1,049.68	-40,585.60
Check	12/10/2024	805305821	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-128,637.18	-169,222.78
Check	12/10/2024	805305822	Kentfield Fire District Payroll Account	A/C #0507976165 - December 2024 CEPPT Contributions	1565 · Retirement Prefunding Contrib	-18,750.00	-187,972.78
Check	12/10/2024	805305823	Kentfield Prof. FF #1775	Dues: 11/13/2024 - 12/10/2024	610 · Union Dues	-1,909.04	-189,881.82
Check	12/10/2024	805305824	Marin Garden Solutions, Inc.	Invoice # 5153_ November 2024 Maintenance	2055 · Building Repair	-253.00	-190,134.82
Check	12/10/2024	805305825	Marin Sanitary Service	Inv # 3112699	2125 · Garbage	-823.11	-190,957.93
Check	12/10/2024	805305826	Connect Your Care	Delta Dental COBRA Coverage: Invoice # 554561508	1515 · Health Insurance	-5.18	-190,963.11
Check	12/10/2024	805305827	Pacific Gas & Electric	Acct 1178933549-5 - Statement 11/19/2024	2130 · Gas & Electric	-18,292.94	-209,256.05
Check	12/10/2024	805305828	Palmgrens Engravables	PO#s: 10161 & 10162	-SPLIT-	-143.00	-209,399.05
Check	12/10/2024	805305829	Phillip Chavira Corp	Invoice # 1092_ November Bookkeeper Services	1705 · Accountant	-795.00	-210,194.05
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	-SPLIT-	-3,296.94	-213,490.99
Check	12/10/2024	805305831	Vestis	(a/c #792113681) Inv # 5080537269	2050 · Auto/Equipment Repair	-71.11	-213,562.10
Check	12/10/2024	805305832	Marin Municipal Water Dist.	(A/C 175859 & 174720)	-SPLIT-	-697.53	-214,259.63
Check	12/17/2024	805305833	Banshee Networks, Inc.	Invoice # 16479	2200 · S/S-Computer	-1,288.02	-215,547.65
Check	12/17/2024	805305834	Bound Tree Medical, LLC	Acct #208491/ Invoice# 85528566	2210 · S/S-Medical	-9.45	-215,557.10
Check	12/17/2024	805305835	Business Card	11/5/24 - 12/4/24: Pomi 7901	-SPLIT-	-1,276.41	-216,833.51
Check	12/17/2024	805305836	Elk Grove Auto	Invoice # 465282; PO # 10164	-SPLIT-	-59,030.78	-275,864.29
Check	12/17/2024	805305837	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-112,944.79	-388,809.08
Check	12/17/2024	805305838	Maze & Associates	Inv #53719	2010 · Auditor	-3,580.00	-392,389.08
Check	12/17/2024	805305839	Nelson, Zach	PO Reimbursement # 10168	2305 · Training	-675.00	-393,064.08
Check	12/17/2024	805305840	NPFBA	January 2025 Billing	1515 · Health Insurance	-825.88	-393,889.96
Check	12/17/2024	805305841	Ricoh USA, Inc.	Acct #1374116-1034296USC / Inv # 108829292 (Lease 01/04/2024-01/03/2025)	2215 · S/S-Office	-344.24	-394,234.20
Check	12/17/2024	805305842	Warren Security Systems, Inc.	Acct # 5233; Alarm System Monthly December_ Invoice # 1024766	2055 · Building Repair	-96.00	-394,330.20
Total 437 · Cash-Gen Ckg						-394,330.20	-394,330.20
439 · Cash-Payroll							
Check	12/13/2024	Debit	IBS		2005 · Administrative Expense	-277.00	-277.00
Check	12/27/2024	Debit	IBS		2005 · Administrative Expense	-122.00	-399.00
Total 439 · Cash-Payroll						-399.00	-399.00
443 · Cash - Westamerica Bank - Grant							
Check	12/09/2024	1015	Kentfield Fire District		9950 · State Fires	-63,067.23	-63,067.23
Total 443 · Cash - Westamerica Bank - Grant						-63,067.23	-63,067.23
Liabilities							
565 · Amer Fnds-Invest Def							
Check	12/10/2024	805305821	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 · Cash-Gen Ckg	3,816.38	3,816.38
Check	12/17/2024	805305837	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 · Cash-Gen Ckg	3,935.61	7,751.99
Total 565 · Amer Fnds-Invest Def						7,751.99	7,751.99
610 · Union Dues							
Check	12/10/2024	805305823	Kentfield Prof. FF #1775	Dues: 11/13/2024 - 12/10/2024	437 · Cash-Gen Ckg	1,909.04	1,909.04
Total 610 · Union Dues						1,909.04	1,909.04
Total Liabilities						9,661.03	9,661.03
Revenues							
Revenue-Use of Money/Prop							
9950 · State Fires							
Check	12/09/2024	1015	Kentfield Fire District	Shelly Fire	443 · Cash - Westamerica Bank - Grant	63,067.23	63,067.23
Total 9950 · State Fires						63,067.23	63,067.23

Kentfield Fire Protection District
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Type	Date	Num	Name	Memo	Split	Amount	Balance
Total Revenue-Use of Money/Prop						63,067.23	63,067.23
Total Revenues						63,067.23	63,067.23
Expenses							
Salaries & Employee Benefits							
1040 · Personnel Serv-Suspense							
Check	12/10/2024	805305821	Kentfield Fire District Payroll Account	For Payroll: 11/27/2024 - 12/10/2024	437 · Cash-Gen Ckg	96,385.03	96,385.03
Check	12/17/2024	805305837	Kentfield Fire District Payroll Account	For Payroll: 12/11/2024 - 12/24/2024	437 · Cash-Gen Ckg	80,548.25	176,933.28
Total 1040 · Personnel Serv-Suspense						176,933.28	176,933.28
1515 · Health Insurance							
Check	12/10/2024	805305816	Banner Life Insurance Company	181941050 - Gutierrez	437 · Cash-Gen Ckg	44.10	44.10
Check	12/10/2024	805305817	C.A.P.F.	December 2024 Billing	437 · Cash-Gen Ckg	324.50	368.60
Check	12/10/2024	805305826	Connect Your Care	Delta Dental COBRA Coverage: Invoice # 554561508	437 · Cash-Gen Ckg	5.18	373.78
Check	12/17/2024	805305840	NPFBA	January 2025 Billing	437 · Cash-Gen Ckg	825.88	1,199.66
Total 1515 · Health Insurance						1,199.66	1,199.66
1530 · Retire Employer							
Check	12/10/2024	805305821	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 · Cash-Gen Ckg	28,310.77	28,310.77
Check	12/17/2024	805305837	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 · Cash-Gen Ckg	28,183.93	56,494.70
Total 1530 · Retire Employer						56,494.70	56,494.70
1560 · Other Post Employment Benefits							
Check	12/10/2024	805305818	CalPERS - OPEB	ID# 3852809272-Kentfield Fire District OPEB	437 · Cash-Gen Ckg	39,025.75	39,025.75
Total 1560 · Other Post Employment Benefits						39,025.75	39,025.75
1565 · Retirement Prefunding Contrib							
Check	12/10/2024	805305822	Kentfield Fire District Payroll Account	A/C #0507976165 - December 2024 CEPPT Contributions	437 · Cash-Gen Ckg	18,750.00	18,750.00
Total 1565 · Retirement Prefunding Contrib						18,750.00	18,750.00
1705 · Accountant							
Check	12/10/2024	805305829	Phillip Chavira Corp	Invoice # 1092_ November Bookkeeper Services	437 · Cash-Gen Ckg	795.00	795.00
Total 1705 · Accountant						795.00	795.00
Total Salaries & Employee Benefits						293,198.39	293,198.39
Services & Supplies							
2005 · Administrative Expense							
Check	12/10/2024	805305820	Kentfield Assn. Firefighters	PO# 10154_ Reimbursement for half the cost of a new grill and cover	437 · Cash-Gen Ckg	1,049.68	1,049.68
Check	12/10/2024	805305821	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 · Cash-Gen Ckg	125.00	1,174.68
Check	12/10/2024	805305828	Palmgrens Engravables	Work Order # 0032580; PO# 10162	437 · Cash-Gen Ckg	121.00	1,295.68
Check	12/10/2024	805305828	Palmgrens Engravables	Work Order # 0032618; PO# 10161	437 · Cash-Gen Ckg	22.00	1,317.68
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	170.53	1,488.21
Check	12/13/2024	Debit	IBS		439 · Cash-Payroll	277.00	1,765.21
Check	12/17/2024	805305835	Business Card	11/5/24 - 12/4/24: Pomi 7901	437 · Cash-Gen Ckg	3.98	1,769.19
Check	12/17/2024	805305837	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 · Cash-Gen Ckg	277.00	2,046.19
Check	12/27/2024	Debit	IBS		439 · Cash-Payroll	122.00	2,168.19
Total 2005 · Administrative Expense						2,168.19	2,168.19
2010 · Auditor							
Check	12/17/2024	805305838	Maze & Associates	Inv #53719 - for professional services performed in November for the year ended June 30,...	437 · Cash-Gen Ckg	3,580.00	3,580.00
Total 2010 · Auditor						3,580.00	3,580.00
2015 · Dues & Publications							
Check	12/17/2024	805305835	Business Card	11/5/24 - 12/4/24: Pomi 7901	437 · Cash-Gen Ckg	27.86	27.86

Kentfield Fire Protection District
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Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 2015 · Dues & Publications						27.86	27.86
2050 · Auto/Equipment Repair							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	50.66	50.66
Check	12/10/2024	805305831	Vestis	(a/c #792113681) Inv # 5080537269	437 · Cash-Gen Ckg	71.11	121.77
Total 2050 · Auto/Equipment Repair						121.77	121.77
2055 · Building Repair							
Check	12/10/2024	805305819	Corbet's	(A/C #4675)	437 · Cash-Gen Ckg	65.52	65.52
Check	12/10/2024	805305824	Marin Garden Solutions, Inc.	Invoice # 5153_ November 2024 Maintenance	437 · Cash-Gen Ckg	253.00	318.52
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	58.21	376.73
Check	12/17/2024	805305842	Warren Security Systems, Inc.	Acct # 5233; Alarm System Monthly December_ Invoice # 1024766	437 · Cash-Gen Ckg	96.00	472.73
Total 2055 · Building Repair						472.73	472.73
2110 · Domestic Water							
Check	12/10/2024	805305832	Marin Municipal Water Dist.	(A/C 175859)	437 · Cash-Gen Ckg	597.09	597.09
Check	12/10/2024	805305832	Marin Municipal Water Dist.	(A/C 174720)	437 · Cash-Gen Ckg	100.44	697.53
Total 2110 · Domestic Water						697.53	697.53
2120 · Fire Conferences							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	31.17	31.17
Total 2120 · Fire Conferences						31.17	31.17
2125 · Garbage							
Check	12/10/2024	805305825	Marin Sanitary Service	Inv # 3112699_ November 2024 Service	437 · Cash-Gen Ckg	823.11	823.11
Total 2125 · Garbage						823.11	823.11
2130 · Gas & Electric							
Check	12/10/2024	805305827	Pacific Gas & Electric	Acct 1176933549-5 - Statement 11/19/2024	437 · Cash-Gen Ckg	18,292.94	18,292.94
Total 2130 · Gas & Electric						18,292.94	18,292.94
2145 · Pager System							
Check	12/10/2024	805305814	American Messaging	A/C #W4-106070/Inv #W4106070YL December 2024	437 · Cash-Gen Ckg	14.28	14.28
Total 2145 · Pager System						14.28	14.28
2150 · Prevention							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	777.00	777.00
Check	12/17/2024	805305836	Elk Grove Auto	Invoice # 465282; PO # 10164	437 · Cash-Gen Ckg	47,224.78	48,001.78
Check	12/17/2024	805305836	Elk Grove Auto	2024 KNT/MWPA: D-Space Project Funding 10%	437 · Cash-Gen Ckg	5,903.00	53,904.78
Check	12/17/2024	805305836	Elk Grove Auto	2024 KNT/MWPA: Local Project Funding 10%	437 · Cash-Gen Ckg	5,903.00	59,807.78
Total 2150 · Prevention						59,807.78	59,807.78
2200 · S/S-Computer							
Check	12/17/2024	805305833	Banshee Networks, Inc.	Invoice # 16479	437 · Cash-Gen Ckg	1,288.02	1,288.02
Total 2200 · S/S-Computer						1,288.02	1,288.02
2205 · S/S-Fire Equipment							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	82.24	82.24
Total 2205 · S/S-Fire Equipment						82.24	82.24
2210 · S/S-Medical							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	132.63	132.63
Check	12/17/2024	805305834	Bound Tree Medical, LLC	Acct #208491/ Invoice# 85528566	437 · Cash-Gen Ckg	9.45	142.08
Total 2210 · S/S-Medical						142.08	142.08
2215 · S/S-Office							

Kentfield Fire Protection District
Warrant List
 December 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	12/17/2024	805305841	Ricoh USA, Inc.	Acct #1374116-1034296USC / Inv # 108829292 (Lease 01/04/2024-01/03/2025)	437 · Cash-Gen Ckg	344.24	344.24
Total 2215 · S/S-Office						344.24	344.24
2220 · S/S-Station							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	481.92	481.92
Total 2220 · S/S-Station						481.92	481.92
2300 · Telephone							
Check	12/10/2024	805305815	AT&T 415 453 0214	BAN #9391080558 / Inv #22684271 Future	437 · Cash-Gen Ckg	61.77	61.77
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	870.72	932.49
Check	12/17/2024	805305835	Business Card	11/5/24 - 12/4/24: Pomi 7901	437 · Cash-Gen Ckg	1,244.57	2,177.06
Total 2300 · Telephone						2,177.06	2,177.06
2305 · Training							
Check	12/17/2024	805305839	Nelson, Zach	PO Reimbursement # 10168	437 · Cash-Gen Ckg	675.00	675.00
Total 2305 · Training						675.00	675.00
2315 · Wellness Fitness							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	345.53	345.53
Total 2315 · Wellness Fitness						345.53	345.53
Total Services & Supplies						91,573.45	91,573.45
Capital Outlay							
4015 · C/O-Fire Equipment							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	63.53	63.53
Total 4015 · C/O-Fire Equipment						63.53	63.53
4070 · C/O-Apparatus Rplcmt							
Check	12/10/2024	805305830	U.S. Bank	Kentfield Fire District Acct #: 4866 9145 5553 8443	437 · Cash-Gen Ckg	232.80	232.80
Total 4070 · C/O-Apparatus Rplcmt						232.80	232.80
Total Capital Outlay						296.33	296.33
Total Expenses						385,068.17	385,068.17
TOTAL						0.00	0.00