

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

MEETING TYPE: Special Meeting

DATE: Thursday, June 23, 2011

CALL TO ORDER: 4:35 p.m. by Chairman McLeran. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, Accountant Hom and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: None.

PUBLIC COMMENT PERIOD: As there were no members of the public in attendance, no comments were received.

UNFINISHED BUSINESS:

1. There was no additional information to be discussed concerning the District budget.
2. Chief Smith reminded the Board of its previous approval to make a pay down to the Safety Members' side fund. A check will be issued this week to CalPERS in the amount of \$250K.

Additionally, Chief Smith reminded the Board of its previous approval to make a pay down to the Miscellaneous Member's side fund. After receiving up-to-date information from CalPERS Actuarial Division, Chief Smith asked the Board to rescind this action. With the current status of the Miscellaneous category being eliminated due to the retirement of the current Administrative Secretary, the current fund will be moved from an active fund to an inactive fund. If the new hire is activated at a different rate, CalPERS suggests not paying down the original fund at this time.

M/S Gerbsman/Naso to rescind the authorization from the June 15, 2011 meeting allowing for a pay down of the side fund for the Miscellaneous Member category of \$115K. All ayes.

NEW BUSINESS:

1. No action to be taken for KFD Administrative Personnel Contracts.
2. Chief Smith explained the current formula of 3% @ 60 applicable to the current Miscellaneous category. He suggests an alternate formula for the administrative new hire.

At this time Accountant Hom explained the "benefit formula" spreadsheets handed out and the Board's need to choose an applicable percentage rate. Additionally, the Board must choose the position's rate of final pay (final year or average of final three-years). Salary compensation was discussed at this time as well. Chief Smith presented a five-step plan beginning at \$58K and progressing to \$70,500.

Discussion ensued regarding a pool from which applicants will be sought for the administrative position. The AFSS Section of Cal Chiefs can be utilized as well as the County of Marin – due to many recent layoffs. Notice will also be posted on the KFD website. Chief Smith will work on the following for the Board's approval: Job description, benefit package, website entry, employment opportunity listing, and review of all by Marin County Counsel. He expects to have a flyer available by July 5, 2011 for distribution by the end of July or middle of August 2011.

Director Naso suggested a committee be formed of a Board member, Chief Smith, Administrative Secretary Abraham and a member of the paid staff. Chief Smith would include Accountant Hom on such a committee as well. Director McLeran noted not being sure such a committee would be necessary as the final choice of applicant will rest

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with Chief Smith. Chief Smith noted the possibility of using outside people for pre-qualification of applicants after which those chosen would be interviewed by a committee, if one is formed.

Accountant Hom explained the method by which Novato FD runs its "Career Development Program." Levels run from Entry to Top Step – in house. Chief Smith mentioned Cal Chiefs, Administrative Section, Profession Recognition Program Levels I and II.

Lengthy discussion followed between the Board, Chief, Accountant and Staff present regarding salary tiers as well as benefit tiers. M/S Murray/Corbet to authorize Chief Smith to seek a new hire for the administrative support position to include: 2.5% @ 55 formula, 36-month final compensation, 2% COLA. All ayes.

The Board will study the current and possible new benefit package including retirement prior to the next regular BOD meeting. This will include discussion regarding health benefits for employment as well as post-employment for this position.

CORRESPONDENCE: None

DISTRICT OPERATIONS: The Incident Log and Overtime Report were reviewed.

DIRECTOR'S REPORT: None

CHIEF'S REPORT: None

OTHER: None

APPROVAL OF WARRANTS: None

The next regular meeting will be held on Wednesday, July 20, 2011 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Murray/Naso to adjourn this meeting at 5:36 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary