

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, June 15, 2011

**CALL TO ORDER:** 6:30 p.m. by Chairman McLeran. Director Corbet led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present with the exception of Director Murray. Director Gerbsman was on teleconference from Alexandria, VA. Also in attendance were Chief Smith and Recording Secretary Abraham.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Corbet to approve the regular minutes of the previous month. All ayes. M/S Corbet/Naso to approve the special meeting minutes of May 24, 2011.

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

**UNFINISHED BUSINESS:**

1. Engineer Anthony Garcia provided all Directors with handouts explaining the updated language in the 2011/2012 Memorandum of Understanding for the Kentfield Professional Firefighters Association. The document was reviewed by line items. Chief Smith noted to the Board that Director Murray had reviewed the current document, after Accountant Hom provided the current salary appendix, with Engineer Garcia previously. M/S Corbet/Naso to approve the 2011/2012 MOU between the KAPF and the KFPD. All ayes.

2. Chief Smith proposed the Special Assessment tax levy for 2011/2012 at .06 cents according to Transmittal Three – M/C Department of Finance Tax Division. M/S Naso/Gerbsman to approve Resolution No. 5-2011 adopting Special District Assessment for 2011/2012 at .06 cents per square foot of structure size and/or up to \$20 per acre of unimproved property. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Naso/aye. Resolution signed.

3. Chief Smith provided all Directors with handouts concerning the continuing process of adopting Governmental Accounting Standards Board (GASB) 54. This ruling incorporates committed fund balances, assigned fund balances and unassigned fund balances to be reported in the Fire District's annual financial statements.

After discussion, M/S Corbet/Naso to approve Resolution No. 4-2011 establishing a Fire District policy in compliance with GASB 54 for the general fund. All ayes. Corbet/aye, Gerbsman/aye, McLeran/aye, Naso/aye. Resolution signed.

4. Chief Smith passed out revised copies of his preliminary budget for 2011/2012 along with a budget analysis. After reviewing by line items, all Directors agreed with Chief Smith's synopsis. He reported the budget being \$17,500 in the black and suggested closeout reserve allocation be done in September 2011. M/S Gerbsman/Corbet to approve the 2011/2012 preliminary budget as presented this date by Chief Smith. All ayes.

**NEW BUSINESS:**

1. A new signature card was signed for the County of Marin/Bank of America account.

2. Chief Smith reported on information received from the Ross Valley Sanitary District's proposed sewer rate increase recently mailed to area property owners. He stated that many entities are opposing the increase - mentioning the winter 2010 sewer spill and lack of immediate reporting of same to local governmental agencies. A 22% rate increase is noted in the Ross Valley area with the City of Larkspur's rate to be almost doubled.

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

After discussion, the Board directed Chief Smith, as the Fire District property owner, to protest, in writing, the proposed rate increase.

**CORRESPONDENCE:** All correspondence was reviewed.

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

**DIRECTOR'S REPORT:** Director Naso inquired as to the status of the few remaining items to be remedied concerning the building modernization project. A landscape gardener will work on the drainage in the front garden area once the flowers are no longer in bloom. We are waiting for a part to the motorized component on the clubroom window shade.

**CHIEF'S REPORT:**

1. Chief Smith advised Brandis Talman, LLC that the Fire District will not be using its services regarding the CalPERS side fund pay down. He explained the CalPERS actuarial recently received and comparison of the ratio of Fire District reserves to County of Marin earnings. Chief Smith provided the affects to safety rates in paying down the side fund at \$100K, \$250K or \$500K increments. It is Chief Smith's goal to eventually clear the side fund debt. After discussion, M/S Gerbsman/Naso to move \$250K from reserves to CalPERS for the payment of the Safety Members' side fund.

Chief Smith explained the Miscellaneous Member category rate currently at 32%. Paying down the side fund for this category will reduce the rate to approximately 15%. Chief Smith recommends clearing this debt. Director McLeran agreed. Although Director Gerbsman is reluctant to lower the reserve cushion, he agrees that it will be beneficial to lower the rate. Chief Smith reported that Account Hom recommended using reserves to this end in so much as it will not have an adverse cash effect to the Fire District. Paying down this side fund will reduce the Fire District's liability. M/S Gerbsman/Naso to transfer \$115K from reserves to pay down the Miscellaneous Member side fund. All ayes.

2. Chief Smith reported hearing from Dr. William Good (lives behind the fire station) that he is not opposed to modifications to the AT&T cell site located on the fire station roof as long as he is not affected. His concern is noise producing equipment. Chief Smith will invite Mr. and Mrs. Good to the next meeting involving an AT&T presentation. Currently, AT&T representatives have been unable to elaborate on any additional proposed improvements. AT&T site rental payments continue to be received in a timely manner.

**OTHER:** Chief Smith informed the Board of Administrative Secretary Abraham's intent to submit her retirement paperwork due to health issues. The Board will hold a special meeting on Thursday, June 23, 2011 at 4:30 p.m. to discuss her replacement.

**APPROVAL OF WARRANTS:** M/S Naso/Corbet to approve Warrants No. 3903 to and including No. 3963 in the amount of \$237,142.69. All ayes.

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 including the two fallen firefighters from San Francisco who died in the line of duty earlier this month.

M/S Corbet/Naso to adjourn this meeting at 7:30 p.m. All ayes.

Respectfully submitted,

Carol Abraham  
Recording Secretary

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