

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, March 16, 2011

**CALL TO ORDER:** 6:28 p.m. by Chairman McLeran. B/C Michael Hadfield led the assembly in the Pledge of Allegiance.

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Naso to approve the minutes of the previous month. All ayes.

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

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

1. All Directors signed a new signature card for the Marin County Auditor's Office.
2. Chief Smith reported on a recent accident involving Unit 17. Our driver was at fault when he struck the upper wall while backing into a parking stall of an apartment unit. Damage to the building is under \$300.00. According to our general liability insurance company, FAIRA, we must file a claim. However, we were advised to decline the claim and give it to our insurance adjuster for payment (Glatfelter Ins. Co.). This will shorten the time of discovery from two years by statute to six months. Glatfelter will pay the claim directly to the owner of the apartment building (this has been done). Director Gerbsman asked about receiving a signed release, however, Director Murray, noted this is not necessary with the decline of the claim knowing the insurance adjuster has/will pay. All directors agreed to this method of handling the situation, and Chief Smith was directed to advise the claimant that the Fire District has rejected the claim submitted relative to the property damage.

An item will be placed on the April 2011 agenda to reimburse the Automobile/Equipment Repair fund from the Self Insured Reserve fund for this expenditure of damage to the Fire District's pickup truck (Unit 17).

3. There was no interest from members of the Board to apply for the vacant positions on the FASIS BOD.
4. Chief Smith reviewed the process involved in establishing a proposed fee schedule for fire prevention, plan checks and related inspections included in Ordinance No. 112. There had been previous discussion of this proposal at the February BOD meeting as well. He referred the Board to his memo of March 10<sup>th</sup> included in the current Board agenda packet. Instructions have been provided by Marin County Counsel to proceed with the proposal. This ordinance will mirror those of other Marin County fire agencies. A notice of hearing will be posted in the local newspaper at least 10 days prior to the hearing. Additionally, a notice of the meeting for such hearing will be posted at least 14 days in advance to any interested person(s) filing a written request. A notice of estimated costs will be provided at least 10 days prior to the April 2011 hearing meeting which will be held during the regular Board of Directors' meeting at 6:30 p.m. on Wednesday, April 13, 2011.

Chief Smith informed the Board that Ordinance No. 112 would be adopted 60 days after final passage. He explained how the new fee schedule differs from the actions taken by the Fire District over the past many years. "True Cost Recovery" issues and "Indirect Costs" were discussed. The Board agreed that this schedule covers average costs and is in line with the other fire agencies. Director Gerbsman voiced his recommendation that the Fire District adopt the proposed fee schedule as outlined at this meeting.

Ordinance No. 112 – First Reading: Following Chief Smith's explanation, and according to instructions previously furnished by Marin County Counsel, M/S Directors Murray/Naso to waive further reading of Ordinance No. 112. All ayes.

**CORRESPONDENCE:** All was reviewed. Director Naso noted that Engineer Trimble presented a very interesting "Get Ready Marin" class that he attended.

The KAPF #1775 has requested an April 2011 date to begin the 2011/2012 negotiation process. The Board moved to closed session at 7:00 p.m. to discuss the upcoming negotiation process. It reconvened at 7:04 p.m. with nothing to report.

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BOARD OF DIRECTORS MEETING**

B/C Hadfield invited Board Members to attend a Fire Operations Drill sponsored by IAFF Local 1775 on Thursday, May 19, 2011 at SRFD Station No. 52 from 8:30 a.m. to 1:00 p.m. followed by a BBQ lunch. Responses are to be directed to Engineer Garcia.

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

**DIRECTOR'S REPORT:** Director Naso reviewed the building modernization project punch list item by item, which he handed out to the Board and staff members present. Those items that have been completed were removed from the list and any still pending will be reviewed at the April 2011 meeting. Chairman McLeran thanked Director Naso for his diligence in this process. Director Naso in turn thanked Chief Smith for following through on the list of items to be completed.

**CHIEF'S REPORT:**

1. Chief Smith invited each Board Member to make an appointment to have his picture taken for the ten-year formal staff picture on either April 8<sup>th</sup> or 9<sup>th</sup>.

2. Chief Smith explained the up-coming grading of the Fire District by ISO (Insurance Services Office). KFPD currently hold a "3" rating which is very good. It takes 70 points to maintain the same rating. Director Murray noted it being a huge accomplishment to attain a "3" rating, especially given the Fire District's wildland exposure.

3. Chief Smith mentioned receiving an increase in interest for "CERT" and "Get Ready Marin" classes from the public. In light of the recent devastating 9.0 earthquake in Japan, he would like to establish on-going classes to be available to Fire District residents. He suggested emails be sent to the Greenbrae Property Owners' Association and to the Kent Woodlands Home Owners' Association. Engineer Trimble explained the differences between the "CERT" and "Get Ready Marin" classes/tasks/procedures. Chairman McLeran asked Director Naso about media advertising.

4. By his memo of March 16, 2011, Chief Smith updated the Board on AT&T's proposal to upgrade its lease for space here at the fire station. A draft of the proposal should be available from the AT&T representative at the April 2011 meeting. It was discussed and decided to have Marin County Counsel review the package after it has been presented rather than have someone from MCC attend the Board meeting to hear the proposal. The Board would specifically like to see the proposed rent increase available at the meeting.

**OTHER:** None

**APPROVAL OF WARRANTS:** M/S Naso/Murray to approve Warrants No. 3716 to and including No. 3764 in the amount of \$149,153.84. All ayes.

The next regular meeting will be held one week early on Wednesday, April 13, 2011 due to Passover and Easter holidays.

A moment of silence was held for departed members.

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

Respectfully submitted,

Carol Abraham  
Recording Secretary