

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

MEETING TYPE: Regular

DATE: Wednesday, January 19, 2011

CALL TO ORDER: 6:35 p.m. by Chairman Murray. Director Naso 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: M/S Naso/Corbet 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: AT&T representative, Ana Gomez, reviewed the previously submitted plans for the upgrade of the AT&T cell site currently located on the fire station roof. AT&T has requested the Board's approval of the plans as submitted in order that it can continue the upgrade process through the County of Marin. Plans call for the removal and relocation of a tri-pod and the installation of new surrounding panels.

The new tri-pods will be no higher than the existing panels. Director Naso asked about the Kentfield Advisory Board's review of the plans. Chief Smith does not feel this is necessary as this is not a new addition – rather an upgrade of an existing site. Director Murray asked about the replacement of the roof screening panels which are currently rated with a 50 year warranty. The new panels will be made of fiberglass. Director Gerbsman suggested a clause be added into the lease agreement that the panels will be replaced as needed. Explanation/discussion ensued. Director Gerbsman inquired of the expanded coverage that will be available to AT&T and its monetary worth to KFPD. Ms. Gomez stated that the increased cover will be more data than voice. AT&T is prepared to double the current monthly rate they pay to KFPD. She stated that she is unable to suggest a higher dollar compensation, but that she is willing to approach AT&T for additional compensation to KFPD once a use permit is issued by the County of Marin. Ms. Gomez stated that AT&T needs approval of the Board for the current upgrade, as described, in order to continue its renewal application for a use permit through the County of Marin. If the County of Marin does not issue a use permit, there will be no upgrades to the current site.

Director McLeran asked about the remaining length of time on the current lease. Chief Smith stated there was 15 years left, however, in as much as AT&T let its use permit expire, we are technically out-of-contract. Ms. Gomez noted that this was an error by AT&T. Director Murray stated the AT&T upgrade/additional revenue to KFPD would be a win-win situation. He then asked if all components of the upgrade could be done at the same time. Ms. Gomez stated that this was not possible as there are various "steps" that must be taken in order to proceed with the process. First, the Board must approve the design plan to be submitted to the County of Marin and agree to move forward with the plan. Second, a Use Permit must be issued by the County. This could take several months; therefore, it is not possible to project a dollar amount to be paid monthly/annually to KFPD at this time. A dollar amount cannot be confirmed until all steps in the upgrade process have been met.

At this time, B/C Galli asked the AT&T representative about the "EMF" factor issues to the station's employees. Ms. Gomez stated that the current antennas propagate "out," not "down." Chief Smith noted that AT&T engineers will furnish information on radiation aspects. Ms. Gomez offered AT&T to do a "pre" construction on-site analysis as well as a "post" construction analysis to measure emissions. B/C Galli asked about the possibility of having an outside agency do an

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analysis as well. Chief Smith and the Board agreed that this could be done. Ms. Gomez noted that the AT&T antennas can be adjusted directionally if necessary.

Director Murray noted concern for the residents of the neighboring property to the east as well. Ms. Gomez stated that the antennas will point to SFDB rather than to the east toward the apartment building. She also noted that AT&T can do an analysis of the apartment building as well. The neighbors will be notified of the AT&T upgrade once all steps have been covered/completed.

AT&T utilizes a maximum of 4% emissions of the FCC limits permissible. Chief Smith noted that we will be going through these same concerns with T-Mobile in the near future. Director Naso wants all studies to be available to the public. At this point Director Gerbsman stated his opinion in wanting the financial increase to KFPD from AT&T to definitely be more than double the current rate. Ms. Gomez will pass this request on to the proper AT&T representatives.

Director McLeran asked about the installation and use of separate meters to measure electrical usage. Chief Smith noted that AT&T currently pays a \$2100/year access fee per the 1999 lease. He noted that when the recent re-model was done, three "demon meters" were installed. Ms. Gomez stated that AT&T will look into this possibility. Director McLeran would like to see each cell site entity use a separate meter.

Ana Gomez related the three final concerns as being 1) the Board's agreement to the current layout and its approval to move forward with the process, 2) an EMF analysis will be done, 3) AT&T will explore the possibility of using a separate meter. The Board agreed that the proposed AT&T plan is adequate. The Board thanked Anna Gomez for her attendance at this meeting and for the information she shared. M/S McLeran/Gerbsman to approve the AT&T lease upgrade as presented thus far. All ayes.

NEW BUSINESS:

1. Election of Officers to the Board of Directors for 2011: Nominations were opened and noted as follows: M/S Murray/McLeran to elect Director McLeran to the office of Chairman, Director Naso to the office of Vice Chairman, Director Gerbsman to the office of Secretary. All ayes.
2. 2010/2011 Statement of Economic Interest – Form 700's were completed and signed by each Director.
3. Account Hom presented the 2010/2011 mid-fiscal year report. He reported that this is a good time to do this review since December taxes have been received and posted by the County of Marin. 55% of secured property taxes have been received. 40% will be due in April with the remaining 5% posted in June. We are currently \$5K short from our original prediction for secured property taxes while our special assessment taxes have been received at 55%.

Funds received from excess ERAF are \$9500 above our budget prediction, so this more than makes up the \$5K shortage noted above. Accountant Hom noted the following: Account 9201 – interest is posted to our general account by the County every three months; Account 9950 – funds received in 2011 from the State/Federal for OES response to Hurricanes Ike and Gustav were actually recorded in 2008, the year of the response.

At the end of 2010, revenue is 50% of budget. Discussion ensued regarding receipt of secured property taxes versus special assessment (square footage tax) taxes. Salaries/benefits are currently at 49% of budget. It was noted that 2010 saw one large payment being made to OPEB while 2011 will see quarterly payments being made. Service/Supply is at 42% of the annual budget. Capital Outlay looks good. Debt Service includes principal pay down for solar in 2010.

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Director Murray noted the decrease in PG&E rates to which Chief Smith reported working on statistics with the a department at the County of Marin to outline these rates since moving into the new station. He plans to present the findings at a future meeting. He also noted that the new station has all energy efficient appliances. The Board thanked Accountant Hom for yet another clear and concise financial presentation.

CORRESPONDENCE: Two pieces of correspondence were reviewed.

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

DIRECTOR'S REPORT: Director Naso showed an aerial view of the entire roof area of the fire station. Director Murray noted his concern whenever a contractor must make access to the roof for repairs, upgrades, etc. He noted the need to limit access to keep from damaging the roof area. It was noted that all amended leases with cell site entities will include language noting a 24/7/365 notification prior to any/all accessing the roof. Chief Smith noted that Mark Kelley, MACK 5, had suggested an alternate access to the roof when AT&T begins its cell site upgrade. Director McLeran noted a policy/procedure might be incorporated for access by any/all entities requiring roof access.

CHIEF'S REPORT:

1. Chief Smith reported that the first of two fire flow projects in Greenbrae has been completed. Thousands of feet of pipe will be installed in an additional area of Greenbrae as well as Kent Woodlands in the near future.
2. Chief Smith explained the KPFA request to file for IRS Section 125 allowing employees who pay out-of-pocket for a portion of their health care insurance to do so with pre-tax dollars versus the current post-tax dollars. He will have additional information at next month's meeting.
3. Chief Smith passed out B/C Galli's annual 2010 Fire Prevention Report. Director Gerbsman inquired if KFPD charges for false alarm responses. It does not.

OTHER: None

APPROVAL OF WARRANTS: M/S Murray/McLeran to approve Warrants No. 3556 through and including No. 3634 in the amount of \$583,272.07. All ayes.

The next regular meeting will be held at 6:30 p.m. on Wednesday, February 16, 2011.

A moment of silence was held for departed members. Chief Smith dedicated this meeting to the memory of Laura Luttringer who passed away last week. Laura was the wife of Frank Luttringer, KFPD former accountant of many years.

M/S McLeran/Naso to adjourn this meeting at 8:06 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary