

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

MEETING TYPE: Regular

DATE: Wednesday, December 14, 2011

CALL TO ORDER: 6:33 p.m. by Chairman McLeran. Director Naso led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present with the exception of Director Murray who was ill. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Abraham.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Corbet/Gerbsman 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:

1. John Maher, Maher Accountancy, presented the final version of the audit report for June 30, 2011 to the Board. He also passed out a corrected page "two" to the audit showing the \$250K side-fund for the CalPERS pension pay-down. The Board reviewed the audit page by page with Mr. Maher. Questions were asked and answered as the report was reviewed. Mr. Maher noted the proper separation of duties as followed by Chief Smith, Accountant Hom and Administrative Secretary Abraham. He complimented Chief Smith and staff on good internal management and reporting which keeps audit costs down as information is readily available. He also found the internal control environment to be good and noted that the KFD has excellent controls given the size of the organization. Chief Smith asked about the higher valuation (50%) for sick leave buyback. Mr. Maher noted that this was implemented with the June 30, 2010 audit negotiated by the Union two years ago and is listed on page "seven."

The Board thanked Mr. Maher for his report. Copies of the audit, including the corrected page, will be sent to the State of California, the County of Marin, and Municipal Finance Corporation.

2. Accountant Hom outlined the most recent Profit/Loss Report and explained the distribution of current property taxes. He noted being very pleased that we are so close to the original projected budget. Chief Smith noted that some expenses have been 100% paid for this fiscal year. Accountant Hom will advise once the County has posted excess ERAF money. He noted total revenue at \$163K, salaries/benefits at 51%, capital outlay at 40% and debt service at 51% showing the budget to be exactly where it should be at this point in time. The Board thanked Accountant Hom for this detailed update and clear presentation.

NEW BUSINESS:

1. Chief Smith reviewed the current term life insurance program, put into place approximately 15 years ago and carried by the Fire District, on its paid safety staff in the amount of \$100K paid at \$19/month/person by the District. Most of these policies have reached maturity. He further explained that Engineer Garcia, on behalf of the KAPF, has been working on implementing a continuation of coverage. Currently, the District pays approximately \$2400 annually for coverage. Prices at today's market will be approximately \$4500 annually for the same amount of coverage. Chief Smith reviewed options regarding the District's increasing the amount it extends to the Association members for coverage including the immediate coverage of any represented new hires at \$100K for a 30-year term. This will avoid sharp increases as members' age and/or have medical, etc. issues during their future employment. A lengthy discussion followed between Chief Smith, the Association members present, and the Board. The Board moved to closed session at 7:21 p.m. to discuss the life insurance issue. It reconvened at 7:30 p.m. with no reportable action taken.

M/S Gerbsman/Corbet to increase the annual amount the Fire District pays to \$4500 based on ten paid safety staff members. The KAPF will allocate the various populations. All ayes.

Accountant Hom inquired where the additional funds were to be taken from in the budget. M/S Gerbsman/Naso to increase Account No. 1515 – Health Insurance to cover the \$4500 expenditure for a total of \$328,589.00 from the original \$326,489. All ayes. The KAPF thanked the Board for its generous offer.

CORRESPONDENCE: Reviewed

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

DIRECTOR'S REPORT:

Chief Smith presented Chairman McLeran with an engraved plaque denoting his years as Chairman of the Board and thanked him for a job well done. Following are the new positions to

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be effective with the January 2012 meeting: Chairman – Ron Naso, Vice Chairman – Steven Gerbsman, Secretary – Bruce Corbet. Chairman McLeran noted having had a great year serving the Board and the community.

CHIEF'S REPORT:

1. As B/C Galli was in attendance at this meeting, he gave a brief report on the recent structure fire at 200 Woodland Road. He showed photos and noted that he will have a video presentation available at the next regular meeting. He also mentioned an additional structure fire today at 40 Fernhill Avenue in Ross at which KFD was first on scene assisting Ross Fire Department.
2. Chief Smith introduced Sharon Mulkeen. Pending direction from the Board, Chief Smith will offer Sharon the position of Fire District Secretary effective January 2012. She will replace current Secretary, Abraham, who will retire. Director Gerbsman recommended Chief Smith be given the latitude to negotiate a contract within current budget allocations and to hire Sharon. The Board agreed and welcomed Sharon to the KFD. Sharon thanked the Board and noted looking forward to working within a community environment.

OTHER: None

APPROVAL OF WARRANTS: M/S Naso/Corbet to approve Warrants No. 4270 through and including No. 4322 in the amount of \$217,096.26. All ayes.

The next regular meeting will be held on Wednesday, January 18, 2012 at 6:30 p.m.

A moment of silence was held for departed members.

M/S Corbet/Gerbsman to adjourn this meeting at 8:00 p.m. All ayes.

Respectfully submitted,

Carol Abraham
Recording Secretary