

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, February 20, 2019

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

**ROLL CALL:** All Directors were present. Also in attendance were Chief Pomi, Accountant Hom and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Naso/Corbet to approve the minutes of January 16, 2019. Directors Gerbsman and Murray abstained. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** Chief Pomi shared a video presentation of Retired Chief Mariani receiving his replacement Kentfield Fire helmet and badge. Chief Pomi also shared a photo book of Chief Mariani that Chief Smith assembled from photos gathered by the Kentfield Fire staff.

**UNFINISHED BUSINESS:**

- a. Statement of Economic Interest/Form 700: Chief Pomi reminded all board members they are required to complete this form annually and asked members to submit their forms to Admin Mulkeen.
- b. F/Y 2018/19 Mid-Year Review Presentation: Accountant Hom presented the following budget highlights covering July 1 through December 2018.

**District Revenues:** *Category 9001/Property Tax Secured*-The District has received \$2.5 million of the \$4.6 million budgeted. Accountant Hom projects a \$22,000 positive variance by the end of the year. *Category 9007/Special Assessment Tax*-reflects \$305,000 received, with \$543,000 budgeted. Accountant Hom estimates this category will have a \$12,000 positive variance by the end of the year. *Category 9046/Excess ERAF*-received \$184,000 with \$225,000 budgeted. Accountant Hom projects the District may receive up to \$330,000 for the year, reflecting a \$105,000 positive variance. All three of these categories total an estimated \$150,000 positive variance on the revenue side. *Category 9950/State Fires*-\$100,000 received as of December 2018 with \$300,000 outstanding. Accountant Hom estimates the District will receive an additional \$75,000 over what we budgeted. Total revenues as of December 2018 is \$3.3 million, at 56% of annual budget.

**Salaries & Benefits:** *Category 1005/Admin Sec* and *Category 1050/Safety-Reg Pay* at 50% of budget. *Category 1030/OT* at 100% in December due to overtime paid during wildland fire season. A request to increase this category to coincide with state fires is addressed by another agenda item tonight. Under *Category 1530/Retire Employer*, the District spent \$536,000 at 63% of budget as of December 2018. Of that, \$300,000 was paid in July 2018 to our unfunded liability. The District has opted to pay this liability in an annual lump sum due to the interest CalPERS adds to the monthly payments. *Category 1560/OPEB* payments are made quarterly. The District has made half of its payments with the budget at 50%. Total Salaries & Benefits have spent \$2.4 million, with a budget of \$4.5 million, currently at 52% of budget.

**Service & Supplies:** \$360,000 spent with \$800,000 budgeted, at 45% of annual budget.

**Capital Outlay:** Spent \$43,000, of the \$341,000 budgeted. Some big-ticket items that were budgeted may not come due. If not, at end of year this category will have a positive budget variance.

**Debt Service:** budget is \$316,000 with \$161,000 spent at 51% of budget.

Accountant Hom reported that as of the end of December, the budget has a surplus, which is good. Accountant Hom asked if there were questions. Director Gerbsman asked how the District financials compare to other Marin fire agencies. Accountant Hom replied that he did not know however, the last audit report stated the District, without further revenue, had enough cash reserves to continue business for eleven months and that was a good position.

**OPPORTUNITY FOR PUBLIC COMMENTS:** There were no public comments made.

M/S Gerbsman/Murray to accept the F/Y 2018/19 Mid-Year Review presented by Accountant Hom. All ayes.

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- c. County of Marin FY 18/19 Annual Statement of Investment Policy: Accountant Hom explained that District funds are banked with the County of Marin Treasury Department, pooled with other Marin County agencies. The District is a participant in the Marin County Treasury pool. When the County produces this investment policy, the District Board needs to review and approve the investment policy.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Murray/Gerbsman to approve the County of Marin FY 18/19 Annual Statement of Investment Policy. All ayes.

**NEW BUSINESS:**

- a. F/Y 2018/19 Budget Line Item Adjustment – Chief Pomi announced our OT budget is almost at 100% due to out of county assignments. He reported our crews were assigned to nine incidents this fire season for a total of 97 days. Currently the District has been reimbursed for two of the nine incidents. Chief requested a \$100,000 budget line adjustment for Category 9950/State Fires, increasing the budgeted amount from \$225,000 to \$325,000; and increasing Category 1030/OT by \$100,000 from \$383,160 to \$483,160. Accountant Hom advised this budget adjustment is budget neutral, as we are increasing revenues and expenditures by the same amount.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Evergettis/Naso to accept the budget line adjustment increase of \$100,000 to Category 9950/State Fires, from \$225,000 to \$325,000 and increase Category 1030/OT by \$100,000 from \$383,160 to \$483,160. All ayes.

- a. Ordinance No 2019-116: Chief Pomi advised this ordinance would create a framework for a new master fee schedule for fire prevention reviews and inspections. He explained that Pursuant to California Health and Safety Code, Division 12, Part 2.7, Chapter 8, §13916 (a), A district board may charge a fee to cover the cost of any service which the district provides or the cost of enforcing any regulation for which the fee is charged. No fee shall exceed the costs reasonably borne by the district in providing the service or enforcing the regulation for which the fee is charged. The fee and service cost study evaluation procedure set forth in this Ordinance provides a mechanism for ensuring that fees adopted by the District for services rendered do not exceed the reasonable estimated cost of providing the services for which the fees are charged. Inspector Pasero reviewed the fees and calculated the District's fully burdened cost and Accountant Hom finalized them. Chief Pomi advised establishing a new Ordinance and repealing Ordinance 112 will provide the framework to create a new master fee schedule. Chief Pomi outlined the Ordinance process as follows. At the February Board Meeting the Board may take the following actions: (1) Conduct a first reading of the proposed ordinance 2019-116 enacting a fee schedule for fire prevention review and related inspections; and (2) following the first reading, set the matter for public hearing on the proposed ordinance for a set time and date at the Kentfield Fire District Board meeting March 27, 2019. Prior to the March Board Meeting, (1) publish the notice of the hearing twice, (2) send notice of the meeting, to any interested person who has filed a written request; and (3) make available to the public, with data indicating the amount of estimated cost required to provide the service for which the fee is levied. There will be a reduction in some fees and others may increase. Chief asked the Board to consider introducing the proposal of the Ordinance and requested they read it by title tonight. Chief asked if the Board had questions. Director Evergettis asked if the fees are flat fees for service, not time and material type charges. Chief Pomi replied they are flat fees but time and materials are built into the fee schedule cost change. The District budgeted \$25,000 in prevention fee revenues this year. As of December 2018, we are at \$15,000. With this change, the District may only see \$20,000 in revenue. This change will have a minimal influence on revenue. This change will protect the District if a resident challenged the permit fee amount.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Murray/Gerbsman that the Board accepts the proposal of Ordinance 2019-116 repealing Ordinance No. 112. All ayes.

Director Murray read the following proposal of Ordinance 2019-116, "An Ordinance of the Kentfield Fire Protection District repealing Ordinance No. 112, which adopted a fire prevention fee schedule, and establishing a new master fee schedule for services provided by the Kentfield Fire Protection District."

Board sets a hearing date of March 27, 2019 for the adoption of the proposed ordinance.

**OPPORTUNITY FOR PUBLIC COMMENTS: There were no public comments made.**

M/S Gerbsman/Murray to set public hearing date for March 27, 2019 for the adoption of the proposed Ordinance 2019-116. All ayes.

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Chief Pomi thanked the Board.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

*RVPA* – meeting was February 7, 2019 and they reviewed the financials. Their audit is complete for the year.

*MERA* – The project completion date is delayed, estimated to go live in 2022. Chief reported the District's radio hardware is starting to fail. Chief advised the Board that the District will upgrade ten of the new radios with Motorola for use on our current system. The next MERA meeting is scheduled for next Wednesday.

*MCFCA* – Fire Chiefs and Town Managers are considering a regional approach to emergency preparedness, reported Chief Pomi. They are looking at evacuations, defensible space inspections and education. Currently Kentfield Fire District and Central Marin Fire are working with Consultant Todd Lando on public outreach and 4291's. Chief added other Marin agencies are interested in providing this type of service region wide.

**Planning**

*Elections Department cancelling* Kentfield Fire District as a polling place on March 5 & June 5, 2019.

*Disaster Preparedness Trailer* – Chief reported Engineer Marty is finalizing the purchase order. He will place the trailer order at the end of February.

*ABAG & Metropolitan Transportation Commission, 2018 Bay Area Wildland Urban Interface Review of Risks, Plans, and Strategies Report* – the report cited, "Two risk assessments in the region stood out as leaders in using modeling to assess their risk. Marin County's CWPP and Santa Clara County's CWPP each included a robust risk assessment. Both plans characterized the hazard using granular local data, and included discussion of how assets were at risk to the fire." Chief Pomi stated all Marin County Fire Chiefs have been collaborating in this area and it is great to see this recognition. Chief suggested Board members check the website for the full report.

**Financial/Budget**

Accountant Horn completed the mid-year budget review tonight. Chief Pomi reported he has initiated budget planning for FY 19/20.

**Operations/Significant Events**

*Contract Agreement and meeting with Marin County Communications Center for 2019/2020*-Chief Pomi met with the Sheriff's Department and referred to their Year in Review Report; He commented the District costs decreased \$600.00 for the next fiscal year.

*Announcement for Seasonal Firefighter positions for 2019*-Chief reported he scheduled a staff meeting next Wednesday to discuss the final recruitment approach. He does plan to post seasonal firefighter positions this year.

*Manor Road Speed Humps*-Chief met with Supervisor Rice on January 28, 2019 at her office regarding the District's stance on the speed humps. He reported that DPW acknowledged their mistakes on the letter to counsel and that DPW will make corrections/revisions to the letter. DPW will send a letter to the District asking for our thoughts, as they scope other options to use as traffic calming devices. To date the Chief reported he has not received any correspondence from DPW. Director Naso added he acquired 74 signatures on his petition to remove the speed humps, noting his neighborhood support. In addition, Director Naso hopes the 2012 International Fire Code regarding speed humps will be helpful in his effort to remove the speed humps. He expressed the hope that as a Board that they can direct Chief Pomi to write a letter to DPW requesting they remove the speed humps. Director Naso thanked everyone for listening.

**Training/Wellness & Fitness**

*Water Rescue and USAR training* was conducted over the last two months at the old Denny's restaurant. B/C Glenn coordinated the training.

All staff has been attending *EMT and EMS Policies and Procedures* training.

**Prevention/Public Education/Community**

Kentfield Fire District personnel along with a team of nurses trained 8<sup>th</sup> grade students at Kent Middle School on *Hands only CPR and Stop the Bleed*.

*NRG – Neighborhood Response Groups*-Greenbrae Area are working with Consultant Lando. They are looking at preparedness within the neighborhood. Chief thinks it is a great program.

**Logistics**

*Old New Engine 17a* was donated to Santa Rosa Junior College. After five months on the market, there was no interest in purchasing the engine. B/C Glenn reached out to Randy Collins, Fire Technology Director of the Public Safety Training Center at SRJC.

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They were happy to accept the engine and thanked the District. The students will use it. Many of our seasonal employees participate in training at this college.

Chief requested the Board's approval to purchase a new Prevention utility vehicle, which will replace the current vehicle in use on loan from Central Marin Fire. It is a budgeted item under vehicle replacement. Chief reported B/C Glenn and Engineer Johnston have completed the procurement process and found a Ford Explorer for under \$32,000, at government rate. It will be a prevention vehicle for Inspector Pasero but also be a District vehicle for other personnel. It will have Kentfield Fire District striping. It will not be code 3 equipped and will not have lights and sirens.

**Labor/Association**

*Crab Feed* was on February 8, 2019 at the Log Cabin in San Anselmo. B/C Glenn commented fifty-five people attended and it went well. Jim Galli spoke about the Kentfield Fire District gift presentation to Chief Mariani.

OOC Events – none; Chief reported the in-county water team was deployed for the last couple of storms. Kentfield Fire District had a few members participate on this team.

M/S Gerbsman/Naso to approve the Chief's report. All ayes.

**DIRECTOR MATTERS:** None

**CORRESPONDENCE:** Reviewed

**DISTRICT OPERATIONS:** The Incident Log and Overtime Report were reviewed for January 2019.

**APPROVAL OF WARRANTS:**

M/S Murray/Gerbsman to approve January warrants 805302117 to and including 805302179 for \$342,322.77. All ayes.

The next regular meeting will be held on March 27, 2019.

A moment of silence was held for departed members.

M/S Gerbsman/Naso to adjourn this meeting at 7:29 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary