

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

**MEETING TYPE:** Regular

**DATE:** Wednesday, March 27, 2019

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

**ROLL CALL:** All Directors were present except Director Murray. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Gerbsman/Naso to approve the minutes of February 20, 2019. All ayes.

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

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:** None

**UNFINISHED BUSINESS:**

- a. Open Public Hearing of Ordinance No. 2019-116: Chairman Corbet opened the public meeting at 6:31 pm.
- b. Ordinance No. 2019-116 – Chairman Corbet announced this is the final reading of the Ordinance. The Kentfield Fire Protection District will consider the adoption of Ordinance 2019-116 at the regular meeting of the Board of Directors on the 27<sup>th</sup> day of March 2019. Chairman Corbet read the title 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.”

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

Chairman Corbet closed the public hearing at 6:34 pm.

M/S Gerbsman/Evergettis to approve Ordinance No. 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.

Roll Call Vote: Corbet-Aye, Evergettis-Aye, Gerbsman-Aye, Naso-Aye.  
Motion passes.

**NEW BUSINESS:**

- a. Resolution No. 2-2019: Chief Pomi explained with the Ordinance passing tonight the Board could review, discuss and approve the new fee schedule presented with this resolution. Chief Pomi introduced Inspector Pasero to give a brief background on the development of the fee schedule noting that Inspector Pasero updated the fee schedule to reflect rounded final figures. Inspector Pasero distributed the revised fee schedule to board members. Inspector Pasero explained many fire departments and districts are analyzing and reorganizing their fee schedules. The fees were established to recover costs incurred for creating extra work through inspections, plan reviews and other services provided by the District to individual residents and not the community at large. Inspector Pasero explained the State of California Code, the Resources Code and the Health & Safety Code give the District the ability to separate and adopt fees to individual residents for services provided outside of the normal fire and life safety services the District provides to the community. The District has been researching and considering revising our fee schedules to recover costs for providing this service. Inspector Pasero briefed the board on how the fees, based on the full-encumbered rate, are derived to reflect reasonable costs. The fee schedule reflects the time and resources used to perform the service. A short discussion followed. All Board members agreed with the new fee schedule. They thanked Inspector Pasero for his presentation.

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

M/S Gerbsman/Naso to approve Resolution 2-2019 adopting a master fee schedule for services provided by the District. All ayes.

- b. KAPF Labor Contract Negotiation Process: Chief Pomi referred to the board packet memo referencing the negotiation ground rules and Captain Garcia's email to Chairman Corbet to open the contract negotiation process. Captain Garcia introduced the negotiation team this year: Engineer McKnight, Firefighters Tescallo and Neve, and himself. Captain Garcia stated the ground rules are the same as last year; only the dates have changed. He asked if the Board had any questions. There were no questions. After a brief discussion, the Board agreed to establish a sub-committee. Directors

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

Gerbsman and Evergettis volunteered to serve. Captain Garcia will coordinate with Admin Mulkeen to schedule meeting dates with the sub-committee members. Director Evergettis requested Accountant Hom provide salary data for the sub-committee to review. Chief Pomi will request Accountant Hom to compile the salary data. Chairman Corbet and Captain Garcia signed the negotiation ground rules agreement. Chief announced we would post the labor negotiation on the monthly agendas until negotiations are complete.

**CHIEF'S REPORT:**

Chief Pomi reviewed the following:

**Projects/Initiatives/Committees**

*RVPA:* The March meeting was cancelled.

*MERA:* Chief reported the MERA meeting was today. The project has significant delays with a projected completion date of 2023. The MERA Board is keeping a close eye on the management of the project trying to expedite the process. MERA is working with Motorola and the environmental impact report. Currently our MERA radios are working but they are aging. However, the District has taken possession of our new GEN radios and will place them into service this year. We should not see any adverse effect on emergency response and communication.

**Planning/Actions**

*LRAD:* Chief Pomi reported he received a quote for \$80,000+/a unit to upgrade the siren system for the roof. The siren performance at the demonstration did not meet our expectation. Chief commented he has put this system on hold.

*Disaster Preparedness Trailer:* Engineer Marty made contact with the vendor and is pursuing the purchase of the trailer.

*NRG/Neighborhood Response Groups-Greenbrae Area:* Laurie Rice, Coordinator of Neighborhood Response Groups, was at the District today. She will work with Shared Services of Central Marin Fire, Consultant Lando and Inspector Pasero. They will start proceeding with the NRGs and Firewise communities in the Greenbrae area.

*Marin Ready Together Committee Formation:* Chief reported he received an email from Supervisor Rice explaining the formation of this committee. The targeted committee members are mayors, elected officials, town managers, and elected fire agency officials. Chief noted that Chief Weber and Chief Tyler are on the committee. The committee's objective is to compare lessons learned from the Sonoma County wildfires to how prepared Marin County is, what we can do with a regional approach to improve our fire prevention areas. They will be reviewing a wide range of topics from defensible space, to alerting and warning systems, evacuations, grant programs, extending to fire building and code enforcement. Supervisor Rice will chair the committee that will meet four times a year. Chief Pomi asked the board if any members were interested in volunteering for this committee. Director Gerbsman volunteered. Chief Pomi will inform Supervisor Rice.

**Financial/Budget**

*2019 Review of Board Stipend-Maximum amount per meeting:* Chief Pomi recalled that in April 2018 the Board discussed and approved increasing their stipend. At that time the District researched how other agencies were compensating board members and tracking the meetings, then ran a calculation for our members based on their meeting activity. Chief reported that under the Health & Safety Code, Section 2, Section 13857 board members may receive \$100 per meeting up to a maximum of \$400 per month. Chief referenced AB2329, signed and approved August 2018, which restated the District could only pay board members \$100 per meeting, and excluded stipends. Chief Pomi reported another opportunity available to the Board is to create and pass an ordinance providing a 5% increase each year. The Board consensus was not to create an ordinance. As a result of this information, Chief advised effective April 1, 2019 the District will track meetings attended by Board members and pay \$100 per meeting, to the maximum of \$400 per month. Admin Mulkeen will track meeting attendance for payroll purposes.

*FY 19/20 Budget Planning:* Chief reported he started budget planning. He met with staff this morning to discuss budget process/requests.

**Operations/Significant Events**

*Seasonal Firefighter Position for 2019:* The application process is closed. Interviews are scheduled on April 1. We have six candidates.

*Manor Road Speed Humps:* Chief reported he received an email from Nancy Vernon, Aide to Supervisor Rice. Ms. Vernon stated the County is moving forward with a study of the Manor Road speed humps. She advised the Chief he should receive a scope study by mid-April. The study and draft scope will be presented at a Safe Routes to School meeting on April 24<sup>th</sup>. The conclusion of the study will allow the County to determine the outreach needs.

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

Director Naso requested that the April Board agenda include Manor Road Speed Humps. Chief Pomi acknowledged the request.

**Training/Wellness & Fitness**

Engine Boss and Crew Boss training was completed by Firefighter Bridges and Engineer Nelson. All employees going through fitness evaluations in May.

**Prevention/Public Education/Community**

April is National Public Safety Telecommunicators Week-The Fire Chiefs have sent a donation to the Communications Center. The donation provides meals and small gifts of thank you for their service.

Blood Bank: Chief Pomi highlighted Erik Humber's thank you letter to Captain John Haringer of the Army National Guard recognizing Sergeant Cesmat and his staff for their fast response to accommodating the blood drive.

**Logistics**

New Prevention Utility Vehicle/Ford Explorer: Chief thanked Engineer Johnston for his work on this purchase. Engineer Johnston is working on purchasing decals for the vehicle.

**Labor/Association**

Negotiations and Ground Rules-discussed this evening.

Fire Chief's Contract Notification-Chief Pomi expressed his desire to extend his contract adding as of last week he has been in the position three years.

**Out of County Events**

N/A

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

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

**DIRECTOR MATTERS: N/A**

**CORRESPONDENCE: Reviewed**

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

**APPROVAL OF WARRANTS:**

Evergettis/Gerbsman M/S to approve February warrants 805302180 to and including 805302231 for \$ 299,934.04.

The next regular meeting will be held on April 17, 2019.

A moment of silence was held for fire, paramedic and law enforcement personnel on duty.

M/S Gerbsman/Naso to adjourn this meeting at 7:20 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary