

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

MEETING TYPE: Regular

DATE: Wednesday, April 10, 2024

CALL TO ORDER: 5:30 p.m. by Chairman Corbet. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: Corbet-present; Evergettis-absent; Gerbsman-present; Murray-present; Naso-present. Also in attendance were Chief Pomi, Battalion Chief Glenn, Deputy Fire Marshal Pasero, Accountant Hom, B-Shift, Association President Tony Tescallo, Engineer Beltramo, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Murray to approve the minutes of March 13, 2024. Roll Call Vote: Corbet-Aye; Evergettis-Absent; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 4; Noes: 0; Absent: 1
Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. **2023 KFD Fire Prevention Presentation** – Deputy Fire Marshal Pasero provided a PowerPoint presentation on the Kentfield Fire District Prevention Division for 2023. The Board packet also consisted of a *Fire Prevention Annual Report 2023*, which is a summary of the fire prevention year in review. DFM Pasero stated Kentfield Fire Protection District exists to care for, protect, and serve its communities. The District is committed to the protection of life, property, and the environment. The District believes the communities are the reason for its existence. Based on those guidelines, the District provides the best customer service to the community. Kentfield Fire's prevention programs and services include construction projects, plan review, fire protection systems, seasonal hydrant maintenance, defensible space and home hardening programs, state mandated occupancy inspections, firefighter education, and public education. The state occupancy inspections include hotels, motels, apartments, assemblies, schools, hospitals, and jails. The District also works closely with MMWD to maintain the water systems. DFM Pasero stays very active in the Marin County Fire Investigation Team, the Marin County Fire Prevention Officers, and on the Firesafe Marin Board. Being part of these groups provides interaction with the MWPA, the fire prevention officers for code development and support, fire investigations, and fuels management projects throughout the County.

For an overview of the construction activities, 470 reviews and 231 inspections were completed in 2023. This is a slight increase from last year and it shows the health of the community. This is important because as the community continues to upgrade the built environment, new building materials and added fire protection systems create resiliency to fires. The state mandated occupancies are a static number completed annually. DFM Pasero works closely with owners and the managers who run those facilities to make sure they are maintaining fire safety. As far as fire investigations in 2023, there was one here within the District, however DFM Pasero supported other surrounding agencies as part of the Main County Fire Investigation Team. He spent about 24 hours helping other agencies investigate the origin and cause of fires within their jurisdictions.

Kentfield Fire Prevention oversees the Regional Defensible Space and Home Hardening Program which was rebranded as the Marin Defensible Space Alliance. About 28 seasonal inspectors and 3 program leads were employed to accomplish roughly 20,000 inspections. Within the Kentfield Fire District, 1,097 inspections were completed. This is the 4th year the District participated in the management of this program. There is satisfaction in working with homeowners. The program provides a great opportunity to educate and help the community better understand their threats and risks to wildfire.

The MWPA chipper program continues to grow with 113 individual residential pick-ups in 2023. There was a big change in the program last year. Instead of signing up for a couple different pick-ups, the program offered a weeklong program offering 5 different times a year. This provided great benefit for all the community areas to utilize the program and more available pickup dates. KFD completed 10 individual fuel reduction projects, some of them were maintenance of past projects, and some were new projects. The projects focused on maintaining clearance around the District's emergency evacuation routes.

In 2023, the housing market was busy and there was a noted increase in homes for sale. Through Assembly Bill 38, California requires in state responsibility areas and high fire severity zones a resale defensible space/home hardening inspection. The intent is to provide the buyer with documentation that the property is in compliance with defensible space requirements. There were 47 resale inspections performed.

Kentfield Fire worked to provide maintenance on all 391 hydrants in the district. This included general maintenance, lubrication, painting and vegetation clearance. The hydrant maintenance program involved every member of the engine companies along with the Fire Chief, Battalion Chief, and Deputy Fire Marshal.

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Within the Kentfield Fire District jurisdiction for 2023, the total number of individual actions in support of providing fire prevention and life safety activities was 2,815. Deputy Fire Marshal Pasero asked if there were any questions. None were asked. The Board thanked DFM Pasero for his presentation.

- b. **2023 Bretano Way Fuel Reduction Project** – Deputy Fire Marshal Pasero reported on a new project for the District. In working with Chief Pomi, the opportunity arose to work with County Service Area (CSA) 16, which is the County Service area along Bretano Way. There is a group who runs the maintenance and the oversight for CSA 16. They proposed a cost share for a project consisting of maintenance of the medians, mostly along Bretano Way. It had been roughly 25 years since any maintenance had been completed.

KFD chose to partner with CSA 16 who was responsible for handling the selection of the contractor and the daily project management. As a partner, the District provided funding from MWPA defensible space funds. The project aimed at removing the accumulation of dead biomass, a reduction of overall fuel volume, and the separation of shrubs to provide required clearances to slow the grow and spread of fire. Another goal was providing enough clearance for equipment to respond without obstructions horizontally and vertically along our access routes. The project also focused on the removal of diseased, highly flammable or non-native growth that continues to grow into the roadway.

There was a duplicate benefit for this project; the first providing better access during an emergency event, and the second for the community, should they need to provide quick egress during a wildfire event. DFM Pasero provided before and after pictures within the report. He said it is important to understand the separation horizontally and vertically of vegetation models because that is what slows the growth of fire and allows the best access to these areas. Great work was completed, and the project will set precedent for working with the CSA going forward. It also demonstrates one of the ways in which KFD is applying some of the MWPA funds for the betterment of the community. DFM Pasero stated he was happy to answer any questions. None were asked. The Board once again thanked DFM Pasero.

UNFINISHED BUSINESS:

- a. **KAPF Labor Contract Negotiation Process – Negotiation Ground Rules Agreement**

The Board entered a Closed Session at 5:48 p.m.

The Board adjourned and entered back into Open Session at 6:10 p.m.

Director Murray reported a scheduled meeting between the KAPF Association and Board subcommittees regarding the labor negotiations on the 19th of this month, at 10:30am.

NEW BUSINESS:

- a. **Change of Start Time to the Regular Board Meetings** – The Board agreed to move Kentfield Fire District's Regular Board meetings from 5:30pm to 5:00pm.

M/S Gerbsman/Murray to approve Resolution 4-2024, a resolution of the Board of Directors of the Kentfield Fire Protection District changing the meeting time of the Regular Board meeting of the Kentfield Fire District from 5:30pm to 5:00pm.

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

Roll Call Vote: Corbet-Aye; Evergettis-Absent; Gerbsman-Aye; Murray-Aye; Naso-Aye

Ayes: 1; Noes: 0; Absent: 1

Motion passes

CHIEF'S REPORT:

- a. **Seasonal FF Interviews** – There are two returning seasonal firefighters from last year and an additional offer was made to one. Kentfield Fire will be fully staffed in June.
- b. **New Dispatch Center** – Coming along nicely as construction is in the final stage. Hoping to go online around June 25th.
- c. **Budget Committee** – The committee has continued to meet and has made really good progress. Chief Pomi is anticipating presenting a primary budget for Fiscal Year 2024/25 at the May Board meeting.
- d. **On-boarding a new Accountant** – The District continues to work in the process of recruiting and on-boarding a new accountant. Accountant Dan Hom will be retiring at the end of the year. Jena and Dan have been doing a tremendous amount of training on some of the procedures and tasks. The District is also really close to bringing on a new partner for accounting.
- e. **Installation dinner** – Engineer Neve reported the Volunteer Association hosted the annual Bob Mariani Dinner at the log cabin on March 22nd. It was a well attended event with roughly 50 people. A big thank you for the hard work from retiree Engineer Dan Trimble and retiree Battalion Chief Jim Galli for organizing the event, and the log cabin for donating the venue.
- f. **Battalion Chief Dave Glenn retiring** – BC Glenn announced his retirement from the Kentfield Fire District. He will be working for the MWPA and as a lead for senior level management of the defensible space program. He worked for KFD for 36 years and his last day on duty will be June 3rd.

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DIRECTOR MATTERS: None

CORRESPONDENCE: Were reviewed.

DISTRICT OPERATIONS: March Incident Logs and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve March warrant 805305430 to and including 805305453 for \$283,898.73

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

Roll Call Vote: Corbet-Aye; Evergettis-Absent; Gerbsman-Aye; Murray-Aye; Naso-Aye

Ayes: 4; Noes: 0; Absent: 1

Motion passes

NEXT MEETING: The next regular meeting will be held on May 8, 2024.

ADDITIONAL ACTIONS: Chairman Corbet asked for a moment of silence.

ADJOURNMENT: M/S Corbet/Naso to adjourn meeting at 6:23 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary