

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

MEETING TYPE: Regular

DATE: Wednesday, January 15, 2014

CALL TO ORDER: 6:31 p.m. by Chairman Corbet. Chairman Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Director McLeran. Also in attendance were Chief Smith, Accountant Hom and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Murray/Gerbsman M/S to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

Chairman Corbet thanked Director Gerbsman for Chairing the Board of Directors in 2013 and presented him with a plaque from the Directors, Officers and Staff. Chief Smith thanked Director Gerbsman for his leadership and noted the Board made a number of accomplishments under his Chairmanship in 2013. Director Gerbsman thanked the Board, Officers and Staff for the plaque and added it was his pleasure to serve as Chairman.

Chairman Corbet requested the Board deviate from the agenda and start with New Business to allow John Maher of John Maher Accountancy to present his audit. All Board members concurred.

NEW BUSINESS:

- a. **John Maher Accountancy Audit Presentation 6/30/2013:** Mr. Maher distributed his Significant Audit Findings letter to the Board members. He commented it is a pleasure to audit KFD, it is a well run agency, and acknowledged Accountant Hom working with the District as a consultant helps with the segregation of duties. Mr. Maher explained when his firm conducts an audit they test, assess risk, sample documents, check balances, and examine if the agency complies with acceptable auditing standards. Mr. Maher presented the following highlights of the Financial Statements for year ended June 30, 2013. The District's net position increased by \$241,000, total revenues were up by \$227,000 with total expenses increasing by \$136,000, a good situation. On the budget side the District revenues were \$17,000 less than budgeted but expenditures came in below the \$400,000 budgeted. There was a debt service reduction with total liability down \$190,000. This is less than the principal portion of debt service payments, a positive. Money went out but it reduced the debt. The sum of revenues shows a big variance in property taxes. The District received \$100,000 over the prior year. The charge for services is the biggest portion in this category: state fires and the corresponding payroll increase and the big worker's compensation refund, unusual in the revenue category. Revenues increased \$227,000 in proportion with increase in salaries. Personnel costs fairly close. Changes in fixed assets: remodel depreciating systematically over cost of life additions. The District experienced a change in fixed assets, depreciating remodel costs by \$259,000. The assigned fund balances are reasonable. Mr. Maher encouraged the District to review these funds on a regular basis to ensure they are reasonable and accountable, solidly defined and documented as part of the strategic plan. He noted OPEB Annual Required Contribution funding obligation is being slightly over funded by the District-a good position. Mr. Maher reviewed the budget comparison schedule noting as of June 30, 2013 the District was over budget for the fiscal year due in part to an extra hire and overtime due to out of county fires. In general there are no issues with the audit. The auditor did notice a small number of credit card statements that did not have receipts attached, although relatively minor amounts, he recommended the importance of documentation and noted this issue has already been addressed by the District. Mr. Maher asked if the Board had any questions. The Board did not. Directors Murray/Gerbsman M/S to accept the audit as presented by John Maher Accountancy. All Ayes.
- b. **Mid-Year Budget Review Presentation:** Accountant Hom presented the mid-year financial report covering July through December 2013. Accountant Hom highlighted the following budget categories:

District Total Revenues currently stand at 52% of annual budgeted amounts. The District received \$1.8 million in secured property taxes so far this year, slightly more than budgeted. The special assessment tax is on target at 55% having received \$221,000 as of December 2013. The District will not see increased special assessment tax revenues, as a result of passing Measure G, until December 2014. Excess ERAF (Education Revenue Augmentation Fund), difficult to estimate, is \$25,000 to the positive. Account code 9367, Other Aid State, is under budget because the District has not received the grant funding for the SCBAs. Total revenue reports at \$2.4 million as of December 2013, \$20,000 to the positive, at 52%. The difference is due to a worker's compensation

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reimbursement of only \$17,000 vs. \$30,000 budgeted and two outstanding state fire reimbursements: \$75,000 from the Springs' fire, just received and not reflected in this report, and an amount from the Rim fire, all of which do not cover the District's cost of overtime.

Salaries and Benefits are at 49.5%. Safety/Regular pay costs are over budget due to the extra firefighter hire's costs coded here instead of under Extra Hire. These costs will go down now that B/C Galli has retired and once the new lateral firefighter is hired the costs will continue to decrease. Overtime is lower due to lack of state fires. OPEB, at 42%, will have additional payments this year to meet the annual required contribution (ARC) and budget expense of \$200K.

Services and Supplies are at 51.5%. Accountant Hom highlighted the two new accounting codes, 2006-Consulting Fees and 2007-Legal Fees, which were created last month for better reporting, noting amounts that were transferred from Admin Expenses. The Consulting Fees category reflects expenses for a one time expenditure which will not be repeated.

Capital Outlay is currently at 13%. The District has not yet purchased computers, budgeted at \$40,000. The money budgeted for the SCBAs have not been spent.

Debt Service is reporting at 50%.

The District budget is currently showing a net income of \$148,000 as of December 2013. Accountant Hom asked if the Board had any questions. The Board did not. Directors Naso/Gerbsman M/S to accept the Profit & Loss Budget vs. Actual report as presented. All Ayes.

- c. **Form 700 – Statement of Economic Interests:** Chief Smith noted these forms need to be completed by the Directors for each public agency they sit on and signed with a "wet signature". Forms are to be returned to Secretary Mulkeen.

UNFINISHED BUSINESS:

- a. **Fire Station Lease Purchase Refinancing Model as of January 9, 2014:** Chief Smith reminded the board they requested monthly updates from Brandis Tallman at the last KFD board meeting. Chief Smith reviewed the Refinancing Summary of Refunding Results as of January 9, 2014. He reported the interest rate increased ten basis points between December and January. An annual debt service saving of \$12,000 a year may be realized if the District proceeds with the process in May 2014, as proposed by Brandis Tallman. At this rate the net savings would be 3.58%. Chief Smith suggested the District continue to keep an eye on the figures or the Board can request him and Accountant Hom start the refinancing process for the next board meeting. The summary showed the cost of issuance at \$11,066 but did not provide the cost of the bond counsel which could significantly reduce the savings. Chief Smith will contact the District's county counsel for advice on whether or not to require bond counsel on this transaction. If there is a bond counsel fee the District may consider other lenders. Chief Smith advised he will keep the Chairman apprised and if the District needs to act he can prepare the documents for the February board meeting.
- b. **Closed Session-Negotiations with Firefighter Association:** Directors Gerbsman/Naso M/S to meet in closed session at 7:27 pm. Regular meeting resumed at 8:00 pm with nothing to report.

CORRESPONDENCE: Reviewed. Director Murray commented on the great thank you cards from the second grade class at Bacich School. All board members agreed.

REPORTS:

- a. **Overtime, Incident (December):** Reviewed

DIRECTOR'S REPORTS:

- a. **Financial Policy Subcommittee Report:** Director Murray reported meeting with Accountant Hom, Director Naso and Chief Smith and reviewed six policies. He noted most of the policies were outdated for today's practices and reported the subcommittee was able to revise four of the six policies. Director Murray thanked Accountant Hom commenting his financial expertise helped direct the subcommittee with the revisions. Chief Smith distributed the policies they reviewed, highlighted with their proposed changes, for the Board's information. Chief Smith advised that the Credit Card Policy was revised with Accountant's Hom's suggestion that the policy include a clause that if there is no receipt an approved form will be completed explaining the missing documentation.

CHIEF'S REPORT:

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- a. **Request for Proposal:** Chief Smith reminded the Board they had requested the District put a proposal together for a Request for Auditor. Chief reported that he and Secretary Mulkeen have been working on it and will have an RFP ready for the Board's review and approval at the February meeting. Director Gerbsman suggested the Chief give John Maher a call alerting him to this action and inviting him to submit a proposal for consideration.

- b. **AT&T Update:** Chief Smith reported hearing from our AT&T Representative, Mr. Zachary Carter, this afternoon. Mr. Carter is working on an issue with the fiberglass enclosure. Chief Smith explained the AT&T design subcontractor is proposing to remove the metal screen and replace with a fiberglass enclosure. The original design submitted, included metallic paint to look like a metal screening, was rejected by AT&T because the radio waves could not transmit through them. Chief Smith expressed concern regarding accepting the AT&T onetime \$10,000 payment to KFD for the screening plan but will review the lease on Monday. He did not have information on the building permit timeline.

APPROVAL OF WARRANTS: M/S Murray/Gerbsman to approve warrants no. 5903 to and including 5969 in the amount of \$506,741.79. All ayes.

The next regular meeting will be held on Wednesday, February 19, 2014 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors Murray/Naso M/S to adjourn the meeting at 8:16 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, February 19, 2014

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

ROLL CALL: All Directors were present. Also in attendance were Chief Smith, County Counsel Brady and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Gerbsman M/S to approve the minutes of the previous month. All ayes. Director McLeran abstained.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

- a. **AT&T Update:** Chief Smith introduced AT&T Representative, Zachary Carter. He and Director Gerbsman met Mr. Carter at a public meeting relative to the AT&T project in August 2013. Mr. Carter distributed design drawings and structural notes to the board members and reviewed the following details. The proposed roof plan is to place a screen wall on top of the parapet and brace it to the existing screen wall. The existing screen wall will be moved back to fit the antennas, creating a smaller enclosure. The T-Mobile antennas, four feet in height, will attach behind the proposed five foot screen wall. In discussions with Chief Smith, Mr. Carter reported the District would like the screen to look like the existing screen. He explained it will be made of thick fiberglass with a perforated front to allow air flow to address HVAC concerns. The screen will be painted gray and allow antennas to be visual in certain types of daylight. The existing screen stays but will be pushed back five feet. T-Mobile antennas will be placed behind the screen. No antennas will be placed in the front of the building. Mr. Carter stated the timeline as follows: the screen fabrication has been ordered and should take six to eight weeks; once complete AT&T would schedule construction to start two weeks after that. The construction work is estimated to take about one month. Viniculum will send the District the agreed upon \$10,000 check for roof beautification in February. Chief Smith recalled the lease agreement defines the increase in rent commences upon approval of the building permit. Mr. Carter acknowledged the building permit was submitted and is in process pending plan check comments, which he expects will take less than a month. Mr. Carter advised the Board that he will be assigned to another project in March and Mr. Robert Bussey will assume project responsibility. Mr. Carter said he was not going away and is still available by phone.

Mr. Carter asked if the Board had any questions regarding the drawings and structural notes. Chief Smith asked where AT&T is on the construction schedule of the PG&E meter because it was not reflected in the design plans, noting it should have been addressed months ago. Chief Smith added that some time ago he approved the location of the meter but AT&T has not followed up. PG&E has some guidelines and was at the station a year ago to talk about supplying power to AT&T's project with the Chief and AT&T Representatives Cindel Pena, Mario Vernizzi and Richard Weimer, however these discussions have stopped. The plans presented tonight show a proposed PG&E power route from the transformer to the meter through the District's existing electric conduit. The Chief also expressed concern with regard to AT&T wanting an AC power route from the transformer to the meter which would require an easement. The Chief advised he doesn't know the status of AT&T's easement to obtain power or if they are proposing to put it on the District's property, the detail is missing. In addition the Chief inquired on how close can AT&T run the power line in relation to the property line. AT&T continues to use the District's power supply and the Chief has not been advised by AT&T on the status of obtaining an easement for power. Chief Smith expressed concern that if the plans get approved by the County the District may still have issues and would like to provide comments on them if appropriate. Directors Gerbsman and Naso recommended that Mr. Carter, Mr. Bussey and the Chief meet to review the project plan details and timeline next week as the project passes from Mr. Carter to Mr. Bussey. Mr. Carter replied he will contact Mr. Bussey and coordinate a future meeting with Chief Smith by Thursday, February 20. Mr. Carter will also give the District a list of contacts and numbers with their area of responsibility. Mr. Carter added if the District did not hear from the contacts he would step in and make sure the calls happen. Engineer Trimble asked if AT&T was going to return and test the RF levels upon the completion of the project. Chief Smith confirmed that AT&T will conduct the test and noted it is part of the contract. Chief reported he will meet with B/C Hadfield on Thursday to review the plans in detail and reiterated that AT&T agreed to use their own power source. The Board thanked Mr. Carter for his presentation. Mr. Carter thanked the Board for their time.

- b. **Closed Session pursuant to Gov't Code §54956.8 to enable the District to consider renegotiations of the Lease and Sublease Agreement with Municipal Finance**

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Corporation regarding that certain real property located at 1004 Sir Francis Drake Blvd, Kentfield and to give direction to its negotiator Chief Smith regarding price and terms of payment – Fire Station Lease Purchase Refinancing Model as of February 13, 2014: Chief Smith introduced Counsel Brady to discuss the reconsideration and negotiation of the lease agreement between Municipal Finance Corp and the District as requested by the board at last month's meeting. The Board moved into closed session at 6:59 pm. Returned to open session at 7:10 pm. Director Murray reported the Board gave direction to the Chief to move forward and pursue the refinancing of the lease.

- c. **Resolution 1-2014:** Chief Smith explained he included this draft resolution as a sample for the Board's review. Upon accepting a refinance model the Board will need to finalize this resolution and approve through a roll-call vote at a future Board meeting.

- d. **Closed Session pursuant to Gov't Code §54957 for Public Employment and Public Employee Performance Evaluations** – Succession Planning (Lateral Firefighter/EMT, Provisional Firefighter/EMT, and Captain): In open session Chief Smith presented the 2014 Staffing Model reflecting a new Operations B/C position in Administration under the Fire Chief and three Shift Captains. Each shift will have two firefighter/engineer positions and one seasonal/relief firefighter. The Chief recommended B/C Hadfield move into a dual role: in administration, supporting the District, and in a B/C responsive role, supporting Marin County. The model reflects three Shift Captain positions; Acting Captains Fox and Pomi have been in these positions for a year filling in for B/C Galli out on a leave along with the current Captain Glenn. The Chief strongly recommended the appointment of Fox and Pomi to the full-time Captain positions effective March 5, 2014. He advised the Board the District held firefighter exams this month and met with qualified candidates. Our oral board selection members were Fox, Pomi and Glenn. They interviewed for two days and recommended that the District permanently appointment Andrew Marty to the F/T Entry Level Firefighter position. Andrew has been with KFD for several years and has also worked with Marin County Fire. The Chief strongly recommends this appointment. Chief Smith requested the Board's approval to create a provisional firefighter position and offer this position to Zach Nelson. In the provisional firefighter role Nelson will cover paid staff on medical leave, vacation, etc. lessening the need for overtime shifts. With the approval of this provisional firefighter position, Nelson is guaranteed the next full-time paid professional firefighter position that opens up. The Chief firmly believes that Nelson is a strong candidate and would like to highly recommend this investment in future personnel for the District. Chief Smith noted that Nelson's headcount was not included in the 2013/14 FY budget and he will propose to fund it, at the March meeting, by allocating funds from the overtime category through June 2014. He will create the 2014/15 FY budget allocating appropriate funds to cover Nelson in the salaries category. Director Murray congratulated both candidates and Engineer Johnson welcomed the new members. Engineer Dan Trimble, on behalf of the Union, thanked the Chief and the Board for moving this organization model forward so quickly. The Chief requested approval of the 2014 Staffing Model, authority to hire these candidates and promote the Acting Captains. Directors Murray/McLeran M/S to proceed with the Chief's recommendations by hiring Andrew Marty as Firefighter, Zach Nelson as Provisional Firefighter, promoting Acting Captains Fox and Pomi to Captains and moving B/C Hadfield into an administrative-B/C responsive role as outlined in the presentation this evening. All Ayes. Upon polling the Board Chairman Corbet noted members did not see a need to move into closed session.

- e. **Closed Session pursuant to Gov't Code §54957.6 for Public Employee Labor Negotiations** – Negotiations with Firefighter Association: The Board Subcommittee moved to closed session at 7:25 pm. The Board Subcommittee returned to open session at 7:40 pm. Director Gerbsman reported, on the record, that the Subcommittee's recommendation took into account there were no funds allocated from Measure G. The Subcommittee moved to closed session with the KAPF Negotiations Team at 7:45 pm. The meeting returned to open session at 7:57 pm. Director Gerbsman reported the Subcommittee agreed to a 2% salary adjustment effective March 5, 2014 to the end of 2013/14 FY. Another 2% salary adjustment effective July 1, 2014 for 2014/15 FY. All salary adjustments are based off the Captains position, per the MOU. Captain Glenn announced he is positive the KAPF will accept these terms. Director Murray announced the District has a tentative agreement with the KAPF. Chief Smith advised the contract will be subject to language pertaining to PEPRAs employees but finds the proposed language and terms acceptable. Directors Murray/McLeran M/S the Chief to move forward with a tentative agreement for a 2% raise effective March 5, 2014 for the remainder of FY 2013/14 and another 2% increase effective, July 1, 2014, upon the commencement of FY 2014/15. All Ayes. KAPF representative, Captain Glenn, thanked the Board for their time and work on this labor negotiation. Chief Smith thanked the Board and Subcommittee for their commitment to this process and looks forward to moving forward with these changes.

NEW BUSINESS:

- a. **RFP for Auditor:** Chief Smith reiterated the discussion he, Accountant Hom and the Board had at the January meeting following John Maher's financial audit report to create

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a request for proposal for an auditor. The Board recognized that the District had been using John Maher's Accountancy firm for seven years and felt it was appropriate that the Chief prepare a proposal. Chief Smith reviewed the proposal, prepared with Accountant Hom, with the Board and requested their approval to distribute it to auditors. Chief also noted he will contact John Maher personally and invite him to prepare a proposal. The Chief plans to distribute the request for proposals by March 20, 2014 with a submittal deadline of May 20, 2014. Directors Gerbsman/McLeran M/S to accept the request for proposal as presented. All Ayes.

CORRESPONDENCE: Reviewed. Chief Smith reviewed the CERBT correspondence noting he is pleased with the retirement fund and strategy which the District will continue to use next year. Chief also reported the administrative fee has been lowered to 14 basis points and the District is strategically on track to fund this liability.

REPORTS:

- a. **Overtime, Incident (January):** Reviewed

DIRECTOR'S REPORTS:

CHIEF'S REPORT:

- a. **Fire Station Leaks:** Chief Smith distributed a letter, from Aquatech Consultancy, Inc., to the Board itemizing the station leaks experienced from the storm on the weekend of February 14. The Chief reported the following leaks: Administrative secretary's office window, HVAC leaks from the roof, 2nd floor conference room balcony window, and the kitchen window. Mr. Arin Nelson, Principal Architect of Aquatech, investigated the leaks Monday following the storm. Allied Heating, our HVAC contractor, visited the station this week. He assessed the problem and applied a temporary fix but recommended the District seek a more permanent resolution. Chief Smith scheduled a meeting with Mr. Nelson and B/C Hadfield this Friday, February 21 to review issues and create a plan to address them. Director Naso asked the Chief if he would consider replacing the HVAC system as it has been a constant problem for the station. Chief Smith asked B/C Hadfield for his opinion on the leaks in general. B/C Hadfield thought the window leaks could be a result of aging caulk caused by sun degradation and the roof leaks could be a result of flashing or a ducting problem which breaks apart due to repairs on the HVAC system. At this time he felt it is premature to replace the HVAC system. At Director Gerbsman's request B/C Hadfield will keep Director Naso apprised on the status of these issues.
- b. **CalOES Reimbursement:** Chief Smith explained to the Board that the District had received reimbursement for the RIM Fire. The reimbursement usually arrives in the mail but instead was directly deposited in our WestAmerica Bank Grant Account set up initially to hold funds from our FEMA grant for SCBAs. To date the District has not requested FEMA to fund the project. Chief explained that the Federal USDA, from whom the reimbursement is issued, apparently pulled the District's DUNS number and assumed this account was for the Cal OES reimbursement. The amount of \$74,123.12 was electronically transferred into the District's WestAmerica Grant account on December 31, 2013. To keep our accounts in order Chief Smith, after conferring with Chairman Corbet, transferred these funds into our payroll account which is also maintained at WestAmerica Bank.
- c. **Grant Updates – FEMA and CalFIRE:** Chief reported the District ordered the breathing apparatus 6-8 weeks ago with delivery expected in the Spring. At that time the Chief advised he will request grant funding from FEMA. Chief asked Engineer Johnston to report on the status of the CalFire Grant for protective clothing. Chief advised this CalFIRE grant is for \$3700-\$3800. Engineer Johnston informed the board he has ordered the wildland web gear and will place the order for the pants on Friday, 2/21. Chief Smith remarked this is a 50/50 match grant, with a total cost of \$7,000 - \$8,000 for the protective clothing.

APPROVAL OF WARRANTS: M/S Murray/McLeran to approve warrants no. 5970 to and including 6046 in the amount of \$337,879.08. All ayes.

The next regular meeting will be held on Wednesday, March 19, 2014 at 6:30 pm.

A moment of silence was held for our recently departed members.

The meeting adjourned at 8:19 pm.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, March 19, 2014

CALL TO ORDER: 6:28 p.m. by Chairman Corbet. Director Gerbsman led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Gerbsman M/S to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

- a. **Refinancing of 2009 Fire Station Lease Agreement:** Chief Smith reported to the Board he had spoken with Rick Brandis this week and they are moving forward with documentation as the interest rates are stable and remain at 3.25%. The timeline is as follows: April: the bank will prepare and deliver documents to the District, County Counsel Brady and the Chief will review. May: County Counsel Brady will prepare a letter of opinion, stating KFD is a legal, legitimate government agency; and Chief Smith will prepare a Board Resolution and all the documents for the May Board of Director's meeting. Chief Smith will provide another status update at the April meeting.
- b. **AT&T Site Upgrade Update:** Chief Smith provided the following update on this project. Chief Smith acknowledged Director Gerbsman for his contribution to accelerating the AT&T Cell Site Upgrade and improving AT&T's responsiveness. He explained since last month's meeting that Mr. Zachary Carter had been placed back on the KFD project due to the intervention of Director Gerbsman, Mr. Richard Weimer and himself; AT&T had not yet applied for a permit with the County and there wasn't a complete set of drawings therefore the timeline received by AT&T at last month's meeting is unrealistic. There hasn't been any progress on the PG&E meter and application required for the upgrade. Chief Smith and B/C Hadfield met after last month's meeting, as directed, to review the AT&T drawings and submitted their comments to AT&T. The AT&T construction team has now decided they do not need to expand the shed behind the station and did not desire to renegotiate the reduction of the lease space if agreeable to the District. Last week Chief Smith asked AT&T to send him a set of plans outlining the new proposal for his review. Also, Chief Smith reported the subcontracting design team expressed concern with the proposed fiberglass screening. They thought it would be difficult to copy, mount, impossible to paint silver, and difficult to support. They recommended finding another solution. Chief Smith distributed photos of the new proposed AT&T design to board members. He described this second proposed design would match the existing gray siding of the building's front deck, and would be made of fiber glass reinforced plastic panels. Chief Smith had a meeting with the manufacturer and they advised they can paint the panels gray to match the existing deck facade. The photo quality of the design was poor so Chief Smith reported he asked Mr. Carter to provide photo sims from 50 feet away. Chief Smith will continue to update the board on this project, thanked Director Gerbsman for his effort in this matter, and noted he was glad to see the project back on track.
- c. **KAPF Contract (June 30, 2013/June 30, 2015):** Chief Smith noted that Engineer Trimble was not at the meeting tonight and explained the contract is not ready. The Association is waiting for comments from the consultant regarding PEPR language in the Memorandum of Understanding. Captain Glenn confirmed the information and commented that the Association wasn't going to provide a letter of agreement because they are satisfied with the terms as documented in the February Board of Director's meeting minutes.
- d. **Fire Station Water Leak Resolution Update:** Chief Smith explained Mr. Arin Nelson from Aquatech completed a couple of site visits to water test the leaks in the Admin Assistant's office, kitchen and club room. Mr. Nelson determined the source of the leak was through the metal window sills. Chief Smith reported a contractor evaluated the windows and thought they could repair all three. The duct leaks were evaluated by Allied Sheet Metal and B/C Hadfield. Chief Smith reported B/C Hadfield did not agree with Allied's proposed solution and felt there could be a more practical resolution. B/C Hadfield and Chief Smith will seek bids on this repair solution.

NEW BUSINESS:

- a. **2013-14 Budget Line Item Adjustment:** Chief Smith referred to the budget memo in the Board packet requesting two offsetting line item adjustments to the current budget. He

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requested a \$30,000 reduction from the Overtime Category #1030, from \$325,000 to \$295,000, be transferred into the Extra Hire Category #1010, increasing this fund from \$70,320 to \$100,320, and funding it from April 1 to July 1, 2014. The Chief makes this request as a result of one of the District's members being out on an injury leave for several months. The Chief plans to cover this leave with our provision firefighter in lieu of covering the assignment with overtime personnel. Directors Gerbsman/McLeran M/S to approve offsetting the line item adjustment per this budget memo, reducing \$30,000 from the Overtime Category #1030 and transferring it to the Extra Hire Category #1010 with above referenced balances. All Ayes.

- b. Ross Valley Paramedic Authority Ballot Measure (November 2014) Update:** The RVPA has a ballot measure coming up in mid-November to renew the existing parcel tax which is set to expire June 30, 2015, Chief Smith explained. Outlined in his memo, in the board packet, the current parcel tax is \$51 per taxable living unit. The Board of Directors of the RVPA supports an increase and passed Resolution 2014/1 in support of raising this tax \$6.00 per year per taxable living unit for the next four years. Chief Smith advised that all eight RVPA member agencies are requested to also adopt a Resolution supporting this ballot measure. Chief Smith reported, as a member of the RVPA, has been asked to work with Chief Sinnott in an advisory capacity on the measure. Chief Smith advised the Board he will have a Resolution for the May Board of Directors meeting. Chairman Corbet stated he supports this parcel tax and added it has been in place since 1982.
- c. Closed Session-Public Employee Labor Negotiation (Pursuant to Government Code Section 54957.6) 2014-15 Salary Adjustment Request/KFD Admin Staff –** The Board did not choose to discuss this matter in closed session. Chief Smith referred to his letter in the Board packet requesting a 4% salary increase for the administrative staff, consisting of the Fire Chief Paul Smith, Admin Assistant Sharon Mulkeen, Accountant Dan Hom and Fire Inspector Lynne Osgood. After a brief discussion, Directors Gerbsman/McLeran M/S to approve, starting fiscal year 2014/15, a 4% salary increase for the administrative staff members: Chief Smith, Sharon Mulkeen, Dan Hom and Lynne Osgood effective July 1, 2014. All ayes.
- d. Closed Session-Public Employee Performance Evaluation (Pursuant to Government Code Section 54957) Title Fire Chief –** The Board moved into closed session at 6:59 pm. Returned to open session at 7:10 pm with nothing to report.

CORRESPONDENCE: N/A

REPORTS:

- a. Overtime, Incident (February):** Reviewed

DIRECTOR'S REPORTS:

CHIEF'S REPORT:

- a. Centennial Celebration of Kentfield Schools:** Chief Smith advised the Board the Kentfield Schools is celebrating its centennial on May 3rd this year. They have asked KFD to participate in the festivities and have asked permission to hang a 100 year Kentfield School anniversary banner on the front of the building. Chief Smith commented the District usually doesn't publicize for other organizations but thinks this is an important local event and will allow the School to hang the banner on the station. The Board agreed. Chief added the District will participate and have the LaFrance vehicle at the event and is really looking forward to the celebration.
- b. Kentfield Association 501(3)c Status:** Chief Smith was extremely pleased to report he received notification from the IRS that our Association 501(3)c status has been reinstated retro to 2011. Chief Smith worked with Firefighter Marty and Volunteer Firefighter Kikawa to complete and submit the necessary documents. The Board of Directors thanked the team for a job well done.
- c. California Special Districts Association:** Chief reported he initiated a three month trial membership with this organization. Part of the membership includes discounts for public agency courses. They offer an AB 1234 Ethics Training course through purchase of a DVD program. Chief Smith announced that he and all Board members are due to take this training in 2014. Directors Naso and Gerbsman asked if there was training offered in a classroom setting or online. Chief Smith replied he will research these options and respond to the Board by March 28, 2014.

APPROVAL OF WARRANTS: M/S Naso/McLeran to approve warrants no. 6047 to and including 6097 in the amount of \$256,386.69. All ayes.

The next regular meeting will be held on Wednesday, April 9, 2014 at 6:30 pm.

A moment of silence was held for our recently departed members.

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

The meeting adjourned at 7:19 pm.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, May 14, 2014

CALL TO ORDER: 6:36 p.m. by Chairman Corbet. Director Murray led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Director McLeran. Also in attendance were Chief Smith, Accountant Hom, County Counsel Brady and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Gerbsman M/S to approve the minutes of the previous month. All ayes. Director Murray abstained.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

Chairman Corbet, with the Board's approval, started with item 4c. AT&T Site Upgrade Update to ensure Director McLeran's attendance for item 4a. Refinancing of 2009 Fire Station Lease.

- c. **AT&T Site Upgrade Update:** Chief Smith reiterated that at the March meeting AT&T presented the modeling of the proposed screening. AT&T was in process of putting together the drawing specifications and the permit for submission to the County. Chief Smith noted he did speak with Mr. Carter 5-6 weeks ago requesting a sample of the screening material and a timeline. The Chief left a message for Mr. Carter this week requesting an update on these outstanding items and reported to date he has not heard from him.

Director McLeran arrived at 6:44 pm.

- a. **Refinancing of 2009 Fire Station Lease Agreement:** Chief Smith introduced Mr. Rick Brandis and referenced that the Board packet had some preliminary refinancing information and a proposed Resolution for the Board to consider in addition to some historical data the Chief assembled to document potential savings to the District. Mr. Brandis thanked the Board for inviting him back and distributed a Summary of Refunding Results as of May 14, 2014. Mr. Brandis noted the key to the timing of this refinance is that he, Chief Smith and Accountant Hom have been monitoring the market rates for the Board since November 2013. He reviewed the 10-year treasury yields graph for the past year, and summarized the refinancing figures noting the rates have fluctuated the last two months but most recently are trending in a narrow range – a sign of stability. As a result the District's refinance rate will lock at 3.4% (compared to the current loan at 4.65%). Based on this new rate the cost to pay off the existing loan is the outstanding principal, just under \$2.7 million at \$2,638,000; the call premium at \$24,944.24 and the District's debt service due in June. The net savings is \$122,000, well above the 3% benchmark. Mr. Brandis noted there are no costs to the District to refinance the loan because the District did not need to use a Bond Attorney to write documents, is using the same bank and amending the first lease agreement with review by Deputy County Counsel Brady. Chief Smith recommended the Board approve the refinancing because the numbers are favorable to the District, the loan term remains the same (2023), the District saves \$15,000 per year and it benefits our taxpayers. Mr. Brandis will have the loan documents ready for signature between June 5 and 10, 2014.
- b. **Resolution 3-2014:** Chief Smith referenced the Resolution which allows Chairman Corbet and Secretary McLeran of the Board to sign the loan documents next month. After the Board discussion, Directors Gerbsman/McLeran M/S to approve Resolution 3-2014 of the Kentfield Fire District Board of Directors authorizing refinancing of an existing lease, the execution and delivery of a first amendment to lease and authorizing and directing certain actions in connection therewith. Voice Vote: Corbet-Aye, Gerbsman-Aye, McLeran-Aye, Murray-Aye, Naso-Aye. The Resolution passes.
- d. **CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:** The Board moved into closed session at 7:00 pm as noted by Director Murray. The Board returned to open session at 7:10 pm. Director Murray reported the Board gave direction to County Counsel Brady with nothing further to report.
- e. **Ross Valley Paramedic Authority Ballot Measure Update:** Chief Smith reported he and Chairman Corbet have been attending the RVPA meetings and updating the Board relative to the pending ballot measure. Chief advised the Board at the March meeting that the RVPA tax is set to expire June 30, 2015. The RVPA has asked the Kentfield Fire District Board, of which Chairman Corbet is a representative, to approve the Resolution and support the upcoming ballot measure. Chairman Corbet added that the RVPA serves Corte Madera, Fairfax, Kentfield, Larkspur, Ross, San Anselmo, Sleepy Hollow

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

and Marin County. He supports the measure and urges the Board to support the measure.

- f. **Resolution 2-2014:** Directors Murray/Gerbsman M/S to approve Resolution 2-2014 of the Kentfield Fire District Board of Directors proposing an increase in the paramedic service tax, establishing a date for election, adopting intended ballot language, requesting the consolidation of said election, requesting election services of the clerk and directing that rebuttal arguments may be received. All Ayes: Corbet, Gerbsman, McLeran, Murray, Naso. Resolution passed.
- g. **Fire Station HVAC Proposal:** At the March meeting the Board directed Chief Smith to work on the station's window leaks in the administrative assistant's office and the second floor conference room and seek a resolution for the roof HVAC ducting leaks. Chief Smith reported the window leaks were resolved in April. He requested the Board review and discuss the scope of work and bid process, in excess of \$10,000, proposed by B/C Hadfield in the Board packet and directs the Chief on how to proceed. The scope of work encompasses removing the duct sealant, installing new roof penetration flashing, resealing the duct joints, and painting the ducts with a polymer product. The process starts with a public notice to bidders, a bid walk on the property in June, bid submittal in July, time for the Board to review the bids and select a contractor, with the work completed by September. Chief Smith asked the Board if they had any questions. Director Murray asked if the Chief had gone back to the original HVAC contractor instead of paying out of pocket. The Chief replied the HVAC contractor has since gone out of business. Chief recommends the District move forward with the bid process then assess if it is practical to go ahead. Chief Smith noted that he had spoken with Mark Kelly, the general contractor on the remodel, and advised Mr. Kelly offered to review the bids on the District's behalf at no charge. After a brief discussion the Board authorized the Chief to proceed.

NEW BUSINESS:

- a. **Grand Jury Request:** Chief Smith advised the Board that Director Gerbsman had received correspondence from Mr. Rich Treadgold of the California Civil Grand Jury, dated April 12, requesting clarification on responses to the 2013 report recommendations #3 and #5 of the Marin Grand Jury Report: Marin's Retirement Health Care Benefits: The Money Isn't There. The deadline for a response was April 24 therefore Chief Smith advised Chairman Corbet of the necessity to respond prior to the next Board meeting and Chairman Corbet directed him to respond directly to Mr. Treadgold. Chief Smith created a response to the letter on April 16, had it reviewed by Chairman Corbet and Director Gerbsman and mailed it. A copy of the response is in the Board packet. Chief Smith asked the Board for their comments which he could forward to the Grand Jury after this meeting. Director Gerbsman commented the letter reflects the content of what he and Chairman Corbet related to the Chief. The Board did not have any additional comments.
- b. **CalPERS Misc 3% @ 60 Plan:** Chief Smith explained to the Board that this plan was retired upon Carol Abraham's retirement. In discussions over the past three years he has addressed his concerns over the unfunded liability of this plan by the District, which is not currently being paid. Referring to his memo in the Board packet, the Chief proposed to pay off this liability with a lump sum payment of \$121,087 prior to June 30, 2014 with a cost savings to the District. Chief Smith and Accountant Hom have discussed a number of ways to pay down this debt. Accountant Hom added there are currently no members in the 3% @ 60 plan and with the passing of time the interest will accrue unless the District addresses the debt and pays it down. The funds are not currently in the budget. Chief Smith and Accountant Hom recommend the Board approve the expenditure and approve moving \$121,000 from the Unassigned Fund Reserves Category into the PERS Retirement Fund Category #1530. Chief Smith explained this option is possible because of the District's guaranteed \$158,000 from the SCBA grant, and was recently advised of a worker's compensation pool dividend of \$30,000. Although fund balances are being transferred internally Accountant Hom noted this change will increase the District's budget bottom line with a total cost of \$121,000. The alternate option is to pay the debt down with an annual payment, for the next five years, of \$32,000 with 7% interest. After a brief Board discussion Directors Gerbsman/Murray M/S to pay the unfunded side fund liability of the CalPers Misc 3% @ 60 plan by transferring \$121,000 from the Unassigned Fund Reserves to the PERS Retirement Fund Category #1530 and paying the balance due prior to June 30, 2014. All Ayes. Motion passed. Chief Smith and the Board thanked Accountant Hom for his work on this issue. Accountant Hom reflected it is his pleasure to work for the Board.

CORRESPONDENCE: Reviewed. Chief Smith mentioned he received a thank you note from Marilee Rogers, Chairman of the event, for participating in the Kentfield Schools 100 year anniversary. He will include the thank you in next month's Board packet.

REPORTS:

- a. **Overtime, Incident (March, April):** Reviewed

**KENTFIELD FIRE PROTECTION DISTRICT
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DIRECTOR'S REPORTS:

CHIEF'S REPORT:

- a. Marin LAFCO Proposed Study Schedule 2013-2017 Cycle:** Chief Smith explained the Local Agency Formation Commission evaluates government agency efficiencies and prepares comprehensive studies and scope of influence. The schedule, included in this month's Board packet, reflects the Ross Valley public agencies are scheduled for review in 2016. LAFCO will contact the District and request data for the study.
- b. Public Records Act Request/Transparent California:** Chief Smith reported Accountant Hom has received requests for District records/personnel data from this organization. Accountant Hom also mentioned he is working on data collection from the Marin IJ and for a state report too. Accountant Hom added that the Marin IJ is requesting overall OT hours for 2013. Chief Smith advised he had heard from Mr. Thomas Peele requesting the same data. The Chief spoke with County Counsel Brady who will draft a public records act response.
- c. FASIS Dividend Declaration:** Chief Smith announced he had received correspondence from FASIS that the District could choose to receive a dividend in the amount of \$30,404 or roll this dividend into next year's premium. As a result of conversations with Accountant Hom, both he and Accountant Hom feel the revenue should be contained in the same fiscal year and have requested the dividend be paid out. Once received it will be considered revenue for deposit.
- d. Fine Arts Coverage for the Mt. Tamalpais Oil Painting by George Demont Otis:** Chief Smith explained that our insurance carrier, FAIRA, traditionally didn't cover fine art so the District had insured the Otis painting with Hartford Insurance instead. While attending the last FAIRA Board meeting the Chief asked the question if FAIRA could insure the art. FAIRA brokers researched the prospect and discovered they could. The Brokers contacted Hartford Insurance and reported to the Chief that FAIRA will insure the art piece retro to 2013 going forward, and that Hartford Insurance will honor this agreement and return the District's 2013 premium.

Director Naso announced that the Alisa Ann Ruch Burn Relay takes place on May 29 and solicited for donations. Checks, made out to the Alisa Ann Ruch Burn Relay, can be dropped off with the District Secretary. Captain Fox offered to find an engineer to drive for our engine.

APPROVAL OF WARRANTS: M/S Murray/McLeran to approve warrants no. 6098 to and including 6197 in the amount of \$330,220.82. All ayes.

The next regular meeting will be held on Tuesday, June 17 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors McLeran/Murray M/S to adjourn the meeting at 7:50 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Tuesday, June 17, 2014

CALL TO ORDER: 6:36 p.m. by Chairman Corbet. Chairman Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Directors Gerbsman and McLeran. Also in attendance were Chief Smith, Accountant Hom, and Recording Secretary Mulkeen.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

Chairman Corbet, with the Board's approval, started with New Business item 4a. MERA Round II presentation by Alex Anderson, in order to accommodate Mr. Anderson's time constraints.

NEW BUSINESS:

a/b. MERA Round II Presentation: Chief Smith introduced Dave Jeffries and Alex Anderson from MERA to the Board noting this is their second presentation to the Board on the MERA project and funding and referred the Board to their staff report in the board packet. Chief Smith added that he proposed Resolution 4-2014 in support of the MERA tax for the Board's consideration. Mr. Jeffries thanked the Board for their time and announced that twenty agencies have voted to support this parcel tax; the plan is to start the initiative in 2015 and circle around to talk with member agencies regarding funding if the parcel tax initiative does not pass; at this time they are seeking the Board's approval of the parcel tax funding and requesting a Resolution be passed in support of it. He asked the Board if they had any questions on the MERA information distributed in the Board packet. Director Naso asked if the partner agencies, CHP, Golden Gate Transit, US Coast Guard, Petaluma Police and Sonoma County Sheriff dispatch, State Emergency Management and Mutual Aid were not paying members. Mr. Jeffries replied they were not but further explained MERA feels it is important to have their buy-in and the ability to work with them. Conversations with these groups will be important. Following a short Board discussion, Directors Murray/Naso M/S to approve Resolution 4-2014 of the Board of Directors of the Kentfield Fire District supporting and endorsing the levy of parcel tax to finance a new countywide public safety communications system. Roll call vote: Corbet-Aye; Murray-Aye; Naso-Aye. Resolution passes.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Murray M/S to approve the minutes of the previous month. All ayes.

UNFINISHED BUSINESS

a. Auditor Sub-Committee Report: Chairman Corbet reported the sub-committee asked R.J. Riccardi, Inc. and Maze & Associates, auditor firms, to interview last week. Each firm presented their proposals and highlighted their experience and what their audit would include. After discussing the interviews the sub-committee recommended selecting Maze & Associates. The sub-committee's consensus was Maze & Associates could provide the most manpower hours, effort and thorough audit at a cost competitive fee. Director Murray asked if Maze & Associates had a successful track history. Chairman Corbet confirmed as he knows they audit for the Ross Valley Paramedic Authority, of which he is a member, Novato Fire and the City of San Rafael. Accountant Hom explained that next year, 2015, the District will be required to give GASB 68 reporting of unfunded CalPERS retirement liability on the financial statements. Maze & Associates has expertise in this important area. Chief Smith added Maze & Associates presented this information during their interview and they said they could assist the District with this requirement. Accountant Hom and Chief Smith noted the proposal is for three years but the Board can select to use the auditors for one year or three. After some discussion Chairman Corbet/Director Murray M/S for the Kentfield Fire District to select Maze & Associates as Auditor for the next three years. All Ayes. Chief Smith will send a letter to Maze & Associates awarding the position to them; and advise the other auditors of this information. Chief Smith thanked the subcommittee for their service in reviewing the proposals and interviewing the auditors.

NEW BUSINESS

c. 2014/15 Preliminary Budget: Prior to presenting the preliminary budget, Accountant Hom distributed the 2013/14 Profit & Loss Budget vs. Actual Statement, as of June 15, 2014, reflecting where the District is year to date. He presented the following facts:

Revenue is on target at \$4,473,000 vs. \$4.613,000 budgeted. The County just posted the June property tax installment giving the District a total of \$3.35 million compared to \$3.329 million, reflecting \$20,000 to the positive. The Special Tax Assessment currently

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at 6 cents per square foot generating \$400,000 which is right in line with the budgeted value of \$402,000.

The final excess ERAF is expected soon as well as the Other Aid/SCBA grant money. We have grant revenue from the SCBA grant, \$158,000, which should be received by the end of this fiscal year. Chief Smith added the District asked for additional funds for this purchase and believes the total amount to be received should be between \$170,000 - \$175,000.

Salary & Benefits reflects the Extra Hire Category #1010 reclassification adding \$30,000 to this line item. Category 1530, Retire Employer, includes the \$125,000 payment to CalPERS to retire the Miscellaneous Plan Tier 1 (Carol Abraham's plan). The District is currently at \$3.3 million (expended) vs. \$3.6 million (budgeted) with one more payroll to process and the 2013/14 sick leave conversion to 457 Plan to process in July 2014.

Services & Supplies currently on track at \$624,000 (expended) vs. \$643,000 (budgeted).

Capital Outlay reflects the budgeted items for the District computer system at \$40,000 and SCBAs at \$180,000 which have not been paid to date. The computer system is in, the software has been ordered and invoices are expected before the end of the fiscal year. The SCBA purchase is tied to the grant funds forthcoming and anticipated to be paid by fiscal year end.

Debt Service is right on target. Accountant Hom explained the District will need to modify the budget and referred to a memo in the Board packet to accommodate the \$24,000 premium call payment made to refinance the station loan as this item was unbudgeted.

The budget reflects a \$170,000 surplus which includes the \$120,000 payment to CalPERS which was not budgeted previously but is reflected in these numbers.

Director Murray asked if the District traditionally budgets \$46,250 for item 1535, Sick Leave/Def Conversion. Chief Smith confirmed. This fiscal year the payout will be less because one of our B/C's retired and we have two new firefighters not yet eligible to participate in this benefit. Chief Smith remarked that it was also a smart decision for the Board to move forward and make the payment to pay off the Miscellaneous Plan Tier 1 that Carol Abraham was a member of.

2014/15 Preliminary Budget: Chief Smith presented the following highlights for next year's budget:

Revenue:

Property Tax Current Secured/Category 9001 shows increase from \$3,329,000 to \$3,575,000. This is the first time that this category is up significantly in the last 4-5 years.

Special Tax Assessment/Category 9007 adds garage space per Measure G increasing the proposed budget by \$58,000 from \$402,000 to \$460,000.

Plan Check Fees/Category 9900, 20% increase from \$20,000 to \$25,000

Cell Sites (Categories 9905, 9910 and 9945) reflect the CPI increase only.

The projected revenue for 2014/15 up at \$4,722,000 vs. current at \$4,583,000

Personnel Costs:

Extra Hire/Category 1010 reduced from \$70,320 to \$3,000 due to the creation of *Provisional Firefighter position/Category 1055* and *P/T Fire Inspector/Category 1009*.

FLSA and OT/Category 1030 increased from \$30,420.00 to \$34,000.00.

Salaries/Safety/Category 1050 reflects negotiated pay raises increasing from \$1,205,780 to \$1,255,000.

PERS Retirement/Category 1530 reduced from \$862,500 to \$762,000. Reduction due to the District paying down the Misc Plan, Tier 1 for \$120,000 and hiring two new employees under the PEPRA plan (PEPRA plan less expensive cost to the District). Total personnel costs for 2014/15 \$3,299,500 vs. \$3,339,033 in 2013/14.

Accountant Hom reported **OPEB/Category 1560** was missing from this preliminary budget. Chief Smith acknowledged the oversight and will amend the budget to reflect the \$200,000 cost under **Personnel/Category 1560**. This brings the amended total personnel costs for 2014/15 budget up to \$3,499,500 vs. \$3,339,033 for fiscal year 2013/14.

Services & Supply:

Consulting Fees/Category 2007 and **Legal Fees, Category 2006** remain in this year's budget

General Insurance/Category 2070 reflects a 7% decrease

All other categories remain constant

Total costs down from \$649,775 to \$637,361 for fiscal year 2014/15.

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

Debt Service:

Payments for principal will increase as payments for interest decrease for a \$20,000 savings in fiscal year 2014/15.

Capital Outlay:

No funding for SCBAs in fiscal year 2014/15 due to purchase in 2013/14.

Fire Equipment/Category 4015 increases from \$9,900 to \$35,000.

Building Repair/Category 4050 budgeted at \$40,000 to cover proposed HVAC and roof repair project.

Reserve Allocations:

Chief recommends reserving at least \$250,000. Last year the Board made adjustments and moved money between categories to accommodate business needs. Total 2014/15 reserves projected at \$260,000. The Board will need to review current reserve allocations as follows after the final accounting of F/Y 2013-14 has been completed:

Apparatus Replacement/Category 6910 \$100,000

SCBA Replacement/Category 6945 \$10,000

Debt Service Sinking Fund \$150,000

Budget Analysis

\$141,375 projected fund balance

Chief Smith recommended the Board review and make a decision on the 2014/15 Special Tax Assessment before approving the preliminary draft budget.

- d. **2014/15 Special Tax Assessment:** Chief Smith introduced this topic and explained that the County is requesting tax assessment information by July 8 whereas in the recent past the District had until July 30. He further explained with the passage of Measure G the District will receive additional revenue of \$58,000 as a result of incorporating the garage square footage with the tax measure. In considering the assessment tax for 2014/15 the Chief asked the Board to consider the following points: 1) the 2014/15 budget is balanced, 2) if the District increases the tax assessment the additional funds could be used to pay down the side fund, 3) the Safety side fund has an annual interest rate debt of 7.5%, and 4) CalPERS may raise the safety rates 1.9% due to actuarial projections. Accountant Hom suggested that any additional revenue could be used to pay down any of the unfunded liabilities (retirement or OPEB). After a lengthy Board discussion on the importance of these funds Directors Naso/Murray M/S to increase the 2014/15 Special Tax Assessment from 6¢ to 7¢ per square foot. All Ayes. Motion passes.

Directors Naso/Corbet M/S to approve the 2014/15 preliminary budget as presented with inclusion of the OPEB/Category 1560 for \$200,000. All Ayes. Motion passes.

Directors Naso/Murray M/S to amend the initial motion on the 2014/15 preliminary budget as noted above with a provision that the funds raised from the Special Tax Assessment increase be used to meet the objectives of recently passed Measure G. All Ayes. Motion passed as amended.

- e. **Bickmore Risk-OPEB Actuarial Valuation:** Chief Smith explained the District is required by the CalPERS Trust to perform an actuarial valuation every other year to gather a census of employees and retirees to determine a dollar valuation for the ARC (Annual Required Contribution) to the Trust. Not only is the District currently paying the ARC at an accelerated rate, the ARC is about \$170,000, each of the last two years the District has paid \$200,000 into the trust. He reported the trust has done well and assets are up as a result of the successful investment strategy. In reviewing the valuation the Chief and Accountant Hom asked the Board to consider these points: One, consider changing the amortization period from 30 years to a 25 year period. The Chief believes 25 years more accurately portrays an "average" safety career with the District; and two, lower the discount rate (or expected rate of return) from 7.06% to 6.5% or 6.75%. Lowering the discount rate would reduce the margin of any adverse deviation of expected returns. Chief Smith recommends the Board approve the following: The District continues to pay \$200,000 into the OPEB trust annually, noting it is always better to pay more than the ARC; the Board accepts the Bickmore Risk OPEB draft actuarial valuations and projections and moves forward with the plan and retire the liability in the next five to seven years. Accountant Hom noted lowering the discount rate and shortening the amortization is a good strategy. After the Board discussion Directors Murray/Naso M/S to approve the OPEB Actuarial Valuation as submitted by Bickmore Risk and approves the District's \$200,000 annual required contribution to OPEB until the District's next actuarial valuation in two years. All Ayes. Motion passes.
- f. Chairman Corbet, with the Board's approval, moved the closed session item to the end of the agenda.

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

CORRESPONDENCE: Reviewed.

REPORTS:

- a. **Overtime, Incident (May):** Reviewed

DIRECTOR'S REPORTS:

- a. **AT&T** – Director Naso expressed his concern over the delay in developing the AT&T site asking the Chief if the District has received any updates or heard from any other cell carriers. Chief Smith replied AT&T has applied for their building permit and that it may take up to four to five weeks. The Chief reported he had not heard from any other cell site carriers.

CHIEF'S REPORT:

- a. **F/Y 2013/14 Budget Line Item Adjustment Request:** Chief Smith referred the Board to his memo in the Board packet explaining his request to make an adjustment to the current budget in order to accommodate the District's need to pay the call premium in order to refinance the existing fire station remodel project lease. He is requesting \$24,945 be deducted from the Unassigned Reserves and transferred to the Debt Service Interest Category #3120 increasing that item from \$123,156 to \$148,101. Directors Murray/Naso M/S to increase Category #3120 by \$24,945 increasing the fund balance from \$123,156 to \$148,101. All Ayes. Motion passes.
- b. **Station Refinance Update:** Chief Smith reported Chairman Corbet and Director McLeran signed the refinance documents last week. The District will cut a check for \$24,945 this week and mail it to City National Bank by Friday, June 20. The refinance will save the District approximately \$18,000 every year for the remaining ten year term.
- c. **San Anselmo Live Fire Training Accident:** Chief Smith asked B/C Hadfield to update the Board on the training accident with Ross Valley Fire Department. B/C Hadfield explained the chain of events that occurred to cause the accident. He informed the Board there will be a post event analysis meeting on Friday, June 20 at Station 18. The goal of the meeting is to build a "lessons learned" document that will be shared with the staff. Director Murray requested B/C Hadfield report back to the board on the results of the analysis meeting at the July 16th Board meeting. Chief Smith replied it would be beneficial to share the results with the entire District staff and the Board of Directors.
- d. **SCBA FEMA Grant Purchase, Inventory & Training Update:** Chief Smith reported the equipment arrived last week. Engineer Johnston and crew are putting the units together and inventorying them. Training will take place the week of June 23. The District will finalize the purchase before the end of this fiscal year.
- e. **CAL Fire Safety Equipment Grant Update:** Chief Smith explained all the safety equipment has been purchased. Engineer Johnston will assign equipment to employees. The Chief will request the reimbursement from CalFIRE by the end of this month. This is a 50/50 grant and he expects to see a reimbursement of \$3,700.

Chief Smith took some time to recognize Engineer McKnight with a certificate from the California Firefighter Joint Apprenticeship Committee for successfully completing the apprenticeship program for Firefighter/EMT and is now recognized as a Journey Person Firefighter. The District is a member of the Professional Association and the Joint Apprenticeship Program. Engineer McKnight enrolled in the program when he was hired with the District and completed the program as required by the California Fire Chiefs and California Professional Firefighters Association. Engineer McKnight completed his Firefighter I, Firefighter II, and EMT. Chief Smith added that Firefighters Marty and Nelson will begin this program and Captains Fox and Pomi will begin the Captain apprenticeship. The Apprenticeship Program is well recognized and the District will be eligible to apply for reimbursement of the training funds spent for those employees who participate in the program.

APPROVAL OF WARRANTS: Directors Naso/Murray M/S to approve April warrants no. 6171 to and including 6232 in the amount of \$330,220.82 and May warrants 6233 to and including 6309 in the amount of \$454,230.70. All ayes.

NEW BUSINESS

- f. **CLOSED SESSION**-Public Employee Labor Negotiations: 2014/15 Employment contracts (Fire Chief, Administrative Secretary and Provisional Firefighter): The Board moved into closed session at 8:30 pm. The Board returned to open session at 8:43 pm with nothing to report.

The next regular meeting will be held on Wednesday, July 16 at 6:30 pm.

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

A moment of silence was held for our recently departed members.

Directors Murray/Corbet M/S to adjourn the meeting at 8:45 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, July 16, 2014

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

ROLL CALL: All Directors were present. Also in attendance were Chief Smith and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Murray/Naso M/S to approve the minutes of the previous month. All ayes. Directors Gerbsman and McLeran abstained.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

- a. **CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:** In open session Chief Smith explained to the Board that County Counsel Jenna Brady had not received a proposed settlement agreement from Crown Castle. Chief added that Counsel Brady expects to hear from Crown Castle soon. The Chief hopes to have this issue resolved by next month.
- b. **CLOSED SESSION-PUBLIC EMPLOYEE LABOR NEGOTIATIONS: 2014/15 Employment Contracts:** The Board moved into closed session at 6:40 pm. The Board returned to open session at 6:50 pm. Directors Gerbsman/Murray M/S to accept the employment contracts for the Fire Chief, District Administrative Assistant, Provisional Firefighter and the MOU of the Kentfield Association of Professional Firefighters and the Kentfield Fire District. All Ayes. Motion passes. Chief Smith will finalize copies of the agreements, acquire signatures, and distribute as appropriate. Engineer Trimble will take the KAPF agreement for signature by the Union President.

NEW BUSINESS:

- a. **Review the Building Heating/AC Contract Proposal:** Chief Smith distributed an updated version of the Notice to Contractors Inviting Sealed Bid Proposals to the Board members, revised by our County Counsel Jenna Brady, for review. Chief Smith explained he assigned this project to B/C Hadfield and asked him to contact professionals to make suggestions and recommend specifications on fixing the roof issue. The District will create a notice to contractors and place it in the paper and properly notice the proposal with professional contractor associations to go ahead and get sealed bids for this project. After the board discussion the following suggestions were made: Director Murray suggested the contractors be required to carry general liability insurance to the satisfaction of the District. Engineer Johnston suggested the District hire a mechanical engineer to make a recommendation with a guarantee it will work placing the responsibility on the professional to create a plan. Several additional concerns were expressed as follows: Engineer Trimble commented he thinks the bids will be high and expressed his disappointment that the District may be responsible for the repair cost. Director Murray concurred. He noted that just because the individual who originally did the work is not in business doesn't mean that the insurance agreement can't be called upon to rectify this problem. Chief Smith noted he was directed by the Board in a previous meeting to begin the bid process. He suggested we move forward with the bid process and have the Board review bids at our next board meeting on August 20 and evaluate the District's options. After a board discussion the board requested a change to the Notice to Contractors Inviting Sealed Bid Proposal, paragraph three, to include "a notice to Contractors that the proposal is prepared and guaranteed by the bidder." Chief Smith acknowledged this change and added he will speak with B/C Hadfield to make the requested changes on the proposal.
- b. **MERA's Governing Board 2nd Alternate Appointment:** Chief Smith advised he and Director Naso attend the MERA meetings on a regular basis. The MERA Executive Director approached the Chief asking if he had appointed an alternate to fill B/C Galli's vacancy. He had not, however, the Chief requested to pull this item from the agenda advising he will address this topic at a later meeting.

CORRESPONDENCE: Reviewed.

REPORTS:

- a. **Overtime, Incident (June):** Reviewed

DIRECTOR'S REPORTS: N/A

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

CHIEF'S REPORT:

- a. Board of Directors Insurance:** Chief Smith introduced this topic to address some discrepancies in the documentation and the practice of health insurance for the Board of Director members and Board retirees. He explained the District's current practice noting the Board of Directors participate in the insurance pool while actively serving on the Board. The District currently covers the medical, dental and vision cost for the Director per District policy. The Director is responsible for paying for their covered dependents. For perspective on this issue Chief Smith provided the following background. In 1999 the Board of Directors passed a resolution approving health benefits coverage for directors that retire from service. Contrary to this resolution the District currently has one retired director who pays the entire medical premium for himself and his dependent. Chief Smith further explained the District has two sets of documents: one, in the District Policy Manual, clearly states the Board of Directors are eligible for health coverage after eight (8) years of service, the other, the 1999 Resolution, doesn't. Chief Smith asked the Board to clarify the benefit so he can strategically plan for it. The most recent actuarial with Bickmore Risk does not have any Board of Directors on the retired side. He asked the Board to revisit the Board's minimum years of service to be eligible for the District's health benefit at retirement and to clarify the discrepancy between the policy and resolution. Director Gerbsman polled the board members on the eight year vesting period for health benefits and all board members concurred that eight years was appropriate. The Board directed Chief Smith to continue researching this issue and return to the Board with more information within the next two months. Director Gerbsman added once the definition of this benefit is clarified the Chief should present this benefit to eligible retired board members.
- b. Telecommunications Site Update:** Chief Smith reported AT&T received their building permit approval last week and that he has a scheduled construction walk through on Friday, July 18. He added Mr. Carter called on Tuesday, July 15 advising the Chief he has been working on the project and that AT&T has shut down almost every building project in the western division due to negotiations with the Dish Network but that he was able to push the District's project through. Chief Smith noted the following issues are still open: compensation and consideration due to the District, review and approval of the roof screening, establishment of a PG&E meter, and finally once the permit is issued and construction starts the new negotiated contract is activated. The Chief reiterated that construction work will not begin until the check is received, and the permit is issued. Chief Smith along with Chairman Corbet will contact/meet with the neighbors regarding the construction update. Director Naso will also be advised of the date and time of this meeting.

APPROVAL OF WARRANTS: Directors McLeran/Murray M/S to approve June warrants no. 6310 to and including 6365 in the amount of \$651,991.72. All ayes.

The next regular meeting will be held on Wednesday, August 20 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors McLeran/Naso M/S to adjourn the meeting at 7:30 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, August 20, 2014

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

ROLL CALL: All Directors were present except for Director Gerbsman. Also in attendance were Chief Smith and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Murray/Naso M/S to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

- a. **CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:** A closed session did not occur due to Counsel Brady's absence at the meeting. In open session Chief Smith explained to the Board that County Counsel Jenna Brady informed him she had not received any communication from Sprint/Crown Castle regarding the settlement agreement for the calculated electrical use. Chief Smith added that Counsel Brady will send correspondence to Crown Castle that the District will add interest to the settlement agreement until our issue is resolved and she monitor their response. Chief Smith also advised that if there are no developments this month the board has the option to litigate. Chief Smith will invite Counsel Brady to the September meeting to discuss the District's legal options in closed session. Director McLeran asked Chief Smith what was the projected calculation. Chief Smith replied the amount the District is seeking is \$150/month for the last five years. Director Naso asked Chief Smith to explain the relationship between Sprint and Crown Castle. Chief Smith responded Sprint owns the antenna and Crown Castle is the ground lease agent. This item will be placed on the September agenda.
- b. **Resolution 5-2014: Adopting Special Assessment Rates for FY 2014/15:** Chairman Corbet introduced the resolution and asked for comments. There were no comments received nor further discussion by the Board. Directors McLeran/Naso M/S to adopt Resolution 5-2014 to adopt the special assessment rates for fiscal year 2014/15. Roll Call vote. Yes: Corbet, McLeran, Murray, Naso. Director Gerbsman absent. Resolution passes.
- c. **Fiscal Policy Review:** Chief Smith recalled for the Board that earlier this year Director Naso recommended the District review its fiscal policies regarding the District's fiscal management. The sub-committee of Board members Murray and Naso as well as Chief Smith and Accountant Hom met in April and May to review the policies, recommend changes, and initiate new policies if necessary. Chief Smith read the list of policies reviewed from the board packet (*Annual District Budget Adoption-New Policy, Updated policy on Fraud, revised policies on Accounts Payable which replaces Bills for Payment and incorporates the Warrants policy which will be eliminated, the Credit Accounts/Purchase Authorizations, Accounts Receivable Policy which replaces the Budget/Deposits policy, Petty Cash and Capital Outlay Inventory Guidelines policies*) for the Board and asked if the Board had any concerns regarding the changes. No concerns were expressed. Chief Smith thanked Accountant Hom, Directors Murray and Naso for working on these policies. Directors McLeran/Murray M/S to approve the policies as presented in the Board packet effective August 20, 2014. All Ayes.

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

- d. **Update on the Building Heating/AC Project:** Chief Smith asked B/C Hadfield to provide a status update for this project. B/C Hadfield explained he had a number of conversations with the Chief, reviewed the comments from last month's meeting, and had spoken with a mechanical engineer. As a result he reported the District will proceed with a Request for Proposal (RFP) and review the bids for the best resolution. The RFP will describe the problem and what the District wants done. B/C Hadfield outlined the following timeline: the RFP will be complete tomorrow and ready to post with the Marin IJ next week after Chief Smith's review; he expects to receive bids within ten business days, start work in mid-September, with a completion date in mid-October. B/C Hadfield stated the work will be a temporary fix due to the issues with the a/c system design. There are numerous roof penetrations and lots of duct work. He added the project work could be used as a temporary fix that could last five to seven years. In the interim the District could conduct research with qualified engineers and seek a plan to redesign the a/c system. On average a/c systems last 14 years and are usually replaced within 20 years. Chief Smith added we would provide a status update at the next board meeting.

NEW BUSINESS:

- a. **Gann Appropriations Limit for 2013/14:** Chief Smith referred to the Property Tax Appropriations Limit report in the Board packet prepared by Accountant Hom which calculates the tax limits. He requested the Board to accept the report. Upon review the Board was in agreement to accept the report.
- b. **Get Ready Marin Re-Launch Fall 2014:** Chief Smith explained this program was rolled out seven, eight years ago. He was approached by the Marin County Disaster Council to re-launch the program this fall. He worked on this program with Ms. Laurie Nilsen of Tiburon PD. She and Chief Smith were original committee members of the program. They created a proposal and presented it to the Marin County Fire Chiefs Association (MCFCA) last month. The MCFCA accepted the proposal and will commit one staff person from each fire department to serve on the committee. In further discussions with the Fire Chiefs they reviewed an outline and timeline with the rollout in October to coincide with the California Shake Out and Fire Prevention Week. Chief Smith and Officer Nelson met with the Marin County Sheriff's Office of Emergency Services and their Grant Coordinator advised they may be able to access funds through 2012 grant dust. Chief Smith asked the Board's approval to allow the District to act as the Grantee of the Get Ready Marin program and allow him to oversee the grant, inclusive of requesting grant funds, managing the grant and closing out the grant, estimated at \$10,000 to \$20,000. Chief Smith added if we didn't request the grant funding the fire agencies would be required to cover expenses out of their public education or fire prevention fund.

At 7:00 pm the Board recognizes Director Gerbsman joined the meeting telephonically from McLean, VA.

Director Murray recommended, on behalf of the Board, to authorize Chief Smith to act as Grantee, to request the grant, oversee the grant, write checks, and close out the grant. All board members concurred. Director McLeran thanked Chief Smith for volunteering for this program. Chief Smith commented he was passionate about this program

CORRESPONDENCE: Reviewed

REPORTS:

- a. **Overtime, Incident (July):** Reviewed

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

DIRECTOR'S REPORTS:

- a. **Status/Corrections from the Ross Valley Fire Training Exercise:** Director Naso asked for a status update/report on the training exercise. B/C Hadfield reported he talked with B/C Steve Stasiowski from Ross Valley and met with the officer's involved. The post incident investigation encompassed a detailed questionnaire and a debrief meeting with all training exercise participants. The premise of the meeting was not to place blame but to turn this exercise into a learning document to improve future training opportunities. The accident was a result of a chain of events. The following are highlights of the analysis that B/C Hadfield presented. **Fact:** At the beginning of the training experienced leaders were set in key training roles, observing and instructing participants. After three to four days in these roles the leaders were experiencing fatigue. The leaders had worked several days setting up the burns, actively training during the burns, and then prepping for the next day. As a result, towards the end of the training, sometimes the leaders stepped back and went to a different position and allowed the personnel mirroring them to run the exercise. **Correction:** It was decided that this can't be allowed. Those mirroring the primary instructors need to have someone experienced looking at what they are doing. There needs to be practical check lists in place so if people are mirroring you everyone is on the same page. **Fact:** The fuel material, used in the burn that resulted in injuries to the firefighters, was manila envelopes from the Napa County courts. It had been treated with a wax substance and the firing team didn't realize this when they built the piles. The fourth day of the burn is when this fuel was used and it burned hotter, longer, producing more darker smoke. **Correction:** Fuel packets need to be tested prior to the training. The fuel material should be a natural material such as straw. They should avoid the use of shredded paper since you may not have control of the paper contents. It was determined that check lists need to be created for each position within the training cadre so that every scenario is double checked the same way no matter who performs the checks. **Fact:** There were also issues with the pumping engines dropping pressure due to relay pumping. **Correction:** In the future relay pumping should not be utilized unless the supply lay is long or there is a need to boost supply pressure. Relay pumping at this hydrant caused pressure control issues for the engine supplying the attack hose lines. In closing B/C Hadfield referred Board members to his Post Incident Analysis report and offered to forward more pictures or videos to them upon request. He added that the goal of the incident analysis was to learn from the incident and prevent it from occurring in the future. Also, to build a resource within the county that understands live fire training concepts and to assist others when performing them. This type of fire training is very important to all firefighters. Director Murray commented it was fortunate that the injuries weren't more serious. B/C Hadfield remarked all the officers involved in the incident were very concerned and were committed to work together and resolve problems and work towards a better process for training.
- a. **KFPD Roof Siren:** Director Naso inquired if the roof siren was still working because he had not heard it recently. B/C Hadfield replied it was in working order and is tested the first Saturday of every month.

Director Gerbsman expressed concern regarding the Marin IJ article, "Novato firefighters "generous" raises set stage for others", by Dick Spotswood and requested it be placed on next month's agenda for the Board's discussion.

CHIEF'S REPORT:

- a. **Board of Directors Insurance:** Chief Smith informed the Board that after the July meeting he reviewed the policies on active and retired Board of Director benefits for clarity. He met with Director Murray to review the policies and decipher discrepancies on policy interpretation and to discuss the fiscal impact. His goal is to provide a clear

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

definition of benefits for current and retired Board of Directors so he can fiscally plan. Director Murray interjected the fiscal impact to the District is dependent on the age of the Director retiring from the Board and their proximity to Medicare eligibility. After a brief discussion Chief Smith stated he will make a recommendation for the Board's consideration at the September meeting.

- b. Telecommunications Site Update:** Chief Smith reported AT&T started working on the roof August 1, 2014. A small amount of the roof screening has arrived and is stored in the back yard. AT&T has yet to pull cables, change out radio equipment and hook up to the PG&E meter. The District received the August rent check reflecting the old amount. The District has contacted AT&T about this oversight and has requested the balance due. Recent correspondence reflects this request is in progress.

Chief requested permission to report on item 9d, Roof Screening Proposal at this time. The Board was agreeable.

- d. Roof Screening Proposal:** Chief Smith noted the District and AT&T are committed to the Kentfield Fire neighbors in providing a visual screen behind the fire station to block their view of the roof. The Chief referred to the screening proposal from Don Dommer Associates in the Board packet and informed the Board that Chairman Corbet signed the proposal for services in the amount of \$7,700. The proposal will provide possible screening options to address the esthetics of the roof.
- c. Direct Deposit Enrollment:** Chief Smith asked the Board of Directors to consider direct deposit of paychecks. Enrollment in this process streamlines payroll and eliminates the exposure to lost checks. If interested Board members are encouraged to complete the direct deposit enrollment form and submit it to Administrative Assistant Mulkeen.

APPROVAL OF WARRANTS: Directors McLeran/Murray M/S to approve July warrants no. 6366 to and including 6465 in the amount of \$533,542.20. All ayes.

The next regular meeting will be held on Wednesday, September 17 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors Murray/McLeran M/S to adjourn the meeting at 7:35 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, September 17, 2014

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

ROLL CALL: All Directors were present, Director Naso joined via telephone conference from Washington D.C. Also in attendance were Chief Smith, County Counsel Valorie Boughey, Accountant Horn and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Murray/McLeran M/S to approve the minutes of the previous month. All ayes. Director Gerbsman abstained.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

NEW BUSINESS:

- a. **Audit Planning Communications and Fraud Prevention Consideration:** Chief Paul Smith introduced Auditor Mark Wong to review the audit planning communications and the fraud prevention consideration. Auditor Wong explained the auditor's responsibility under the U.S. generally accepted auditing standards: to communicate the standards, create a plan and scope for discussions, develop opinion on the financial statements and review internal control so they can provide an opinion on materiality. Auditor Wong summarized the material distributed in the Board packet noting the following. The audit scope incorporated testing a sample of the District's transactions, analyzing payroll, journal entries and QuickBook activities, evaluation and accuracy of financial statement preparation, evaluating the Accountant's overall duties and performing compliance tests; the audit timeline incorporated four days on site in September, the final audit fieldwork will be performed for one week in November. Auditor Wong informed the Board he will have recommendations to discuss with Chief Smith, specifically policy and procedures bank reconciliations and general journal entries, which he will also report to the Board. Auditor Wong reported that overall the audit is going well. Chief Smith added as in prior audits the District is always looking at separation of duties/responsibilities in relation to internal controls and how best to separate those duties while maintaining controls without adding additional staff. Auditor Wong reviewed the Fraud Prevention Consideration questionnaire from the Board packet and asked the Board members to take a few minutes to complete the questionnaire. He suggested that if any Board member had questions or concerns in this area they were welcome to call him or email him directly. At this time the Directors had no questions, completed the forms and gave them back to Auditor Wong. Director Naso advised he will mail his form to Auditor Wong as he was out of town. In closing Auditor Wong thanked the Board for their time. Director Gerbsman, on behalf of the Board, thanked Auditor Mark Wong for his work noting the Board is open to recommendations.

UNFINISHED BUSINESS:

- a. **CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:** The Board went into closed session at 6:50 pm. They returned to open session at 7:10 pm. Director McLeran advised they had nothing to report.
- b. **Update on the Building Heating/AC Project Bids:** B/C Hadfield explained that since our last Board meeting the District had posted a Request for Proposal (RFP), conducted a walk through with two contractors and had received one bid for work with a cost range of \$127,000 to \$154,000. Due to the cost of this work B/C Hadfield does not recommend going forward with this work. Instead he recommends creating a RFP for a Mechanical Engineering firm to have the existing HVAC system evaluated for efficiency as well as the ducting/flashing repair and reseal. This may or may not include a redesign of the entire HVAC system on the roof. In the meantime B/C Hadfield recommends we repair leaks before winter to maintain the roof's integrity. A discussion followed debating the merits of performing a temporary repair vs. just seeking the RFP for the Mechanical Engineering firm. Director Naso strongly expressed his concern of spending the District's funds on a temporary fix which doesn't address the root of the roof problem. Contrary opinions expressed by other Board members noted the acceptance of spending minimal funds to address the immediate need to keep the roof's integrity intact and prevent leaks into the fire station in the winter. At the conclusion of the discussion Directors Gerbsman/McLeran M/S for the District to create a RFP for a Mechanical Engineer to examine the roof HVAC system and make recommendations to correct the problems meanwhile allowing the District to seek a responsible contractor to repair the immediate leaks estimated between \$2,000 and \$3,000. Ayes: Directors Corbet, Gerbsman, McLeran, and Murray; Nays: Director Naso. Motion passes.

NEW BUSINESS:

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

- b. **Request Surplus Sale of KFD Used SCBA Breathing Apparatus (Capital Equipment):** Chief Smith referred the Board to his memo in the board packet requesting the sale of the District's used SCBAs. The District had replaced twenty-four SCBAs with new state of the art units and we were offered a trade in of \$100 a piece from our vendor. Chief Smith advised the Board he was approached by Ross Valley Fire and Marin County Fire Departments, requesting to purchase our used SCBAs for \$100 each because they are in need of this equipment. The Chief recommends selling the units and asked the Board for their approval to sell the used SCBAs, twenty-four units total, for \$100 each noting the fire agencies are agreeable to signing a release of liability. Directors Murray/McLeran M/S to follow the Chief's recommendation pursuant to his memo of 9/12/2014 and go ahead and sell the used SCBA units for \$100 each with the release of liability document. All Ayes. Chief Smith noted he will put together the release of liability document and create invoices for the agencies.

CORRESPONDENCE: Reviewed

REPORTS:

- a. **Overtime, Incident (August):** Reviewed

DIRECTOR'S REPORTS:

- a. **Kentfield Fire District Autonomy and Decision Making Process:** Director Gerbsman voiced his concern regarding the August Marin IJ editorial article on how the Novato Fire District Board of Directors voted on the various pay increases and their relationship with the union. The article reported two Directors were not present at the meeting and that the Directors may have been biased noting some Directors were related to or had a long history with the union. Director Gerbsman, for the record, noted the KFD Board of Directors has an open relationship with the KFD union; the Board keeps involved in the process and are all here to represent the public, review issues and make prudent decisions based on all parties.

CHIEF'S REPORT:

- a. **Telecommunications Site Update:** Chief Smith reporting AT&T is still working on our site. They have mounted some equipment on the roof. The roof screen has arrived but has not been installed. He and B/C Hadfield are addressing a couple of issues with our AT&T Liaison and reported they are working through the process. Chief Smith reported the estimated time to complete the work is one week although from his perspective they are behind schedule.
- b. **Roof Screening Update:** As directed last month we executed the contract to look at some screen options. Chief Smith is in the process of scheduling a meeting with the neighbors to review the screening options. The Chief noted that AT&T provided the District some funds to assist with the roof screening.
- c. **CalPERS CERBT Market Value Summary Quarter Ended 6/30/14:** The fiscal year summary provided in the Board packet is approximately 50% funded. Chief Smith commented the Board made a good decision to start funding post-retirement health benefits several years ago when it wasn't popular. The District will continue to contribute to the account this year. Earning reports are good.
- d. **Probationary Firefighters Progress Report:** Chief Smith reported the two firefighters hired in March 2014 completed their probationary firefighter first step testing and have done an excellent job.
- e. **KFD Activities: Disaster Preparedness Course, KWPOA Evacuation Drill, Pancake Breakfast:** Last month the Get Ready program was re-launched. Chief Smith reported the OES grant application for the Get Ready program was unsuccessful. However the program found \$13,000 from another source, through members of the Marin County Fire Chief's Association, specifically through Marin County Fire Dept. As a result of this funding change Chief Smith will not manage the financial responsibility. The Get Ready committee is meeting at the District on Friday, September 19 to plan the October launch of the Great Shake Out and Fire Prevention Week. The District presented a Disaster Preparedness Course on September 13th at the fire station to standing room only which was well received. Chief thanked Engineer McKnight and crew for presenting the class. Our next class is scheduled for Tuesday, October 7 from 7:00 pm – 8:30 pm. Additional classes will be scheduled with other fire agencies in the county. The KWPOA Evacuation Safety Team met last week. We are coordinating with OES and the Sheriff's office for the 3rd evacuation drill. They will conduct their next evacuation drill on Saturday, October 4. Chief will report back to the Board on the feedback from the public safety personnel and residents. The Pancake Breakfast is scheduled for Sunday, October 12. The Chief extended an invitation to everyone.

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

- f. **Hillside Ave/Kent Woodlands recent Vegetation Fire Report:** The initial report of commercial structure fire off of Kent Ave turned out to be a vegetation fire on Hillside and Buckeye Way. The fire was difficult to access for a couple of reasons: initial response request was for a reported structure fire then switched to a vegetation fire with structures threatened. Chief reported positive response and feedback from local government, Marin County Fire and CalFire air attack resources, noting we were fortunate due to the lack of wind. The District received a lot of positive feedback from our constituents. Director Murray added he was home during the fire and could see the column of smoke. He listened to the Marin County radio traffic and commented on a job well done.

APPROVAL OF WARRANTS: Directors Murray/Gerbsman M/S to approve August warrants no. 6466 to and including 6521 in the amount of \$286,859.10. All ayes.

The next regular meeting will be held on Wednesday, October 15 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors McLeran/Gerbsman M/S to adjourn the meeting at 7:45 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, November 19, 2014

CALL TO ORDER: 6:25 p.m. by Chairman Corbet. Chairman Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present, except Director Murray. Also in attendance were Chief Smith, County Counsel Brady, and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors McLeran/Gerbsman M/S to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

- a. **Closed Session: Conference with Legal Counsel-Anticipated Ligation/Crown Castle/Sprint Issue:** The Board moved into closed session at 6:30 pm. The Board returned to open session at 6:46 pm with nothing to report.
- b. **AT&T Cellular Site Upgrade-Progress Report:** Chief Smith reported that AT&T has completed installing the new roof screening; they have expanded the fenced area, installed their own meter and are paying the increased rent. Upon completion of the installation and system testing, our next steps include retesting the roof membrane, the EMF and noise decibel readings. That will be complete when the team fine tunes the antennas and completes the punch list. Director Naso informed the Board he toured the roof area and took pictures. He reported a problem with the ladder to the roof, a gouge in the A/C unit and that there was standing water on the roof in some areas. He distributed photos documenting these issues. He also asked why AT&T had left the original screening on the roof and expressed concern about the affect the additional weight had on the roof. He commented that the antennas appeared to be above the screening. Chief Smith advised the screening was part of AT&T's plan because they did not want to be responsible for storing the screen once it was removed as well as providing "rear view" screening for the neighbors in back of the station, as recommended by Marin County Planning. Also AT&T had made a mistake with the antennas relative to the screening height and AT&T will either install a different sweep or lower the antennas. Chief Smith thanked Director Naso for the photos and his comments.
- c. **HVAC Roof Issue:** Chief Smith introduced B/C Hadfield and explained he has done considerable research and committed his time to completing the request for proposal (RFP) for mechanical engineering services which have been reviewed and approved by County Counsel Brady. B/C Hadfield referred to the RFP in the Board packet seeking the Board's input and/or approval of the RFP to publish and define the timeline. After a brief discussion Directors McLeran/Naso M/S to allow the RFP to be published as presented by B/C Hadfield subject to the revision of the timeline as approved by the Fire Chief. All Ayes. Director Naso expressed his concern regarding the initial roof contractor, the current status of the roof and the financial implication of repairing or replacing it to the District.

NEW BUSINESS:

- a. **Conflict of Interest, Resolution 6-2014:** Chief Smith explained the District is required to review their Conflict of Interest policy every two years and provide an updated resolution to the Board of Supervisors. Chief Smith noted the last time the Board reviewed the resolution they removed the District Treasurer position. Upon review of the resolution Directors McLeran/Gerbsman M/S to adopt Resolution 6-2014 and file the resolution with the Board of Supervisors, County of Marin. Voice vote: Corbet-Aye, Gerbsman-Aye, McLeran-Aye, Naso-Aye, Murray-Absent. Motion passes.

CORRESPONDENCE: Reviewed

REPORTS:

- a. **Overtime, Incident (September/October):** Reviewed

DIRECTOR'S REPORTS:

CHIEF'S REPORT:

- a. **Marin Emergency Radio Authority-Measure A:** Chief Smith referred to his memo in the board packet reporting that the vote has not been completed to date. As of last night the measure has 98 votes to the good of this measure passing. If the measure does not pass

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

Chief Smith commented Kentfield Fire will be OK and outlined, in his memo, how the District will be financially affected.

- b. RVPA Measure:** Chief Smith announced that this measure passed in six of the eight jurisdictions. County of Marin unincorporated areas and Sleepy Hollow Fire District did not pass the measure, although 100% of the votes have not yet been tallied. The Chief suggested these two jurisdictions will bring this measure back to the ballot in Spring 2015, and if not, they will figure out how to fund it or cut back on services.

- c. FAIRA 2015 Election of Members to the Authority's Governing Board:** This Board has seven member positions up for nomination on the governing board including the Kentfield Fire District, of which Chief Smith holds a position, reported Chief Smith. Chief Smith recommended that Kentfield Fire remain on this board. He advised the Board they can nominate the District for another four year term. Chief Smith is the representative for the District and Director Murray would continue as the alternate due to his insurance industry expertise. After a brief discussion Directors McLeran/Gerbsman M/S to nominate Chief Paul Smith to the governing Board of Directors of FAIRA. All Ayes. Chief Smith will complete the nomination materials and mail them to Mr. Blacker this week.

- d. CalFire Grant Received (PPE Clothing):** Chief Smith explained he worked with Engineer Johnston on this 50/50 grant and reported the funds arrived in October. Chief Smith thanked Engineer Johnston for his assistance in compiling the data submitted for the grant application.

APPROVAL OF WARRANTS: Directors Naso/McLeran M/S to approve September warrants no. 6522 to and including 6576 in the amount of \$363,462.72 and October warrants no. 6577 to and including 6636 in the amount of \$307,343.12. All ayes.

The next regular meeting will be held on Tuesday, December 16 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors McLeran/Naso M/S to adjourn the meeting at 7:18 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Tuesday, December 16, 2014

CALL TO ORDER: 6:26 p.m. by Chairman Corbet. Chairman Corbet led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present, except Director McLeran. Also in attendance were Chief Smith, County Counsel Brady, Accountant Hom and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: Directors Naso/Gerbsman M/S to approve the minutes of the previous month. All ayes.

PUBLIC COMMENT PERIOD: There were no comments received from the public.

UNFINISHED BUSINESS:

- a. **Closed Session: Conference with Legal Counsel-Anticipated Ligation/Crown Castle/Sprint Issue:** The Board moved into closed session at 6:27 pm. The Board returned to open session at 6:35 pm. Director Murray reported the Board gave Counsel Brady some direction.
- b. **HVAC Roof Request for Proposal Update:** B/C Hadfield reported the RFP was published Wednesday, December 10 with the Marin Builder's Association and on the Kentfield Fire website. He had heard from six engineering firms (some design build firms) however three design build firms contacted Hadfield and advised they were not interested due to limited resources. The walk through is scheduled for Thursday, December 18. He will have a better idea of potential firms at that time. B/C Hadfield consulted with Mark Kelly on this project. Mr. Kelly suggested working with design build firms if the District did not receive any engineering proposals.

NEW BUSINESS:

- a. **Maze & Associates FY 2013/14 Audit Presentation:** Chief Smith introduced Mr. Mark Wong to present the audit results. Mr. Wong explained the audit process incorporated two phases: Phase one from September 1-4, and the second phase, from November 3-6 and two more days at the office. The audit was conducted by Mr. Wong and two associates. Mr. Wong explained his report is an unmodified opinion of results. The following are the Financial Statement highlights for year ended June 30, 2014. The District's net position was a positive \$351,188, a favorable position, with a net positive change in the general fund balance at \$76,176. He reported under Emphasis of Matter that the net position of the Fiduciary Fund was restated from 1.9 million to zero. In prior years the District had a fiduciary fund that it used to report the 457 Plan. This year Maze & Associates had a discussion with Chief Smith and Accountant Hom explaining the industry standard for Municipal and Special District clients is that the 457 Plan fund assets are not under their control and they should not be reported in financial statements. In auditing the District, Mr. Wong referenced the Memorandum on Internal Control and Required Communications Report stating Maze & Associates performed tests on some of the District's processes and did not find any deficiencies to reflect material discrepancies. Mr. Wong referenced in the schedule of other matters, audit recommendations that identify "industry best practices" to encourage separation of duties, such as journal entry and bank reconciliation review. These tasks are completed by the District Accountant and should be approved by the Chief. Both the Fire Chief and Accountant have already incorporated this recommendation in their business practices. Mr. Wong also highlighted the upcoming changes with GASB 68, pension reporting. The future financial statement will reflect a sizable increase, substantially in the millions, to report this non-current liability. Chief Smith added the CalPERS liability will be discussed at a future Board meeting. Mr. Wong asked the Board if they had any questions. The Board did not. The Board thanked Mr. Wong for his report. Accountant Hom commented he reviewed the audit report with great detail and was comfortable with it. Directors Murray/Gerbsman M/S to accept the FY 2013/14 audit as presented by Mr. Wong. All Ayes. Motion passes.
- b. **Election of 2015 Officers of the KFD Board of Directors:** Chief Smith referred the Board to his memo in the Board Packet explaining the annual election of 2015 officers. Chief Smith thanked current Board Chairman Corbet for his year of service. In preparation for 2015 Board Chief Smith reminded the Board they can choose to continue the traditional rotation of Directors through the chairmanship for 2015 as follows: Vice-Chair Murray moves to Chairman, Board Secretary McLeran moves to Vice-Chair, and Director Naso moves to Board Secretary, or the Board can nominate any Director for any position, voted in by majority vote. The following motions were made:

Directors Murray/Gerbsman M/S to nominate Director Naso to 2015 Board Secretary; All ayes
Directors Murray/Gerbsman M/S to nominate Director McLeran to 2015 Board Vice-Chair; All ayes
Directors Gerbsman/Naso M/S to nominate Director Murray to 2015 Board Chairman; All ayes.

CORRESPONDENCE: Reviewed

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

Director Murray, on behalf of the entire KFD Board of Directors, thanked Mr. Eric Humber, Blood Drive Coordinator, for succeeding Frank Zita and managing the blood drives. Chief Smith added Mr. Humber loves coordinating the drive and does a great job interfacing with our friends at the Marin Art & Garden, our blood drive partners.

REPORTS:

- a. **Overtime, Incident (November):** Reviewed

DIRECTOR'S REPORTS:

- a. **Emergency Warning System:** Director Naso commented and is grateful that KFD has access to two warning systems: TENS and the Roof Siren. If one should fail there is a backup. He requested that the roof siren be placed on next year's agenda to discuss its use and functioning. B/C Hadfield explained the District's roof siren is activated when one agency in the Ross Valley decides to activate theirs. Then all Corte Madera Creek communities in the Valley will also activate their sirens. Currently KFD activates the roof siren remotely. Chief Smith reported the District is researching upgrading the system. The siren activation was highlighted as an issue with the annual evacuation drills with Kent Woodlands HOA and will be addressed with OES.

CHIEF'S REPORT:

- a. **Acting Captain Test 2015:** Chief Smith reported that with the promotions of Fox and Pomi to full Captain rank this year the District has been without Acting Captain ranks. As a result he would like to appoint another Acting Captain by late Spring 2015. The District is holding an Acting Captain test in January 2015, with written exam and verbalized scenarios. The interview team will incorporate fire officers from other fire departments.
- b. **November 2014 Election Results Report:** Election ballots were counted after our last meeting and the Chief Smith reported the two measures that were in doubt, MERA and RVPA (in CSA 27 and Sleepy Hollow) just passed by a narrow margin.
- c. **December Storm Activity Report:** B/C Hadfield reported storm preparations began one week prior to the storm. Fifteen tons of sand was ordered and disbursed to district residents. There were a number of OES coordinated conference calls incorporating public agency stake holders (Police, Fire, DPW, Marin Open Space, and City/Town Officials). One day prior to the storm KFD staffed up, adding two more engineers and one relief volunteer firefighter. The Water Rescue Team was activated and staged here at Kentfield and communicated with areas affected. The TENS notice went out on time the morning of the storm although not all the cell phone numbers were accurate. B/C Hadfield reported KFD received/responded to thirteen calls without incident. He commented it was good the District staffed up to cover in case we did have an emergency as it might have been difficult for employees to get to work had they waited. Director Murray added it was in the good interest of the District to staff up and be prepared if needed. Chief Smith commented he was pleased with the coordinated effort.
- d. **AT&T Cell Project Update:** Chief Smith reported he contacted Mr. Zack Carter four weeks ago with four open issues: EMF/noise testing, screening, rent reconciliation (although to the District's favor) and water testing the roof. The Chief considers the club room roof leak the only critical issue. B/C Hadfield's opinion is that AT&T is responsible. He reported the leak appears to be where the joint and pipe connect the seal is cracked.

Chief Smith reported to the Board he had met with Captain Glenn and Engineer Garcia last month regarding a request for rescue equipment. Chief Smith asked Engineer Garcia to work with B/C Hadfield, and the Central Marin Training Consortium agencies, comprised of Kentfield, Marinwood, San Rafael, Corte Madera, and Larkspur Fire Departments, to put a FEMA grant together for this rescue equipment hosted by the Kentfield Fire District. The grant was submitted the first week of December. Chief Smith hopes it gets funded.

APPROVAL OF WARRANTS: Directors Murray/Gerbsman M/S to approve November warrants no. 6637 to and including 6706 in the amount of \$397,307.28. All ayes.

Chief Paul Smith acknowledged Accountant Hom for his help putting together the financials for the audit. The audit was more challenging and time intensive this year due to the change in auditors and Accountant Hom was very thorough.

The next regular meeting will be held on Wednesday, January 21, 2015 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors Murray/Naso M/S to adjourn the meeting at 7:25 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary