

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

MEETING TYPE: Regular

DATE: Wednesday, August 19, 2015

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: Naso/Corbet M/S to approve the minutes of the July 15, 2015 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

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

UNFINISHED BUSINESS:

- a. Contract Renewal: Chairman Murray reviewed the three Agreements and recommended the Board approve individually. The Provisional Firefighter agreement will be approved as submitted pending the employee's approval of the agreement upon their return from an out of county assignment. Chairman Murray asked the board if they had any questions upon their review of the agreements. The Board had none.

M/S Gerbsman/Murray to approve the FY 2015/16 Provisional Firefighter Employment Agreement as submitted pending the employee's approval upon their return from out of county assignment. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

M/S Naso/Evergettis to approve the FY 2015/16 Fire Chief Employment Agreement as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

M/S Gerbsman/Corbet to approve the FY 2015/16 Administrative Assistant Employment Agreement as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Chairman Murray requested the Provisional Firefighter Agreement be placed on the September agenda. Chairman Murray will sign this agreement at that time.

Engineer Trimble asked if Firefighter Nelson started PERS when he was hired as he did not see PERS retirement participation noted on this current agreement. Chief advised that Firefighter Nelson was added to PERS upon his hire date, March 5, 2014.

NEW BUSINESS:

- a. **Public Hearing for 2015/16 Final Budget:** Chairman Murray opened the public hearing of the 2015/16 final budget and asked Chief Smith to review the final budget. Chief Smith recapped that in May he presented the preliminary budget to the Board in order for the District to function through June and July after the fiscal year started. He added the District typically prepares a final budget for the Board's review sometime in August. This allows the District to present better data on secured property tax estimates and this year include the 3% salary adjustments for staff effective July 1, 2015. Chief Smith highlighted the following budget items:

Revenue: Due to increased activity this fire season, Chief Smith reported increasing revenue from State Fires Reimbursement, code 9950 from \$150,000 to \$250,000. Other changes include a slight increase in property tax secured at \$3.85 million, and final estimates on the special assessment, Measure G revenue. Total Revenue estimated at \$5,243,019.

Personnel Costs: Code 1050/Safety Salaries are firm reflecting the 3% staff salary increase as a result of contract negotiations. Overtime costs reflect a \$100,000 increase due to the increased activity from this year's fire season. Code 1530/CalPERS Retirement estimate reflects a \$143,100 decrease from \$762,000 to \$688,000. This decrease is a direct result of the District paying down the liability and has a positive impact to our bottom line. Total Personnel Costs are estimated at \$3,776,774.

Service & Supply: Reflects a decrease in the telephone costs, Code 2300 from \$17,000 to \$14,000. A significant increase of \$10,000 is reported under Code 2050-Auto/Equipment Repairs which is necessary to cover current water tank repair on the ladder truck. It is due back at the station August 25 or 26. Chairman Murray and Director Naso expressed concern that this repair leaves the Ross Valley without a ladder truck. Captain Fox commented Truck 54 from San Rafael is the closest truck for response. Total estimate on service & supply is \$643,824.

Debt Service: The final budget remains the same as the proposed preliminary budget. Chief Smith recalled the debt service total cost is down \$20,000 from last year due to refinancing the station. Total budget for Debt Service is \$316,030.

Capital Outlay: This budget section reflects a \$200,000 increase from F/Y 2014/15 to cover Building Repair/Code 4050. Chief Smith doesn't think the costs will be this high but wants to

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budget adequately. Chief also reported an increase to code 4070/Apparatus Replacement to cover additional emergency fire equipment package needed for the new Dodge Truck. He recalled that the Board had made an adjustment from the reserve funds in fiscal year 2014/15 to purchase this truck. Capital Outlay's final budget is \$299,985.

Reserve Allocation: Chief Smith reported Reserve Allocations will be reviewed in January after the December audit report is complete. Accountant Hom and the Chief will make recommendations at that time. Chairman Murray remarked on the importance of the District saving funds for future expenses. Chief Smith advised the District has two million dollars in reserve funds and after the 2014-15 budget is closed, may have an additional \$200,000-\$300,000 to reallocate.

Final Budget Analysis: Chief Smith summarized his budget reflects conservative estimates to ensure the District's fiscal responsibility. He reported the budget looks good, with the District showing a \$200,000 surplus. Chief noted the District has been able to increase the amount of funds it contributes to the reserve accounts each subsequent year: last year \$50,000, and the prior year \$34,000, and the year before that \$17,000 were approximate surplus' projected.

After a brief discussion, M/S Murray/Gerbsman to approve the 2015/16 proposed final budget as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

- b. **Bank Signature Cards:** Administrative Assistant Mulkeen distributed the bank signature cards for the Board members to sign. The cards will be sent to the banks for record keeping purposes.
- c. **Fire Prevention/District Vegetation Management:** Chief Smith reported the engine companies have been conducting vegetation inspections in the State Responsibility Area for the last two months in compliance with the Public Resource Code 4291. This code requires access for fire engines to a property and vegetation clearance around the home are among some of the Code requirements. Engine crews have been assigned certain areas of responsibility in the District. The District developed and is utilizing door hangers that feature a list of fire safety tips with a checkoff list. The shift crews complete the checkoff list and note items to work on to meet the wildland code requirements, and on occasion meet with the resident. The program has been well received by the community and residents are getting the work done on their property. This program will help the District with the Community Wildfire Protection Plan that we are working on with other county fire agencies. In another vegetation management program, the District worked with PG&E to clear vegetation on properties around PG&E lines near Hillside Ave. Mr. Evergettis, President of the KWPOA, and Chief Smith completed a grant request and received PG&E funds to get the work done. Chief Smith reported the work is complete and it looks great. He explained that PG&E does some of the work but wanted assistance from fire agencies. Chief Smith reported there are other opportunities to work with Marin County Open Space District; however, there were some financial and political roadblocks. The Chief met with Marin County Fire Chief and the Open Space District to address the issue and is now seeing progress in the ability to work with Open Space. B/C Hadfield is the District's liaison. Director Naso asked if the District could borrow Marin County's chipper truck and initiate a program on our site. Chairman Murray recalled the District had done this in the past and it was well received. Chief Smith noted it was a good idea if we see interest.
- d. **Training:** Chief Smith informed the Board that Captain Glenn is out of county this week. Captain Glenn was going to report on Firefighter Safety and Survival training he initiated at 15 Spring. Chief Smith reported the training incorporated breaking through walls and exiting out windows. The training went well. All companies have attended; Captain Fox added they also practiced lots of roof work. Chief Smith will place this item on the September agenda.

CORRESPONDENCE: N/A

REPORTS: Reviewed; Chief Smith explained the District has moved to a new emergency reporting system which will provide more detailed incident reports.

Chief distributed the After Blood Drive Report noting it was another success. He thanked Erik Humber for organizing the event and Mark Lesley from Ambrosia for providing the pizza. Chief added the blood drive is a top notch service to the community.

CHIEF'S REPORT:

- a. **Crown Castle/Sprint Update:** Chief spoke with Counsel Brady. She was successful with the contract renewal items and is waiting to hear back from Crown Castle. Things look positive. Counsel is on vacation this week. Chairman Murray requested Counsel Brady attend our September meeting. Chairman Murray noted Counsel Brady has his permission to contact him directly to discuss information.
- b. **HVAC Roof Update:** Chief Smith reported a tremendous improvement with the A/C unit. Allied installed a two speed module. If the room has more people in it the unit will accelerate the fan speed to reach the desired temperature. The duct work has a smoke detector in it. When duct work was replaced, the duct detector was installed and needs to be programmed to our system. The District is waiting for Allied to meet with the security technician to re-program the system, and

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then the duct work will be completed. The District still has the roof duct leak work to be done in addition to addressing A/C 4 issues in the hallway.

- c. **Out of County Response Update:** Chief Smith distributed the out of county invoice tracking sheet listing fires the District has/is working. He reported on the following fires: Our OES is at the Rough fire by Fresno, a federal fire, with 25,000 acres burning as of this morning, 0% contained, with an expected containment date of September 15. The South Complex near Trinity National Forest is at 25,000 acres, 40% contained. Prior to these fires, we had a crew at the Lake County Fire for 7-8 days. Chief Smith distributed the CalOES Crew Evaluation on Acting Captain Garcia's team. He commented it is an excellent review. It is good to see our crews working hard under good leadership. Director Gerbsman requested a copy to distribute on his neighborhoods' community website, Next Door. Chief Smith remarked he will post the document on the District's website in addition to having our new Seasonal Firefighter, Bryan Bridges, write an article about his out of county experience. Additional requests are coming in to all Marin County Chiefs however Chief feels most resources have been deployed. The crew on the OES is Acting Captain Viau, Engineer Johnston, Firefighter Nelson and Seasonal Firefighter Johnson.
- d. **Succession Planning:** Chief Smith recalled this topic was initiated by a memo in March 2015 from Engineer Trimble, Association Representative requesting the succession plan and qualifications for the Chief. Chief read portions of his April 14th written response to the request, listing skills, knowledge and abilities required of a Fire Chief. In discussions with the Board and District Staff it was agreed to try and fill the position from within upon his retirement. The Chief outlined the following major projects on the horizon for the District: MERA rollout, County Computer Aided Dispatch System rollout, the fire code adoption cycle, disaster Flood Control for District 9, the ISO Review and Grading, and the manner in which the District vegetation management and defensible space initiatives interfaces with other agencies in relation to the Community Wildfire Protection Plan. Additionally he expressed concern regarding the transition with the RVPA. The RVPA is a valuable resource to the District and he would like to maintain our strong relationship. The Chief is not sure if Jason Weber, the interim Executive Director, will continue in this role.

The Chief suggested the following timeline for Fire Chief candidate selection:

- November – Invite applicants to apply, submit a letter of intent
- December – Conduct an assessment center
- December 16 – present assessment results to the Board for consideration; if an acceptable candidate is identified the candidate will move forward with discussion/interview with the full board
- Appoint Chief in January; with Chief Paul Smith transitioning for a few months, time TBD.

Discussion followed on the composition of the selection panel. Chairman Murray summarized that the oral board will be composed of two Board members, one or two Fire Chiefs (one from Marin, another from outside the county to provide another perspective), in addition to Chief Paul Smith and an administrative person. Chief Smith commented the process could include asking candidates for written response to a current fire service issue, resume review to meet qualifications, in addition to a letter of intent.

To prepare for the oral board and the transition to a new Chief, Director Gerbsman requested Chief Smith outline his duties/responsibilities so the Board can describe the management job responsibilities to candidates and prepare a timeline for the transition. All Board members concurred with this request and asked that it be presented at the September Board meeting.

Chairman Murray asked Association Representative Dan Trimble for his thoughts on this process. He responded with concern that it may be difficult to find interview panelist in December due to vacation schedules. Engineer Trimble also acknowledged the staff realizes the importance of the District's fiscal responsibility and their hope is Chief Smith would work with the incoming Chief to ensure this financial stability going forward. Engineer Trimble noted that Chief Smith working with Accountant Hom has created this environment and the Association hopes this close relationship and philosophy will continue with the new Chief. Chairman Murray agreed and reiterated the new Chief needs to realize the importance of fiscal responsibility and the importance of working with Accountant Hom. He has the pulse of the County and is an invaluable asset to the District. Chief commented this type of leadership makes a great working environment; it just doesn't happen by chance. Chairman Murray advised the Association he and the Board are open to hear their opinions and are available for discussion on this process through this open forum or by phone. Chief Smith will contact his assessment representatives this month in order to commit to the December timeline. He will also work on outlining a matrix of responsibilities and timelines for the Chief position and the recruitment process in preparation for the board meeting in September. Chief Smith will place this topic on the September agenda.

Chief Smith updated the Board with information relating to last month's agenda item on the conversation Director Gerbsman had regarding Ross Valley Fire, Corte Madera, Larkspur and Kentfield Fire District potential merger. Chief Smith received correspondence from Chief Roger Sprehn regarding Corte Madera and Larkspur Fire working together. The two agencies are discussing their shared services plan to decide what to do with their agencies now that Chief Sinnott has moved to San Rafael Fire and Chief Sprehn's impending retirement. Both agencies

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will have interim Chiefs that will work with a consultant to evaluate options. They stated that they are currently not interested in talking with Ross Valley because they want to focus on working on the Larkspur Fire and Corte Madera Fire options. These two organizations need to develop an administrative plan and Chief Smith recommends the Association and the Board let them continue in that direction without Kentfield Fire District's involvement.

Chairman Murray added one of the things he would like to see is fire prevention as a shared service and asked Engineer Trimble for his thoughts. Engineer Trimble noted this type of plan makes sense and said the whole county (referenced to IAFF Locals) is looking at this option. He commented he would need to see the parameters before committing. Chief Smith spoke with Chief Mills at Ross Valley regarding fire prevention resources. Chief Mills now has two fire prevention officers and thinks he may be able to offer a shared service if, upon evaluation, they have the capacity to do so. He will readdress this idea once certain business issues are resolved with Ross. Chief Smith noted this is an area the District may investigate.

Approval of Warrants: M/S Murray/Naso to approve July warrants no. 7162 to and including 7262 in the amount of \$917,117.15. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

A moment of silence was held for the three Washington state firefighters and other firefighters who have recently lost their lives fighting these fires.

Gerbsman/Barry M/S to adjourn at 8:20 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary