

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

MEETING TYPE: Regular

DATE: Tuesday, January 16, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Captain Glenn led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Naso to approve the minutes of December 11, 2017. All ayes.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: 2 presentations move to Chiefs Report

UNFINISHED BUSINESS:

- a. Fire Inspector Position – Chief Pomi reported the District received six applicants of which three candidates were interviewed and assessed. Interviews took place last week. The Chief raked the candidates. He reported he is in process of making a tentative job offer pending background and medical checkup. All three candidates work within the fire service in Marin County. Chief Pomi will update the Board in February.

NEW BUSINESS:

- a. 2017/18 Mid-Year Budget Adjustment – Chief Pomi referred to his staff report in the board packet noting he is requesting two budget line item adjustments. He explained the initial budget category #9950/State Fires Reimbursement was budgeted at \$200,000. This amount is under budget considering the District was out of county for over 90 days, from July 9 through December 20, 2017. Tonight he is requesting the Board adjust the 2017/18 budget as follows: increase category #9950/State Fires Reimbursement from \$200,000 to \$450,000; and, increase category #1030/Overtime from \$372,000 to \$622,000. He reported that, to date, the District has only received reimbursements from three of the ten out of county incidents. He estimates the District will continue to receive reimbursements through June 2018.

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

M/S Murray/Gerbsman to approve increasing category #9950/State Fires Reimbursement from \$200,000 to \$450,000. All ayes.

M/S Murray/Gerbsman to approve increasing category #1030/Overtime from \$372,000 to \$622,000. All ayes.

- b. County of Marin 17/18 Annual Statement of Investment Policy – Chief Pomi advised the Board the District general funds are banked with the County of Marin Treasury Department, pooled with other Marin County agencies. The County of Marin is required to prepare an annual statement of investment policy to report on how the funds are invested. The Board of Supervisors has approved the investment policy. Agencies with money in the pool are required to adopt/approve the investment policy. Kentfield Fire District has \$2 million in this general fund and \$3 million in reserve. Chief Pomi requested the Board approve the County of Marin 17/18 Annual Statement of Investment Policy.

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

M/S Gerbsman/Naso to approve the County of Marin 17/18 Annual Statement of Investment Policy. All ayes

- c. Form 700/Statement of Economic Interest – Chief Pomi reminded the Board, as elected officials, they are required to complete this form every year. The Form 700 is in their board packet. He asked if any Board members had questions on the Form 700. There was none. Chief Pomi requested Board members to complete the form and return it to Administrative Assistant Mulkeen who will file with the appropriate agency.
- d. Ethics Training/AB1234 – Chief Pomi announced this law requires two-hour training every two years. Our records show all Board members need to take this online training now. He advised that Administrative Assistant Mulkeen would email Board members the link to the training website tomorrow. He encouraged Board members to contact Administrative Assistant Mulkeen if they had any difficulty with the training.

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- e. FDAC Conference – Chief Pomi announced the 2018 annual conference would be in Monterey, CA from April 10-14. He reported that he and Director Naso attended last year. The conference presentations vary from legal updates to tree mortality. The District will cover registration, hotel and meals at no cost to Board members wishing to attend. Topics this year have not been announced, however, they will have legal updates and governance. Chief Pomi and Director Naso are attending. If interested contact Administrative Assistant Mulkeen by Friday, January 26, 2018.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA: Meeting was held on January 4, 2018.

MERA: Chief reported he received an email on Friday, January 12 that the MERA Board and Marin County DPW will work with the Regional Planning Committee and the FCC to get the 700 megahertz system approved. There was potential we would have to turn our system down which meant we would have to put in more towers causing further delay. However, on Thursday, January 11 Chief Pierce, President of MERA, said our application was approved without changes. This is a tremendous win for Marin County. This puts the project on a faster track to complete the project in two years. The next MERA Board meeting is scheduled for January 24.

MCFCA: Chief Heine is retiring from Novato Fire Protection District, January 2018. He served for 32 years with the District. He has taken a Fire Chief position with Rincon Valley/Windsor Fire. Bill Tyler, Novato Fire Marshal, has been offered the Fire Chief position.

Planning

Holiday Party – Was Saturday, December 16 at the Corte Madera Community Center.

There was a good turnout, 100 people attended. We will continue the tradition.

Crab Feed – Scheduled for Friday, February 16, 2018 at the Log Cabin, in San Anselmo.

Financial/Budget

OPEB valuation – Chief reported receiving a completed draft for staff review. Ms. Cathy MacLeod, from Bickmore Risk will give the presentation at the February Board meeting. Accountant Dan Hom will attend and present our mid-year review and the Board can work on the allocation of unassigned fund balances. Chief Pomi explained he wanted the Board to hear the OPEB valuation report first so the Board understands the District's financial position, what our unfunded liability is, and approve a pre-funding policy.

Operations/Significant Events

The District responded to 105 calls for service in December.

1171 total calls for service in 2017. Up from previous year.

Training/Wellness & Fitness

Annual Infection Control Training delayed due to Engineer Viau being called out of county.

The crews started 2018 EMT training and will continue with Shift/Company and CMTC training.

Prevention/Public Education/Community

KWPOA annual meeting tomorrow night at MAGC. Chief giving presentation of fire preparedness.

Collaboration planning meeting with Marin Parks/Open Space. They are putting together a VMP work plan for the Greenbrae/Redwoods and Baltimore Canyon area.

Firewise Workshop is scheduled on Friday, February 9, 2018. The District published the workshop on our website and NextDoor. Open to all residents.

Logistics

Building – HVAC system has remained leak free since the last rainstorm. Captain Fox and Firefighter Bridges going through building and will create a maintenance schedule of repairs in addition to a two-year plan.

New Engine 17 – Engineer Johnston announced he and Engineer Nelson would travel to Wisconsin in three to four weeks to review and ensure all the changes they requested have been implemented. The engine will be completed and on the floor ready for their examination. Engineer Johnston distributed the new engine specifications to Board members and highlighted the following features: There will be a yellow/red chevron pattern on the back of the engine, a DOT requirement. Full airbags providing roll over protection-a newer safer system. It will have a diesel exhaust system, which helps gas burn cleaner. In the cab, all seats will be facing forward, which helps the firefighter prep when going to a fire. They created compartments to store goods (boots, helmets), a DOT requirement, making it safer for the firefighters. An additional option will allow them to shut down the engine but keep all the engine emergency lights on. The lights will be

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bigger and brighter around the outside of the vehicle. It will also have an auto-start feature, which will start the engine if the batteries are running low. It will have 500-gallon water capacity and increased horsepower to 50. The engine colors will be different and the front bumper will have a 1-3/4" hose line, 50 feet long. Engineer Johnston estimates Pierce employees would deliver the engine by March 1. The radios and wiring will be installed here. Pierce personnel will train District employees.

Labor/Association

Chief reported two members are currently on leave of absence.

Out of County Events

Captain Dave Glenn gave the following highlights of the Thomas Incident in Ventura/Santa Barbara County. Captain Glenn was the Assistant Strike Team Leader working with Strike Team Leader B/C Jeff Rowan from San Rafael Fire. OES325 left for this assignment on December 5 returning to Kentfield on December 20. He gave an overview and presented pictures of a typical fire camp layout reporting 7,000 to 8,000 firefighters worked the Thomas Fire. The strike team he worked with provided structure protection for four to five days in Ojai. On December 10, they were assigned below a hilltop fire operation and worked on a dozen spot fires due to high winds. On December 16, they were advised the fire was moving in their direction and were assigned to Park Hill Lane to provide structure prep for several days. Captain Glenn pointed out a hiking trail, which was widened by a hand crew. His strike team put in hose line on that ridge to provide protection if needed. It turned out they could not use the line because the fire got too intense too fast. Captain Glenn showed a sequence of dramatic pictures showing the approaching fire, how fast the fire moved, and then flames on and around the home they were protecting, with winds gusting at 40-50 mph. The Division told them to pull out as fast as they can because the fire was over-running the entire area. Captain Glenn commented he never saw a fire move this fast. As they were evacuating the area they could see eight to ten other houses that would have burned had they not put out spot fires. An hour later they headed back to the house they were protecting and found the fire was in the house burning through the roof tile. Captain Glenn showed a picture of Captain Garcia looking into the house to see if there was anything they could possibly do to save this house. They decided it was unsafe to make entry to save the home as the roof was sagging in several places and the structure was unsafe. They had wildland fire apparel on, not structure fire apparel and were not equipped to enter the building. He concluded by saying it was intense that day, just shocking for all of them to be at a fire in the middle of December. Captain Glenn added this is the area of the mudslide and shared a number of maps and photos. After the presentation, Captain Glenn responded to a number of questions posed by Board members. Chief Pomi thanked Captain Glenn and the crew for their work on this fire.

DIRECTOR MATTERS: Director Evergettis attended the FireSafe Marin meeting and commented on the current drive to make communities safe. FireSafe Marin is looking for funds to get the work done.

CORRESPONDENCE: Reviewed. Chief Pomi commented on the firefighter behavioral health commitment letter and a letter from Bickmore Risk regarding a donation they made to the Bay Area Firefighters and Families Fund.

DISTRICT OPERATIONS: The Incident Log and Overtime Report were reviewed for December 2017.

APPROVAL OF WARRANTS:

M/S Directors Gerbsman/Naso to approve December warrants 805301280 to and including 805301319 for \$507,176.67. All Ayes.

The next regular meeting will be held on February 21, 2018.

A moment of silence was held for Cory Iverson, the firefighter who lost his life in the Thomas Fire, and to give thanks for the safe return for our members.

M/S Murray/Gerbsman to adjourn this meeting at 7:43 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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MEETING TYPE: Regular

DATE: Tuesday, February 21, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Engineer Johnston led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Gerbsman to approve the minutes of January 16, 2018. All ayes.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. Fire Inspector Update – Chief Pomi advised the board the District received six applications and interviewed three applicants. Chief extended a conditional job offer to the top applicant, but they turned down the position. Chief contacted the remaining applicants for further consideration but he was not comfortable offering the position to either. Chief Pomi reported he has redefined the job responsibilities and will have Fire Marshal Ruben Martin continue with the District plan reviews, inspections, and enforcement piece. The Chief will handle community outreach. The engine company shifts will handle vegetation inspections. Todd Lando will consult with the District to do our summer vegetation management program this year. Chief said he is comfortable with current staffing level. In the near future, the Chief may repost the position to a larger base the first week of March. The funding for this position remains in the budget at \$75,000. There are no additional funds expended because of not filling this position at this time. Director Gerbsman expressed concern about overextending current staff. Director Naso offered to help if needed.

NEW BUSINESS:

- a. OPEB Presentation by Catherine MacLeod of Bickmore – Ms. MacLeod could not make the meeting due to a schedule conflict. Chief Pomi and Accountant Hom presented the report. Accountant Hom advised the District is required by CalPERS to provide a biannual actuarial report every two years. This valuation is as of June 30, 2017. Accountant Hom highlighted the following sections of the report: The Executive Summary on Page 1, Section A. He explained a couple of years ago the actuarial standards changed their valuation to include the implicit (age-rated) and explicit (age-based) liability. Accountant Hom explained CalPERS health premiums are not age rated. The premium rates are the same whether you are 19 or 64 years old. Based on this type of rating the actuary valued the liability based on the CalPERS rate and they are too low. As a result, the younger population subsidizes the premiums for the older population. Based upon the actuaries' calculation if CalPERS was an age rated health plan it would add an additional \$727,000 to the liability. As a result, this increases the District's total actuarial accrued liability to \$4.10 million; the District has funded the account just under 50% at 48.9% or \$1.96 million, bringing the total unfunded actuarial accrued liability to over \$2 million. Accountant Hom commented that the District has made great strides at bringing this debt down. Accountant Hom referred to page 13, Table 1A-Actuarially Determined Contribution for Fiscal Years Ending 2020 and 2021. He reported our unfunded accrued actuarial liability is \$2 million, amortized over 19 to 20 years for years ending 2020 and 2021. Based on these figures the unfunded actuarial annual liability payment for currently retired employees is \$138,000 or \$142,000; the normal cost for our current active employees is \$196,000 or \$202,000. The total actuarial determined contribution (ADC), previously known as ARC (annual required contribution), is \$357,689. Accountant Hom advised the District is in a good position. Currently the District is paying the amount of the ADC and paying for the retiree health premiums. These two figures exceed what the District is funding annually. This figure will taper off as we continue to post 100% funding and the years to pay off the liability will decrease significantly. The District is also using a lower estimated rate of return, 6.73%; therefore, the District will not take the full 20 years to pay down the liability. Chief Pomi added the District started funding the OPEB liability in 2008/09. This year the District is right at the ten-year mark. Accountant Hom asked the Board to accept the report as prepared by Bickmore.

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

M/S Gerbsman/Naso to approve the OPEB Actuarial Valuation Report as prepared by Bickmore. All ayes.

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- b. OPEB Funding Policy – Accountant Hom advised the second part of the OPEB actuarial is to establish a funding policy. The staff's recommendation is to establish funding at 100% of actuarial determined contribution as stated in the actuarial. Chief Pomi added this funding policy covers years ending June 30, 2020 and June 30, 2021.

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

M/S Gerbsman/Naso to establish the District funding policy at 100% of the Actuarially Determined Contribution. All ayes.

- c. F/Y 2017/18 Budget Mid-Year Review: Accountant Hom presented the following budget highlights covering July 1 through December 2017.

District Revenues: *Category 9001/Property Tax Current Secured*–the District has received \$2.4 million of the \$4.4 million budgeted. *Category 9007/Special Assessment Current*–reflects \$300,000 received with \$543,000 budgeted. These revenues are at 56% of annual budgeted amounts. *Category 9046/Excess ERAF*– received \$143,000 with \$225,000 budgeted. Based on the figures the District will end up above budget as of the end of June, a positive position. *Category 9950/State Fires*–as of December 2017 \$200,000 was received. However, the District has outstanding invoices with CalOES. Accountant Hom noted that in January 2018 the Board amended this budget item increasing it from \$250,000 to 450,000. Total Revenues as of December 2017 at \$3.3 million, 58% of annual budgeted amount. The District position is strong.

Salaries & Benefits: Total Salaries at \$2.63 million, 54% of the annual budgeted amount. *Category 1030-Overtime* at \$444,000 due to increase in out of county assignments. He commented that the Board approved a \$250,000 OT budget adjustment in January. Even though this category shows OT over budget, it will not be at the end of the fiscal year due to this OT budget adjustment.

Services & Supplies: \$341,000 spent, at 46% of annual budget.

Capital Outlay: \$22,000 spent as of December 2017. The fire engine expected in March 2018 was pre-paid in February 2017, during the last fiscal year, for \$626,000. It does not reflect in this year's budget. Chief Pomi added the following upcoming purchases for this fiscal year are radios and equipment for \$50,000, \$11,000 for fire equipment. Once the new engine arrives, there may be additional costs/upgrades to cover. Additional costs may include hose and hydrants, and PPE replacement in the spring. Firefighter Bridges with B Shift are managing our building maintenance program and may have some expenses forthcoming, some necessary work on the LaFrance shed, etc. Of the \$337,000 budgeted in Capital Outlay, Chief Pomi estimates the building expenses to be at \$130,000.

Accountant Hom reported that as of the end of December, the budget has a half million-dollar surplus remaining. The District is in a good position. Accountant Hom asked if there were any questions. There was none.

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

M/S Gerbsman/Corbet to accept F/Y 2017/18 mid-year budget review as presented by Accountant Hom. All ayes.

Chief Pomi thanked Accountant Hom for reporting the actuarial report and the mid-year budget analysis.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA: The January meeting was cancelled.

MERA: On January 24, 2018, MERA passed the regional planning committee requirements. They are now back on schedule for the system to be up by 2020. They are starting the environmental impact process.

MCFCA: Chief Bill Tyler appointed NPFDF Fire Chief. The Fire Chiefs are having a planning retreat and workshop the first week of March. The workshop topics include leadership, strategic planning and resource.

Planning/Actions

Disaster Preparedness Trailer: Director Naso, Engineer Marty and Chief Pomi met to discuss the disaster trailer to be used at the District. Chief Pomi met with the President of Marin Catholic High School and reported the school gave a verbal commitment to partner with the District.

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Todd Lando: Chief Pomi advised Todd Lando will contract with the District to assist in vegetation management inspections in the Woodlands (all 559 properties) and 200 additional properties in the Laurel Grove area and Greenbrae. The District has identified high hazard areas. The District Seasonal Firefighters, once hired, are scheduled to start in April and begin training. In May/June they will work with Mr. Lando to conduct these vegetation inspections. Chief Pomi commented that in previous years the engine crews conducted these inspections but would be interrupted by 911 calls. This year there will be an education focus with a series of three inspections: the initial inspection, follow up inspection, and a final inspection after that. Todd Lando will also assist the District with numerous grant opportunities.

Financial/Budget

OPEB Valuation: presented at the February board meeting.

Mid-year Budget Review: presented this evening.

Operations/Significant Events

The District responded to 80 calls for service in January.

The 2018 Seasonal Firefighter recruitment has begun. Our goal is to bring them on earlier this year.

The Marin County Fire Chiefs' Association was awarded a \$50,000 grant for behavioral health from the Secret Santa in Sonoma County. Marin, Sonoma and Napa County Fire Agencies will use this money to enhance behavioral health for employees and first responders. Chief Pomi & Chief Welch had applied for the grant.

Training/Wellness & Fitness

Annual Infection Control Training-everyone working through the training.

Bail Out Training, Fire Fighter Survival - Captain Glenn scheduled this training. He coordinated with Marin General Hospital to use their parking structure for the training.

Commercial Driver's License – Pre-trip inspections, Air Brake Systems – a retired CHP officer came in and gave class; he provided a tremendous amount of information.

Prevention/Public Education/Community

Local Fire Preparedness Community Meetings: Chief Pomi attended and gave presentations at the KWPOA general membership and the Safety Committee and a Lady's Group. Chief met with Greenbrae residents hoping to get a group together and with Moses in the Priory. The participants are very active and willing to participate in prevention activities. Lots of groups interested in safety and what they can do. FireSafe Marin continuing with their educational piece. Senator Mark Levine conducted an event two weeks ago; March 6 the Board of Supervisors are also holding an event at the Supervisors Chambers. Chief learned that the public has not been educated on what the fire agency has done and has been doing to prevent fires in our community.

Logistics

Building: Chief reported that B-Shift personnel have created and have implemented a maintenance program.

New Engine 17: Engineer Johnston reported he and Engineer Nelson are going to Wisconsin on Sunday for a two-day inspection of the engine. He advised that the engine is built and ready for final inspection. He will review his detailed notes to ensure all requirements/changes are completed. Golden State will document the District's comments; meet with the manager who will ensure all issues are resolved. A driver will drive the new engine to Sacramento. Delivery date TBD. Engineer Johnston projects the engine will arrive at the District in middle of March. The District staff will need to work on it. Chief estimates the new engine will be in service the first week of May.

Labor/Association

Chief reported two members are currently on medical leave of absence. Appears both will be extended. He is starting to explore options for staffing due to upcoming fire season. One of the options he is considering is to bring on a temporary firefighter, under a single contract, to fill the vacancy.

The Crab Feed on Friday, February 16, 2018 at the Log Cabin in San Anselmo was a success. Chief Pomi thanked Captain Glenn for planning the event. They had a good turn out.

B-Shift attended a 97-year-old B-Day Party – great community event.

Provisional Firefighter: Chief Pomi requested that the Board approve Provisional Firefighter Bridges become a permanent Firefighter with the District. Firefighter Bridges has been in the position for two years. Historically this position is created during transition times. It allows the District to hire and train a firefighter, and then step into the full time Firefighter position. The District currently has nine professional firefighters with one provisional. Currently the Provisional Firefighter continues to get all benefits except a \$100,000 life insurance policy, estimated to cost the District \$180/year. Chief Pomi recommends that Firefighter Bridges become a permanent full time Firefighter covered by the Association's MOU. The District has the funds for it. Chief considers the Provisional Firefighter position very beneficial to the District

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

M/S Gerbsman/Naso to approve changing Bryan Bridges from Provisional Firefighter to a full time permanent Firefighter.

Out of County Events

Montecito Mudslides – Chief Pomi referred to Engineer Viau Letter. He is a member of USAR team. All members have returned safely after doing some tremendous work in Southern California.

DIRECTOR MATTERS: Director Naso commented he is excited about the disaster trail. He believes it will be a good resource for the District. He is enthusiastic that this project is moving forward. Director Evergettis informed the Board that Chief Pomi gave an excellent presentation to the Woodlands HOA.

CORRESPONDENCE: Reviewed. Chairman Evergettis commented the District Firefighters have done excellent work and the Board is proud of them.

DISTRICT OPERATIONS: The January 2018 Incident Log and Overtime Report were reviewed.

APPROVAL OF WARRANTS:

M/S Directors Naso/Gerbsman to approve January warrants 805301320 to and including 805301402 for \$483,031.10. All Ayes.

The next regular meeting will be held on March 21 2018.

A moment of silence was held for the victims of the Marjory Stoneman Douglas High School tragedy.

M/S Naso/Gerbsman to adjourn this meeting at 7:23 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Tuesday, March 21, 2018

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Naso to approve the minutes of February 21, 2018. Director Murray abstained. All ayes.

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

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. Fire Inspector Update: Chief Pomi reported he contracted with Consultant Todd Lando to perform prevention work every Wednesday. He started today. Consultant Lando will manage all vegetation management projects, 4291/SRA vegetation management inspections, and work on local and state level grant writing. He will compile geographic mapping information that will reveal how these inspections are working and the locations of our highest wildfire danger areas. Chief Pomi commented he is pleased to have him. Chief announced he re-posted the inspector position and received several applications. He identified three qualified candidates and will schedule interviews soon.

NEW BUSINESS:

- a. KAPF Labor Contract Negotiation Process: Chief Pomi introduced Captain Anthony Garcia, Association President, and conveyed Captain Garcia sent Chairman Evergettis a letter to initiate the engagement of the negotiation process. He referred to the Negotiation Ground Rules Agreement in the Board packet. Captain Garcia thanked the Board for their time and commitment. He introduced the negotiation team, Engineers McKnight and Marty and commented that they encourage other Association members to observe the process for training purposes. Captain Garcia asked if the Board had any questions on the ground rules. Director Naso asked if item #11 was the only change. Captain Anthony replied that item #2 changed from "negotiating parties" to "both parties." Chairman Evergettis thanked Captain Garcia and advised him that he and Director Gerbsman will be on the negotiating sub-committee. Chairman Evergettis expressed concern regarding item #13, allowing additional Association members to attend negotiation meetings, which he feels may lead to confusion. Captain Garcia responded that the Association encourages young members to observe negotiations for training purposes. After a brief discussion, both parties agreed that Captain Garcia would request approval from Chairman Evergettis prior to any additional Association members attending negotiation meetings. Captain Garcia will amend the Negotiation Ground Rules agreement item #13 from "Members of the Association may attend negotiation meetings for training purposes" to "Members of the Association may attend negotiation meetings for training purposes with the consent of the Chairman of the Board." Chief Pomi requested Captain Garcia amend the ground rules tonight so both parties can sign the document. Captain Garcia added he looks forward to scheduling their meeting. Chief Pomi suggested to Chairman Evergettis, he could contact Accountant Hom to get incremental salary information for negotiations. Chairman Evergettis appreciated the suggestion and asked Chief Pomi to proceed.
- b. CLOSED SESSION-KAPF Labor Negotiation: The Board moved into closed session at 6:45 pm. The Board returned to open session at 7:05 pm. Chairman Evergettis announced they had nothing to report. Chairman Evergettis and Captain Garcia signed the amended Negotiation Ground Rules agreement.
- c. CLOSED SESSION-Fire Chief Annual Review-The Board moved into closed session at 7:06 pm. The Board returned to open session at 7:17 pm. Chairman Evergettis announced they had nothing to report.
- d. Business Cards for Board Directors: Chief Pomi announced the District can order business cards for Directors and referred Directors to the sample in the board packet. If Directors are interested, Chief Pomi asked them to complete the order form and submit it to Administrative Assistant Mulkeen.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

**KENTFIELD FIRE PROTECTION DISTRICT
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Projects/Initiatives/Committees

RVPA: March 1, 2018 the Board began discussion about the tax measure for the November ballot. RVPA homeowners will have this tax measure up for renewal. Chief Pomi commented an annual tax increase will most likely be recommended.

MERA: Met February 28, 2018 regarding Low Income Senior Homeowner exemption-and the distribution of the exemption forms; The District posted this information on our website and NextDoor.

FAIRA: Fire Agencies Insurance Risk Authority-Review of FAIRA Loss Summary for the District for the past 10 years. Since 2008, the District has incurred \$15,006 in losses. The District has done well with liability insurance. FAIRA projects costs to increase 10 to 25% this next fiscal year. If Directors have any questions please contact the Fire Chief.

Planning/Actions

Temporary Firefighter Proposal – with two members off on medical leave, one leaves a vacancy in a staff line position. Chief Pomi requested the Board consider extending the Temporary Firefighter position from the end of February 2018 through the end of this calendar year, an additional ten months. The Temporary Firefighter can be assigned to shifts to cover OT and vacations. He explained his justification is a cost savings benefit to the District. The Temporary Firefighter will be hired for the remainder of the year with a base salary of \$71,000 and non-benefited. In comparison, if the District paid its current staff to cover upcoming vacation and OT due to out of county assignments the Chief estimates he would need to cover 1500 hours at a projected cost of \$90,000. Utilizing the Temporary Firefighter position would save the District \$19,000. Tony Tescallo would fill this position. He has worked with the District as a Seasonal and Resident Firefighter. Tony Tescallo went through our professional testing process, scored well and is ranked at the top of the list. Chief Pomi added the Association approves this proposal and he has initiated the process. He requested the Board approve the extension of the Temporary Firefighter position.

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

M/S Murray/Naso approve and extend the Temporary Firefighter position from February 2018 through the end of this year, 2018. All ayes.

Community Heritage & History Day May 5, 2018, 11am-2pm - Chief Pomi reported the District received an invitation to attend this event at the Bon Air Center and he gladly accepted. The District will have a table to distribute fire prevention information at the start of fire season. He hopes the new Engine 17 will be ready and on display at this community event.

Financial/Budget

F/Y 18/19 Budget –Chief has asked for Staff budget requests

Unassigned fund balance-reassigned-Hom Presentation at April BOD meeting

Operations/Significant Events

Seasonal Firefighters will start in late April. The Captains screened seven candidates, and made three conditional offers. The candidates are going through backgrounds now. The goal is to have the Seasonal Firefighters begin vegetation management inspections in May. Once hired they will be assigned to shifts and work until the end of the fire season.

February Blood Bank Report – Chief noted Erik Humber's blood drive report and the Marin IJ article regarding the 94-year blood donor, Mr. Pelmear.

Prevention/Public Education/Community

FIRESafe Marin/PG&E Fuel Reduction Grants, 2018 Project Proposal-Chief reported he applied for a \$30,000 grant from PG&E for the District and hopes to hear back soon.

What Marin Can Learn from Wildfires, Mudslides presented at March 6 event at Civic Center hosted by Board of Supervisors – Chief Pomi reported a variety of different agencies attended the event. He directed the Board to the News Release in the Board packet and highlighted a number of insurance lessons learned. A brief discussion followed.

Vegetation Management Program – The District is contracting with Consultant Todd Lando.

Logistics

Building: Generator Annual Service & Load Testing – The District generator has its own diesel tank; it will run for several days. It runs the entire facility and is clean energy.

New Engine 17: Engineers Johnston and Nelson completed the final inspection. Chief reported he hopes the engine is in route to California this week. It may take more than a month to get it in service. The engine will stay in Sacramento for a couple of weeks.

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

Labor/Association

Currently two members are currently on medical leave of absence.

Out of County Events

The Water Team is on standby for Southern California.

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

M/S Gerbsman/Naso to accept the Chief's Report. All ayes.

DIRECTOR MATTERS: None

CORRESPONDENCE: Reviewed.

DISTRICT OPERATIONS: The Board reviewed February 2018 Incident Log and Overtime Reports.

APPROVAL OF WARRANTS:

M/S Naso/Gerbsman to approve February warrants 805301403 to and including 805301462 for \$292,520.07. All Ayes.

The next regular meeting will be held on April 18, 2018.

A moment of silence was held for Ryan Douglas Zirkle and his family.

M/S Gerbsman/Murray to adjourn this meeting at 7:42 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, April 18, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Captain Fox led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: Naso/Gerbsman M/S to approve the minutes of March 21, 2018. All ayes.

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

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. **CLOSED SESSION-KAPF:** The Board moved into closed session at 6:31 pm. The Board returned to open session at 6:55 pm. Chairman Evergettis advised he had nothing to report.

NEW BUSINESS:

- a. November 2018 General Election Notification for Districts: Chairman Evergettis reported there are several Board members that will be up for re-election this year. Chairman Evergettis advised the Board they are required to adopt a resolution. Chairman Evergettis read Resolution 1-2018.

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

- b. Resolution 1-2018: Directors Gerbsman/Naso M/S to approve Resolution 1-2018 proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

Chief Pomi thanked the Board and advised he will send the Resolution up to the County Elections Department. Chief added affected Board Directors would need to complete/file appropriate documents with the Elections Department if they wish to run for the position. We will keep the Board Directors apprised of the filing deadline.

- c. FASIS Notice of 2018 Board of Directors Election: Chief Pomi explained that FASIS is our worker's compensation self-insurance carrier. They oversee our workers compensation program of which Athens Administrators are our third party administrator. FASIS has a governing board with four open positions for the July 1, 2018 – June 30, 2021 term. The official ballot requests we select up to four candidates. Chief Pomi recommends nominating the four incumbents: Ms. Gloriann Sasser of Moraga-Orinda Fire Protection District, Fire Chief Bill Tyler, Novato Fire Protection District, Acting Fire Chief Roger Meager, Ross Valley Fire Department and Fire Chief Rich Pearce, Tiburon Fire Protection District.

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

Directors Naso/Murray M/S to nominate Ms. Gloriann Sasser of Moraga-Orinda Fire Protection District, Fire Chief Bill Tyler, Novato Fire Protection District, Acting Fire Chief Roger Meager, Ross Valley Fire Department and Fire Chief Rich Pearce, Tiburon Fire Protection District.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- d. Unassigned Fund Balances: Chief Pomi explained that every year after the audit the Board has the opportunity to re-align the unassigned fund balances. The Chief and Accountant Hom review the financials and take the opportunity to reassign money not spent the prior year and/or excess revenue, and assign these funds to reserve allocation funds. This process allows the District to re-allocate funds to save for future purchases, for example apparatus replacement, etc. Chief Pomi recommends moving a total of \$532,706 into assigned reserved funds as follows:

Category 6910/Apparatus Replacement: Move \$150,000 into this category increasing this fund balance from \$325,572 to \$475,572. Chief explained that

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

the District would need to replace Truck17 in 2023 at an estimated cost of \$1.1 million. If the District continues to fund this line item with \$150,000 every year the reserve fund will reach \$1.225 million by 2023. If we continue to fund this line item through 2029 the fund will have \$1.825 million. This will fund a new truck and an engine.

Category 6915/Building Replacement/Renovation: Move \$245,000 into this category increasing this fund balance from \$202,899 to \$447,899. Chief Pomi commented that the roof was not addressed when the building was renovated and will need to be replaced in the future. If the District funds this category by \$100,000 a year, we can have over \$1 million in this fund in 10 years.

Category 6942/OPEB: Because of the OPEB evaluation, the District has to pay an ADC of \$357,689 annually. Chief Pomi recommends adding \$82,706 to this fund bringing the total fund from \$274,983 to \$357,689.

Category 6965/Planning, Mapping and Vegetation Management: Add \$30,000 to this fund bringing the total fund from \$30,000 to \$60,000. Chief added he wants to create a grant opportunity for vegetation management for our community. This program will be set up to assist residents that do not have funds with matching grants to cover the cost of implementing a vegetation plan.

Category 6970/Heavy Rescue Equipment: Currently this fund has \$25,000. Chief Pomi recommends adding \$25,000 for a fund total balance of \$50,000. He explained that the equipment's life is reaching its end, having used it for eighteen years. New equipment is estimated at a little over \$40,000.

Chief Pomi asked the Board to approve re-allocating a total of \$532,706 from unassigned funds to assigned allocated funds.

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

Directors Murray/Gerbsman M/S to approve the re-allocation of the unassigned fund balance of \$532,706 into assigned fund balances recommended by Chief Pomi to meet the total reserve allocated fund balance of \$3,080,203.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

- e. Kentfield Fire District Board of Directors Stipend Pay for Meetings – Chairman Evergettis commented he has been thinking about the Director's stipend and noted that the stipend has not been addressed since 2002. Chief Pomi met with Accountant Hom and reported upon investigation, they found some fire districts are considerably ahead of us in relation to compensation. They found that other board members are paid, through a calculation, by the number of meetings they attend and the number of times they come to the fire station for business purposes. Some of these districts have capped the compensation at \$400 per month. Chairman Evergettis proposes that we change our stipend from \$100 per meeting attended to a monthly per-diem of \$250 with the condition the stipend be reviewed on an annual basis. He estimated the annual cost of the stipend at \$15,000. Chief Pomi concurred with Chairman Evergettis and liked the idea of a \$250 stipend paid every month. He added Directors not only come to board meetings, sign checks, attend assigned committee meetings, a few Directors attend meetings on behalf of the District. Director Naso attends the monthly MERA meetings, and Director Corbet sits on RVPA. Chief Pomi reported the current Director's budget is \$8,000; we only spend \$4,000 annually. If the stipend is approved it would increase the budget by \$7,000 which our budget can withstand. Chairman Evergettis remarked that as Board members, they are not on the front line but they are here to ensure that our community is protected, and that the Fire District has the fire equipment and resources in order to serve their community. He recommends the Board approve the \$250 monthly stipend and review the stipend on an annual basis. After Board discussion on comparable Board stipends from other public agencies, input from the Firefighter's Association, and the fact the Board stipend has not been raised since 2002 the Board was unanimous in support of this stipend increase from \$100 per meeting to \$250 monthly per-diem.

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

Directors Murray/Corbet M/S to increase the Director's stipend from \$100 per meeting to \$250 per month.

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

FDAC: Chief and Director Naso attended the conference last week in Monterey.

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BOARD OF DIRECTORS MEETING**

MERA: Radio equipment will be ordered soon. The Chief will meet with Engineer McKnight to review the order.

Planning/Actions

Seasonal Firefighters: Three Seasonal Firefighters completed the background process, have been offered jobs and are completing new hire paperwork. They start on May 14. Chief commented he is glad to see three brand new Seasonal Firefighters hired with the District. Chief thanked Firefighter da Roza for his past service. Firefighter da Roza is attending paramedic school this summer.

Training/Wellness & Fitness

Firefighters have done their annual PACK testing this month. The PACK testing helps reinforce they are physically fit to perform out of county assignments. Engineer Viau has put together a health/fitness assessment program. Everyone will go through the program. Blood work up, stress tests, and EKGs are part of the testing profile.

Prevention/Public Education/Community

FIREsafe Marin/PG&E Fuel Reduction Grant Update: The District was unsuccessful with our \$30,000 grant with PG&E. Marin County Fire was granted \$30,000 to fund a project in Novato. Consultant Lando is currently working on a CalFire grant for the District so we can continue with our projects.

Greenbrae Redwoods – The CCC and the Marin Open Space have completed the project in this area.

Vegetation Management Plan – Kentfield residents should receive a flyer on defensible space requirements by the end of the month. The District Seasonal Firefighters will start the defensible space project in mid-May.

Logistics

Building: The trees were trimmed in station back yard. The gas pump and generator are no longer covered by overhanging tree branches. Captain Fox, Firefighter Bridges and crew are working on the LaFrance shed. The roof will be replaced and gutters remounted, a new door installed, exterior re-sided and repainted as weather permits.

New Engine 17: Currently at Golden State in Sacramento. Engineer Johnston was there Tuesday, April 17. They have work to do and a complete review to be done. Golden State is behind schedule with seven to eight engines to work on before ours. It may be four more weeks before the new engine comes to Marin.

Labor/Association

Currently two members are currently on work injury. Our first contract negotiation meeting is scheduled for May 7.

Out of County Events

The Water Team on standby for Northern California activity.

DIRECTOR MATTERS:

Director Naso reported the FDAC conference was informative. He attended sessions on taking action against cancer in the fire service, sexual harassment, psychological and physical disabilities for employees, and the Santa Rosa Fire Chief presentation on the night of the North Bay fire. Director Naso added he would like, at a future meeting, to discuss a Blood Safe Community. He heard information about this topic at the conference.

CORRESPONDENCE: Reviewed.

DISTRICT OPERATIONS: The Board reviewed March 2018 Incident Log and Overtime Reports.

APPROVAL OF WARRANTS:

M/S Gerbsman/Naso to approve March warrants 805301463 to and including 805301516 for \$413,550.82. All Ayes.

The next regular meeting to be determined.

A moment of silence was held for our troops abroad.

M/S Gerbsman/Naso to adjourn this meeting at 7:41 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Monday, May 7, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Captain Fox led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: Director Evergettis noted a correction to the minutes under new business, item e: second line should read the Chief spoke with Accountant Hom instead of he spoke with Accountant Hom. Director Murray requested item e include that the board had a discussion and considered input from the Association, comparable stipends from other agencies and a notation that the Board's stipend has not increased since 2002. Gerbsman/Murray M/S to approve the minutes with the above corrections of April 18, 2018. All ayes.

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

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: Chief Pomi recognized Captain Fox for his exemplary and dedicated service to the residents of the Kentfield Fire Protection District for the last 25 years. Chief Pomi reported the following highlights of Captain Fox's career. Captain Fox started with the District on May 17, 1993, became an Engineer in November 1996, and was promoted to Captain in 2014 and assigned to B shift. Captain Fox manages several District projects including building maintenance and construction of the La France shed. He has been in charge of hose and hydrants, the fire flow system throughout the District, along with assisting in training and CMTC. Captain Fox is a leader. Chief knows this as when he was first hired he was assigned to shift with Captain Fox and Jim Galli. Captain Fox helped the Chief through probation and to become the leader he is today. He added he knows Captain Fox is a leader because he has many followers throughout the entire fire service. As a Captain, Ned has the opportunity to respond to multiple out of county assignments every year. One very critical/fire assignment was the Clayton Fire at Lower Lake a few years ago. This dynamic incident evolved quickly. Our OES325 responded with Captain Fox and his crew along with other engines from Marin County as part of this strike team. Chief Pomi read the following quotes he received over the years describing Captain Fox's leadership. "Captain Fox was able to calm his shift and entire crew during that critical time during the incident saving civilian and crew's lives." "Captain Fox endured a level of calmness, decisive command that led us to perform within these conditions. His decision-making leadership extended not only to the entire engine company but was noticed throughout the entire strike team allowing us to work as one, to remain safe and complete the mission." Chief Pomi thanked Captain Fox for his great work and added that his peers recognize him as a leader and someone that they will follow. Chief presented Captain Fox with a clock plaque to commemorate his 25th anniversary. Captain Fox thanked everyone for allowing him to work at the Kentfield Fire District. He commented that the fire service has changed a lot since he started. These last couple of years with Chief Pomi's leadership he has seen a number of positive personnel changes and promotions that have made work-life much easier; these have been the best years of his career. Director Murray commented he saw Captain Fox grow from Firefighter to become an incredible leader, an inspiration to the younger firefighters. He added it has been great to see the growth, development and leadership skill; he knows everyone would be proud to follow Captain Fox's lead, as he would too.

UNFINISHED BUSINESS:

- a. CLOSED SESSION-KAPF: The Board moved into closed session at 6:42 pm. The Board returned to open session at 7:30 pm. Chairman Evergettis reported they reviewed the proposal and had nothing to report.

NEW BUSINESS:

- a. CLOSED SESSION-Conference with legal counsel regarding existing litigation-Gov't Code 54956.9; Workers Compensation Claim Numbers 14001484 and 18000733: The Board moved into closed session at 7:31 pm. The Board returned to open session at 7:45 pm. Chairman Evergettis reported there was nothing to report.
- b. Resolution 2-2018: Directors Murray/Naso M/S to approve Resolution 2-2018 determining the industrial disability of employee Daniel Trimble.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso; Motion passes.

- c. Resolution 3-2018 in Support of the Ross Valley Paramedic Tax Rate for FY 2018/19: Chief Pomi explained this tax, which was approved by the voters in November 2014, with

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an original cost of \$57/per household included an annual \$6 increase to a maximum of \$75/year by year-ending 2018/19. The following towns are also processing this resolution: City of Larkspur, San Anselmo, Sleepy Hollow and Fairfax.

Directors Murray/Naso M/S to support the Ross Valley Paramedic Tax Rate for FY 2018/19, confirming a tax of \$75.00 per taxable living unit or per 1,500 square feet of structure developed parcel.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso; Motion passes.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA: Ambulance billing services was provided by Novato Fire Protection District. They had contracted with the RVPA. However, they are no longer in the EMS billing business. Novato Fire District gave direction to 17 agencies this change will be effective July 31, 2018. All agencies now looking for new billing services. They may go back to Wittman Enterprises, a company they used before.

MERA: We have ordered our new radio equipment. Hardware delivery date to be determined. Governing board meeting this Wednesday, May 9, 2018.

Open Burning in Marin Suspended on May 1, 2018: This information has been posted on our social media platforms.

Planning/Actions

Fire Inspector: Chief reported he completed three interviews over the last ten days. He is currently ranking the candidates and will move forward with the top candidate.

Financial/Budget

2018/19 Preliminary Budget will be presented at the June meeting for consideration and discussion. This will be an important meeting to attend. Chief will get the preliminary budget packet to board members prior to the meeting.

Operations/Significant Events

Elections: Confirmation of polling place and use of Kentfield Fire Station Engine Room on June 5, 2018.

Training/Wellness & Fitness

Kentfield Fire Employees will be participating in a wellness screening during the month of May. Blood screening and physical assessments are scheduled this month.

Prevention/Public Education/Community

4291 and 4907 Inspections – VMP brochures should have been received by homeowners in Kentfield by now. Kentfield and Marin County Fire Seasonal Firefighters will begin inspections this week.

Labor/Association

Currently one member is off work due to work injury. He is returning to light duty on May 9, 2018.

Contract Negotiations Meeting held today, another meeting to be scheduled soon.

Retired Fire Chief Tom Forster: Chief Pomi reported receiving news from Chief Weber that Tom Forster retired Fire Chief from Skywalker Ranch Fire Department died of a heart attack today while hospitalized in Reno, Nevada. Chief Pomi added that Tom was a dear friend to all of us, and a generous contributor to the Marin Fire Service. The MCFCA has a Tom Forster Leadership Award that they award to an inspiring leader in the Marin Fire Service organization. Tom was at the Marin County Fire Chiefs Retreat in Novato just a month ago and presented the award. He did the photography and many other things for all of us. Our thoughts and prayers are with his family and friends.

DIRECTOR MATTERS: Director Naso reported he attended a Ross Valley Paramedic Board meeting. He reported all agencies are behind on meeting Form 700 compliance.

CORRESPONDENCE: None.

DISTRICT OPERATIONS: The Board reviewed April 2018 Incident Log and Overtime Reports.

APPROVAL OF WARRANTS:

M/S Gerbsman/Murray to approve April warrants 805301517 to and including 805301586 for \$388,010.87. All Ayes.

The next regular meeting is Wednesday, June 13, 2018.

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

A moment of silence was held for Tom Forster and his family.

Murray/Naso M/S to adjourn this meeting at 8:00 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Special

DATE: Monday, May 14, 2018

CALL TO ORDER: 4:00 p.m. by Chairman Evergettis. Director Gerbsman led the assembly in the Pledge of Allegiance.

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

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

UNFINISHED BUSINESS:

- a. **CLOSED SESSION**-Conference with legal counsel regarding existing litigation –Gov't Code 54956.9; Workers Compensation Claim Numbers 14001484 and 18000733: Chief Pomi explained that the Board is meeting today to ratify a new resolution for Dan Trimble, which includes additional language to meet CalPERS requirements for the determination of the industrial disability. Chief Pomi read the following changes for the Board's consideration on moving into closed session. The changes to the resolution are as follows:
 - 1) Now therefore, be it resolved that the Kentfield Fire District's Board of Directors finds and determines the following, and attests to the same under penalty of perjury;
 - 2) Be it further resolved that this determination was not used as a substitute for the disciplinary process in accordance with Government Code section 21156(a)(2);
 - 3) That Daniel Trimble has neither been investigated for nor convicted of a work-related felony;
 - 4) Kentfield Fire Protection District's Board of Directors recognizes that Daniel Trimble has accumulated 18.69 years of credited service and
 - 5) Daniel Trimble's last day on the payroll of the Kentfield Fire Protection District shall be April 30, 2018. After listening to the changes reported by Chief Pomi the Board agreed unanimously not to move into closed session.
- b. Resolution 4-2018: Murray/Gerbsman M/S to approve Resolution 4-2018 determining the industrial disability of employee Daniel Trimble.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso; motion passes.

A moment of silence was held for the residents of Hawaii dealing with the volcano eruption.

M/S Gerbsman/Naso to adjourn this meeting at 4:05 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, June 13, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Chief Pomi led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Corbet to approve the regular meeting minutes of May 7, 2018. All ayes.

M/S Gerbsman/Murray to approve the special meeting minutes of May 14, 2018. All ayes.

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

AGENDA ADJUSTMENTS: KAPF Union Rep Garcia was unavailable at the start of the board meeting therefore Chief Pomi recommended the Board move Items 7a and 7b from the Unfinished Business to after Item 8h, under New Business. The Board concurred.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

NEW BUSINESS:

- a. Ross Valley Paramedic Authority Ballot Measure (November 2018) Update – Chief Pomi explained the RVPA is made up of eight member agencies: Corte Madera, Kentfield, San Anselmo, Fairfax Larkspur, Ross Valley, Sleepy Hollow and the unincorporated areas of Ross Valley (Manor area). Chief Pomi referred to his staff report in the board packet explaining every four years the RVPA brings a tax measure to member agencies for board ratification. The tax measure was proposed by the RVPA in November 2014 and approved by the voters in all member agencies. This tax began at \$57 plus a 50-cent administrative fee paid to the county, and incrementally increased \$6 each year for four years. November 2018 this tax measure will be in its fourth, final year, capping at \$75. The RVPA Board of Directors met with their Finance Committee and staff who recommended continuing this tax for another four-year cycle with an annual tax rate increase of \$4.00 per year. In Kentfield, this tax will raise \$223,500 for the RVPA. Chief Pomi explained a Yes vote would maintain a high level of services, with no fiscal impact to the District. If the Board approves this tax and resolution, the District will have this RVPA tax as a ballot measure on the November 6, 2018 election.
- b. Resolution 5-2018 supporting the Ross Valley Paramedic Authority Measure – M/S Murray/Gerbsman to adopt resolution 5-2018 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.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray; Motion passes.

- c. Special Fire Tax Assessment F/Y 2018-19 County of Marin Transmittal 3 Rate Schedule - Chief Pomi referred to the District's Measure G, passed by the voters in November 2013. This special tax assessment, currently at 7-cents with an annual COLA, could go up to .1089 cents. Chief Pomi asked the Board to consider the following points: for each .01-cent per square foot assessed, the tax would yield \$76,000 in revenue. The current .07-cent per square foot assessment yields approximately \$543,000 in revenue. He requested that the Board review the proposed budget revenue projections and expenses and determine the special tax assessment square footage rate for FY 2018/19. Chief Pomi added that the special tax revenue would be used solely for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the district. Chief explained that the Board is required to pass a resolution that allows the County of Marin to apply the taxes to property bills. The Board had a brief discussion on the special tax assessment.
- d. Resolution 6-2018 Adopting Special Assessment Rates for F/Y 2018/19 – M/S Gerbsman/Corbet to adopt the special assessment rates for F/Y 2018/19 as presented on the County of Marin Transmittal Three Rate Schedule form.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray; Motion passes.

- e. **CLOSED SESSION-Conference with legal counsel regarding existing litigation-Gov't Code 54956.9; Workers Compensation Claim Number 15001068:** The Board

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BOARD OF DIRECTORS MEETING**

moved into closed session at 6:45 pm. The Board returned to open session at 6:55 pm. Chairman Evergettis reported there was nothing to report.

- f. Resolution 7-2018 Determining the Industrial Disability of Employee Michael Hadfield and Retirement: M/S Murray/Gerbsman to approve Resolution 7-2018 determining the industrial disability of employee Michael Hadfield.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray; Motion passes.

- g. Permanent Full Time Firefighter Position – Chief Pomi reported to the Board that with Engineer Trimble’s retirement at the end of April, the District has a need to fill a permanent firefighter position. At last month’s meeting the Board approved the Temporary Firefighter position and appointed Firefighter Tescallo. Firefighter Tescallo was the highest-ranking firefighter on our list. Firefighter Tescallo has met all the requirements of the position; he is supported by the entire paid staff and is a valuable asset to our team at the District. Firefighter Tescallo is a three-year employee, working with the District in the capacity of Volunteer, Seasonal and Temporary Firefighter. Chief Pomi recommends the Board approve Firefighter Tescallo be promoted from Temporary Firefighter to Permanent Full-time Firefighter effective July 4, 2018. M/S Evergettis/Gerbsman to approve the promotion of Temporary Firefighter Tescallo to Permanent Full-Time Firefighter effective July 4, 2018.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray; Motion passes.

- h. FY 2018/19 Preliminary Budget – Chief Pomi worked with Accountant Hom on the FY 2018/19 preliminary budget. Chief presented the following category highlights:

REVENUE

Category 9001/Property Tax Current Secured: projected to increase above 5%, with an estimated \$228,274 increase.

Cell Site Revenue Categories: 9905/AT&T, 9910/T-Mobile, 9945/Sprint-Crown Castle reflect 3% increase due to automatic COLA.

Category 9920/Marin General Hospital: reflects 3% increase due to automatic COLA.

Category 9950/State Fires Reimbursement: projects State Fires Reimbursement to increase by \$25,000 reflecting a total budget of \$225,000.

Total revenue change will increase \$267,244 over last year.

PERSONNEL

Category 1009/Fire Inspector: last year we budgeted \$70,000. We are currently in process of recruiting a F/T inspector and project an increase of \$31,200 for a total of \$101,200 for this category.

Category 1010/Extra Hire/Temp FF: budgeted for \$3,000 at beginning of F/Y 2017/18, then increased through an adjustment to \$70,000 when the Board approved hiring Firefighter Tescallo as a temporary hire. Todd Lando was hired F/Y 2017/18 as an extra hire in this category to consult on vegetation management. For F/Y 2018/19 this category reflects a \$37,000 increase to hire Todd Lando for defensible space for next fire season and a temporary to fill in where needed.

Category 1030/OT: Due to a projected increase of out of county assignments this category increased by \$11,000, from \$372,000 to \$383,160.

Category 1035/Pay @ Retirement: reduced \$40,000 to cover the payout of sick, comp time and vacation should an employee retire in fiscal year 2018/19.

Category 1045/Volunteer Relief/Seasonal Firefight: reflects a \$5,000 increase, from \$75,000 to \$80,000.

Category 1050/Safety Salaries: Increases \$136,000. This increase due to the elimination of the provisional firefighter, category 1055, for \$89,996. The provisional firefighter position became a permanent full-time position. As a result the position reclassified into the safety salary category 1050.

Category 1515/Health Insurance: Insurance increase is projected at 5% to begin January 2019.

Category 1530/PERS Retirement: Reflects a significant increase of \$146,000 for two reasons; one, if the District brings on a new Fire Inspector there may be a slight increase in our CalPERS Safety contribution and two, CalPERS will be lowering their discount rate .25% to 6.75%. This will increase our contribution by \$146,000.

Category 1560/OPEB: Increasing \$11,000 from \$345,000 to \$356,000 to meet the District’s annual contribution.

Total Personnel costs will increase \$297,017.90 from \$4,211,019 to \$4,508,036.90.

SERVICES & SUPPLY

Category 2007/Legal Fees: Increasing \$6,500 from \$8,500 to \$15,000 to cover additional legal counsel, Colman & Frost, LLC.

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Category 2150/Prevention/Public Education: Reflects a \$20,000 increase from \$16,500 to \$36,500. The additional funds will cover the cost of a Disaster Command Trailer as requested by Director Naso estimated at \$10,000 to \$12,000. The remaining funds will cover additional costs for public education information (mailers, flyers) on defensible space.

Category 2205/Fire Equipment: This category will increase \$8,000, from \$22,000 to \$30,000 to cover unforeseen costs of the new engine.

Category 2210/Medical Supplies/Equipment: Estimated to decrease \$3,000 due to the RVPA covering the cost of defibrillators.

Total Service & Supply at \$797,644 reflecting an increase of approximately \$61,647.

DEBT SERVICES

This category covers the required payment for the District building renovation project.

Category 3110 Fire Station Renovation: The category reflects an increase of \$8,595, from \$250,675 to \$259,270. The District has six years remaining on this debt to be paid off by June 30, 2024.

Category 3130/Solar Debt Service: no change in this category, it remains at \$6,568. This loan will be paid off in two years.

Total Debt Services at \$316,030.

CAPITAL OUTLAY

Category 4005/MERA: This category reduced by \$25,000 from \$75,000 to \$50,000. All the BK radios are purchased and being placed in service this week. We are going through MERA upgrades, will have new bay station radios and with some associated costs that the JPA is not covering.

Total Capital Outlay at \$338,809, a \$20,734 decrease from FY 2017/18.

BUDGET ANALYSIS

Total Revenue is increasing \$267,244 at \$5.9 Million

Total Personnel is increasing \$297,017 at \$4.5 Million

Total Service & Supply is increasing \$61,647 at \$797,644

Total Debt Service remains the same at \$316,030

Total Capital Outlay is reduced by \$20,734 at \$338,809

The projected fund balance for fiscal year 2018/19 will be at \$17,728 to the positive.

Chief Pomi asked the Board for questions. There was none. M/S Gerbsman/Corbet to approve the proposed 2018/19 preliminary budget as presented by Chief Pomi.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray; Motion passes.

UNFINISHED BUSINESS:

- a. KAPF Labor Contract Negotiation Process – Chief Pomi reported the Union Association Negotiation Team met with the Board committee this afternoon. The Board committee presented the Association with a 3% salary increase offer. Captain Garcia reported he had contacted eight of the nine Association members and advised the Board the Association accepts the 3% salary increase offer, and extended their thanks to the Board. M/S Gerbsman/Corbet to approve the Association salary increase of 3%. All ayes. Chief Pomi directed Admin Mulkeen to update MOU and gather signatures.
- b. CLOSED SESSION-KAPF: The Board did not move into closed session.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA: Our board approved ballot measure tonight. RVPA adopted their preliminary balanced budget. RVPA is now in a positive surplus.

MERA: Next Generation Project Update report is in the board packet for your information. Radio orders have been placed. MERA is going through the CEQA review (environmental impact report) of the new gen system.

History of the Kentfield Fire District: Retired Chief Paul Smith met with Chief Pomi and presented a proposal to research, document and complete the District's history. Retired Chief Smith has interviewed past employees and plans to work through the archives to produce a 100-page book on the District. Chief Pomi believes it is beneficial to start working on this project now with centennial coming in 2022.

Planning/Actions –

Seasonal Firefighters: Three seasonal firefighters have started shift. Daily staffing is now four firefighters.

Financial/Budget

2018/19 Preliminary Budget: Presented and approved.

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

Operations/Significant Events

Acting Captains Test & Assessment – June 6, 2018: The District partnered with Central Marin Fire to conduct this testing. A total of ten candidates participated. Chief is pleased to report that Kentfield had three candidates, Engineers McKnight, Nelson, and Marty. All three passed and are working on the next steps to become Acting Captain.

Thank you letter from Chief Scott Shurtz for structure fire in Corte Madera: Chief commented that Kentfield Fire District assisted with this challenging structure fire.

Training/Wellness & Fitness

Wildland Training: now taking place. San Rafael Fire burning at St. Vincent's during Academy training.

Healthy Firefighters USA: All paid staff went through the employee assessments with one on one consultations with the trainer. The assessment included physical fitness testing as well as complete lab work. The Consultant reviewed the results with every employee and discussed healthy eating habits and ways to improve our health. This will be annual evaluation. Chief Pomi added with this program the District will be able to track increases/decreases in physical fitness and overall health. If it helps to identify an issue early that can be addressed it is a positive benefit.

Prevention/Public Education/Community

Alisa Ann Ruch Burn Foundation – The Sonoma/Marin Burn Relay was on May 23rd. The District did not have an engine participate. The Kentfield Association of Firefighters donated \$750.00.

Blood Bank Drive – on May 15, 2018 was the most successful drive yet.

Vegetation Management Program – Todd Lando has been working with Seasonal Firefighters to conduct 4291 and 4907 inspections. The District has received good response from the community.

Logistics

Station 17 Parking Lot has been resealed and parking spaces re-lined/striped.

La France Shed Repair Project: The roof and gutters will be replaced and the shed will be painted.

Stainless Steel covering projects were completed throughout the station to cover walls that were being damaged.

Firefighter Bridges managed these projects.

Labor/Association

Contract Negotiations ratified tonight.

Out of County Events

No current events

Thank you letter from Ventura FD for Thomas Fire

M/S Evergettis/Gerbsman to approve the Chief's Report as presented. All ayes.

DIRECTOR MATTERS: Chairman Evergettis commented he will pick up new engine with Engineer Johnston on Friday, June 15.

CORRESPONDENCE: Discussed in Chief's report.

DISTRICT OPERATIONS: The Board reviewed May 2018 Incident Log and Overtime Reports.

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve May warrants 805301587 to and including 805301648 for \$300,354.84. All Ayes.

The next regular meeting is tentatively scheduled for Wednesday, July 18, 2018 however, Chief Pomi reported he may have a conflict and will need to move the meeting to Tuesday, July 17, 2018. Chief Pomi asked board members if they will be available the month of July. All board members confirmed their availability. Admin Mulkeen will send a note out to confirm the July meeting date.

A moment of silence was held for the safety of armed forces abroad.

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

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Tuesday, July 17, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Captain Glenn led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Gerbsman to approve the regular meeting minutes of June 13, 2018. All ayes.

PUBLIC COMMENT PERIOD: Retired Engineer Dan Trimble thanked the Board for all the years of service that they took care of him. Director Murray commented Engineer Trimble was a great person to have on the crew. Chairman Evergettis added you never know when a fork in the road of life is going to change things. The entire Board thanked Engineer Trimble for his service and wished him well.

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. Speed Humps on Manor Rd: Director Naso thanked the Chief for placing this item on the agenda. He presented photos of the two sets of speed humps, installed in 2006, affixed to the asphalt on Manor Rd and reported they crack and come apart every three months. When fire engines come up the street, they stop before going over the humps. Director Naso expressed his continued support to remove the speed humps. The recent fire on June 19, 2018 at the top of Vista Grande and the subsequent evacuation, proved it was difficult for cars to exit the area while engines were going up the street to the fire. Director Naso asked the Board to take action on this matter. A board discussion followed. The Board agreed this was a matter out of its jurisdiction and recommended Director Naso create a petition and canvas his neighbors in order to address this matter with Supervisor Katie Rice and the Board of Supervisors. Chairman Evergettis and Director Gerbsman offered to work with Director Naso to address his concerns and if the Board is agreeable they can write a letter that proves these speed humps slow down response times. Chief Pomi added that he was approached and asked for his opinion on adding speed humps on McAllister Ave, Berens Drive and Eliseo Drive. Chief reported he offered his opinion noting the humps create challenges for safety vehicles and in both cases, the County did not pursue installing the speed humps. Director Naso thanked the Board and Chief Pomi for their suggestions.
- b. Board of Directors Candidate Nominations: Chief Pomi announced candidate nominations are being accepted by the Elections Department. This year Board terms expire for Directors Gerbsman, Naso and Evergettis. Board members wishing to continue Board service can submit paperwork from July 16 through August 10, 2018. Chief referred to the Candidate Guide in the board packet instructing board members to go up to the County Elections Department and complete the application and necessary paperwork with Dan Miller in Room 121. The District will pay all fees. If only three candidates applying for Kentfield Fire District board positions, there will not be an election, you will automatically get the position. Chief Pomi asked Admin Mulkeen to send the Directors a reminder on August 1.
- c. Administrative Staff 2018/19 Labor Contract Negotiation Process: Chief Pomi referred to his letter in the board packet, on behalf of the administrative staff (Accountant Hom and Administrative Assistant Mulkeen) under contract with the board and respectfully requested the Board consider granting them a 3% salary adjustment commensurate with that of represented members. The Chief feels it is appropriate to offer the 3% increase to administrative staff.

M/S Murray/Naso to approve 3% salary adjustment for Administrative staff members for FY 2018/19.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes

- d. Public Hearing for 2018/19 Proposed Final Budget: Chairman Evergettis opened public hearing at 6:55 pm.

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

Chairman Evergettis closed the public hearing at 6:56 pm.

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

- e. 2018/19 Proposed Final Budget: Chief Pomi presented the proposed final budget reviewing each category highlighting a few minor changes.
Revenue: No change
Personnel Cost:
Category 1010/Extra Hire: Reflects an additional \$10,000 to pay for contractor, Todd Lando. The funds will also be used to hire temporary firefighter as the agency moves forward with promotions and new hires.
Service & Supply:
Category 2020/LAFCO: The invoice arrived this week. The initial projection was \$3857; the invoice reflected \$4179. This category increases by \$322.00.
Debt Service: Remains the same
Capital Outlay:
Category 4041/PPE: Captain Garcia reported to Chief that he has seen an increase in the cost of turnout gear, rain gear, etc. Chief added \$3,000 to this category increasing the proposed \$19,250 to \$22,250 final.
Reserve Allocations: Chief explained that once the 2017/18 audit is complete the unassigned fund balance can be assigned.
Budget Analysis: Chief distributed a corrected copy due to a calculation error on the board packet copy. Chief explained the final budget revision reflects the fund balance in a positive position of \$4,406.26

M/S Murray/Gerbsman to approve FY 2018/19 final budget as presented by Chief Pomi.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

NEW BUSINESS:

- a. Fire Inspector Contract: Chief Pomi explained when B/C Hadfield was out on leave in December, the board committee identified a need to hire a Fire Inspector. In January, Chief reported he identified a candidate but it did not work out. He reposted the position and successfully identified Larry Pasero from Napa. Mr. Pasero has a tremendous amount of experience. He has completed an extensive background and medical exam. Mr. Pasero will not be part of the Association MOU; his contract covers his benefits and is similar to the Provisional Firefighter contract. Chief asked the Board to review and ratify the contract tonight. Chief is currently working with CalPERS to add the Fire Inspector position to the Safety Plan. When the District joined CalPERS in 1973 the Fire Inspector position did not exist. He requested the board to approve Mr. Pasero's contract and that as soon as the District receives approval from CalPERS then Mr. Pasero will start work the next day. Chief ask the board if they had any questions. Director Murray asked what vehicle Mr. Pasero would use. Chief responded the District does not have a vehicle exclusively for the fire prevention officer. Chief Pomi reported that in speaking with Chief Shurtz, Central Marin Fire is purchasing a new vehicle for their Fire Inspector and that they will allow Kentfield Fire District to use their old Ford Expedition. Chief Pomi advised he would discuss future vehicle options with Engineer Johnston. Chief Pomi commented it is very important that Mr. Pasero have a vehicle that signifies he is with the Fire District.

M/S Gerbsman/Murray to approve the Fire Inspector Contract as presented subject to CalPERS updated information.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso. Motion passes.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Operations/Significant Events

Recent retirements have necessitated the District to move personnel and change shift personnel, setting them up for success. This provides the highest level of service to the community. Chief announced that Captain Glenn will move into an Acting Battalion Chief position. Captain Glenn has been the Training Captain for fifteen years; he is state certified, has almost completed his strike team leader training and is an asset to the District and, as we move forward, with shared services. As Acting Battalion Chief he will support the District administratively too. Engineer Viau, will move permanently to A Shift and become Acting Captain. Mitch Neve will fill the Temporary Firefighter position vacated by Engineer Viau. All the acting positions will become permanent once Hadfield is cleared from our payroll. All these changes are in the FY 2018/19 budget. Chief reported he met with most of the staff/union and laid out the plan and thanked them for their time and understanding. Chief estimates it may take one to two months to make the positions permanent and will schedule a pinning presentation at that time.

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

Financial/Budget

Final FY 18/19 budget-Chief Pomi thanked the Board for approving the budget. It will be posted on the Kentfield Fire District website.

Logistics

La France Shed repair project – Chief reported the shed has a new roof and garage door with new paint. The project is complete. Chief thanked Firefighter Bridges for managing this project.

New Engine 17 – Chief Pomi thanked Engineer Johnston for his work on the engine. Engineers Johnston and Nelson are getting equipment mounted and Engineer Johnston attached the deck gun; members have been driving at least three hours each with additional hours pumping. There has been a delay on the radios, ordered two months ago, have not yet arrived. The District has called Motorola to urge delivery soon.

Labor/Association

Contract negotiations completed. Chief Pomi thanked the Board on behalf of the Association and District. Chief advised Chairman Evergettis he could sign the MOU tonight.

Out of County Events

No current assignments. Chief Pomi reported CalFIRE reports that fires are at 200% above fire acreage from last year. Chief predicts this could be another significant fire season.

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

DIRECTOR MATTERS: None.

CORRESPONDENCE: Reviewed

DISTRICT OPERATIONS: The Board reviewed June 2018 Incident Log and Overtime Reports.

APPROVAL OF WARRANTS:

M/S Naso/Murray to approve June warrants 805301649 to and including 805301717 for \$622,990.44. All Ayes.

The next regular meeting is Wednesday, August 15, 2018. Admin Mulkeen will email Board members to confirm the meeting date.

A moment of silence was held for Captain Cory Barr from Sun Prairie, Wisconsin killed while evacuating people from a gas line blast downtown. Captain Dave Rose, Long Beach, CA killed from gunshot wounds while evacuating residents from gas fumes at a retirement home. Battalion Chief John Whitting, Alameda County who received very serious facial dog bite injuries while fighting a fire with a house full of dogs. Braden Varney, CalFIRE Heavy Fire Equipment Operator, killed at Ferguson Fire when his dozer turned over.

M/S Gerbsman/Naso to adjourn this meeting at 7:21 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, September 19, 2018

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Gerbsman to approve the regular meeting minutes of July 17, 2018. All ayes.

PUBLIC COMMENT PERIOD: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. **Permanent Full Time Firefighter:** Chief Pomi explained that with B/C Hadfield's retirement in June 2018, the board had approved placing Captain Glenn to Acting B/C, Engineer Viau to Acting Captain, and appointing Volunteer Firefighter Neve to Temporary Firefighter at the July 2018 board meeting. The acting positions would become permanent once the District completed the business processes and payments relating to B/C Hadfield's retirement. Chief Pomi recommends and requests the Board approval to promote Temporary Firefighter Mitch Neve to full-time Permanent Firefighter effective October 10, 2018. In this position, he will receive the base salary and the professional firefighter benefit package. He is currently working C Shift with Captain Garcia.

M/S Gerbsman/Naso to approve the appointment of Temporary Firefighter Mitch Neve to Permanent Firefighter effective October 10, 2018.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

NEW BUSINESS:

- a. **2018 Biennial Notice/Conflict of Interest Code:** Chief Pomi explained this biennial notice is directly related to Form 700 that board members complete every year. The Board is required to review the Conflict of Interest Code and Resolution 6-2014 and attachments a, b, and c. The codes states that Board members, general counsel and the Fire Chief are required to file Form 700 every year to report any conflict of interest. Chief Pomi asked the board to review the resolution. The Chief acknowledged he did not recognize a need to change the current resolution.

M/S Gerbsman/Corbet to approve the 2018 Biennial Notice/Conflict of Interest Code.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

- b. **Annual Gann Appropriations Limits Report:** Chief Pomi advised that Accountant Hom creates this report every year. This report sets the dollar limit the District can tax our community. The dollar limit can be adjusted annually based on population and income. For FY 17/18 this report calculates the tax amount limit to collect is \$5,564,304.00. Chief Pomi added that this report satisfies the requirement for auditors and the State of California.

M/S Gerbsman/Naso to approve the Annual Gann Appropriations Limit report prepared by Accountant Hom.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

- c. **Resolution 8-2018 Determining the 2017/18 Appropriations Limit**

M/S Gerbsman/Naso approve Resolution 8-2018 determining the 2017/18 appropriations limit of \$5,564,304.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

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

- d. Fire Chief 2018/19 Labor Contract Negotiation Process: Chairman Evergettis commented that he is delighted with the Chief's performance. All Board members concurred.

M/S Gerbsman/Naso to approve 3% salary adjustment for Chief Pomi for FY 2018/19, effective July 1, 2018.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA – Measure S on November Ballot: Chief Pomi reported the District measure for the paramedic tax is on the November 6 ballot. Kentfield residents will be asked to pass the measure. All eight JPA agency members (Corte Madera, Fairfax, Kentfield, Larkspur, Ross, San Anselmo, Sleepy Hollow, and un-incorporated parts of Marin County) will have this measure on their ballots. Chief Pomi commented that Director Corbet is a member of the RVPA board. Director Gerbsman asked how the District is promoting a YES vote on this measure. Chief Pomi replied the District has posted fact-based information through social media outlets and that the RVPA will promote from their organization. Chairman Evergettis commented that he wrote a statement in favor of the measure for the ballot. Chief Pomi added there was no statement against the measure submitted.

MERA–Next Generation Project Update: Chief Pomi referred to the handout/overview in the board packet and commented that he and Director Naso attend the monthly meetings. MERA is working through their environmental impact report. Locally MERA Marin County has received radios for Kentfield. The District has one tri-band radio installed and in service on the new engine. We are the first to install. Director Gerbsman asked if the public is able to hear the radio traffic. Chief replied there is a website, broadcastify, a state run program, where you can find radio transmissions statewide. He will email the web-based link for board members to access.

Kentfield School District Safety Committee: The District is working with schools to create plans for active shooter incidents, the use of fire alarms, etc. Chief reported in the recent past active shooters have used fire alarm pulls located outside of school buildings and as the students exit, the students are being attacked. Fire Departments are working with the State Fire Marshal's office to remove alarm pulls from outside schools to deter shooters from activating them. B/C Glenn and Inspector Pasero are currently working with the schools in our District. Director Gerbsman asked if our staff carry weapons. Chief Pomi replied no, the police/sheriff carry weapons. The District has purchased bulletproof vests, helmets and side armor, in addition to extrication/tourniquet kits. Chief reported that the task force now integrates law with fire. The URVI training in Indian Valley College just completed.

Planning/Actions

Pancake Breakfast/Open House: Scheduled on the second Sunday of October, on October 14, 2018. The banner is hung. Firefighter Bridges is the Chairman for the breakfast this year. Chief advised the District is posting and publishing information on the pancake breakfast through social media to the community.

Long Range Communication–LRAD: Chief Pomi introduced the next generation emergency warning system and gave a video presentation. Chief explained LRAD sends a sound and a voice warning notification to the community. The voice is very clear. He attended a demonstration recently and was impressed with its capabilities. Chief explained that one LRAD pole covers 3000 feet at the same volume, whether up close or far away and can penetrate walls and glass. The District's roof siren sounds off to warn residents of eminent danger but cannot relay a message. For example, Chief Pomi said if one LRAD pole was installed at the fire station its range would cover from the station to Evergreen, Granton Park to Ross Fire Department as well as Upper Toyon to between Wolfe Grade and Manor, to include McAllister Ave and Berens Drive. If Larkspur Fire Department installed at Station 15 its range would come up to the College of Marin, around Marin General Hospital and the neighborhoods in that area. If Station 16 installed the coverage would come up to El Portal. In collaboration with these other stations, Chief believes the District will be able to cover a lot of our zone, very exciting. Chief reported he would start working with neighboring Chiefs and LRAD to create a design to meet our District needs. Chief Pomi added many Marin Fire Departments are considering this system and may purchase the system collaboratively. It is a way that we can alert the community without residents having possession of their cell phones. He added that Chief Welch with Mill Valley Fire is purchasing the system, installing five poles for an estimated \$300,000 or \$60,000 per pole. Chief thinks Kentfield would need three poles at an estimated \$180,000 to \$200,000. Another option would be to purchase a portable pole, which takes just minutes to set up. Director Naso asked how the District would fund this

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

purchase. Chief replied that he, Chiefs Shurtz, and Welch have considered possible funding from FEMA or SHSGP (State Homeland Security Grant Program) but sometimes that process is lengthy and/or not successful. He suggested that when the FY 17/18 audit is completed at the end of the year the board could choose to create a reserve account for emergency preparedness or emergency warning and place some of the surplus funds there.

Financial/Budget

FY 17/18 Audit: The audit process just completed. The auditors are prepping the report.
Chetco Bar Fire: The District received the last OES payment in August 2018. The District has collected almost \$700,000 from the 2017 out of county fire season.

Operations/Significant Events

Shared Services with Central Marin Fire: Report Update: The District continues to share services; nothing has been formalized to date.

Training/Wellness & Fitness

Trench Rescue: Block Training in San Rafael with B/C Glenn as lead trainer. MMWD did shoring.
URVI Block Training with Marin Law Enforcement at IVC: This training consists of creating a task force that has three officers out front, and two EMTs behind going in to get victims and bring out while other team stabilizes the incident. This is new training and is good to train with law enforcement.
IAFF Peer Support Class & Healing our Own/Behavioral Health Task Force: Chief commented statistics show suicide rates accelerated in last three years among emergency responders. Captains Garcia, Viau, and Engineer Marty attended the training on August 23 & 24.

Prevention/Public Education/Community

College of Marin Fire Evacuation Drill: scheduled for September 26, 2018.
September 4, 2018–Flag Raising Ceremony (first day of school at Kent Middle): staff attended.
September 2018–National Preparedness Month and Disaster Trailer Update: Engineer Marty working on getting specs for the trailer; Marin Catholic agreed to house the trailer at the school. Chief met with College of Marin Chief of Police and reported they have a new disaster trailer not yet in service.
KFD Instagram: Chief announced the District has a new account. Fire Inspector Pasero is posting District information on training, out of county assignments, pancake breakfast.

Logistics

New Engine 17: Chief announced the new engine 17 is in service today, 602 days since we signed the contract, January 26, 2017. It is a great engine. Engineers Johnston and Nelson led the project with all the shift personnel having worked on it. Captain Fox and his crew did a tremendous job getting the engine ready today.
Surplus of E17A-1996 HME Type One Pumper: This engine has served its life and is ready to be sold. Chief Pomi asked the board for direction to surplus the engine. Engineer Nelson will work on this project, with an unknown sale price projection.

M/S Evergettis/Gerbsman to give Chief Pomi full authority to surplus E17A, 1996 HME Type One Pumper.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

Labor/Association

Nothing to report

Out of County Events – OES was out 28 straight days in August.

Cranston Incident/Riverside County (Garcia, McKnight, Johnston, Castleberry)
Mendocino Complex/Mendocino County (Viau, Bridges, Tescallo, Beltramo)
Carr Incident/Shasta County (BC Glenn as Safety Officer)
Snell Incident/Napa County (Fox, Johnston, Marty, Dourneau)

Chief Pomi added that B/C Glenn was assigned to Mendocino Complex/Ranch Fire as a Safety Officer on September 17. The assignment task is to clean up, rehab, road maintenance and manage some inner burnings. B/C Glenn is working 12-hour day shifts. He is stationed at the Stonyford base camp.

Chief Pomi reported to the Board that the Marin OES engines are activated tonight due to red flag status, effective 11:00 pm tonight through 5:00 pm – 7:00 pm, Thursday, September 20.

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

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

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

DIRECTOR MATTERS: None.

CORRESPONDENCE: Reviewed; Chairman Evergettis commented on the letters received. He appreciates the feedback from the public particularly the thank you letters for our firefighters who have done an excellent job of going above and beyond what they need to do.

DISTRICT OPERATIONS: The Board reviewed July and August 2018 Incident Log and Overtime Reports.

M/S Gerbsman/Corbet to approve July and August 2018 Incident Log and Overtime Reports.

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

Ayes: Corbet, Evergettis, Gerbsman, Naso

APPROVAL OF WARRANTS:

M/S Naso/Gerbsman to approve July warrants 805301718 to and including 805301805 for \$881,162.09. All Ayes.

M/S Naso/Gerbsman to approve August warrants 805301806 to and including 805301873 for \$405,264.51. All Ayes.

The next regular meeting is Wednesday, October 17, 2018.

A moment of silence was held for all those that have been injured or lost their lives and all their families.

M/S Gerbsman/Naso to adjourn this meeting at 7:21 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, October 17, 2018

CALL TO ORDER: 6:30 p.m. by Chairman Evergettis. Captain Garcia led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Naso to approve the regular meeting minutes of September 19, 2018. All ayes, Director Murray abstained.

PUBLIC COMMENT PERIOD: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

Promotion and Badge Pinning Ceremony: Chief Pomi welcomed all visitors and thanked them for attending this ceremony. He thanked the Board for allowing this ceremony during the board meeting. He also thanked Admin Mulkeen for her work on it. Chief Pomi opened the badge pinning recognizing the dedication, commitment and accomplishments of Dave Glenn and his promotion to Battalion Chief, Tony Tescallo and Mitch Neve's appointments as permanent professional Firefighters. Chief explained that the badge symbolizes a deep, deep sense of trust that our communities have in the work that we do. He asked, what profession in the world allows you to drive to someone's house where the homeowner opens the door to 3-6 strangers they never met before, and these strangers march in and go to work? In another circumstance, you are called to a house with a young mother holding her infant and as you open the door, she hands her infant off to strangers who then whisk the infant off in an ambulance? The Fire Service. That is a sign of true trust. Tonight as we take these badges and pin them to your chest you are now accepting that challenge, that responsibility of trust. Chief Pomi highlighted Kentfield Fire District guiding principles: we need to be considerate and respectful of people's values, ideas, family, possessions and feelings; we need to be discrete with what we say to one another; we need to accept one another's differences, because accepting each other's differences makes us stronger together. The Fire Service is a family and always will be. We are committed to protecting life, property and environment. We believe that the community is the reason for our existence. We serve the community with honesty, fairness and integrity. We constantly provide professional skilled customer service. The Kentfield Fire District exists to care for, protect and serve our community and the communities that surround us.

Battalion Chief Glenn began in 1991, and has been with Kentfield Fire District for 27 years. He was promoted to Captain fifteen years ago. B/C Glenn has served as our training officer, a member of Marin County USAR and Marin County Water OES Team 11. He participates and is a member of the North Bay Incident Management Team, is a State Certified Safety Officer, and serves as an Adjunct Instructor at SRJC Firefighter 1 Academy. In 2006, he received the Medal of Valor from the Marin County Board of Supervisors for water rescues that occurred during the flood. His peers at Kentfield and throughout the state respect B/C Glenn. Mrs. Janelle Glenn pinned B/C Glenn. B/C Glenn thanked everyone for coming and said he would not let them down.

Firefighter Tescallo joined Kentfield Fire District in 2015. He served as a Volunteer Resident Firefighter, a Seasonal Firefighter, Temporary Firefighter, and now we pin him as a full-time permanent Professional Firefighter with the District. Firefighter Tescallo has been working in the role since July 2018. Firefighter Tescallo also worked one year with the Tam Fire Crew. Chief described Firefighter Tescallo as enthusiastic and adaptable. Firefighter Tescallo would like to thank everyone that has helped him get to this point of his career, especially his parents and Carly. Mr. Joe Tescallo pinned Firefighter Tescallo.

Firefighter Neve began his fire service at Two Rock Fire Department in 2008, worked for Marin County DPW, was part of the Marin County USAR Team, volunteered with the Wilmar Fire Department in Sonoma and was hired by the Tiburon Fire District in 2016. Firefighter Neve was hired at Kentfield Fire District in October. Chief described Firefighter Neve as motivated and humble. Firefighter Neve is very grateful for the opportunity to work with the Fire District and for his family's support in helping him reach his career goal. Chief congratulated Firefighter Neve. Mrs. Amanda Neve pinned Firefighter Neve.

Chairman Evergettis commented, on behalf of the board, that we are very pleased with the firefighters that step forward. We have such highly qualified employees. Congratulations to each one of you.

Chief Pomi closed the ceremony commenting on integrity. Have the courage to say no, have the courage to face the truth and do the right thing because it is the right thing to do. It is that simple.

M/S Gerbsman/Naso to recess at 6:50 pm for badge pinning reception. All Ayes

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

M/S Evergettis/Gerbsman to reconvene the Board meeting at 7:05 pm. All ayes.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. Measure G Tax Report FY 2017/18: Chief Pomi explained the Measure G report is prepared annually and filed at the District and posted on our website. Chief Pomi, Accountant Hom and Admin Mulkeen prepare the report. Chief reported the following highlights. Figure 1 on page two reflects the special tax rates charged for FY 2017/18. Figure 2, page three displays the CPI adjustment for FY 2017/18 returning \$0.1089 per square foot. Accountant Hom takes the CPI and builds this calculation. The preliminary Measure G revenue for FY 2018/19 reported on page 6, Figure 4 is \$555,205. The revenue increase is due to the increase in property square footage and the integration of out buildings. The remainder of the report contains the official measure language and vote stats as well as the District map. Chief Pomi requested the Board review, discuss and approve the report.

M/S Naso/Gerbsman to approve the Measure G Tax Report for FY 2017/18.

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

Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA/Measure S – on the November ballot. Chief Pomi referred to the handout in the board packet with fact-based information, the measure language and the argument for the measure. In the past, the District has had 70-74% of the population vote in favor of this tax.

MERA – Next Generation Project Update: environmental impact is in progress; all Kentfield Fire District radioschargers have arrived and are programmed.

Planning/Actions

Pancake Breakfast/Open House was on Sunday, October 14, 2018. Firefighter Bridges managed the breakfast this year and did a fantastic job. Attendance was up by 200 from last year, estimated at 700. Chief Pomi advised he would prepare a recognition for Firefighter Bridges for the next board meeting.

Long Range Communication – LRAD: discussed last month to replace the siren on the roof. Chief met with County OES regarding activations to ensure we can send the right messages out to encompass all regions. OES is working on it. The preliminary report came back advising it is something the system can do.

Financial/Budget

FY 17/18 Audit: We have completed the data gathering and the auditor is creating the report; Chief hopes to receive the preliminary report by November with the auditor's presentation to the Board in December. Accountant Hom will attend the December meeting.

Operations/Significant Events

Shared Services with Central Marin Fire/Report Update – Chief reported that Chairman Evergettis, Director Gerbsman, Captain Garcia, Engineer Marty and himself formed the Shared Services Committee to define what this shared services model would look like. Because of Captain Glenn's promotion to B/C the shared services model is relevant. Central Marin Fire has a need for one more B/C; Kentfield Fire needs two more to ensure all shifts are covered. Financially it does not affect the District. We are also looking at the opportunity of sharing the Fire Inspector/Marshal position on a temporary basis. Chief Shurtz is working with Chief Pomi. Chief Pomi reported County Counsel reviewed the draft document on Monday and he did not have any concerns. In November, Chief Shurtz will present the Shared Services proposal to the Central Marin Fire Counsel Board and Chief Pomi stated he would present it to the Kentfield Fire Board. Chief added our member association is in support of share services but we will need to revisit this concept with them again.

Prevention/Public Education/Community

College of Marin Fire Evacuation Drill – was completed on September 26. Chief and Inspector Pasero attended. The college did a great job. All buildings evacuated in six minutes.

Logistics

New Engine 17 is in service. Engineers Johnston and Nelson did an outstanding job; however, we are still working out some issues.

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

Surplus of E17A, 1996 HME Type One Pumper is still here. Chief reported he met with B/C Glenn who posted it on Craigslist for \$36,000. B/C Glenn reported they had a couple of calls to schedule appointments.

Labor/Association

Nothing to report.

Out of County Events

Mendocino Complex/Mendocino County – B/C Glenn had a 2-week assignment as the Safety Officer. He was in charge of the entire safety operation at the complex.

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

DIRECTOR MATTERS: None.

CORRESPONDENCE: Reviewed

DISTRICT OPERATIONS: The Board reviewed September 2018 Incident Log and Overtime Reports.

M/S Gerbsman/Naso to approve the September 2018 Incident Log and Overtime Reports. All ayes.

APPROVAL OF WARRANTS:

M/S Murray/Naso to approve September warrants 805301874 to and including 805301924 for \$406,840.06. All Ayes.

The next regular meeting is Wednesday, November 14, 2018.

A moment of silence was held for people suffering with cancer.

M/S Gerbsman/Naso to adjourn this meeting at 7:31 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, November 14, 2018

CALL TO ORDER: 6:30 p.m. by Vice Chairman Corbet. Captain Fox led the assembly in the Pledge of Allegiance.

ROLL CALL: All Directors were present except Chairman Evergettis. Also in attendance were Chief Pomi and Recording Secretary Mulkeen.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Murray to approve the minutes of October 17, 2018. All ayes.

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

AGENDA ADJUSTMENTS:

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. Promotion and Badge Pinning Ceremony – Chief Pomi announced the pinning ceremony and welcomed guests, family and staff. He thanked the Board for allowing him to recognize these employees and present them with badges during the board meeting. Chief stated this ceremony recognizes the accomplishments, commitment and dedication of two individuals: Captain Viau and Fire Inspector Pasero. He explained that the badge symbolizes a profound trust that the community has in us; and stated that as the badge is pinned on your chest tonight, you are accepting that profound trust. Chief commented what other profession in the world allows three to six complete strangers rush to a home where a stranger welcomes you in and allows you to go to work. In another example, a young mother holding her infant calls 911. The ambulance and fire personnel arrive and she hands her infant to complete strangers and says make it better. Again, this is a profound sense of trust.

Captain Viau began his career with Kentfield Fire in 2000. With nineteen years of service, he has served as a Volunteer Firefighter, Resident Firefighter, Seasonal and Temporary Firefighter. As a Professional Firefighter, he has worked through the ranks to Engineer and promoted to Captain two months ago. He is a member of the Marin County USAR Team and OES Water Rescue Team 11. Captain Viau is certified in Marin through the State of California and is a certified rescue system's technician and a certified fire officer. Captain Viau has a lot of training, experience and dedication. Chief described Captain Viau as detailed and devoted. Chief congratulated Captain Viau. Mrs. Viau and their daughters pinned Captain Viau. Captain Viau thanked the District for their support without which he would not be here. He thanked his family, co-workers, and leaders that have inspired him to develop his career.

Fire Inspector Pasero joined Kentfield Fire District just three and a half months ago and we are excited to have him. He started in the fire service in 2006 with South San Francisco. In 2007, the Napa City Fire Department hired him as a Fire Inspector. While working for the Napa City Fire Department he was part of the incident management team, did lots of work during the Napa earthquake and last year during the North Bay fires. Fire Inspector Pasero is a certified fire prevention officer, certified fire protection specialist, certified fire plans examiner and investigator. Fire Inspector Pasero has a lot of experience with fire prevention and we are fortunate to land this caliber of individual. Chief Pomi described Fire Inspector Pasero as meticulous and experienced and welcomed him to the Kentfield family. Mrs. Pasero and Luca Pasero pinned Fire Inspector Pasero. Inspector Pasero thanked the board and the staff and commented it is great to know everybody and be a part of this District with its long history. He is proud to be a member of the department and looks forward to serving this community to the best of his ability.

M/S Gerbsman/Murray to recess at 6:45 pm for badge pinning reception. All ayes.

M/S Gerbsman/Murray to reconvene the Board meeting at 6:54 pm. All ayes.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. Board of Directors Oath of Office-Chief Pomi explained that there were only three openings and three candidate applications for the Kentfield Fire District Board, without any challenges; there was no need to proceed with a ballot election. Directors Evergettis, Gerbsman and Naso will continue their service of four-year terms with the District. Chief Pomi administered the oath of office for Directors Gerbsman and Naso. Both Directors commented it is a pleasure to serve with the board and for the community. Chief Pomi thanked the Directors for their willingness to serve another four-year term.

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

- b. Shared Services Agreement – Chief Pomi referred to the Shared Services Agreement with Central Marin Fire in the board packet. The Agreement is the result of the shared services committee seeking to provide better service to our community without increasing costs. The committee members are Chairman Evergettis, Director Gerbsman, Captain Garcia and Engineer Marty and Chief Pomi. The committee identified advantages and addressed concerns association members brought forward. As a result, the Association is in full support of the Agreement. The Agreement, between Central Marin Fire (made up of the Town Corte Madera and City of Larkspur) and the Kentfield Fire District, creates continuous routine sharing of resources. Chief explained this Agreement offers the following benefits: 1) B/C Glenn fills the B/C position for Central Marin Fire on B shift. In this role, he will manage the entire battalion, Central Marin Fire and Kentfield Fire District. In return Central Marin Fire B/Cs on A and C shifts will also cover the entire battalion. Kentfield will pay the salary of B/C Glenn and Central Marin will pay for their two B/C's salaries. 2) It allows the District to share resources of the Fire Marshal, to cover vacations and fulfill extraneous projects. 3) After required training allows personnel from both agencies to fill in during emergency needs/mandatory times. All OT personnel costs will be invoiced to each agency on a quarterly basis with no financial impact to the District. The benefits are the District is getting two B/Cs on a needed basis, a Fire Marshal and the opportunity to draw from a larger pool of personnel should the need arise. Chief reported that the District's County Counsel has reviewed and approved the Agreement and Central Marin Fire Authority has approved the Agreement. Chief requested the Board approve the Agreement and give him authority to execute it. A brief Board discussion followed.
- c. Shared Services Resolution 9-2018 to approve a Shared Services Agreement between the Central Marin Fire Authority and the Kentfield Fire Protection District for the provision of shared fire and emergency services and authorizing the District Fire Chief to execute the Agreement.

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

M/S Naso/Gerbsman to approve and adopt the Shared Services Agreement between the Central Marin Fire Authority and the Kentfield Fire Protection District for the provision of shared fire and emergency services and authorizing the District Fire Chief to execute the agreement. All Ayes.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

RVPA: the voters of Kentfield approved Tax Measure S with 77.37% voting YES.

MERA: meeting at the end of the month. Radio hardware is in the engine and working.

Planning

Pancake Breakfast/Open House- Chief Pomi recognized Firefighter Bridges for managing a great event with 700 guests attending. Chief commented on an email correspondence from retired Engineer Trimble noting Firefighter Bridge's great job. Chief presented Firefighter Bridges with a certificate of appreciation for his leadership on this event.

Long Range Communication – Chief announced he scheduled an LRAD demonstration at Station 17 on December 5 at 1:00 pm. He invited board members to attend. The demonstration will test coverage areas in our District and take about thirty minutes.

Financial/Budget

The FY 17/18 audit presentation is scheduled for the December board meeting. Chief reported receiving a draft of the audit. Ms. Kathryn Yuen of Maze & Associates will present the final audit as Mr. Mark Wong has retired. Accountant Hom will also attend the board meeting.

Operations/Significant Events

Shared Services with Central Marin Fire will improve efficiency and provide greater organizational depth.

Training/Wellness & Fitness

Six Kentfield Fire employees attended the "Drive to Survive" training seminar sponsored by FAIRA. Firefighter Bridges commented it was an excellent seminar.

Prevention/Public Education/Community

Chief announced that the Kent Woodlands was certified as a Fire Wise Community. Mr. Todd Lando, our consultant, will attend our December board meeting to explain what steps the Kent Woodlands took to become fire wise. Chief commented Mr. Lando is excited about expanding this program to other areas of our district.

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

Logistics

Front Office/Reception Area – Chief reported to improve station security Admin Mulkeen will move to the front reception area where she can monitor and control front door activity. Firefighter Bridges is managing the process. Mrs. Glenn consulted with us on this process.

Surplus of E17A/1996 HME Type One Pumper Update: Engineer Nelson sent specs to a company in Alabama. They valued the surplus E17A at \$35,000 to \$40,000 and charge 10% if the engine sells.

Labor/Association

Nothing to report

Out of County Events

Camp Incident in Butte County last week had severe fire conditions. The OES was deployed in Butte County; B/C Glenn deployed to the Woosley Fire in Thousand Oaks, Southern California. Chief receives updates from personnel every day and advised they are doing well.

Holiday Party announcements were sent through evite. The party is scheduled for December 15.

DIRECTOR MATTERS:

Director Naso reported he would attend the MERA meeting at end of the month. There has been a lot of activity.

Director Murray thanked Captain Fox and crew for attending the annual Graten Park Fish Fry. All the neighbors loved having the fire crew attend. Director Murray added it means so much to the community.

CORRESPONDENCE: Reviewed; Chief Pomi commented on the certificate of gratitude for the Kentfield Fire District recognizing our blood drive support with 2,885 life-savings units in 17 years.

DISTRICT OPERATIONS: The Incident Log and Overtime Report were reviewed for October 2018. M/S Gerbsman/Naso to approve the October Incident Log and Overtime Report. All ayes.

APPROVAL OF WARRANTS:

M/S Murray/Naso to approve October warrants 805301925 to and including 805301984 for \$354,584.14. All ayes.

The next regular meeting will be held on December 19, 2018.

A moment of silence was held for all personnel deployed to the Northern and Southern California fires and for the families and victims.

M/S Gerbsman/Naso to adjourn this meeting at 7:33 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary

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

MEETING TYPE: Regular

DATE: Wednesday, December 19, 2018

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Corbet/Naso to approve the minutes of November 14, 2018. Director Evergettis abstained. All ayes.

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

AGENDA ADJUSTMENTS: Chief Pomi asked the Board to move agenda item 8a, Independent Audit of District's Financial Statements for FY ended June 30, 2018 to be presented prior to the special announcements/presentations. The Board accepted the agenda adjustment.

NEW BUSINESS:

- a. Independent Audit of District's Financial Statements for FY ended June 30, 2018 – Ms. Katherine Yuen presented the following highlights of the 2017/18 Audit: The audit, conducted according to auditing standards generally accepted in the USA, resulted in a clean, unmodified opinion, the best level of assurance. The new accounting pronouncement of GASB #75, Accounting & Financial Reporting for OPEB, effective June 30, 2018, reflects a net liability of \$2 million for the District. The effects of this financial reporting change takes the District's entire unfunded post employee benefit liability and adds it to our net position. Ms. Yuen presented the highlights on the basic financial statements. She presented two perspectives: entity-wide, which includes near-term assets and liabilities and long term assets (an overview of financial position of the entire District) vs fund level financial statements, which only contain near term assets and liabilities (items the District can liquidate in the next 12 months). The fund financial statements aim is to assist board members to make decisions in the near-term for spending on capital assets. Ms. Yuen reported entity-wide the District's long-term assets net position is \$3 million, an increase of \$173,000 from the prior year. The net investment in capital assets is \$4.3 million, with unrestricted liability at -\$1.3 million. The negative position is due to the implementation of GASB #75 reporting requirement at \$2 million. The other portion is your pension liability estimated at almost \$6 million. The two together pension and OPEB liability is \$7.9 million affecting the net position in a negative way. These are long-term liabilities that you liquidate in the long term. Not an immediate concern.

The general fund balance is \$5.1 million, a \$1.2 mil increase from June 30, 2017; the assigned fund balance is \$3.1 million and the unassigned fund balance is \$2 million.

The fund financial highlights report the average monthly expenditures in FY 17/18 at \$444,000 with the unrestricted fund balance at \$5.1 million. In general, Ms. Yuen reported auditors like to see a fund balance that can cover five to six months of expenses. The District unrestricted fund balance can sustain the agency for 11.4 months. A healthy position.

Ms. Yuen reported the Memo on Internal Control & Required Communication likes to see segregation of duties. They report no control deficiencies noted.

Ms. Yuen thanked the Board for their time and asked for questions. There was none. The Board thanked Ms. Yuen for her presentation and for working with us.

M/S Murray/Naso to accept the independent audit of District's financial statements for FY ended June 30, 2018 as presented by Ms. Katherine Yuen. All ayes.

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. Recognition of Chairman Evergettis and his year of service – Chief Pomi acknowledged Chairman Evergettis and presented him with a plaque. Chairman Evergettis thanked Chief Pomi for helping him through this year and commented it is a special pleasure to serve the District and to be involved with such an elite company, thank you so much.

UNFINISHED BUSINESS:

- a. Director Evergettis' Oath of Office – Chief Pomi administered the oath of office for Director Evergettis.

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

NEW BUSINESS:

- b. Election of 2019 Board of Director Officers – Chairman Evergettis reviewed the board memo explaining the District policy states each officer shall serve a standard term of one year. In the past, members rotated through the chair position: Vice Chair Corbet moves to Chair; Secretary Murray to Vice Chair, and Director Gerbsman would be Secretary. The Board consensus is to continue the traditional rotation.

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

M/S Murray/Corbet to accept the standard term for the officers of the Kentfield Fire District for 2019 as presented by Chairman Evergettis. All ayes.

- c. XMR Fire Emergency Services Consulting Agreement – Chief Pomi referred to the agreement between Kentfield Fire District and XMR Fire Emergency Services in the board packet. Chief reported Mr. Lando has been working with the District since May consulting on wild fire risk, 4291 inspections, grant writing, and has been a resource for management on large-scale vegetation management plans. The agreement formalizes the consulting business relationship and states Mr. Lando's scope of work, fee schedule, term, conditions, and insurance liability requirements. The Chief, County Counsel, and Mr. Lando reviewed and approved the agreement. Chief requested the Board's comment on the agreement. After a brief discussion, Director Murray expressed concern regarding insurance coverage. Chief Pomi acknowledged Director Murray's concerns and will work with him to define this area of the agreement. Chief Pomi will continue working on the agreement and will present it again at the January Board meeting.

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

M/S Gerbsman/Corbet to extend the date of acceptance of the XMR Fire Emergency Services Consulting Agreement. All ayes.

- d. CalPERS Resolution of Intention – Chief Pomi explained he has been working on a contract amendment for the Fire Inspector position with CalPERS for several months. When the District hired Fire Inspector Pasero the CalPERS contract showed this position was not listed under the Safety category, as it should be. The CalPERS documents and the Resolution of Intention included in the board packet are required in order to move the Fire Inspector position into the Safety category. He referred the board to the Resolution of Intention, paragraph 3, which adds fire prevention to the list of positions defined as a "Local Fire Fighter" to Section 20434. Chief Pomi asked the board to approve the

Resolution of Intention so he may proceed with the Contract Amendment. Chief added, upon approval, we will load the documents to CalPERS for further action. CalPERS will provide additional documents to be executed at the January 16 meeting.

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

M/S Murray/Naso to approve the CalPERS Resolution of Intention to Amend the Contract and approve the proposed change to Section 20434. All ayes.

Chief Pomi reported the District costs for this contract change are minimal.

CHIEF'S REPORT:

Chief Pomi reviewed the following:

Projects/Initiatives/Committees

FAIRA Governing Board Nominations – Chief Pomi advised that FAIRA is requesting nominations for the 2019 election. Chief Pomi currently serves on this board and Director Murray is the alternate. Both Chief Pomi and Director Murray confirmed they are interested in continuing in these capacities.

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

M/S Corbet/Gerbsman to nominate Chief Pomi for the 2019 Election of members to the FAIRA Governing Board. All ayes.

Marin LAFCO Nominations-Chief Pomi reported that LAFCO is requesting nominations for two board members. There was no interest from the Board.

MERA-Chief reported that \$4.2 million of change orders were approved at the December meeting, all within budget. MERA is still working through the environmental impact review. The system goes live in 2020.

Planning/Actions

2018 Holiday Party was December 15. There was a good turnout by District personnel.

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

Long Range Communication Demonstration was on December 5, 2018. Chief reported the product did not perform as advertised, noting that geography and topography affected performance. He continues to gather feedback from testers.

Elections Department Certifications of Elections-Results of the election by polling place are in the board packet for your information.

Financial/Budget

FY 17/18 Audit presentation received tonight.

Mid-year Review and Unassigned Fund Balances – Chief announced this will be reviewed at the January or February Board meeting. Accountant Dan Hom will attend. Accountant Hom advised the County just credited the District with December taxes. He acknowledged that January/February will be a good time to review unassigned balances and re-allocate the funds.

Operations/Significant Events

Shared Services with Central Marin Fire is running smoothly.

Training/Wellness & Fitness

The engine companies are going through Officer Development training this month.

Prevention/Public Education/Community

Woodlands Fire Wise Community– Chief Pomi reported Mr. Lando worked with the Woodlands HOA and achieved this recognition. He will work with Greenbrae and Laurel Grove neighborhoods in the near future.

California Fire Safe Council – The North Bay CCC and Kentfield Fire District received a \$200,000 grant for fuel reduction work in the Kent Woodlands, a two year project slated to begin in Spring 2019. Todd Lando, Consultant and Terry Thomas, Director of CCC will manage this project. The plan is to start on Ridgecrest, and work around Blue Ridge up to Evergreen and meet MMWD on the fire road. Most of the land is open space, owned by Marin County Parks. Kentfield Fire District will do the community outreach. Chief Pomi hopes this work will build a substantial firebreak should a fire come up from the Madrone Canyon.

Surplus of E17A/1996 HME Type One Pumper-17A still in house with a few leads.

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

DIRECTOR MATTERS: None

CORRESPONDENCE: Reviewed; Director Naso commented when he learned that Retired Fire Chief Mariani lost his house, he contacted the Marin IJ that ran a local story on him.

DISTRICT OPERATIONS: The November 2018 Incident Log and Overtime Report were reviewed.

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve November warrants 805301985 to and including 805302039 for \$329,011.58. All ayes.

The next regular meeting will be held on January 16, 2019.

A moment of silence was held for SF Firefighter Steven Pacatte killed last month while commuting to work. Our prayers go to comfort his family at this time of loss.

M/S Gerbsman/Naso to adjourn this meeting at 7:25 p.m. All ayes.

Respectfully submitted,

Sharon Mulkeen
Recording Secretary