

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, May 12, 2021

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

ROLL CALL: Corbet-present; Evergettis-present; Murray-present; Naso-present. Gerbsman-present. Also in attendance were Chief Pomi, Deputy Fire Marshal Pasero, Captain Marty, Engineer Bridges, A-Shift, Accountant Hom, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Evergettis to approve the minutes of April 21, 2021. Roll Call Vote: Corbet-Aye, Evergettis-Aye, Gerbsman-Aye, Murray-Aye, Naso-Aye. Ayes: 5; Noes: 0; Absent: 0
Motion passes

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. KAPF Labor Contract Negotiation Process - Negotiation Process

CLOSED SESSION - Pursuant to Government Code §54957.6 for Public Labor Negotiation and Government Code §54957.6(a) for Public Employee Benefit Negotiation

The Board entered in a Closed Session at 6:37 pm.

The Board adjourned the Closed Session at 6:45 pm and entered back into Open Session.

Director Murray reported the Board determined and the Labor Negotiation Subcommittee agreed on a multi-year agreement:

F/Y 2021/2022 - Classic employee 2%, PEPRA employee 3% base salary increase

F/Y 2022/2023 - Classic employee 2%, PEPRA employee 3% base salary increase

MOU language change: Captain Position from 5.5 years of service to 3.5 years of service for eligibility. (Allows employees with 3.5 years of service to be eligible to engage in the Captain testing process)

Mutually agreed and approved at the May 12, 2021 Board of Directors meeting of the Kentfield Fire District between the District and the KAPF.

Captain Marty, President of the Kentfield Association of Professional Firefighters, thanked the Board for the terms of the F/Y 2021/2022 and F/Y 2022/2023 contracts.

NEW BUSINESS:

- a. **Resolution 3-2021: Resolution of the Board of Directors of the Kentfield Fire Protection District adopting the updated Master Fee Schedule for services provided by the District** – Referring to the updated Master Fee Schedule in the meeting packet, Deputy Fire Marshal Pasero provided information on the fees and pricing calculations utilized in the past. DFM Pasero explained that just a few years ago, the Kentfield Fire District studied a revised fee schedule based on updated costs for the services the District provides. There are costs that the District is able to recover while providing special services to the community including fire, building and planning permit review and inspection services. Being a taxed based department, the Kentfield Fire District receives tax monies to provide services that aren't always needed by every member of the community. These services are requested voluntarily by members of the community that choose to get permits, or conduct certain occupancy based business. These services provided by the district are not requested or needed by all members of the community. To create equity, the California Health & Safety Code 13916 (b) allows the District to recover a reasonable fee to pay for those services. DFM Pasero stated there was a fee study completed in 2018 and a fee ordinance and resolution adopted in 2019. That fee study directly reflected a survey that included how much time is spent supporting certain permit and inspection services. As a result of that survey, the KFD was able to reduce many of the fees by 15-20%. DFM Pasero explained that as the District continues to grow and study the costs associated with providing these services to the community, there have been increases to the costs for providing services over the past few years. In 2020, due to the COVID-19 pandemic, the District completed a review of fees but chose not to make changes to the master fee schedule and increase fees. As fees are reviewed on an annual basis, a new review was again completed in 2021 using today's costs to deliver services. The

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

new studied captured increases based on fees for service that would require an update of the master fee schedule. The increase in service costs over the last two years ranged from 15%-20%. Those increases almost match up to the reduction in cost implemented a few years ago in 2019. Averaging those numbers in comparison to other jurisdictions and agencies in Marin County, Kentfield Fire District continues to provide services at a reasonable cost and value. DFM Pasero expressed that this is a very thorough and honest study that does a great job of evaluating the time associated with each service to validate the actual service costs for construction inspections and fire department permits. DFM Pasero felt he included a lot of information in the BOD packet to show exactly how the fees are calculated. He asked if there were any questions on the fee schedule. No questions were asked by the Board members.

M/S Naso/Murray to accept the Resolution 3-2021: Resolution of the Board of Directors of the Kentfield Fire Protection District adopting the updated Master Fee Schedule for services provided by the District

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5; Noes: 0; Absent: 0
Motion passes

- b. OPEB Actuarial Services Agreement – Chief Pomi referenced the proposal from Macleod Watts' to provide the actuarial valuation for the District's Other Post Employers Benefits (OPEB) under GASB 75 accounting requirements. Macleod Watts' provided the last actuarial valuation, June 30, 2019. CalPERS requires Kentfield Fire District to have an updated actuarial to determine the OPEB levels of funding for fiscal years ending 2023, 2024, and estimate for 2025. The actuarial valuation is done in order to determine future contributions to the CalPERS trust (CBERT). For example, the assessment Macleod Watts' performed in 2019 is what is currently being used for fiscal years 2020 to 2022. The total cost of the actuarial valuation is \$8,150, which was already included in the current budget under administrative fees. Chief Pomi recommended the Board approve the agreement. The Board had no further comment or questions.

M/S Evergettis/Gerbsman to approve the OPEB Actuarial Services Agreement

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5; Noes: 0; Absent: 0
Motion passes

- c. Kentfield Fire District Presentation and Proposal of a Type 3 Fire Engine – Captain Marty thanked the Board for the opportunity to present the proposal of purchasing a Type 3 fire engine for the Kentfield Fire District. All slides of the presentation were also included in the Board packet. He explained that in the past few years, the community, county and state of California has seen some horrendous wildfire seasons and the outlook doesn't look any better going forward. For the past year, there has been a discussion around the benefits and possibilities of purchasing of a Type 3 fire engine as a KFD resource. Captain Marty explained Type 3 fire engines are specifically designed to operate in the wildland fire environment, unlike engine 17 which is a Type 1 fire engine. The staff met to discuss thoughts and opinions; a unanimous vote in favor of obtaining a Type 3 fire engine was casted. Within the group, a subcommittee was formed consisting of Captain Marty, Captain Viau, Firefighter Neve, and Firefighter Beltramo. The Subcommittee laid out a direction they wanted to go and how to approach it. They reached out to the other fire agencies to look at their Type 3 programs, equipment they currently possess, and began to put together some benefits for why Kentfield Fire District should obtain such an apparatus.
Such benefits include a shorter wheel base with four-wheel drive capability which would grant better access and response in the wildland fire environment. They are designed to be narrower with more maneuverability and a better turning radius. Captain Marty explained that currently, KFD is relying on neighboring resources to provide a Type 3 fire engine to access its community roads. Another benefit of a Type 3 engine is capability of doing a 'mobile attack', also known as 'pump and roll' where the apparatus can be in drive and have the pump running at the same time. Contrary to the Type 1 fire engine like engine 17, as soon as you turn on the pump, it is set in stationary mode. The tactic of 'mobile attack' is very affective and quick in being able to put out fires.

KENTFIELD FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING

During red flag conditions, a Type 3 engine would enable Kentfield Fire District to appropriately be a resource, staff a pre-position, and become a part of the Marin County Matrix. When called out to a campaign fire, responding as a Marin County Matrix would consist of 5 engines, a strike team leader with other local firefighters. These would be firefighters who have often trained together, have knowledge of experience levels, and know how to communicate well as a whole. A time frame for a Type 3 build is estimated around 18 months and quoted at \$450k for the engine. The Subcommittee took an inventory list and tried to price out everything they felt needed on the fire engine: radios, fire hose, chainsaws, tools, adapters, nozzles, etc.; total approximate cost for equipment and supplies would be an additional \$50k. There is also a state reimbursement for the use of a Type 3 fire engine when called out to a campaign fire. Captain Marty concluded, the goal of his presentation was to provide information to the Board, explain how it could lead to some great benefits for Kentfield Fire District, and reveal the purchase cost, timeline on the build, etc. Given the nature of the fire environment with reflag conditions, pre-positions, future weather patterns, fire behavior outlook, and so on, wildfires are a recurring reality for our community, county, and state. A Type 3 fire engine would be the best resource available to best serve our community. Captain Marty thanked Chief Pomi and Director Naso for their advice and direction as well as the Subcommittee for all their efforts.

Director Gerbsman felt a Type 3 fire engine could be very beneficial, specifically to the people in Kentwoodland area. He expressed the need to review as a Board to see what the financial arrangements are. From a financial standpoint, KFD has the capital to be able to afford the Type 3. He expressed a number of questions: could any of the MWPA monies be allocated towards the purchase cost of the Type 3 engine, where does a purchase like this fit in the allocated budget, what is in the budget for a replacement cost and is it for the existing equipment or for new equipment.

Director Barry felt the presentation was done very well by Captain Marty, but that the Type 3 purchase proposal needed to be reviewed and discussed further in detail. Director Murray concurred, citing this did warrant more of a discussion.

Director Naso stated he liked the concept on adding a Type 3 fire engine to the KFD fleet as it would be a very variable tool for the Kentwoodlands, Greenbrea, and Vista Grande area. He supports the purchase proposal; Director Corbet agreed.

Chief Pomi stated the purpose of tonight's presentation was to be informative to the Board and start the conversation. He said it's valuable to have a good discussion; looking for direction from the Board to see if the staff should move forward with specs. He also confirmed that just couple months ago, \$550k were reassigned to Category 6910/Apparatus Replacement increasing the fund balance to approximately \$1.5m. Should the Board decide to move forward with the purchase of a Type 3 fire engine, the funds are available to upgrade the KFD fleet. Getting an actual estimate would be another step in the process. Chief Pomi explained the life expectancy for a fire engine is at least 20 years and a Type 3 fire engine would be a Kentfield Fire District purchase and no other funds would be contributed towards the purchase.

Director Gerbsman asked the members of the Board to prepare any additional questions and send them directly to Chief Pomi and Captain Marty to look into. He also suggested moving forward with getting a proposal so that in the next coming Board meetings, a discussion can continue to take place on this topic.

CHIEF'S REPORT:

- a. Water Use Restrictions/Order – The County of Marin, along with the State of California is in a serious situation with its water resources and has declared a draught emergency. It is important for Kentfield Fire District to be proactive and take an approach to conserving. Chief Pomi has asked all staff to try and reduce water usage by 20% at the station and during the trainings or activities. Deputy Fire Marshall Pasero had signs made which will be displayed out front of the station to be very clear to the public that we are taking the appropriate measures to conserve water.
- b. Fire Season Weather Update –The early analysis provided by North Ops regarding the outlook for fire season 2021 summarizes that we are in an abnormally dry, extreme year. Precipitation in the State of California is about 25-50% and the colored graphs provided in the report reveal we are in a red extreme tier of draught. This leads to an early fire season and to a lot of factors that contribute to the type of fires we are going to see. The fuel and soil moistures are at an all-time historic low. It's not going to be an easy fire season this year and the staff have already started doing their trainings to prepare, like the regional CMTAC Academy up at St. Vincent's just today.

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

- c. MWPA Update/Report – Per Director Gerbsman’s request, a Measure C overview is available to share within the District’s communities. It breaks down the MWPA CORE, Defensible space evaluations, and the Local Wildfire Prevention Mitigation projects in the 60-20-20. It also gives an overview of what Kentfield is collecting. Page 2 of the report, lists priorities that are in the planning process. The bullet points are all projects that they will hopefully be able to complete and be part of the MWPA program moving forward. Page 3, includes projects that were completed in the Fire District last year: over 700 D-Space inspections, roadside clearance up in the Woodlands, distribution of 27 NOAA weather emergency radios, Chipper Day pickups, additional crew work on GoodHill Road at Woodland Road and also at the Upland Road/Crown Road area.
- d. KFD 2021 Seasonal Firefighter Program – KFD is bringing on four new seasonal firefighters who will be starting on Wednesday, May 19th. This will be supplementing our staffing here for the summer season.
- e. Cal OES Engine Program – Kentfield Fire District has an OES Type 1 engine. Being part of the OES program, the fire engine responded to a lot of the Federal fires this past year. With only about 45 days left in the fiscal year, the District is still owed \$449k. Chief Pomi stated he has been in contact with them and provided all the documentation, several times. The reimbursement is still outstanding but there will be more information to come as we get closer to the end of the fiscal year.

DIRECTOR MATTERS: Directors provided the following information regarding their activities:

Director Gerbsman inquired about how the MWPA meetings were going.

Director Evergettis reported he was unable to attend the last MWPA meeting but that he would be attending the next MWPA meeting and would be able to report thereafter.

DISTRICT OPERATIONS: April Incident Log and Overtime Report were reviewed.

APPROVAL OF WARRANTS:

M/S Naso/Evergettis to approve April warrant 805303624 to and including 805303678 for \$395,537.58

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5; Noes: 0; Absent: 0
Motion Passes

NEXT MEETING: The next regular meeting will be held on June 9, 2021.

ADDITIONAL ACTIONS: Director Gerbsman asked a moment of silence and for all to be safe and healthy.

ADJOURNMENT: M/S Gerbsman/Murray to adjourn this meeting at 7:38p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary