

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, May 11, 2022

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

ROLL CALL: Corbet-present; Evergettis-present; Gerbsman-present; Murray-absent; Naso-present. Also in attendance were Chief Pomi, Deputy Fire Marshal Pasero, C-Shift, and Recording Secretary Wilson.

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361 – Chief Pomi stated Resolution 6-2022 is in regards to Assembly Bill 361, which allows the Governing Board of the Kentfield Fire Protection District to continue to hold their Board meetings through a remote platform. Chief Pomi recommended the Board approve Resolution 6-2022.

M/S Gerbsman/Evergettis to approve **Resolution 6-2022**, a resolution of the Board of Directors of the Kentfield Fire Protection District proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-08-21, dated June 11, 2021, and authorizing remote teleconference meetings of the legislative bodies of the Kentfield Fire Protection District for the period May 11, 2022 – June 8, 2022, pursuant to Brown Act provisions.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye;
Ayes: 4; Noes: 0; Absent: 1
Motion passes

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Evergettis/Corbet to approve the minutes of March 9, 2022.
Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye, Murray-Absent; Naso-Aye;
Ayes: 4; Noes: 0; Absent: 1
Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. ***Future Kentfield Fire Protection District Board Meeting Options*** – Navigating through these unforeseen times, Chief Pomi stated the Kentfield Fire District has been utilizing the Zoom platform for Board meetings these past two years. Under Assembly Bill 361, the District is able to continue with virtual meetings through January 2024. There are currently a couple assembly bills being worked through the committee where the State of California is trying to allow the flexibility of holding a hybrid style meeting and where Directors and/or elective officials won't have to post their physical location, nor would they have to allow their residence to become a place of public gathering. If Kentfield Fire District were to go to a hybrid style meeting, currently a Board member would have to post their public location or publicize their home address on the agenda. Chief Pomi recognizes the need to protect the members of the Board, firehouse, and staff but wanted to see where the Board stands with meeting remotely so he can accommodate accordingly. He asked Chairman Naso to open up the discussion and see what each member feels comfortable with in going forward.
Director Naso expressed how comfortable he felt meeting remotely would like to continue.
Director Gerbsman encouraged a hybrid style meeting but is open to what the majority wanted to do.
Director Evergettis felt it is very convenient to meet on Zoom but would eventually like to return to in-person meetings, as there are benefits in meeting face-to-face.
Director Corbet would like to accommodate people and their choices.

Chief Pomi projected that by the month of July, the District could offer and host a hybrid style meeting. Directors who are comfortable coming to the station can, and those would who choose to participate virtually have that option to as well. The technology side of it will need to be worked through which would consist of a live camera where the public can interact with. Many other organizations like MERA and the RVPA have decided to stay remote for now and this is mainly this is due to convenience. Chief Pomi thanked the Board for the conversation.

NEW BUSINESS:

- a. ***Reporting of Mandatory Inspections & Compliance*** – California Health & Safety Code Section 13146.4 became effective on September 27, 2018, adding a requirement to report on state mandated occupancy inspections. With this addition to the Health and Safety Code, the District is required to report each spring on certain inspection activities from the previous year. Deputy Fire Marshal Pasero announced the Kentfield Fire Protection District has once again fulfilled the inspection requirement of "E" educational occupancies and "R-2" transient occupancies (hotels, motels and apartments). In order to make sure all jurisdictions are doing this equally, the State requires the District to record a resolution showing those inspections have been completed. DFM Pasero stated the District has created a resolution noting our

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compliance. With that, the intent behind a resolution and SB 1205 is to make sure all departments are making prevention a focus while looking at occupancies, which include some of the highest risk when it comes to fire emergencies. Due to Covid-19 these past two years, there has been a lull in many of these inspections for other agencies; however, Kentfield Fire District has continued to complete them. That type of engagement is important for the community, as well as making sure we can identify life safety issues not only for the kids in the schools, but also in the apartments where we have semi-transient people moving in and out of apartments. DFM Pasero explained the importance of protecting our firefighters who show up to these occupancies for medical calls or other emergencies. These inspections identify maintenance of access, egress, fire protection and life safety features in these occupancies. Deputy Fire Marshal Pasero asked if there are any questions. There was none.

M/S Gerbsman/Evergettis to approve **Resolution 7-2022**, a resolution of the Board of Directors of the Kentfield Fire Protection District Acknowledging Receipt of a Report Made by the Fire Chief of the Kentfield Fire Protection District regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye
Ayes: 4; Noes: 0; Absent: 1
Motion passes

- b. **Request for Lease of Office Space at 907 Sir Francis Drake Blvd** – With the need to provide a working location for the Defensible Space program, Chief Pomi reached out to the owners of the building at 907 Sir Francis Drake Blvd to discuss the possibility of renting a small office space. This so happens to be the same office space leased during the station’s remodel back in the early 2000’s. Due to Covid-19 and classes being remote, the College of Marin allowed the Dspace program to be held on their campus. However, now that classes are back to in-person instruction, the need to find another place for the program has arisen. Kentfield Fire District received a certificate of liability insurance from our insurance company and legal counsel has supported the lease. Chief Pomi reported that he was able to secure a six-month lease for a minimal cost of \$630 a month. The budget for some of the funds had gone to the MWPA as part of the local and core request; it was granted. KFD has a good partnership with the MWPA and appreciates the help. Chief Pomi asked the Board if there were any questions. There was none.

M/S Gerbsman/ Evergettis to approve the request for Lease of Office Space at 907 Sir Francis Drake Blvd.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye
Ayes: 4; Noes: 0; Absent: 1
Motion passes

- c. **November 2022 District Candidate Elections** - Chief Pomi announced Kentfield Fire District will have three, four-year term positions up for election this year in November. Resolution 8-2022 acknowledges the positions up for election and requests the election be consolidated with Marin County election. The District Boundary Confirmation Request form that is included verifies the District boundaries. Since they have not changed, Chief Pomi will be approving and signing the form. The Elected Officials and Term of Office document reveals Director Evergettis, Director Gerbsman, and Director Naso are up for re-election. In July, candidates can submit their paperwork if they wish to run again. Chief Pomi asked if there were any questions. There was none.

M/S Gerbsman/Evergettis to approve Resolution 8-2022 of the Kentfield Fire District Board of Directors 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.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Absent; Naso-Aye
Ayes: 4; Noes: 0; Absent: 1
Motion passes

- d. **KAPF Labor Contract and KFD Staff Agreements** –The Kentfield Association of Professional Firefighters and their two-year MOU contract was approved by the Board last year during negotiations. Chief Pomi stated the KAPF will be entering into the second year of that contract in July. Presented in this month’s Board packet is the FY 22/23 appendix for the MOU salary increases; 2% increase for Classic

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members and 3% for PEPRA members. Each administrative staff member has their own individual contract with the District and they usually mirror the MOU percentage increase. Chief Pomi presented the Board with the option to go into a closed session to discuss the 2022/23 base salary adjustments. The Board did not feel the need to go into a close session.

M/S Gerbsman/Evergettis to approve the KAPF and Staff Contract Agreements FY 22/23.

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

- e. **Preliminary Budget Fiscal Year 2022/23** – Chief Pomi reference the proposed preliminary 2022/23 Budget provided in the Board packet and presented the following highlights:

REVENUE

9001/Property Tax Current Secured – The District's main source of income; the County of Marin Department of Finance is projecting a 4-5% increase, which is the variance of \$263,596.92.

9007/Special Assessment-Measure G – The District has not received the information from the County of Marin yet. Anticipating .07¢, which is the same amount per square foot as years prior.

9008/MWPA Property Tax Measure C – This is the wildland tax that was passed a couple years ago. After some refining, our revenue is projected to be an additional \$22,000.

9046/Excess ERAF – Money the County yields for schools and once properly funded, they provide the District with a refund of monies in surplus. Reflects a category increase of \$13k; from \$260,000 to \$273,000.

9905/AT&T Lease Agreement – Reflects a 3% COLA increase.

9910/T-Mobile Lease Agreement – Reflects a 3% COLA increase.

9920/Marin General Hospital Contract – Reflects a 3% COLA increase.

Total revenue projected to increase to \$7,218,724.18 for the year.

PERSONNEL

1030/Overtime – With out of county assignments this can always change. Category increase in \$10,521 for use of vacation and comp time to be taken.

1050/Salaries/Safety – Reflects a salary increase of \$42,933 for all KFD staff; a total budget of \$1,760,273.

1515/Health Insurance – Budgeted at \$727,081 which is estimated 8.5% increase from last year. This includes the District's share for the retirees' health care premium costs.

1520/Incentives – Increase of \$15,271. This category is used to pay staff who have met certain education requirements. This year, three of the firefighters have reached the rank position of engineer where an education incentive is attained.

1530/PERS Retirement – Reflects an increase of \$72,250 per the MOU.

Total Personnel costs will increase \$225,677; from \$5,221,872 to \$5,447,549.

SERVICES & SUPPLY

2050/Auto and Equipment Repairs – Adding an additional \$15k to this category. Projecting costs for out of county assignments and for the new Type III Fire Engine.

2080/Insurance-Workers Comp – Increase of \$18k; based on the overtime calculation in payroll.

2135/Gas and Oil – Increase in category of \$9,306. This is due to current market prices of gasoline and diesel.

Total Services & Supply projected at a \$68,405 increase; from \$1,004,381 to \$ 1,072,786.

DEBT SERVICES

3110/Fire Station Renovation-Principal – At \$296,701; reflecting an increase of \$9,836. With only three payments left, the final payment on this loan will be due December 30, 2023.

3120/Fire Station Renovation Interest – Decreased \$9,836; from \$22,596 to \$12,760.

3130/Solar Debt Service – \$0; Retired debt service as this was paid off in December 2020.

Total Debt Services at \$309,461; same as last year.

CAPITAL OUTLAY

4015/Fire Equipment – Increased \$35,000 for equipment needed to purchase for the Type III.

4041/PPE – Reduced by \$2,000; new gear was purchased this past year fiscal year so the funds aren't necessarily needed in this category.

4055/MERA BOND – Retired; reduced by \$14,406.

4070/Apparatus Replacement – Increase of \$305,000. This will be the remaining payment due for the Type III Fire Engine, upon delivery.

Total Capital Outlay at \$679,326; an increase of \$347,500 from last year.

Reserve Allocations total \$6,670,203 in assigned funds.

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BUDGET ANALYSIS

Total Revenue is increasing \$316,348.14 at \$7.2 Million

Total Personnel is increasing \$225,677 at \$5.4 Million

Total Services & Supply is increasing \$68,405 at \$1 Million.

Total Debt Service is at \$0.

Total Capital Outlay is increasing by \$347,500 at \$679,326.

The projected fund balance for fiscal year 2022/23 will be \$14,602.18 to the positive.

M/S Evergettis/Gerbsman to approve the preliminary budget for FY 2022/23

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

CHIEF'S REPORT:

a. **Thank you** – Chief Pomi thanked everyone for the well wishes, help and support while he navigates through the process of healing his leg injury.

b. **Seasonal Firefighter Program 2022** – The District is preparing for this year's fire season and bringing on three new seasonal firefighters. They will start on May 18th, 2022. Each seasonal will be assigned to a shift after they have completed a two-week academy.

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

Director Evergettis – The MWPA approved an evacuation study for Sonoma Technology for \$1,025,253. A discussion between Director Evergettis, Deputy Fire Marshal Pasero and Chief Pomi took place regarding this study. Director Evergettis felt everyone seemed to agree it was a good idea, so he gave the Board his blessing. Out of the seventeen MWPA Director's, only one of them voted against the study. In the event of a major evacuation, there will be options soon to come.

Director Naso – Provided an update on MERA; He, along Chief Pomi attended the MERA meeting today as well as the meeting last month. Director Naso feels they have a great radio department but are working on borrowed time due to lack of obtaining parts. Motorola is not providing any more parts for the system and the county radio department is trying to find what they can just in case there is an emergency. MERA is moving forward, but not as fast as originally planned.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Naso/Gerbsman to approve March warrant 805304224 to and including 805304268 for \$363,541.89

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

M/S Evergettis/Gerbsman to approve April warrant 805304269 to and including 805304314 for \$419,909.74

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

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

Ayes: 4; Noes: 0; Absent: 1

NEXT MEETING: The next regular meeting will be held on June 8, 2022.

ADDITIONAL ACTIONS: Chairman Naso asked for a moment of silence to pray that all first responders are kept safe during this upcoming fire season.

ADJOURNMENT: M/S Gerbsman/Evergettis to adjourn this meeting at 7:27 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary