

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

MEETING TYPE: Regular – Virtual Meeting via Teleconference

DATE: Wednesday, January 11, 2023

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

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

VOTE TO CONTINUE VIRTUAL MEETINGS AB 361 – Chief Pomi suggested the Board approve Resolution 1-2023 which allows Kentfield Fire Protection District to conduct meetings via zoom under the emergency order from the Governor.

M/S Gerbsman/Corbet to approve **Resolution 1-2023**, a resolution of the Board of Directors of the Kentfield Fire Protection District reconsidering the circumstances of the COVID-19 State of Emergency and making findings in connection therewith to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(E) authorizing remote teleconference meetings of the legislative bodies of the Kentfield Fire Protection District for the period January 11, 2023 – February 08, 2023.

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
Motion passes

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Corbet to approve the minutes of December 14, 2022.

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

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. **Year-End 2022 KFD Training Review Presentation** – Battalion Chief Glenn provided a presentation on the trainings that took place this past year. Referring to the *Annual Training Report*, he reported there were overall 3,040 training hours, which was an increase from the year prior. The Emergency Medical Services (EMS) training totaled 253 hours and Driver's training was 13 hours per person. BC Glenn explained 328 hours were completed through Independent/Outside training. These are classes taken from outside instructors. An example of this being Company Officers 2D & 2E, which are classes to become Captains. Some employees took Wildland Ops S270 or a AH330 Strike Team/Task Force Leader class. One employee completed the Chief Officer courses to further advance in his task book. Emergency Medical Services training is a big part of a firefighter's professional career and is performed every month. Company training consists of the engine company training amongst themselves, while Battalion Drills include the entire fleet of Central Marin and Kentfield. Courses such as Ethics trainings are mandatory and fulfilled through a program called Vector Solutions. Taught by an expert at Marin County Fire, 360 Rescue training involves both rope rescue and bailout training. Bailout training is taught in the unfortunate event that something bad happens during a fire; Firefighters need to know how to get out of a building. Wildland Fire Safety Training Annual Refresher RT 130 must be done every year to go out of county. Under the Special Operations category, there was USAR/Water Rescue, Investigation Team, and a Hazardous Materials Team training. County-Wide training is taught by Training Officers in Marin County and consists of wildland and hazardous material drills. Truck training was also a new addition this past year, where four trucks in the County train together every month. BC Glenn explained a lot of these trainings are redundant every year but are very much part of having a career in the fire industry. He is committed to making trainings interesting all while keeping the crews up to speed in the training program. Chairman Evergettis praised BC Glenn on his impressive training program and thanked him. He asked if there were any questions. None were asked.
Chief Pomi thanked BC Glenn for all his work and efforts. BC Glenn serves as the training officer not only for Kentfield Fire but for Central Marin Fire as well. He is also a member of the Marin County Training Officers team. That said, BC Glenn does a tremendous amount of training for the County and is very well respected.

UNFINISHED BUSINESS: None

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NEW BUSINESS:

- a. **County of Marin 22/23 Annual Statement of Investment Policy** – Kentfield Fire District's general checking account is banked with the County of Marin Treasurer's office and is pooled with other Marin County agencies. Each year, the County of Marin prepares a Statement of Investment Policy which becomes the District's investment policy upon Board adoption. The 2022/23 Annual Statement Investment Policy was approved on December 13th, 2022 by the Marin County Board of Supervisors along the County Treasury Oversight Committee. Chief Pomi requested Board approval.

M/S Gerbsman/Naso to approve the County of Marin 22/23 Annual Statement of Investment Policy

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

Motion passes

- b. **F/Y 2022/23 Mid-Year Budget Review Presentation** – Accountant Hom explained the Mid-Year Review offers a good opportunity to assess where the District is halfway through the fiscal year. He referenced the *Profit & Loss Budget vs. Actual* report provided in the Board packet and presented the following budget highlights for July 1, 2022 through December 31, 2022.

District Revenues:

Category 9001/Property Tax Secured – In December, the District received the first property tax installment of \$3,080,422.11, which is roughly 55% of the budget. The County will distribute 40% of the budget in April, and the remaining 5% in June.

Category 9007/Special Assessment Tax – The Board approved \$.07 per square foot; the District received about \$304k in December which is also about 55% of the budget.

Category 9008/MWPA Property Tax Measure C – Budget remains at 0% until the District receives a check from the MWPA.

Category 9046/Excess ERAF – In December, the District received about \$241k which is about 88% of the entire year's budget.

Total Revenues as of December 2022 was about \$4.2 million; 58% of the annual budget amount.

District Expenses

Salary & Benefits:

Category 1030/Overtime – About \$327k in overtime cost has been paid out and the annual budget is \$446k. Roughly 74% of the budget has been absorbed due to the past fire season.

Category 1050/Safety-Regular Pay – Spent \$800K which is 46% of budget.

Category 1530/Retire Employer – The District paid the unfunded liability in a one-lump sum payment in the beginning of this fiscal year. 72% of the budget has been consumed; about \$853k spent.

Category 1560/OPEB – The District makes quarterly contributions of \$35,700 into the CERBT Trust. Two payments have been made this fiscal year and two payments remain which is 50% of the budget.

Category 1565/Retirement Prefunding Contribution – Monthly contributions of \$18,750 are paid to a CalPERS CEPPT Trust. Budgeted at \$225k and contributed \$112,500k; spent 50% of the budget.

Total Salaries & Employee Benefits – Roughly \$2.8 million expended; 52% of annual budget.

Services & Supplies:

Total Services & Supplies as of December 2022 is \$486k; only 45% of the budget spent.

Capital Outlay:

Category 4070/C/O Apparatus Replacement – The District is anticipating the Type III Fire Engine will be completely built by the end of this fiscal year. Monies from this budget will pay for the Engine; budget is set at \$405k and has not been spent.

Total Capital Outlay as of December 2022 is about \$63k; 9.3% of the annual budget.

Debt Service: Spent about \$154k which is exactly 50% of the annual budget. *Categories 3110/ Debt Service-Principal* and *3120/ Debt Service-Interest* will be paid off in the fall of 2023. There is just a short time left until the station renovation debt is completely paid off. Once the debt service is paid off, it will no longer be on the financial report.

Total Expenses as of December 2022 is about \$3.5 million which is roughly 47% of the annual budget.

Accountant Hom reported that at of the end of December, the *Net Income* budget had a surplus of \$779k which is excellent for a Mid-Year Report. Halfway through the fiscal year, this is a good time for the Board to review where the District stands financially. As next year's budget is constructed, there will be an opportunity to reallocate fund balances based upon the priorities and the needs of the District.

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Accountant Hom asked if there were any questions. None were asked.

The Board thanked Accountant Hom for his wonderful presentation.

M/S Gerbsman/Murray to approve the F/Y 2022/23 Mid-Year Budget Review Presentation

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

Motion passes

CHIEF'S REPORT:

- a. **BOD March Meeting** – The Board of Directors meeting in March will be back in-person here at the firehouse. Every precaution possible will be taken to ensure the community, Board members and staff are safe and healthy.
- b. **Seasonal Firefighter Recruitment** – The District is preparing for the recruitment of seasonal firefighters for the fire season of 2023.
- c. **Building maintenance and projects** – The firehouse has been completely painted. The front roll-up doors have been polished and prepped. Engineer Bridges is currently working on new lettering which will go above the apparatus bay doors.
- d. **Acting Captain Assessment** – The acting captain assessment was completed in December. There were two qualified engineers that went through the process and both passed. Pleased to announce Brian Bridges and Mitch Neve have been successful in the process. They are currently working on additional requirements and paperwork. Engineer Bridges is currently in the Acting Captain role and once the additional paperwork is completed, Engineer Neve will serve in that position as well. They can fill the role for the length of the list which is two years.
- e. **Sandbag Location** – In partnership with the College of Marin, the Fire District has moved the sandbag location to Lot 2 which is the parking lot between Maple and Elm. The sandbag flyers, KFD website, and County website have all been updated. The College of Marin has been an outstanding partner. They also allow the community to park vehicles in Lot 16 or Lot 2 during the storms when there is the potential for flooding.
- f. **Storm** – There have been some significant atmospheric river type storms in Marin over the last 7-10 days. Kentfield Fire participated in two different USAR/ Water Rescue team pre-deployments. Two members joined the USAR team and four members joined the Water Rescue team for a total of six members prepositioned. Water teams were preposition here at Station 17 with leader Battalion Chief Glenn. Captain Viau, Engineer McKnight, and Engineer Bridges were also amongst the team members. Engineer Neve and Firefighter Gutierrez represented on the USAR team. There was one deployment to Stinson Beach where they assisted with flooding. The emergency calls during these storms more than doubled, while the emergency shelter in San Rafael housed up to 23 people during some of the storm events. 104-mph gusts of wind were recorded in Point Reyes and a 90-mph gust was recorded at platform bridge. The Inverness and Point Reyes areas experienced a lot of downed trees and lines with power outages. There was a 15-hour power outage within our District's community; it was the power feed in San Rafael. Two more storms are in the forecast and Marin reservoirs are currently full, spilling out at 100% capacity.

DIRECTOR MATTERS:

Director Evergettis – Reported on the last MWPA meeting. Attendees joined via zoom and some joined in person.

CORRESPONDENCE: Were reviewed.

DISTRICT OPERATIONS: December Incident Logs and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve December warrant 805304700 to and including 805304740 for \$265,979.88

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

Motion passes

NEXT MEETING: The next regular meeting will be held on February 8, 2023.

CLOSED SESSION: None

CONFERENCE WITH LEGAL COUNSEL – Initiation of litigation pursuant to Government Code §54956.9(d)(4).

CONFERENCE – to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee. Government Code § 54957 (b)(1).

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ADDITIONAL ACTIONS: Director Evergettis asked for a moment of silence.

ADJOURNMENT: M/S Evergettis/Corbet to adjourn this meeting at 7:07p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary