

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

MEETING TYPE: Regular

DATE: Wednesday, November 8, 2023

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

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

APPROVAL OF PRIOR MONTH'S MINUTES:

M/S Naso/Corbet to approve the minutes of September 13, 2023.

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

Ayes: 3; Noes: 0; Absent: 2

Motion passes

M/S Naso/Corbet to approve the minutes of October 2, 2023.

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

Ayes: 3; Noes: 0; Absent: 2

Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. ***KFD Fuel Reduction Projects 2023*** – Included in this month's Board packet is the 2023 KFD Fuel Reduction Project report which includes a summary of the nine projects completed in the months of September and October. Project locations included intersections on Goodhill Road including Buckeye, Rock Road, Spring Road, Crown Road and Woodland Road, the Crown/Phoenix fire road, the 300 block of Crown Road to Coronet, Upland and Crown, Idlewood and Crown. Deputy Fire Marshal Pasero reported the Kentfield Fire Protection District was able to serve about 5 acres of defensible space over a three-week period, removing hazardous roadside vegetation throughout the Kent Woodlands. This year's focus was on evacuation routes. The work included increasing vehicular vision at intersections and clearing a lot of the overgrown hazardous vegetation from the wet winter. It was a productive year for fuel reduction projects and DFM Pasero noted there are a few other projects still in progress. He reminded the Board that the major funding for these fuel reduction projects is provided by local mitigation funds which are received from the MWPA through the Measure C tax measure. In the review of the before and after pictures of the report, the amount of work completed shown is substantial. This year, there was really good feedback from the Kent Woodlands community and the Kent Woodlands Property Owners Association. These groups were especially complementary of the highly visible projects on Goodhill at Spring Road, at Rock Road, and up on the Crown/Phoenix fire road. DFM Pasero felt it was one of the best years as far as success measured by fuel volume removed and the increased interaction with the community. This was especially noted on the fire road, as it is so heavily traveled and utilized by the public daily. DFM Pasero's goal is to continue to make these projects happen on an annual basis. He asked if there were any questions. None were asked. The Board thanked DFM Pasero for his work.

UNFINISHED BUSINESS:

- a. ***KFD Staff Agreements FY23/24*** – Chairman Evergettis requested this item be on the agenda for discussion. He felt it was only fair the District administrative staff receive the equivalent raise as the KAPF employees for this current fiscal year. The administrative staff includes Fire Chief Pomi, Deputy Fire Marshal Pasero, and Administrative Assistant Wilson. The administrative staff received a 3% raise this fiscal year and will receive an additional 1% to correspond to the KAPF MOU agreement. The revised administrative agreements will supersede the previous agreements.

M/S Evergettis/Naso to approve an additional 1% raise for the administrative staff

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

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

Ayes: 3; Noes: 0; Absent: 2

Motion passes

NEW BUSINESS:

- a. ***Contract with the Marin County Fire Department for Dispatch Services*** – The Board packet included information regarding a new contract for dispatch services with the Marin County Fire Department (MCFD). Chief Pomi also included a staff report and the Letter of Intent requesting Marin County Fire as the agency to provide dispatch services for the Kentfield Fire District, which was approved December 14,

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2022. The actual agreement has been finalized and would unite the District as a member of the new dispatch center. Chief Pomi provided a PowerPoint presentation on how the dispatch center would operate, including the enhancements, the facility, the governance, staffing, timeline, and cost sharing for each agency. Creating and designing a dispatch center for the Marin County Fire Agencies provides an opportunity to observe where all the fire trucks and ambulances are moving around the County. Chief Pomi explained when a call comes in, the CAD system can use GPS to determine which fire engine is closest to the incident to ensure immediate services. A fire captain will be in the dispatch center 24/7, making management decisions on move ups, on assignments for out of county, or mutual aid, etc. The technology and analytics will be available to run reports on real-time data, which will help improve reflex times the Office of Emergency Management (OEM) for alert and warning integration. The on-duty OEM officer will be available for floods, fires, siren activations, messaging, and any emergencies for alerting. The OEM office also has a Public Information Officer (PIO) to release immediate news and information. Chief Pomi stated there are many important enhancements to be excited about.

Originally the dispatch center was going to be in the same room as the Marin County Sheriff's Office at 1600 Los Gamos, however due to DOJ requirements, compliance, spacing, and technology needs, the facility will be across the hall instead. This is an existing county building built with the essential standards, a backup generator, server room, HVAC, computer aid and dispatch (CAD) software. The governance will be provided by Marin County Fire, however Chief Weber wanted to set up an executive committee to review the annual budgets, perform year-end true ups on cost, work on goals, and future needs. This would consist of a four-person committee: one fire chief to represent the Fire District, one fire chief who represents the City or Town, one at-large member, and the MCFD Fire Chief. There will be a standards committee for operational review. Every fire agency currently is putting forth a member to develop the templates on what the dispatch protocols will look like.

The new dispatch center is based on a twenty-person staffing model, which is based upon the industry standard. The staffing on each shift would involve a fire captain, a dispatch supervisor, and four dispatchers on duty. Chief Pomi said with the approval from all the Fire Agencies in this contract, the process of CAD reconfiguration, recruitment, and announcements would begin. The construction bid evaluations would also take place this month and be awarded in December of 2023. In March of 2024, the IT equipment will be installed, and dispatcher training will begin. Chief Pomi reported the go-live date is July 1, 2024, and a tremendous amount of work has already been accomplished. The Marin County Sheriff Office has been very gracious in providing dispatch services to all Fire Agencies this fiscal year. The annual operating costs are split; 24% of the annual operating cost will be covered by Marin County Fire (MCFD) and 76% will be covered by the other seven Fire Agencies (San Rafael, Ross Valley, Kentfield, Central Marin, Southern Marin, Novato and Tiburon). This percentage was based upon a base blend of incidents and population. Kentfield Fire District's operating cost percentage is 2.31%, which means the District is required to fund 2.31% of the of the total cost. KFD's cost per year is going to be about \$132,278 and includes a 3.5% admin fee. Currently there is a 5% admin fee paid to the Sheriff's Office with a total cost of about \$98k. The District will incur a \$34,000 increase per year, but with all the new enhancements, it will be worth the value. For the entire project build, there is a one-time payment option of \$154,384, or an option of paying \$11,923 over a 15-year loan term with the County with a 2% interest rate. The one-time payment offers \$24,000 in savings. Chief Pomi stated the payment option can be decided at a later date. The seven Fire Agencies are splitting the \$3.8m, while MCFD is paying \$1.2m for the total annual cost of the service; about \$5 million a year.

This is a summary of the new dispatch communications service with Marin County Fire. Chief Pomi explained the contract is 20 pages and has been reviewed by county council, every city or JPA's attorney, and every agency is comfortable moving forward this version of the agreement. The length of the agreement is perpetual and reoccurring, but you could go through a voluntary withdrawal if need be. Chief Pomi asked if there were any additional questions. There was none. He recommended the Board approve the agreement for 911 emergency communication of dispatch services.

M/S Naso/Corbet to approve the contract with Marin County Fire Department for Dispatch Services

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Absent; Naso-Aye
Ayes: 3; Noes: 0; Absent: 2
Motion passes

- b. **Election of 2024 Board of Director Officers** – The Board manual states officers shall serve a one-year term and a member may hold any position on the Board. Chief Pomi explained if the Board chose the traditional approach, the officer slate for 2024 would be: Director Corbet as the Board Chairman, Director Murray as the Board Vice-Chairman, and Director Gerbsman would serve as Board Secretary. Chief Pomi requested nominations and votes for each of the positions.

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M/S Naso/Corbet to approve and accept the slated election of 2024 Board of Director Officers

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Absent; Naso-Aye
Ayes: 3; Noes: 0; Absent: 2
Motion passes

DIRECTOR MATTERS:

Director Naso – Attended the last MERA meeting with Chief Pomi and reported the organization is making progress. More information was provided, and cost is a factor; there are Motorola radios still to be paid for. Chief Pomi explained MERA has planned to be completed and into the new system in 12-14 months. There is construction going on at all sites throughout the County. These county-wide sites include fire, law, and EMS. Red Cloud is installing new controllers in all the fire stations for station alerting. They're putting together the final radio order to the Department of Public Works (DPW) and the radios that have been ordered are being put together.

Director Evergettis – Attended the last MWPA meeting in October. He also went for an onsite visit for the Novato fire break and was very impressed with the work that is taking place for the 5-year project. There has been some great progress made.

CORRESPONDENCE: Were reviewed.

DISTRICT OPERATIONS: September and October Incident Logs and Overtime Reports were reviewed.

APPROVAL OF WARRANTS:

M/S Naso/Corbet to approve September warrant 805305174 to and including 805305207 for \$377,011.56

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Absent; Naso-Aye
Ayes: 3; Noes: 0; Absent: 2
Motion passes

M/S Corbet/Naso to approve October warrant 805305208 to and including 805305231 for \$324,547.35

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Absent; Naso-Aye
Ayes: 3; Noes: 0; Absent: 2
Motion passes

NEXT MEETING: The next regular meeting will be held on December 13, 2023.

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

ADJOURNMENT: M/S Evergettis/Naso to adjourn this meeting at 7:24 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary