

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

**MEETING TYPE:** Regular – Virtual Meeting via Zoom and Teleconference

**DATE:** Wednesday, February 8, 2023

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

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

**VOTE TO CONTINUE VIRTUAL MEETINGS AB 361** – Resolution 2-2023 allows Kentfield Fire District to continue to hold Board meetings remotely. As of February 28, 2023, the Emergency Declaration for the State of California will be resolved and no longer extended. Chief Pomi stated in March, the District will return to in-person meetings at the firehouse. It will be a hybrid-type meeting where the public and staff can access the meeting remotely however any board member who wishes to attend via zoom will have to post their meeting location as a publicly accessible meeting area on the agenda. Chief Pomi requested Board approval to continue with zoom for the remainder of the month.

M/S Gerbsman/Naso to approve **Resolution 2-2023**, 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 February 08, 2023 – February 28, 2023.

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

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

**APPROVAL OF PRIOR MONTH'S MINUTES:** M/S Murray/Gerbsman to approve the minutes of January 11, 2023.

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

**ORAL COMMUNICATION:** None

**AGENDA ADJUSTMENTS:** None

**SPECIAL ANNOUNCEMENTS/PRESENTATIONS:**

- a. **2022 KFD Fire Prevention Presentation** – Deputy Fire Marshal Pasero provided a PowerPoint presentation on Kentfield's Fire Prevention Division for 2022. The Board packet also consisted of a *Fire Prevention Annual Report 2022*, and a summary of the 2022 fire prevention year in review. Kentfield Fire Protection District's mission statement states, "The Kentfield Fire Protection District exists to care for, protect, and serve our communities". The District believes the community is the reason for its existence. DFM Pasero explained the programs and services haven't changed much from years prior. There is a well-defined program in fire prevention consisting of: construction projects, defensible space projects, fire investigations, fuel reduction programs, state mandated occupancy inspections, firefighter education, and working with MMWD to maintain water systems. Kentfield Fire professionally participates not only in the County of Marin but throughout the entire Bay Area and State in many different programs. The year of 2022 proved to be a good year for fire protection reviews and inspections. In 2022, the alternate energy systems have all been categorized into one (including photovoltaic roof systems (PV), energy storage systems, and generator systems). Installations for generators and PV (solar systems) has slowed this past year. Most of the market share is focused on battery backup systems which continues to evolve as people are trying to find other sources of power during PG&E power safety shutdowns. As far as building construction goes, the District is experiencing good workflow within the jurisdiction; seeing bigger projects rather than the small one-off projects.

Kentfield Fire continues to support the regional defensible space program which is shared amongst Central Marin Fire, Marin County Fire, and Ross Valley. The MWPA is broken out into five zones and there is a substantial number of inspections and re-inspections being completed by our shared program. In 2022, defensible space re-inspections were introduced and it showed tremendous value. Regarding the local defensible space program, the District hired Gary Musante as a local central zone specific inspector. Over 104,000 correctable items were identified by the dspace program during the course of the summer inspections. Gary Musante did 694 inspections in the zone, 315 of those in Kentfield alone. The District issued 21 resident defensible space and home hardening grants through the MWPA grant program. DFM Pasero is responsible for reviewing those requests and expects that number to double in 2023. Roughly \$20,000 was granted to the community who requested funding for projects like home hardening and defensible space work they completed. There are expected to be big changes to this MWPA program in 2023 including more community outreach and dollars available.

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

The chipper program had another great season with the equivalent of 283 pickup trucks worth of fuel debris removed from 193 resident homes. The chipper program enables people to do heavy fuel modifications on their property without having to take a trip to the dumps on their own. The program has been easy for people to utilize, and it's been successful.

As part of the combined Marin County Fire Investigation Team, DFM Pasero completed 10 investigations for neighboring agencies. He spent over 40 hours helping other agencies investigate the origin and cause of fires within their jurisdictions. This provides a good opportunity to keep skills sharp while helping neighboring agencies. There were no large scale or suspicious fires requiring investigation in Kentfield Fire's district in 2022, which is great news.

DFM Pasero spends a lot of time identifying projects that will provide the best benefit for the community and where defensible space funding should be spent. The biggest project was completing the pine tree removals adjacent to Sir Francis Drake Boulevard. There was a tremendous risk for downfall onto the roadway which would impact evacuation egress, emergency access and emergency response times in the area.

The State of California requires the inspection of hotels, motels, apartments, hospitals, schools, and jails. The District completed a total of 32 state mandated occupancy inspections. DFM Pasero explained annual inspections continue to be very helpful for the District's relationship with property owners, schools, and the hospital.

Regarding the District's seasonal hydrant maintenance program, 112 hydrants received maintenance this year and 4 were replaced. Seasonal firefighters Cameron Hill and Gavin Dow performed duties such as inspecting, lubricating, and painting the hydrants. DFM Pasero recognized Captain Garcia, who does a great job training the seasonals how to replace hydrant bodies. This is a productive, labor-intensive task that ensures reliable hydrants in the District's neighborhoods.

In 2022, the total number of individual actions in support of providing fire prevention and life safety activities within the Kentfield Fire District jurisdiction was 3,406. DFM Pasero asked if there were any questions. Director Murray expressed how impressed he was and felt Kentfield's fire prevention division really improved the past few years. The Board thanked DFM Pasero for his presentation and hard work.

**UNFINISHED BUSINESS:**

- a. **Statement of Economic Interest/Form 700** – Board members, designated employees, and consultants must file an Annual Form 700 Statement of Economic Interests covering calendar year 2022. These forms are due to the County of Marin Elections Department by April 1, 2023. Administrative Assistant Wilson has prepared and updated the forms with reference materials. Chief Pomi announced these are available for each filer to review and sign at the District office.

**NEW BUSINESS:**

- a. **MERA-Member Agency Representative and Alternate** – Kentfield Fire District is 1 of the 25 member agencies who govern the Marin Emergency Radio Authority (MERA). Chief Pomi was appointed as the Representative to the MERA Board in 2016, and Director Naso was appointed as the Alternate in 2009. Both Director Naso and Chief Pomi attend the monthly MERA meetings. MERA would like to update their records and in doing so, they published a document called *Notification of Appointment of Member Agency Representative and Alternate(s) of the Marin Emergency Radio Authority (MERA)*. Through this document, MERA is asking all member agencies to review, approve, and submit the form. Chief Pomi requested Board approval.

M/S Murray/Gerbsman to approve the Notification of Appointment of Member Agency Representative and Alternate(s) of the Marin Emergency Radio Authority (MERA)

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

- b. **Independent Auditor Three-Year Extension Proposal** – Maze and Associates has been serving as the District's independent auditor for several years. The District just completed a three-year term with them which covered fiscal year endings June 30, 2020, 2021, and 2022. Chief Pomi stated there is the ability to extend a contract. The Government Code allows Kentfield Fire District to continue to use Maze & Associates if the audit partners are rotated; Vikki C. Rodriguez will be the new auditor. The proposal explains Maze & Associates will produce the Basic Financial Statements and the Memorandum of Internal Controls for fiscal years ending June 30, 2023, 2024, and 2025. Chief Pomi requested the Board approve the proposal of a three-year contract extension.

M/S Gerbsman/Naso to approve the Independent Auditor Three-Year Extension Proposal

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

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

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

- c. **Assigned and Unassigned Fund Balances Ending F/Y 21-22** – During the FY 21-22 audit, Maze & Associates identified Kentfield Fire District had \$ 3,293,414 in unassigned funds as of June 30, 2022. Assigning funds to a specific account is merely for the District's planning purposes. Chief Pomi referenced the *Recommendations for Consideration* worksheet provided in the Board packet and suggested the following re-allocations:

*Category 6910/Apparatus Replacement* – Allocate \$600k into this account for a total of \$2,220,572. This is for future planning, should there be the need to replace the truck, engine, a unit or a piece of apparatus.

*Category 6915/Building Replacement/Renovation* – Requesting to allocate \$490,270 into this category with \$290,270 of that amount transferring from Category 6975/Debt Service Sinking Fund. With only 1 payment remaining of \$154,730, the need to have debt sinking services will become obsolete soon. This fund balance will go from \$947,899 to \$1,438,169.

*Category 6920/Compensation Absences* – The requested amount to move to this account is \$40k; increasing the fund balance from \$280,973 to \$320,973. In the event that the District needs to pay an employee out for time off such as vacation, sick, or comp time, etc.

*Category 6940/PERS Unfunded Liability* – Allocate \$10k; increasing the account from \$1,180,490 to \$1,190,490. There is a current policy in place that states the District will have one years' worth of the PERS unfunded liability. Increasing the account will satisfy the policy.

*Category 6950/General Insurance Deductible* – Due to increases in insurance premiums, requesting an additional \$20k to this category; increasing the fund balance from \$30,000 to \$50,000. Increases in the general liability insurance were somewhere between 20% to 27% over the past year. For stability purposes, the District needs to make sure there is enough funds in this account.

*Category 6955/Health Insurance Premium Reserve* – Requesting to add an additional \$25k; increasing the fund balance to \$50k due to insurance premium increases.

*Category 6970/Heavy Rescue Equipment* – Allocate \$50k to this account to replace any equipment that becomes obsolete or worn down; increasing the fund balance from \$180,000 to \$230,000.

*Category 6980/Health and Wellness* – Proposing this as a new category as both physical and mental health are very important. Setting aside \$100k gives the District the ability to provide support to any of our employees, whether it is for mental health or a special type of program.

Chief Pomi summarized his requested totals; Re-allocation funds of \$1,045,000, with a Total Assigned Fund Balance equal to \$7,715,203. He asked if there were any questions or additional comments.

M/S Murray/Gerbsman to approve the Assigned and Unassigned Fund Balances Ending FY 21-22 with the one amendment to line item #6910 to reflect \$2,220,572.

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

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

**CHIEF'S REPORT:**

- a. **Seasonal Firefighter Recruitment** – The recruitment of seasonal firefighters for fire season 2023 is now open. KFD is hoping to hire some seasonals this spring to help staff the engines during the summer.
- b. **Donated Rescue Equipment** – Some of the station's older rescue equipment has been donated to Bolinas Fire Protection District. It's great to see good equipment being used by smaller agencies that might not have the ability to purchase new equipment. Such items included a couple of ropes and a few hardware pieces of equipment.
- c. **Renew General Insurance Liability** – The past few weeks, Chief Pomi had the ability to review the District's general insurance liability. He was able to enter in all the new data required and anticipates the quotes arriving soon.
- d. **Budgeting for next fiscal year** – KFD staff members have been discussing and starting the early preliminary stages of budgeting for FY 23-24. Hopefully by April or May the District can start presenting a preliminary budget to the Board of Directors.
- e. **Training/ Wellness & Fitness** – Firefighter Gutierrez was able to do a forcible entry training for Kentfield Fire and Central Marin Fire. Thanks to FF Gutierrez and BC Glenn, there has been some outstanding feedback. The staff has been maintaining their regular EMT trainings and EMS policies and procedures review. The crews have been out doing familiarization for the engine companies along with the Battalion Chiefs and the Fire Prevention individuals.

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

- f. **MWPA Correspondence** – Included in the Board packet is a letter from the MWPA in a response to the Fire and Environmental Resilience Network (FERN) group. Mark Brown and his team at the MWPA have been doing outstanding work, especially with keeping the environmentalist informed.
- g. **Prevention** – As you heard earlier in DFM Pasero's presentation, the amount of work Kentfield Fire has accomplished through the fire prevention division, is outstanding. A small agency like us with basically 2400 parcels and if there is a total of 3406 actions a year on the prevention side, that's a great metric to look at and realize we are serving our community well.
- h. **Chief Bob Mariani Crab Feed** – BC Glenn sent out an invite for the Bob Mariani Crab feed. This event will be held on Saturday, February 18th at the log cabin.

**DIRECTOR MATTERS:** None

**CORRESPONDENCE:** Were reviewed.

**DISTRICT OPERATIONS:** January Incident Logs and Overtime Reports were reviewed.

**APPROVAL OF WARRANTS:**

M/S Murray/Naso to approve January warrant 805304741 to and including 805304808 for \$763,360.76

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

**NEXT MEETING:** The next regular meeting will be held on March 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).

**ADDITIONAL ACTIONS:** Director Murray asked for a moment of silence.

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

Respectfully submitted,

Jena Wilson  
Recording Secretary