

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

MEETING TYPE: Regular

DATE: Wednesday, May 10, 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, B-Shift, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Gerbsman/Corbet to approve the minutes of April 12, 2023.

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: 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 a Closed Session at 6:34 p.m.
The Board adjourned and entered back into Open Session at 6:57 p.m.
Director Evergettis stated there was nothing to report at this time.

NEW BUSINESS:

- a. ***Reporting of Mandatory Inspections & Compliance*** – Deputy Fire Marshal Pasero explained Resolution 6-2023 is in regards to the mandatory reporting of inspections and compliance. The past few years, the District created a resolution to memorialize the completion of the state-mandated inspections. In 2018, SB 1205 was adopted to require fire agencies to memorialize the state-mandated inspections that are done each year specifically in the R2 or apartment complexes and the school buildings. This was meant as a measure to ensure fire agencies are keeping up with the state-mandated requirements for those inspections. As in the years past, the Kentfield Fire Protection District reports those inspections as completed within its boundaries. Deputy Fire Marshal Pasero reported Resolution 6-2023 will be filed and kept on record to show the completion of those state-mandated inspections for the last calendar year. Deputy Fire Marshal Pasero asked if there were any questions. There was none.

M/S Murray/Naso to approve **Resolution 6-2023**, 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-Aye; Naso-Aye
Ayes: 5; Noes: 0
Motion passes

- b. ***Type 3 Fire Engine Update and Budget Adjustment FY 2022/23*** – Chief Pomi explained a budget adjustment request for the current fiscal year. The Type III Fire Engine was ordered back in October of 2021. At that time, the Board agreed to make a down payment of \$167k with the remaining balance of \$305k to be paid upon the delivery of the engine. Due to supply chain issues and other unforeseen reasons, the Type III Fire Engine will not be completed in this current fiscal year. This fiscal year, \$305k was transferred from the District's reserve account to the active operating budget category #4070 Apparatus Replacement. Chief Pomi requested to transfer the \$305k from the active operating budget category #4070 Apparatus Replacement back into the reserves, Category #6910 Apparatus Replacement Assigned Fund balance. He explained when the auditors review the end of the year budget, it will be clean. Next month, when the final budget for fiscal year 2023/24 is presented, the District can once again reverse the transfer to prepare for the payment of the Type III Fire Engine's remaining balance. Chief Pomi reiterated this budget adjustment is only an auditing accounting change and asked if there were any questions. There were none.

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

M/S Gerbsman/Murray to approve the Capital Outlay Apparatus Replacement Fund Transfer to Apparatus Replacement Assigned Fund Balance.

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

- c. ***FY 2022/23 Overtime Budget Adjustments*** – Chief Pomi requested Board action to increase the current budget revenues category #9950 State Fires from \$220k to \$330k and category #9955 Shared Services from \$0 to \$30k. Also included in the request was to increase category #1030 Overtime expense from \$446,538 to \$586,538. Chief Pomi explained the \$140k increase in both revenue and expenses will create a net zero change in the budget and is due to the amount of overtime the District acquired this year. Detailed information was included in the Board packet to serve as supporting documentation to the offsetting line-item adjustment requests. Chief Pomi asked if there were any questions. There were none.

M/S Gerbsman/Naso to approve increasing the Revenue Adjustments to the State Fires and Shared Services Revenue Categories to Offset Overtime Expense.

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

- d. ***Preliminary Budget Fiscal Year 2023-24*** – Chief Pomi referenced the proposed preliminary 2023/24 Budget provided in the Board packet and presented the following highlights:

REVENUE

9001/Property Tax Current Secured – The District's main source of income and the County of Marin Department of Finance is projecting a 5% increase over last year. The projected revenue is about \$5,703,772.

9007/Special Assessment-Measure G – Currently this assessment is at .07¢, which is the same amount per square foot as years prior.

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.

9950/State Fires Reimbursement – Increased by \$30k; This is an estimate and will depend on the fire season ahead.

9955/Shared Services Revenue – Increased by \$25k.

Total revenue projected to be \$7,602,880 for the year.

PERSONNEL

1010/Extra Hire/Temp. FF – Reduced by \$20k; The District is not anticipating a need for this category.

1030/Overtime – Increased by about \$296k; \$742k is an actual average number for the past three years. If this category is properly funded, it will reduce the budget adjustments needed later in the fiscal year.

1050/Salaries/Safety – With negotiations still in progress, the figures presented serve as a placeholder and are not finalized.

1515/Health Insurance – This category includes costs associated with medical, dental, vision, life insurance, long-term disability, long-term care, etc.; The projected budget is \$802k.

1520/Incentives – Category for education incentives; once our Engineers reach 3 1/2 years, they become qualified for incentives.

1530/PERS Retirement – Reflects an increase of \$1.3m per the MOU agreement.

Total Personnel costs will increase by \$572k: from \$5,447,549 to \$6,019,679.

SERVICES & SUPPLY

2015/Publications and Dues – Reduced by \$2k.

2050/Auto and Equipment Repairs – Reduced by \$8,500.

2055/Building Repairs – Reduced by \$3k.

2080/Insurance-Workers Comp – Increased by \$31k; This is based on the overtime calculation in payroll.

2105/Central Dispatch – Large increase projected due to the new dispatch center being built.

2205/Fire Equipment – Reduced by \$4,720.

2210/Medical Supplies and Equipment – Reduced by \$1,100.

2310/Vehicle Allowance – Removing funds from this category; The District will be providing the Fire Chief with a vehicle.

Total Services & Supply projected at a \$96,685 increase: from \$1,072,786 to \$1,169,471.

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

DEBT SERVICES

3110/Fire Station Renovation-Principal – At \$152,144; This will be the final payment on the loan which will be due on December 30, 2023.

3120/Fire Station Renovation Interest – At \$2,586; Decreased by \$10,174.

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

Total Debt Services at \$154,730; a decrease of \$154,731 from last year.

CAPITAL OUTLAY

4005/MERA; Radios; CAD/iPads – Reduced by \$10k.

4015/Fire Equipment – Reduced by \$20k.

4050/Building Repair – Reduced by \$10k.

4075/Mapping and Planning – Reduced by \$10k.

4070/Apparatus Replacement – Increased by \$605k to prepare for the Type III Fire Engine and Utility Vehicle purchases.

Total Capital Outlay at \$822,300; an increase of \$142,974 from last year.

Reserve Allocations total \$8,020,203 in assigned funds.

BUDGET ANALYSIS

Total Revenue is increasing \$384k at \$7.6 Million.

Total Personnel is increasing \$572k at \$6 Million.

Total Services & Supply is increasing \$96k at \$1.2 Million.

Total Debt Service decreased by \$154,731 to \$154,730.

Total Capital Outlay is increasing by \$142,974 to \$822,300.

The projected fund balance for fiscal year 2023/24 will be \$70k net loss.

In order to help balance the budget, Chief Pomi proposed a few options. He suggested the possibility of further line-item budget adjustments to reduce spending, but explained expenditures are exceedingly high and the District needs the capital in order to operate. Another option would be to increase the Special Assessment - Measure G tax, which is currently assessed at \$.07 a square foot. In the life of the Special Assessment - Measure G tax, the rate has never been increased. The last proposed option, Chief Pomi stated instead of cutting line items or increasing the tax measure, the District could re-allocate funds from the reserves.

After much discussion, the Board agreed the best option would be the re-allocation of funds from reserves. Based on the discussion, Chief Pomi stated he would be prepared to present a FY 2023/24 final budget for Board approval at the next meeting.

DIRECTOR MATTERS:

Director Naso – Reported on the MERA Board meeting. Chief Pomi and Director Naso attended the most recent meeting in-person. There was an election of officers for the MERA governing Board. The President will be Tiburon Fire Chief Richard Pearce and Vice President will be Todd Cusimano, who is the City Manager of Mill Valley. Both have been voted in for another year.

Director Evergettis – Reported on the MWPA Board meeting. Novato Fire is preparing a large vegetation management project around their community. Hoping to see this kind of work in the Kentfield Fire District in the next year.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve April warrant 8053048911 to and including 805304952 for \$340,860.56

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 June 14, 2023.

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

ADJOURNMENT: M/S Gerbsman/Naso to adjourn this meeting at 7:44 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary