

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

MEETING TYPE: Regular

DATE: Wednesday, June 14, 2023

CALL TO ORDER: 6:32 p.m. by Chairman Evergettis. Director Murray led the assembly in the Pledge of Allegiance.

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Corbet to approve the minutes of May 10, 2023.

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

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: Chairman Evergettis elected to moved item New Business 8B to Unfinished Business since they are both closed sessions.

UNFINISHED BUSINESS:

- a. ***KAPF Labor Contract Negotiation Process – Negotiation Process
New Business Item 8b. KFD Staff Contract Agreements FY 23/24***

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 6:35 p.m.

The Board adjourned and entered back into Open Session at 7:15 p.m.

Director Evergettis stated there was nothing to report at this time regarding the KAPF Labor Negotiations.

Director Evergettis stated the staff agreements are approved and will be finalized with the Final Budget.

NEW BUSINESS:

- a. ***Special Fire Tax Assessment F/Y 2023/2024 County of Marin Transmittal 3 Rate Schedule –***

Provided in the Board packet is a Special Fire Tax Assessment for Fiscal Year 2023/2024 with the County of Marin's Transmittal Three (T3) Rate Schedule. Chief Pomi stated this is the rate schedule that will be submitted to the County of Marin which identifies the charge on the square footage of buildings within the District. As shown on the rate schedule form, the charge will be \$0.07 as directed by the Board. The District will be assessing approximately 2,322 parcels for an estimated revenue of \$547k with an additional \$2,000 in property assessments which are also labeled on the rate scheduled forms. Chief Pomi requested Board approval for Resolution 7-2023. Once approved, it will also be submitted to the County of Marin. Chief Pomi asked if there were any questions, there were none.

M/S Murray/Naso to approve **Resolution 7-2023**, a Resolution by the Board of Directors of the Kentfield Fire District Adopting Special Assessment Rates for F/Y 2023/2024

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

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

Ayes: 4; Noes: 0; Absent: 1

Motion passes

- b. ***KFD Staff Agreements*** – Addressed under Unfinished Business.
c. ***Public Hearing for 2023/24 Proposed Final Budget – Open Public Hearing***

Chairman Evergettis opened a Public Hearing at 7:19 p.m.
There was no public comment.

- d. ***2023/24 Proposed Final Budget*** – Chief Pomi referenced the final budget worksheets provided in the Board packet. He included the Preliminary 2023/24 Budget, variances, and the Proposed Final 2023/24 Budget. Chief Pomi provided the Board with the following highlights:

Total Revenue will remain projected at \$7,602,880 for the next fiscal year.

Total Personnel Costs updated with an additional \$34,796 in the Salaries/ Safety category; projected at \$6,054,475.

Total Services & Supply updated with an additional \$6,904 in Workers' Compensation Insurance; projected at \$1,176,375.

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Total Debt Services at \$154,730; remains the same as the Preliminary.

Total Capital Outlay at \$822,300; remains the same as the Preliminary.

Total Projected Reserve Allocations at \$7,415,203 in Assigned Funds. As discussed, upon completion and delivery of the Type 3 Fire Engine, there is an additional payment due. Chief Pomi explained \$305k has been moved out of the account, which will be moved back over to the Apparatus Replacement category with an additional \$200k for utility vehicles. There's been discussion about replacing the utility and command vehicles, however the District has encountered supply chain issues. Firefighter Gutierrez and Engineer Nelson have been working diligently, learning that the State bids could be coming out in the fall. In order to balance the budget, the Board requested to transfer \$100k from Category 6975/ Debt Service Sinking Assigned Fund to the General Funds instead of raising the taxes or reducing anymore expenditures. The Budget Analysis reveals that with the expected total revenue of \$7,602,880 and total expenditures of \$7,602,880, the District has compiled a complete, net-zero balanced budget.

Chief Pomi concluded and asked if there were any questions. There were no questions or Board discussion.

M/S Murray/Naso to approve Resolution 8-2023, a Resolution by the Board of Directors of the Kentfield Fire District Adopting the Budget for Fiscal Year 2023/24.

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

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

Chairman Evergettis closed the Public Hearing at 7:26 p.m.

- e. **OPEB Actuarial Valuation Services Agreement** – Chief Pomi referenced MacLeod Watts' proposal, included in the Board packet. MacLeod Watts would provide the actuarial valuation for the District's Other Post Employers Benefits (OPEB) under GASB 75 accounting requirements. Kentfield Fire District is required to have a valuation completed every two years. Macleod Watts will review items like the OPEB Trust fund, the District's unfunded liability, current liability, retiree data, and active employee data. They compile all the information and put together an actuarial that will determine future contributions to the CalPERS trust (CERBT) every year. The actuarial will also provide information that is required to be reported in GASB 75. Chief Pomi explained the last valuation was completed for Fiscal Year End June 30, 2021. The total cost of the actuarial valuation for Fiscal Year End June 30, 2023, is \$9,025 which is already included in the current budget under administrative fees. Chief Pomi recommended the Board approve the agreement.

M/S Murray/Corbet to approve the OPEB Actuarial Valuation Services Agreement.

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

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

CHIEF'S REPORT: CHIEF'S REPORT:

- a. **KFD Seasonal FF for the 2023 Fire Season** – Seasonal firefighters were on-boarded today, June 14th. Cameron Hill will be returning as a seasonal firefighter this year and has been assigned to B-Shift. The District has hired two new Seasonal Firefighters; Jayce Hanson has been assigned to A-Shift and Colby Torliatt to C-Shift. They are going to spend this week going through some basic wildland firefighter training and firehouse training.
- b. **Anthony Beltramo** – has been with Kentfield Fire District for three and a half years now and has been promoted to an engineer. Congratulations Anthony Beltramo.
- c. **Cal OES Type 6 Engine OES 2615** – is in service and available. The District is trying to track down funds that are owed from the State of California which is about \$246,000 owed from this current fiscal year.
- d. **Countywide Wildland Training** – Marin County Fire Department is doing their Wildland Academy this week at Saint Vincent's. The Countywide Wildland training will be taking place next week.
- e. **KFD members attend the required STEN refresher class** – Members from KFD did attend the strike team leader refresher and single resource refresher class a couple weeks ago.
- f. **MWPA and Central Marin Region** – 24 defensible space inspectors have been hired and trained. Some of our residents have already seen them in the Greenbrae area. The Kent Woodland area is expected to see the defensible space inspectors sometime in July.
- g. **KFD Hydrants** – Kentfield Fire is focusing on hydrant maintenance within the District. Each shift, along with Chief Pomi, Battalion Chief Glenn, and Deputy Fire Marshal Pasero have been assigned hydrant detail to get them ready for fire season. This is a big undertaking, but it is very important to maintain all 400 hydrants.

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DIRECTOR MATTERS:

Director Murray – Thanked Battalion Chief Glenn and C-shift for responding to a loud boom sound the other night near Kent Avenue. It was the second night in a row the sound was occurring. They identified the issue as a pool heater. There was a gas leak and they helped stop what could have been a catastrophic type of event.

CORRESPONDENCE: Were reviewed.

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

Board Discussion took place regarding the number of overtime hours reported. Director Evergettis expressed his opinion that Kentfield Fire is providing a lot of hours outside the District. He felt more time should be spent in Kentfield and Greenbrae. Director Murray felt it might be a good idea to try and rein in the amount of overtime that is spent elsewhere. He suggested Chief Pomi look at getting the overtime hours under control and make some recommendations. After much discussion Chief Pomi said he would speak with Chief Martin, Chef Weber, and the KFD staff. He offered to put together some ideas and report back to the Board.

APPROVAL OF WARRANTS:

M/S Murray/Evergettis to approve May warrant 805304953 to and including 805305011 for \$451,080.90.

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

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

NEXT MEETING: The next regular meeting will be held on July 12, 2023.

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

ADJOURNMENT: M/S Evergettis/Naso to adjourn this meeting at 7:50 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary