

B O A R D O F D I R E C T O R S



Regular Meeting Agenda

January 10, 2024

Kentfield Fire District Office, Conference Room, 1st Floor

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, but any interested member of the public can participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda.

Zoom Video Conference link: <https://us02web.zoom.us/j/9459048313>

Meeting ID: 945 904 8313

Call in Line: 1 (669) 900-6833, when prompted, enter meeting ID: 945 904 8313-#

Time: 6:30 p.m. For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item.
2. Public comment period on agenda items.
3. If there are any members of the public who wish to speak, please raise your hand in the actions, and those joining us by phone, STAR* 9 to raise your hand and Star* 6 to unmute yourself.

NOTE: The meeting will be recorded.

1. CALL TO ORDER 6:30 p.m. Agenda available on the KFD website.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
The Board may choose to approve the minutes of the December 13, 2023 meeting.
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote
5. AGENDA ADJUSTMENTS
6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS
7. UNFINISHED BUSINESS
 - A. Change of Start Time to the Regular Board Meetings – Chief Pomi
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote

*District facilities comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Office as soon as possible (415-453-7464).

8. NEW BUSINESS
 - A. County of Marin 23/24 Annual Statement of Investment Policy – Chief Pomi
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote
 - B. F/Y 2023/24 Mid-Year Budget Review Presentation – Accountant Hom
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote
9. CHIEF’S REPORT – Verbal
10. DIRECTOR MATTERS – Directors may report on their activities and meetings.
11. CORRESPONDENCE: MERA Next Generation Project, MWPA Executive Officer Report, Blood Drive, Thank You Letters from Galli/Welling, Holiday Cards
12. REPORTS
 - A. Overtime, Incident – December 2023
13. APPROVAL OF MONTHLY EXPENSES

Approval of December warrant 805305288 to and including 805305328 for \$619,800.39
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote
14. ORAL COMMUNICATION

This time is provided for the public or Board Members to address the Board on matters not on the agenda. The Board of Directors has limited the total amount of time allocated for public testimony for each individual speaker to three (3) minutes. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

CONFIRM NEXT MEETING DATE: February 14, 2024
15. MOMENT OF SILENCE
16. ADJOURNMENT

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

MEETING TYPE: Regular

DATE: Wednesday, December 13, 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-present; Naso-present. Also in attendance were Chief Pomi, Deputy Fire Marshal Pasero, Captain Marty, CPA Vikki C. Rodriguez, C-Shift, and Recording Secretary Wilson.

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Naso/Corbet to approve the minutes of November 8, 2023. Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Absent; Murray-Abstain; Naso-Aye
Ayes: 3; Noes: 0; Absent: 1; Abstain: 1
Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- a. ***Presentation of Independent Audit of Kentfield Fire District's Financial Statement for FY ended June 30, 2023 and Memorandum on Internal Controls and Required Communications*** – Vikki Rodriguez introduced herself as a CPA and partner of Maze & Associates, specializing in municipal audit in the greater Bay Area. They work with many special districts, cities, towns as well as nonprofits and are independent from the District. Maze & Associates completed an audit of Kentfield Fire Protection District's financial statements for fiscal year ended June 30, 2023. Ms. Rodriguez explained the interim phase of the audit began back in August. During this phase, the internal control environment is reviewed for the different procedures with receipts, purchasing, disbursements, payroll, and journal entries processed through the District's financial statements. Selected samples and tests of transaction were also performed. The final phase of the audit was completed in September. This is where Maze & Associates verified the financial balances on the trial balance provided by the District staff. The auditors performed an analytical review of reconciliations, third party confirmations, actuarial valuations, and Board meeting minutes to support the balances recorded in the financial statements.

Maze & Associates complies with the Generally Accepted Auditing Standards in the United States and the Government Auditing Standards. Kentfield Fire District implemented the new Government Accounting Standards Board (GASB) 96 pronouncement which refers to subscription-based information technology arrangements. It is the right to use a vendor's IT software when cloud based and it requires that any agreements over 12 months, that are non-cancelable, be recognized in the financial statements. The District is to recognize an intangible capital asset that is offset by a liability. Ms. Rodriguez explained there was no impact on this year's financial statements related to this pronouncement; the District conducted an inventory of IT arrangements and determined that none were required to be recorded.

Maze & Associates issued Kentfield Fire District with an unmodified opinion on the Basic Financial Statements. Ms. Rodriguez stated this is the cleanest opinion an agency can receive and is the highest level of assurance provided over the financial statements. The Basic Financial Statements consist of Entity-wide Level and Fund Financial Statements. Entity-wide Level examines the District from a long-term perspective; this includes both current and long-term assets and liabilities. The equity section for those statements is called net position. Fund Level is a short-term perspective including current assets and current liabilities while the equity section is referred to as the fund balance. The Entity-wide statement displays the District's assets amounted to \$20.4m for FY 23, which is an increase of \$1.4m over last year.

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

Deferred outflows amounted to \$6.0m, an increase of \$3.2m over last year. Total Liabilities were \$10.8m, an increase of \$5.2m, and Deferred inflows was \$3.9m, a decrease of \$3.1m. The Net Position increased by \$2.4m, for a total of \$11.6m.

There were significant changes from FY22 to FY23 in retirement benefits; the net pension liability increased roughly \$4.4m over the year. The increase was expected due to investment markets and how they impacted the actuarial valuations over the past few years. These types of increases are seen not just within CalPERS, but with all municipalities and in county retirement plans. Another driving factor for these significant liability increases is due to CalPERS decreasing the discount rate from 7% to 6.9%. Ms. Rodriguez said it was important to keep in mind that while Kentfield Fire Protection District had a large net pension liability, the contributions of \$225k to the CEPPT Trust were maintained. Other Post-Employment Benefits (OPEB) increased from \$1.2m to \$1.3m, mostly due to the investment market. The liability overall increased about \$745k and the asset value decreased by \$454k.

This year's audit revealed the Net Investment in Capital Assets, which is the total capital assets less the financing lease, amounted to \$4.7m or 40% of the total net position. The Restricted net position amounted to \$904k which is about 8% of the total net position. The Unrestricted portion was \$6m or 52% of the net position. Analyzing the current audit year over the prior, the Net Investment in Capital Assets did increase by about \$109k, the Restricted increased by 372k, and the Unrestricted increased by \$1.9m.

The General Fund is considered the shorter-term perspective in the financial statements and the District ended FY 23 with a Fund Balance of \$12.7m. At the Fund level, \$904k was Restricted and the \$8m in Assigned funds is what the District has allocated monies to; Note 6 of the financial statements reveals what those amounts are assigned for. The District has \$3.8m in Unassigned funds. In terms of operations, Ms. Rodriguez stated the Unrestricted fund balance could cover 22 months of the District's expenditures without receiving revenue. This is an increase from last year's audit, which was 20 months.

The Memorandum on Internal Control (MOIC) and Required Communications are additional documents issued by Maze & Associates. In these reports, control deficiency and other matters are communicated to the Board. Ms. Rodriguez reported there were no control deficiencies, material weaknesses, or significant deficiencies detected. The financial balances appeared reasonable and there were no concerns about management accounting. Maze & Associates had no difficulties in performing the audit. There were no disagreements with management, and as far as the auditors are aware the District staff did not consult with another firm or try to get a second opinion. Ms. Rodriguez asked the Board if there were any questions related to the financial statements or the audit process. None were asked. The Board thanked Ms. Rodriguez and her team.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. ***Independent Audit of District's Basic Financial Statements for FY ended June 30, 2023*** – Chairman Evergettis asked if there were questions regarding the Basic Financial Statements. None were asked.

M/S Murray/Naso to approve the Independent Audit of District's Financial Statements for FY ended June 30, 2023

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

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

- b. **Memorandum on Internal Controls and Required Communications** – Chairman Evergettis asked if there any questions regarding the MOIC or Required Communications. There were none.

M/S Murray/Naso to approve the Memorandum on Internal Controls and Required Communications

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:

- a. **On-Duty Health Assessments** – The District just completed On-Duty Health screenings for all employees. This is part of our health and wellness program every year and Engineer Anthony Beltramo did an outstanding job as lead in charge. KFD partnered with Central Marin Fire, Ross Valley, and Tiburon Fire. They set up a makeshift kind of facility down the Bon Air shopping center and every employee had the opportunity to go through a health assessment. The assessment included things like blood work, ultrasound, treadmill tests, vision & hearing tests, etc. On-Duty Health had been here for about 2 1/2 weeks, running all employees through the program.
- b. **CMFD & KFD Holiday Party** – There was a great holiday gathering last Friday night where Board, active and retired members attended. We had a really good time and it worked out well hosting with Central Marin Fire, as done in the past.
- c. **Siren Status** – KFD's siren on the station roof is part of our emergency preparedness and is activated during any local emergency events, such as a fire, natural disaster, flood, earthquake, mudslide, etc. Due to proximity, KFD partners with other agencies within Ross Valley and when one agency signals their siren and/or horn, the rest signal theirs to help get the notification out. KFD's siren is tested on the first Saturday of every month. We refer the community and individuals with questions to our website where a whole section of information on emergency preparedness is available. This is information about things like sandbag locations, warning sirens, creek levels, gauges, etc. If a member of the public hears the siren activated, that is an indication to tune into a local radio station, television, Alert Marin Emergency Notification System, or any other messaging system.
- d. **Regular Board Meeting Adjustment** – Other agencies within the county have moved their Board meetings earlier in the day to try and accommodate staff and community members. If this was something the District should research, it can be brought to another meeting for future discussion. The Board stated they were open to accommodate the District staff; this topic will be reviewed in a future meeting for further discussion.
- e. **Chairman Evergettis** – Thank you Barry Evergettis for this year of service as Chairman on the Board. His plaque was updated to reflect the years served as the Board Chairman. Kentfield Fire District would like to express a sincere appreciation for a job well done. Director Bruce Corbet will serve as the new Chairman in 2024.

DIRECTOR MATTERS:

Director Naso – Attended the MERA meeting today with Chief Pomi. There was a lot of information and documentation provided to show MERA is heading in the right direction for 2024.

Director Evergettis – Marin Wildfire Prevention Authority is on the right track. Included in the Board packet correspondences is an article on MWPA project updates, most notably the approval of the San Rafael - San Anselmo fuel reduction zone project.

CORRESPONDENCE: Were reviewed.

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

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

APPROVAL OF WARRANTS:

M/S Murray/Evergettis to approve November warrant 805305232 to and including 805305287 for \$476,500.39

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

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

The Board entered a Closed Session at 7:15 pm.

The Board adjourned the Closed Session at 7:27 pm and entered back into Open Session.

There was nothing reported out.

NEXT MEETING: The next regular meeting will be held on January 10, 2024.

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

ADJOURNMENT: M/S Evergettis/Naso to adjourn this meeting at 7:29 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary

Mark Pomi - Chief

KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464
Fax (415) 453-4578

1004 SIR FRANCIS DRAKE BOULEVARD

KENTFIELD CA. 94904

TO: Board of Directors
FROM: Mark Pomi, Fire Chief 
SUBJECT: Change of Start Time to the Regular Board Meetings
DATE: 1/3/2024

The Kentfield Fire Protection District has established their Regular Board Meetings to be the second Wednesday of every month. In the Board of Directors Policy and Procedure Manual there is not a Regular Meeting Time established. At the December 13, 2023 Board Meeting, staff was directed to review and investigate methods by which Board meeting times have been established. Over the years there has been a trend to start meetings earlier. Statistics show earlier start times work much better for those community members and elected officials coming from work to get started early, so they have a chance at getting home at a reasonable hour. Currently the Kentfield Fire District Regular Board Meeting start time is 6:30pm. Staff recommends the Board of Directors discuss and change the Regular Meeting Time of the Kentfield Fire District.

The following is a comparable list of Public Agencies and Fire District's Board Meeting start times:

Sonoma County Fire District: 5:00pm
Novato Fire Protection District: 10:00am
San Ramon Valley Fire District: 1:00pm
American Canyon Fire District: 5:30pm
Alpine Fire District: 5:00pm
City of Mill Valley: 5:30pm
Marin Emergency Radio Authority: 3:30pm
Marin Wildfire Prevntion Authority: 3:00pm

2024 Meeting Dates: (Second Wednesday of the month)

January 10, 2024
February 14, 2024
March 13, 2024
April 10, 2024
May 8, 2024
June 12, 2024
July 10, 2024
August 14, 2024
September 11, 2024
October 9, 2024
November 13, 2024
December 11, 2024

Mark Pomi
Fire Chief

Phone: (415) 453-7464
Fax: (415) 453-4578

Kentfield Fire Protection District

1004 SIR FRANCIS DRAKE BOULEVARD
KENTFIELD, CALIFORNIA 94904-1468
www.kentfieldfire.org

RESOLUTION NO. 1-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENTFIELD FIRE PROTECTION DISTRICT CHANGING THE MEETING TIME OF THE REGULAR BOARD MEETING OF THE KENTFIELD FIRE DISTRICT

WHEREAS, the KENTFIELD FIRE PROTECTION DISTRICT meets monthly on the second Wednesday; and

WHEREAS, the Board of Directors wishes to amend its starting time of it's Regular Scheduled Meetings from 6:30pm to _____pm;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors will now meet on the second Wednesday of each month at _____pm.

PASSED AND ADOPTED by the Board of Directors of KENTFIELD FIRE PROTECTION DISTRICT, this 10th day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

Bruce Corbet, Chairman, Board of Directors

ATTEST:

Steve Gerbsman, Secretary, Board of Directors

Mark Pomi - Chief

KENTFIELD FIRE PROTECTION DISTRICT

Phone (415) 453-7464
Fax (415) 453-4578

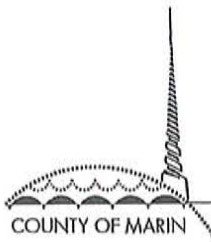
1004 SIR FRANCIS DRAKE BOULEVARD
KENTFIELD CA. 94904

TO: Board of Directors
FROM: Mark Pomi, Fire Chief 
SUBJECT: County of Marin 23/24 Annual Statement of Investment Policy
DATE: 1/3/2024

The District's general checking account is banked with the County of Marin Treasurer's office, pooled with other Marin County agency funds. Annually they prepare a statement of investment policy which becomes the District's investment policy as it relates to the District's participation in the treasury pool. It is necessary for the District to adopt this document annually. The policy was approved by the Marin County Board of Supervisors and has been reviewed and monitored by the County Treasury Oversight Committee.

Attachments: Exhibit 1: County of Marin 2023/2024 Annual Statement of Investment Policy

Action: Board approval is requested.



May 23, 2023



Mina Marlinovich, CPA
DIRECTOR

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94901

Karen Shaw
FINANCE DIVISION CHIEF

Dear Board Members:

Marin County Civic Center
3501 Civic Center Drive
Suite 219
PO Box 4220
San Rafael, CA 94913-4220
415 473 6143 T
415 473 3741 F
CRS Dial 711
www.marincounty.org/treas

SUBJECT: Request to approve the FY 2023/24 Statement of Investment Policies governing the Marin County Investment Pool and the Marin County Long-Term Investment Pool

Dear Supervisors,

RECOMMENDATION: Pursuant to Government Code Section 53646, the following are submitted for review and approval:

- FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Investment Pool; and
- FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Long-Term Investment Pool.

SUMMARY:

In accordance with California Government Code Section 53646, the Director of Finance may annually render to the Treasury Oversight Committee and the Board of Supervisors a statement of investment policy for review and approval. The primary objectives of the Investment Policy, in priority order, are to maintain the safety of principal, to provide liquidity, and to achieve a return on funds invested. These objectives align with those in State law.

The proposed FY 2023/24 Statement of Investment Policies include both major and non-substantive changes which were reviewed and approved by the Marin County Treasury Oversight Committee (TOC) on May 4, 2023. The authority for the TOC and their responsibilities are contained in Government Codes sections 27130-27137.

1. FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Investment Pool:
 - Non-substantive changes in various sections to update the wording to align to relevant sections of the California Government Code and Marin County Municipal Code

- 2. FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Long-Term Investment Pool:
 - Major changes to Section 7, whereby the interest rate of any indebtedness of Allowed Investments (defined in Section 6 of the policy) was changed from "the key rate of Prime plus 1 percent" to "the most current rate of a comparable market investment plus 1 percent."
 - Non-substantive changes in various sections to update the wording to align to relevant sections of the California Government Code and Marin County Municipal Code

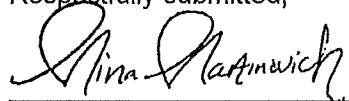
Additionally, the Annual Statement of Investment Policy is reviewed and monitored monthly by Fitch Ratings, an independent rating agency. We continue with a rating of AAA/S1. The County's 'AAA' rating has been maintained since 1994. The rating received is reflective of the outstanding work of the Treasury unit.

FISCAL / STAFFING IMPACT: None

REVIEWED BY:

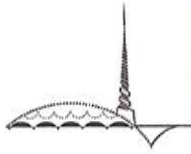
<input checked="" type="checkbox"/>	Director of Finance	<input type="checkbox"/>	N/A
<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	County Administrator	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,

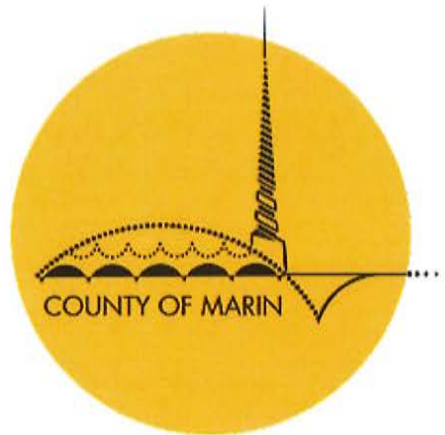


Mina Martinovich
Director of Finance

cc: Treasury Oversight Committee:
 Matthew Hymel, County Administrator
 Dan Eilerman, Alternate Representative, County Administrator
 John Carroll, Marin County Superintendent of Schools
 Alyssa Shiffman, Special Districts
 Jean Bonander, Public Member
 Marin County School Districts
 Special Districts
 MCERA

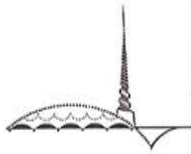


COUNTY OF MARIN
STATEMENT OF INVESTMENT POLICY



Department of Finance
Mina Martinovich, Director

Fiscal Year 2023-2024



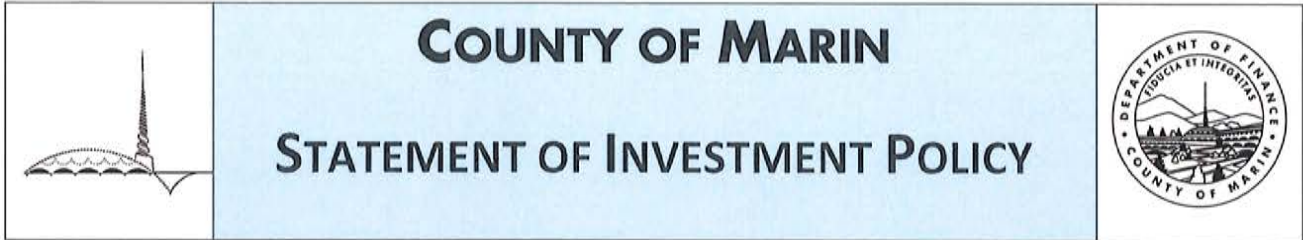
COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



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Under the authority delegated to the Director of Finance by the Board of Supervisors and in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin:

1. OBJECTIVES:

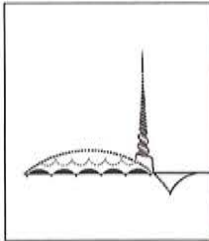
All funds on deposit in the County Treasury shall be invested in accordance with the California Government Code Sections 53600 et seq. and Sections 53639 et seq. to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping.
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements.
- (c) A **rate of return** consistent with the above objectives.

2. PARTICIPANTS

Participants in the Marin County Pool are defined as Marin County, Marin Public School Agencies, Marin Community College, Marin County Office of Education, districts under the control of the County Board of Supervisors, autonomous/independent districts whose treasurer is the Director of Finance and any other district or agency approved by the Board of Supervisors and the Director of Finance using the County of Marin as their fiscal agent.

- (a) **Statutory participants** are those government agencies within the County of Marin for which the Marin County Treasurer is statutorily designated as the Custodian of Funds.
- (b) **Voluntary participants** are other local agencies that may participate in the Pooled Investment Fund, such as special districts and cities for which the Marin County Treasurer is not statutorily designated as the Custodian of Funds. Participation is subject to approval by the Director of Finance, and in accordance with California Government Code Section 53684.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



3. AUTHORIZED PERSONS

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day-to-day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

All investment decisions shall be made with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting, as a trustee, in a like capacity and familiarity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the participants.

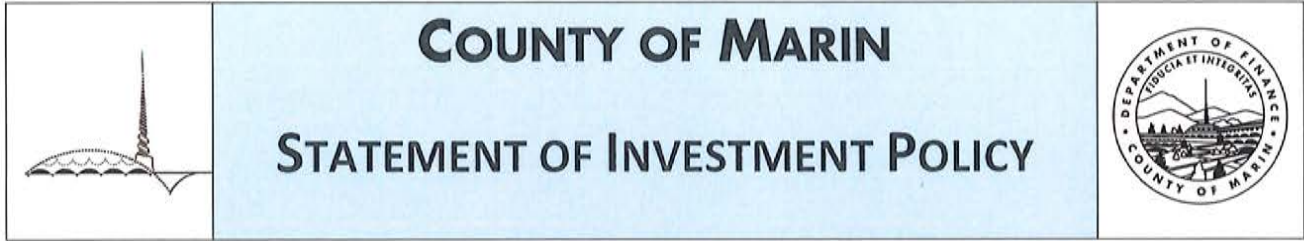
4. BIDS & PURCHASE OF SECURITIES

Prior to the purchase of an investment pursuant to this policy the persons authorized to make investments shall assess the market and market prices using information obtained from available sources including investment services, broker/dealers, and the media. Bids for various investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor and thirdly, yield. Investments in commercial paper, banker's acceptances, and certificates of deposit for each issuer shall be limited to five percent (5%) of Treasury assets, determined using the Treasury balance at the time of purchase, with the exception being investments in overnight commercial paper shall be limited to seven percent (7%) of Treasury assets for any one issuer. The investment selected for purchase shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All security transactions shall be documented at the time the transaction is consummated.

5. TERM

Maturities of investments in the Marin County Treasury Pool shall be selected based upon liquidity requirements. The maximum remaining term to maturity for an investment shall be three (3) years; except that, subject to the limitations set forth in Sections 53601 et seq. and 53635 et seq. of the California Government Code, the Director of Finance may authorize investments in U.S. Treasury obligations and/or U.S. and local agency obligations with a maximum remaining term to maturity that shall not exceed five (5) years. The weighted average maturity of the investment pool, to be determined at the time of purchase, shall not exceed 540 days to final maturity/call.

Capital Funds, Construction Funds, or money obtained through the sale of agency surplus property, may be invested by the Director of Finance in specific investments outside of the Pool provided the Director of Finance obtains written approval from the governing board of the County, School District or Special District. No investment shall have a remaining maturity in excess of five (5) years.

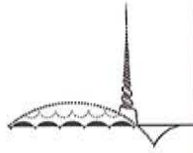


Proceeds of Debt Issues set aside for repayment of any County, School District, or Special District financings shall not be invested for a term that exceeds the term set forth in the financing documents.

6. ALLOWED INVESTMENTS

Pursuant to California Government Code Sections 53601 et seq. and 53635 et seq., the County Director of Finance may invest in the following subject to the limitations as set forth:

- (a) **United States Treasury obligations.**
- (b) **United States Agency obligations.**
- (c) **Securities of U.S. Government Agencies & Instrumentalities**
- (d) **State of California Bonds and Registered Warrants.**
- (e) **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- (f) **Bankers' acceptances** not to exceed one hundred eighty (180) days to maturity or at the time of purchase thirty percent (30%) of the treasury fund balance.
- (g) **Commercial paper** of "prime" quality of the highest letter and numerical rating as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation, to be chosen from among corporations organized and operating within the United States with assets in excess of \$500,000,000.00 and having an "A" or higher rating for the issuer's debt, other than commercial paper, as provided for by Moody's Investors Service or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed two hundred seventy (270) days in maturity and may not exceed forty percent (40%) of the treasury fund balance.
- (h) **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank selected on the basis of financial stability and credit rating criteria employed by the County Director of Finance. Negotiable certificates of deposit may not exceed thirty percent (30%) of the treasury fund balance.
- (i) **Non-negotiable certificates of deposit (Time Deposits)** with a nationally or state-chartered bank or a state or federal association selected on the basis of financial stability, credit rating and reputation



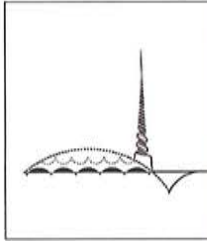
COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



using criteria employed by the County Director of Finance fully collateralized at one hundred ten percent (110%) of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at one hundred fifty percent (150%) of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.

- (j) **Medium-term Notes** rated "A" or better, to be chosen from among corporations with assets in excess of \$500,000,000.00 with a maturity not to exceed two years from the date of purchase. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the treasury fund balance.
- (k) **Shares of beneficial interest issued by diversified management companies**, which are money market funds investing in securities and obligations as authorized by this investment policy. To be eligible for investment these companies shall attain the highest ranking, or the highest letter and numerical rating provided by no less than two nationally recognized statistical rating organizations and have assets under management in excess of \$500,000,000.00. The purchase price may not include any commissions that these companies may charge, and the purchase of shares in any one mutual fund may not exceed ten percent (10%) of the treasury balance and the total invested may not exceed twenty percent (20%) of the treasury balance. Shares of beneficial interest issued by diversified management companies may include shares in investment trusts established under provisions of the California Joint Exercise of Powers Act.
- (l) **Repurchase agreements** on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted daily. The County Director of Finance or designee must approve any collateral substitution by the seller, and any new collateral should be reasonably identical to the original collateral in terms of maturity, yield, quality, and liquidity.
- (m) **California State Local Agency Investment Pool (LAIF)** operated by the State Treasurer's office.
- (n) **Financial Institution Investment Accounts** All funds on deposit with the County shall be managed by the Director of Finance. The Director of Finance may, at his option, at the time of placement, place not more than five percent (5%) of the Treasury assets at the time of investment with a financial institution for the purpose of managing such funds. Securities



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



eligible for purchase by the financial institution are limited to United States Treasury and Agency obligations with a "AAA" credit quality rating, must be held in the County's name in a third-party custody account, may not have a remaining maturity in excess of three (3) years, and the account shall have an average maturity of 1.5 years or less. All security transactions shall be supervised and approved by designated staff on the Authorized Investor List.

Where a percentage limitation is specified for a particular category of investments, that percentage is applicable only at the time of purchase.

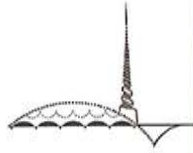
7. **PROHIBITED INVESTMENTS**

- (a) The County Director of Finance **shall not invest** in any **Derivatives** such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages or any security bearing a rate of interest which is not known at the time of purchase.
- (b) The County Director of Finance shall not invest any funds in any security that could result in **zero interest accrual** if held to maturity or where there is a risk of loss of principal when held to maturity.
- (c) **Reverse repurchase agreements**, securities lending agreements and all other investments that are not specifically allowed by this investment policy are prohibited.
- (d) In accordance with Marin County Municipal Code 23.12 Nuclear-Free Zone (Exhibit 1) as approved by the voters on November 4, 1986, the County is prohibited from investing in securities or other obligations of any corporation or business entity which is a **nuclear weapons contractor**.

Furthermore, said corporations or business entities that the County Director of Finance does invest in must file an affidavit as required by Marin County Municipal Code 23.12.050(b) certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors. A copy of each affidavit received shall be sent to the Peace Conversion Commission.

8. **BROKERS**

Broker/dealers shall be selected by the Director of Finance upon recommendation by the Investment Officer or designated principal staff on the Authorized Investor List. Selection of broker/dealers shall be based upon the following criteria: the reputation and financial strength of the company or financial institution and the reputation and expertise of the individuals employed. The Director of Finance shall be prohibited from selecting



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



any broker, brokerage firm, dealer, or securities firm that has, within any 48 consecutive month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, any member of the Board of Supervisors, any member of the governing board of a local agency having funds held in the County Treasury, or any candidate for those offices. The broker/dealers shall be provided with and acknowledge receipt of the County Investment Policy.

9. WITHDRAWALS

No withdrawals from the Marin County Pool shall be made for the purpose of investing and or depositing those funds outside the pool without the prior approval of the Marin County Director of Finance. The Director of Finance shall evaluate each proposed withdrawal to assess the effect the withdrawal will have upon the stability and predictability of the investments in the County Treasury. Approval shall be given unless the withdrawal will adversely affect the interests of the other depositors.

Notice in writing of at least five (5) business days shall be required for withdrawals in excess of \$250,000.00 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.

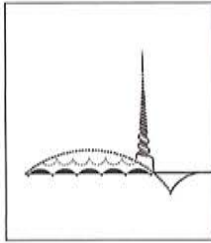
Requests for withdrawals for the purpose of investing or depositing funds outside the pool shall be made in writing at least ten (10) business days in advance of the proposed withdrawal date. The value of participants' equity withdrawn shall be based on the book value of the participants' percentage of participation as of the most recent asset valuation as reported by the Treasurer.

10. SWAPS

Securities can be swapped for other approved securities with similar maturity schedules to gain higher rates of return. When a swap involves a change in liquidity, future cash needs shall be conservatively estimated.

11. LOSSES

Losses are acceptable on a sale before maturity and may be taken if the reinvestment proceeds will earn an income flow with a present value higher than the present value of the income flow that would have been generated by the original investment, considering any investment loss or foregoing interest on the original investment.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



12. DELIVERY & SAFEKEEPING

Delivery of all securities shall be through a third-party custodian. Non-negotiable certificates of deposit and notes of local agencies may be held in the Director of Finance's safe. The County's safekeeping agent shall hold all other securities. No security shall be held in safekeeping by the broker/dealer from whom it was purchased. Settlement payment in a securities transaction will be against delivery only, and a Due Bill or other substitution will not be acceptable. Persons authorized under section three (3) who did not originate the investment transaction shall review all confirmations for conformity with the original transaction. Confirmations resulting from securities purchased under a repurchase agreement shall state the exact and complete nomenclature of the underlying securities purchased.

13. APPORTIONMENT OF INTEREST & COSTS

Interest shall be apportioned to all pool participants quarterly based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting whereby interest will be apportioned for the quarter in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

14. CONFLICT OF INTEREST

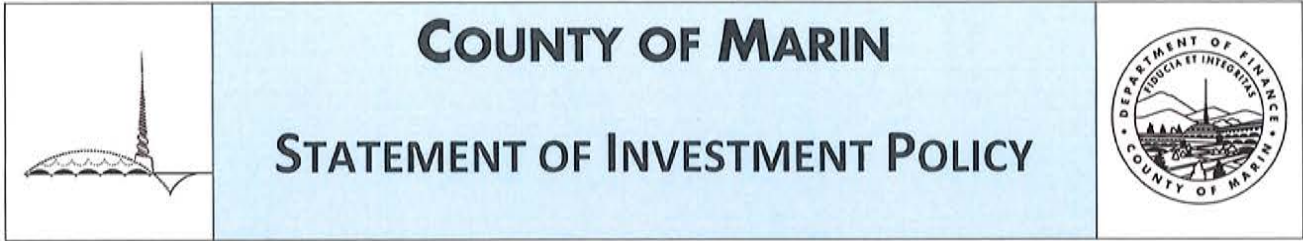
A member of the county treasury oversight committee, the County Director of Finance or County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business, consistent with state law.

15. AUDITS

Pursuant to Government Code 27134, the County of Marin investment portfolio shall be subject to an annual examination by an independent external auditor to determine the County Treasury's compliance with Article 6 of the Government Code. The results of the audit shall be reported annually to the Marin County Treasury Oversight Committee.

15.1 Compliance Audit: Government Code Section 27134

The Treasury Oversight Committee shall cause an annual audit to be conducted to determine the County Treasury's compliance with the investment compliance requirements presented in Article 6 of the Government Code, Sections 27130 through 27137.



16. REVIEW

The Director of Finance and designated staff will perform a monthly review of the investment function.

17. REPORTS

The Director of Finance shall prepare a monthly report listing all investments in the County Pool as of the last day of the month and a report of the average days to maturity and yield of investments in the County Pool. The Director of Finance shall also prepare a monthly report for all non-pooled investments. These reports shall be distributed to the Marin County Board of Supervisors, Superintendent of Schools, Marin Public School Agencies, Special Districts, non-pooled investors, the County's investment oversight committee, and any other participant upon request.

18. INVESTMENT POLICY

The County Director of Finance shall prepare and submit an annual statement of investment policy to the Board of Supervisors.

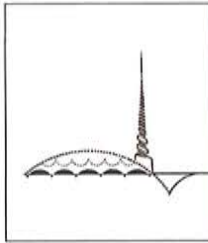
19. TREASURY OVERSIGHT COMMITTEE

Consistent with State law the County has established a Treasury Oversight Committee. The Committee includes representatives from the County of Marin, Superintendent of Schools' Office, School Districts and Special Districts. The Committee shall review and monitor the Investment Policy as contained in California Government Code Sections 27130 – 27137.

20. DISASTER /BUSINESS CONTINUITY PLAN

The County of Marin's banking and investment functions are mission critical and as such, the office must have a business continuity plan.

The goal of a disaster/business recovery plan is to protect and account for all funds on deposit with the county treasury and to be able to continue our banking and investment functions for all participants in the event of an occurrence (Earthquake, Fire, Pandemic, or other event) which disrupt normal operations. Our plan provides for the ability to perform our banking and investment function at an off-site location under less-than-optimal conditions and, if needed, even outside our county.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



In the event of an occurrence which precludes staff from being able to operate from our office, the attached plan (Exhibit 2) will be activated. The plan includes:

- Scope
- Chain of Command
- Continuity Procedure
- Functions and Tasks to be performed
- Equipment and Emergency Packets
- Disaster Assignment
- Off-site locations

Normal processes may be modified in response to an occurrence. However, the county's investment policy shall be strictly followed.

Dated: May 23, 2023

Mina Martinovich
Director of Finance

Approved by Marin County Board of Supervisors on May 23, 2023.

Reviewed and monitored by Marin Treasury Oversight Committee on May 4, 2023.

Attachments:

Exhibit 1 - [Marin County Municipal Code 23.12 - Nuclear-Free Zone](#)

Exhibit 2 - Disaster/Business Continuity Plan

Exhibit 3 - Authorized Investor List

Exhibit 1

Chapter 23.12 - NUCLEAR-FREE ZONE

23.12.020 - Purpose and findings.

- (a) The presence of nuclear weapons, or the development, production and/or storage of nuclear weapons-related components and material within the county is in direct conflict with the maintenance of the community's public health, safety, economic well-being, general welfare, and adherence to international law.
- (b) The purpose of this chapter is to establish the county as a nuclear-free zone in which work on nuclear weapons, and/or the storage or transportation of weapons-related components and nuclear material is prohibited, or appropriately restricted.
- (c) This chapter's further purpose is to prohibit or restrict the county from contracting for services or products with, or investing county funds in, any business which is a nuclear weapons contractor.

(Ord. 2924 § 2, 1986)

23.12.020 - Definitions.

As used in this chapter, the following words shall have the following definitions:

- (a) "Component of a nuclear weapon" means any device, radioactive or nonradioactive, originally produced or manufactured for exclusive use as part of a nuclear weapon system, whether to be placed on land, at sea, in the air, or in outer space.
- (b) "County funds," or "public funds" are those moneys, grants and funds received and managed by the county of Marin.
- (c) "Direct activities of the federal government" are the actions of the federal government or of its agencies, but shall exclude the actions of independent contractors.
- (d) "Nuclear waste" is any material which is the byproduct of any nuclear reaction or nuclear weapon production, except for the byproduct of applied nuclear medicine.
- (e) "Nuclear weapon" means any device the intended explosion of which results from the energy released by fission or fusion reactions involving atomic nuclei, including the means of propelling, guiding or triggering the device if the means is destroyed or rendered useless in the propelling, guiding, triggering or detonation of the device.
- (f) "Nuclear weapons contractor" means any person, corporation or other business entity which knowingly or intentionally is engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components. A business entity which is a 100% owned subsidiary branch of, and is therefore completely controlled by, an entity described in the foregoing sentence shall also be deemed to be a nuclear weapons contractor.
- (g) "Person" means any private person, corporation, institution, or other entity, which is within the jurisdiction of the county of Marin.
- (h) "Special nuclear material" or "radioactive material" means any material giving off, or potentially capable of giving off, radiant energy in the form of particles or rays (such as alpha, beta, and gamma rays) by the spontaneous disintegration of atomic nuclei, including accelerator-produced isotopes and byproduct material; and any other material which the Nuclear Regulatory Commission determines to be special nuclear material.
- (i) "Transport and transportation" means transportation by any means over passable roadways, navigable waterways, or in the airspace, that are within the jurisdiction of the County of Marin, except where referred to as meaning roadways, waterways, or airspace regulated by preemptive federal or state law.

(Ord. 3308 § 1, 2000; Ord. 2924 § 3, 1986)

Exhibit 1

23.12.030 - Prohibition against nuclear weapons, materials, and county contracts and investments.

The county of Marin is declared to be a nuclear-free zone.

- (a) No person shall knowingly engage in any activity within the county, the purpose of which is the applied research, development, production, transport, deployment, launching, testing, maintenance or storage of nuclear weapons or components of nuclear weapons. Nor shall any person store, use, transport, or dispose of special nuclear material or nuclear waste within the jurisdiction of the county.
- (b) The transportation of nuclear weapons, their fissionable components, and weapons-related nuclear material and wastes through the county on roadways, waterways, or in airspace regulated by preemptive state or federal law, in the interest of public health and safety, is subject to the following restriction:
 - (1) As to roadways which are within the exclusive jurisdiction of the county, transportation of such materials is prohibited,
 - (2) As to roadways which are demonstrably within the jurisdiction of the state or federal government, the county board of supervisors shall post as a regular monthly notice, once each month, in a newspaper of general circulation within the county the fullest description possible of any shipment of such material that has occurred that previous month, transported through or across the county by any means of transportation whatsoever.
- (c) The county, nor any agent thereof, shall not make any contract with, or investments in, any nuclear weapons contractor.
- (d) The county board of supervisors shall adopt a "peace conversion plan," and shall, within ninety days of the enactment of this chapter, establish a county peace conversion commission of not less than three or more than five members, which shall be comprised of volunteers from the community. The purpose of said commission shall be to divest the county, as a government entity, within two years of the adoption of the ordinance codified in this chapter, of all such existing prohibited investments or contracts held by it. Said commission shall:
 - (1) Conduct studies of existing county contracts and public fund investments with nuclear weapons contractors, and determine in which cases any reasonable alternative contract or investment exists, in a manner consistent with prudent investment policy, and mindful of the intent and purpose of this chapter. The commission shall further make regular reports to the county board of supervisors concerning the progress of said divestiture, listing the book value of remaining investments in nuclear weapons contractors.
 - (2) Identify those businesses presently existing and operating in the county, and those who have made application to the county, who are nuclear weapons contractors. The commission will be responsible for conducting a timely phase-out of nuclear weapons contractors from the county, and for insuring the smooth conversion of Marin County businesses to alternative work that is more consistent with the public welfare. For this purpose the commission shall solicit testimony from the public.

(Ord. 2924 § 4, 1986)

Exhibit 1

23.12.040 - Exclusions.

Nothing in this chapter shall be construed to prohibit:

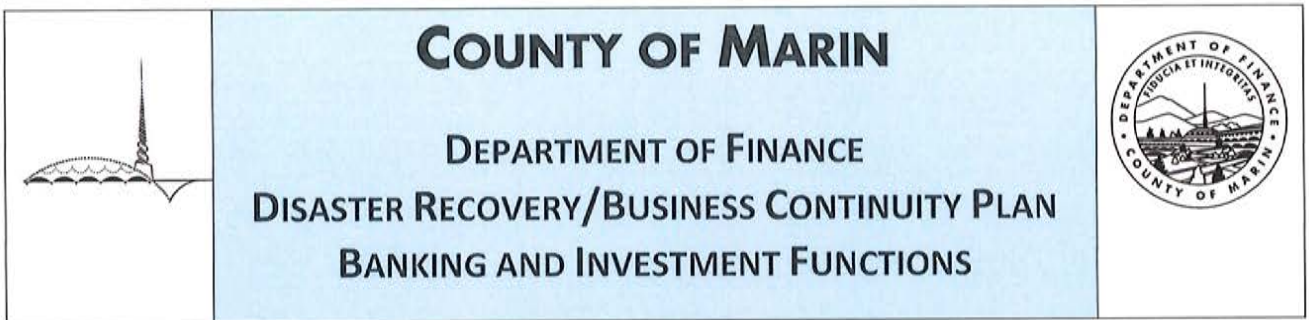
- (a) Any activity not specifically described in this chapter;
- (b) Research in and application of nuclear medicine or other pure research unrelated to nuclear weapons;
- (c) Beneficial or peaceful uses of the technology such as smoke detectors, light-emitting watches and clocks, and other consumer products; or
- (d) Activities of the federal and state governments that are preempted by existing law.

(Ord. 2924 § 5, 1986)

23.12.050 - Notice and enforcement.

- (a) The county is directed to install and maintain appropriate signs to be displayed at each ferry terminal, at Gness Field Airport, and on all the major roads leading into the county, at or near the county line, including, but not limited to, the following:
 - (1) U.S. Highway 101 (both ends);
 - (2) State Highway 1 (both ends);
 - (3) State Highway 17;
 - (4) State Highway 37;
 - (5) Fallon-Two Rock Road;
 - (6) Tamales-Petaluma Road;
 - (7) Chileno Valley Road;
 - (8) Marshall-Petaluma Road;
 - (9) Point Reyes-Petaluma Road; identifying Marin as a nuclear-free zone and making reference to this chapter. Further, the county must notify the federal government and other appropriate authorities that this law has been enacted.
- (b) Before any further public funds shall be invested by the county in the stock, securities or other obligations of any corporation or business entity, the county board of supervisors shall require that said corporation or business submit to the peace conversion commission an affidavit certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors.
- (c) The county is directed to require of each city incorporated within Marin County that, in addition to any other information deemed necessary by its business license officer, that any application for a business license within a city in the county shall state whether or not said business is a nuclear weapons contractor.
- (d) Each violation of this chapter shall be punishable by up to one-year imprisonment and/or a fine of up to five thousand dollars. Each day of violation shall be deemed a separate violation. Residents of Marin shall also have the right to enforce this chapter by appropriate civil actions for declaratory or injunctive relief. Reasonable attorneys' fees in enforcing this chapter shall be awarded as is appropriate.

(Ord. 2924 § 6, 1986)



Scope

The County of Marin's banking and investment functions are mission critical. As such, the Treasurer's office must have a Disaster/Business Continuity Plan in place. In the event we are unable to operate from our office, the plan shall be activated. Periodically, the plan shall be tested.

The plan's goal is to protect and account for all funds on deposit with the county and to be able to continue our banking and investment functions for all participants in the event of occurrence (earthquake, fire, pandemic, or other event) which disrupts normal operations.

Chain of Command

The chain of command shall be in the order of "authorized persons" as identified in the Statement of Investment Policy, item 3.

Continuity Procedure

In the event we are unable to conduct normal business operations, the authorized persons shall interact with one another by home phone, email or cell to decide on the alternate location. If unable to contact one another, the authorized persons shall through the county's office of emergency services establish contact with one another.

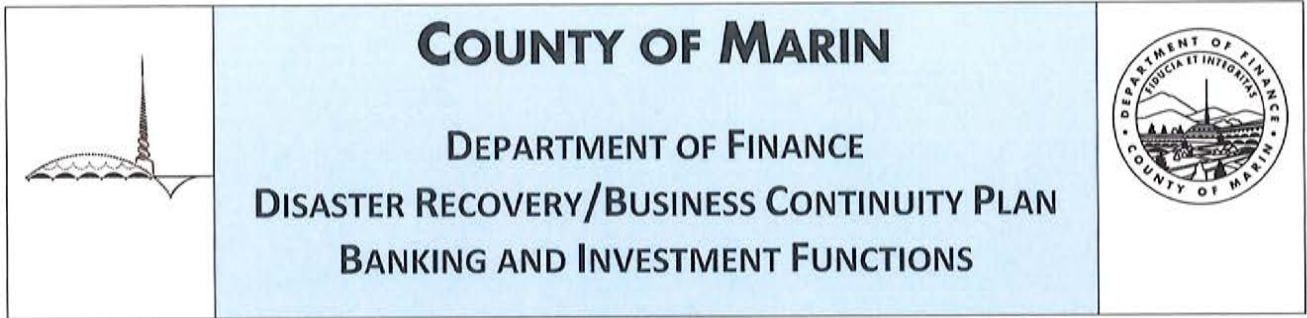
Functions & Tasks to be Performed

Recognizing we may be operating in less than optimal conditions, the primary functions are to protect and continue to account for all funds on deposit with the county. While normal processes may be modified, the investment policy shall be strictly followed.

Tasks to be performed include:

- ◆ Daily cash work up
- ◆ Investment of maturing securities and any daily deposits after making an allowance for checks/wires expected to clear
- ◆ Daily cash and bank reconciliation
- ◆ For deposits, the treasurer's office will notify county departments, special districts and schools of any changes to their deposit location. Deposits to any account other than those established by the treasurer's office are prohibited.

Exhibit 2



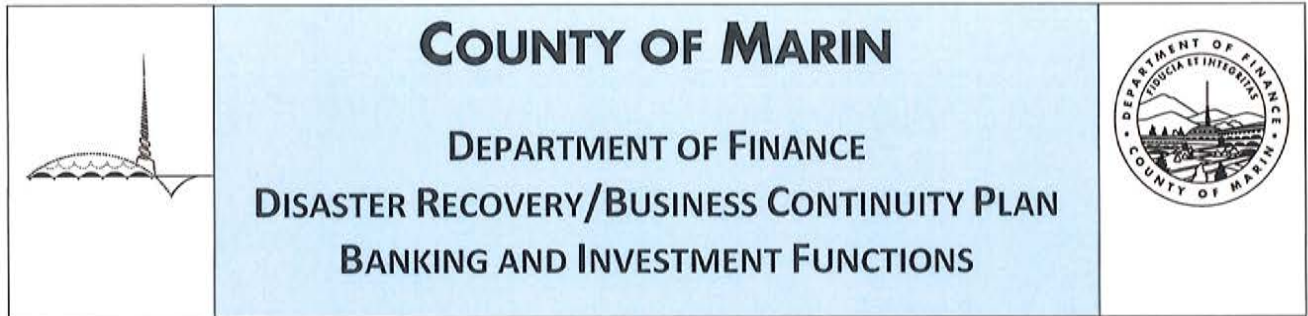
- ◆ Disbursement activity will be coordinated with the County Director of Finance
Equipment and Emergency Access

The Authorized Investor List shall designate authorized staff to have the following equipment and online access (through the County server) such that either of them may carry out the plan. In the event that none of the authorized persons are able to respond, the county's office of Emergency Services shall have a copy of this plan in a secured location within their office. All policies and procedures of this plan shall be provided to the County Administrator and County Director of Finance.

The following equipment and access to items for the emergency packets are:

- ◆ Laptop with wi-fi connectivity
- ◆ All software that is currently in use shall be loaded on each laptop and be set up for remote access
- ◆ Online access to the Investment Policy and the Disaster/Continuity Recovery Plan
- ◆ Online access to current monthly report of investments
- ◆ Online access to the county's financial accounting system, online banking and securities safekeeping
- ◆ Online Listing of the home phones and addresses, cell, email addresses of the "authorized persons" and treasury staff. Listings shall also include the County Administrator, County Director of Finance, County Counsel and the Office of Emergency Services.
- ◆ Online access to bank, custodian and authorized broker/dealers names and contact information including phone numbers and email addresses
- ◆ Online access to district, County and school bank signature cards
- ◆ Online access to contact names, numbers, email and addresses of each agency whose funds are held within the county.
- ◆ Emergency check stock will be housed in the Office of Emergency Services located at 1600 Los Gamos Drive (50 checks).*

Exhibit 2



Disaster Assignment

The "authorized persons" in the treasurer's office including support staff are to be considered official Disaster workers and are assigned to support our Disaster/Business Recovery Plan. Each shall have on their possession their County of Marin Identification Card.

The level of disruption and assigned work location will be determined by the Director of Finance, or those individuals indicated on the Authorized Investor List. All related costs shall be absorbed by the Treasurer's office and reimbursed pursuant to Government section 27013.



In all cases, the safety of treasury personnel is paramount. In no event should our alternate location or alternate procedure be employed if doing such would put an individual in danger.

* Emergency checks are issued from a separate account which is linked to the County's main account. These checks are to be used only if this plan is activated and the county is unable to issue payments. Authorized signers for these checks are designated on the Deposit Account Documentation Signature Card and include the Director of Finance, those individuals authorized under the Authorized Investor List and the County Administrator. In the event that check stock cannot be accessed, electronic payments through the County's banking services can be originated.

Failing the ability to operate from our office, our operations will move to a location determined by the County Office of Emergency Services, Director of Finance or County Administrator.

Origination: Nov 7, 2007
Revised: Oct. 12, 2020

Exhibit 3

	COUNTY OF MARIN TREASURER'S OFFICE AUTHORIZED INVESTOR LIST FY2023-2024	
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Effective: May 1, 2023

Investment Purposes:

1. To make investment decisions
2. To recommend brokers
3. To perform a review of the investment function

Authorized Persons:

Authorized to make investment decisions for with a maturity of up to five years:

- Mina Martinovich * Director of Finance

Authorized to make investment decisions for with a maturity of up to three years:

- Karen Shaw * Division Chief, Finance
- Sandra Kacharos Assistant Director of Finance
- Victoria Seils Accounting Unit Manager

Authorized to make investment decisions for short term investments with a maturity of up to one year:

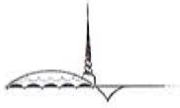
- Lisa De Carlo Division Chief, Fiscal Administrative Services
- Bevin Gardner Senior Accountant –Treasury

**Authorized for equipment and emergency packets as defined under the Disaster/Business Continuity Plan*

Approved:

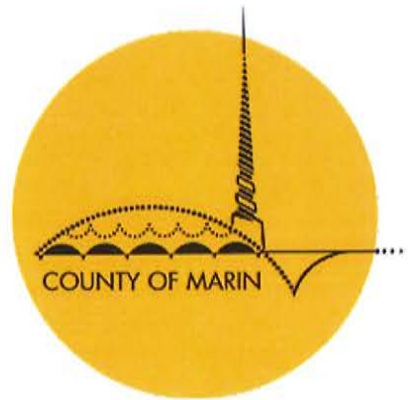
 4/27/2023

Mina Martinovich Date
Director of Finance



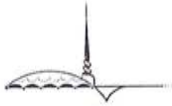
COUNTY OF MARIN

LONG-TERM INVESTMENT POOL STATEMENT OF INVESTMENT POLICY



*Department of Finance
Mina Martinovich, Director*

Fiscal Year 2023-2024



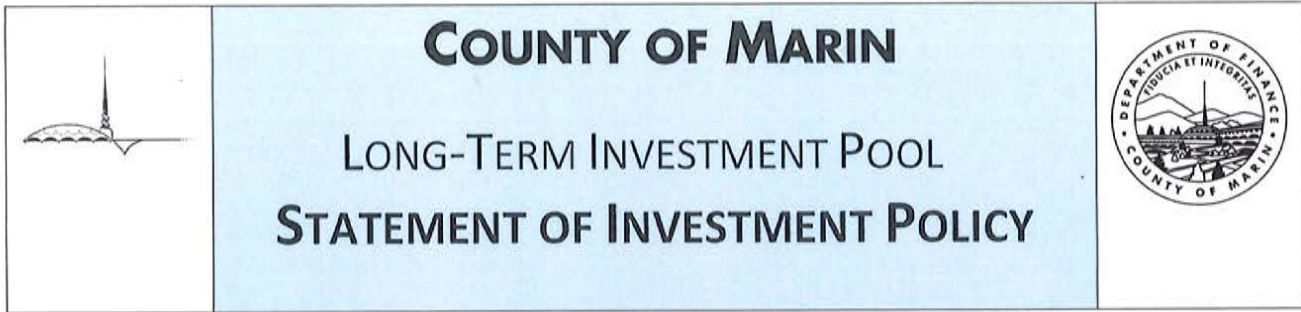
COUNTY OF MARIN

LONG-TERM INVESTMENT POOL STATEMENT OF INVESTMENT POLICY



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Under the authority delegated to the Director of Finance by the Board of Supervisors and in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin Long-Term Investment Pool:

1. OBJECTIVES:

All funds on deposit in the Marin County Long-Term Investment Pool shall be invested in accordance with the California Government Code Sections 53600 et seq. and Sections 53639 et seq. to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping;
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements that may be reasonably anticipated; and
- (c) Attaining a market **rate of return** throughout budgetary and economic cycles, consistent with the above objectives.

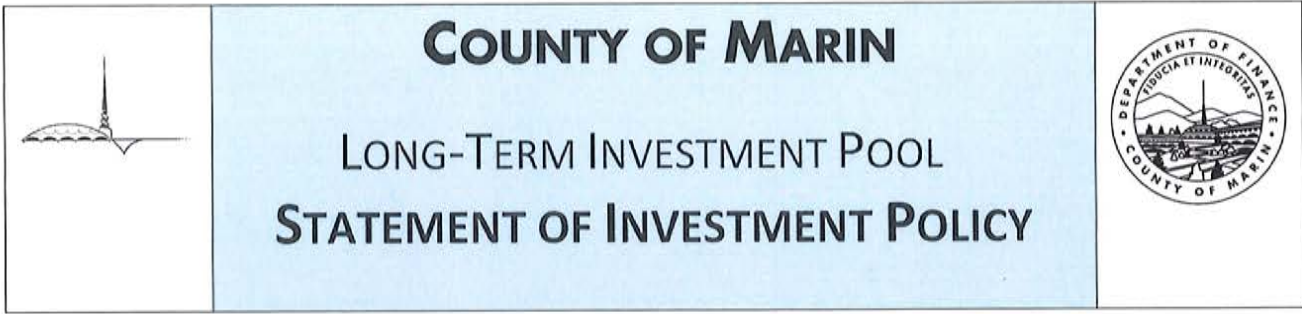
2. PARTICIPANT

The participant in the Marin County Long-Term Investment Pool is the **Marin County General Fund**.

3. AUTHORIZED PERSONS

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day-to-day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

All investment decisions shall be made with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting, as a trustee, in a like capacity and familiarity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the participant.



4. INVESTMENTS

Prior to investing pursuant to this policy the persons authorized to make investments shall assess the market and market pricing information obtained from available sources and the media. Investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor, and thirdly, yield. Any investment selected shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All transactions shall be documented at the time the transaction is consummated.

5. TERM

Pursuant to California Government Code Section 53601, where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment. The approval of this Long-Term Investment Policy on an annual basis by the Legislative Board (Marin County Board of Supervisors) authorizes investments of no more than 10 years for bonds, notes, warrants, or other evidences of indebtedness of a local agency within the County of Marin, including bonds or notes payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the County, or by a department, board, agency, or authority of the County.



6. ALLOWED INVESTMENTS

Pursuant to California Government Code Sections 53601 et seq. and 53635 et seq., the County Director of Finance may directly purchase the following, subject to the limitations as set forth:

Bonds, Notes, Warrants or other evidence of indebtedness of a **local agency** within the County of Marin, California.

7. RATE

The interest rate of any indebtedness pursuant to the preceding paragraph shall use the most current rate of a comparable market investment plus 1 percent, as determined by Bloomberg on the date the Department of Finance approves the purchase of the indebtedness.

	COUNTY OF MARIN LONG-TERM INVESTMENT POOL STATEMENT OF INVESTMENT POLICY	
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8. APPORTIONMENT OF INTEREST & COSTS

Interest shall be apportioned to the General Fund annually based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting, whereby interest will be apportioned for the year in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

9. CONFLICT OF INTEREST

The Director of Finance and County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other person with whom the County Treasury conducts business, that are in violation of state law.

10. AUDITS

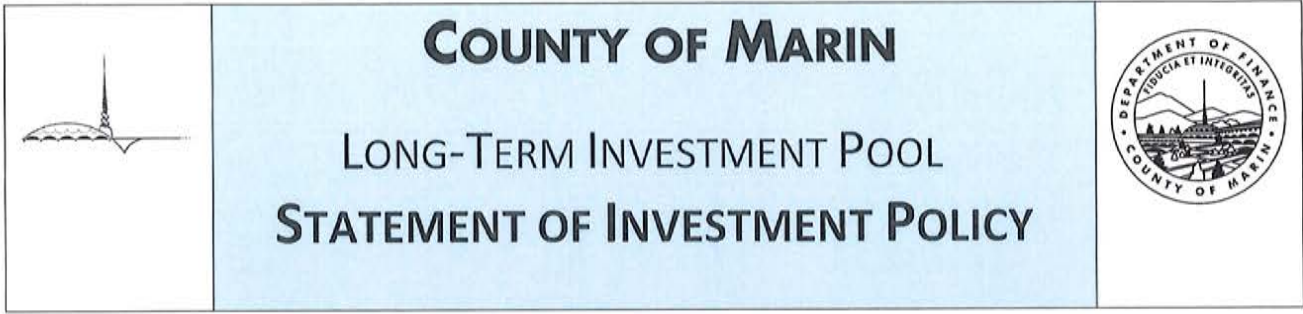
Pursuant to Government Code 27134, the County of Marin investment portfolio, which includes both the County of Marin investment pool and the Long-Term investment pool, shall be subject to an annual examination performed by an independent external auditor to determine the County Treasury's compliance with the investment compliance requirements presented in Article 6 of the Government Code. The results of the audit shall be reported annually to the County Treasury Oversight Committee.

11. REVIEW

The Director of Finance and designated staff will perform a monthly review of the investment function.

12. REPORTS

The Director of Finance shall prepare an annual report, listing all investments in the County Pool as of the last day of the fiscal year and a report of the average days to maturity and yield of investments in the County of Marin Long-Term Investment Pool.



13. INVESTMENT POLICY

The Director of Finance shall prepare and submit an annual statement of investment policy to the Board of Supervisors.

Dated: May 23, 2023

Mina Martinovich
Director of Finance

Approved by Marin County Board of Supervisors on May 23, 2023.

Reviewed and monitored by Marin Treasury Oversight Committee on May 4, 2023.



Kentfield Fire Protection District

Mark Pomi
Fire Chief

1004 Sir Francis Drake Boulevard
Kentfield, CA 94904

Phone : (415) 453-7464
Fax : (415) 453-4578



Board Meeting

January 2024

Chief's Report (verbal report)



1000 Bishops Gate Blv. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

November 27, 2023

Mr. Mark Pomi, Chief
Kentfield FD
1004 Sir Francis Drake Blvd
Kentfield, California, 94904

RE: Kentfield Fd, Marin County, California (N)
Public Protection Classification: 01
Effective Date: March 01, 2024

Dear Mr. Mark Pomi,

We wish to thank you for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Ms. Heather Costello, Communications Manager, Marin County Sheriffs Office
Mr. Erik Westerman, Water Superintendent, Marin Municipal Water Department
Chief Mark Pomi, Kentfield Fire Dept.

**Public Protection Classification
(PPC®)
Summary Report**

Kentfield FD

California (N)

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

**Report Created November 2023
Effective March 1, 2024**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

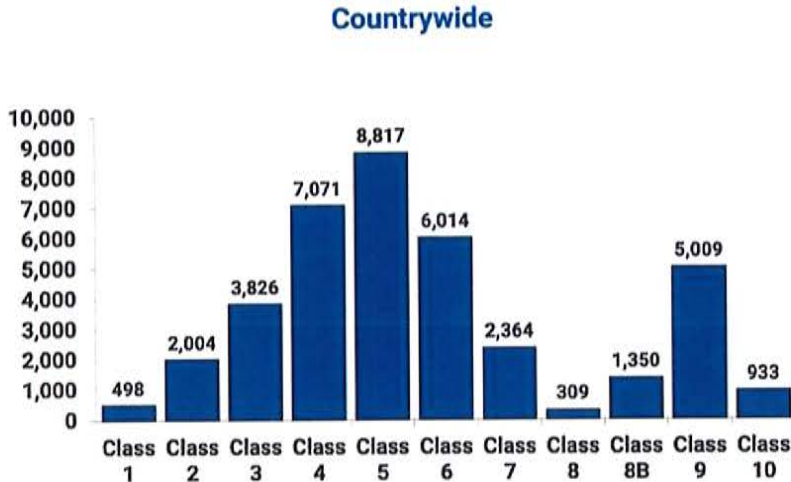
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Kentfield FD. The resulting community classification is **Class 01**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.60	4
432. Credit for Dispatch Circuits	2.85	3
440. Credit for Emergency Communications	9.45	10
Fire Department		
513. Credit for Engine Companies	5.95	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	1.06	4
553. Credit for Reserve Ladder and Service Trucks	0.48	0.50
561. Credit for Deployment Analysis	6.57	10
571. Credit for Company Personnel	11.91	15
581. Credit for Training	8.94	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	40.41	50
Water Supply		
616. Credit for Supply System	29.90	30
621. Credit for Hydrants	2.43	3
631. Credit for Inspection and Flow Testing	5.40	7
640. Credit for Water Supply	37.73	40
Divergence	-2.70	--
1050. Community Risk Reduction	5.11	5.50
Total Credit	90.00	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.60	4
432. Credit for Dispatch Circuits	2.85	3
Item 440. Credit for Emergency Communications:	9.45	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p>1. E9-1-1 Wireless</p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>2. E9-1-1 Voice over Internet Protocol (VoIP)</p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>3. Computer Aided Dispatch</p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	15.00	15
<p>4. Geographic Information System (GIS/AVL)</p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p> <p>The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.</p>	15.00	15
<p>Review of Emergency Reporting total:</p>	100.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p>A1. Alarm Receipt (AR)</p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>A2. Alarm Processing (AP)</p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>B. Emergency Dispatch Protocols (EDP)</p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p>C. Telecommunicator Training and Certification (TTC)</p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	10.00	20
<p>Review of Telecommunicators total:</p>	90.00	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 2.85 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	5.95	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.06	4
553. Credit for Reserve Ladder and Service Trucks	0.48	0.5
561. Credit for Deployment Analysis	6.57	10
571. Credit for Company Personnel	11.91	15
581. Credit for Training	8.94	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	40.41	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 2000 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **2 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **2 engine companies** to support a Basic Fire Flow of 2000 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 5.95 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 2000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **0 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 1.06 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.48 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 6.57 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **3.00 on-duty personnel** and an average of **1.11 on-call personnel** responding on first alarm structure fires.

Item 571 "Credit for Company Personnel (CCP)" = 11.91 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
<p>A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	35.00	35
<p>B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	24.38	25
<p>C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	12.00	12
<p>D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	1.00	1
<p>G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	5.00	5
<p>H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	12.00	12

Item 580 “Credit for Training (CT)” = 8.94 points

Item 730 – Operational Considerations (2 points)

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 "Credit for Operational Considerations (COC)" = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	29.90	30
621. Credit for Hydrants	2.43	3
631. Credit for Inspection and Flow Testing	5.40	7
Item 640. Credit for Water Supply:	37.73	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 "Credit for Supply System (CSS)" = 29.90 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 356 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	238
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	42
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	76
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 "Credit for Hydrants (CH)" = 2.43 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 "Credit for Inspection and Flow Testing (CIT)". This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

<u>Frequency</u>	<u>Points</u>
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 2.40 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

<u>Frequency</u>	<u>Points</u>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 5.40 points

Divergence = -2.70

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.81	2.2
1033. Credit for Public Fire Safety Education (CFSE)	2.20	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.10	1.1
Item 1050. Credit for Community Risk Reduction	5.11	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	8.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	3.27	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	14.60	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	32.87	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	30.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	40.00	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	6.00	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	20.00	20

Summary of PPC Review

for

Kentfield FD

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.60	4
432. Credit for Dispatch Circuits	2.85	3
440. Credit for Emergency Communications	9.45	10
Fire Department		
513. Credit for Engine Companies	5.95	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.06	4
553. Credit for Reserve Ladder and Service Trucks	0.48	0.5
561. Credit for Deployment Analysis	6.57	10
571. Credit for Company Personnel	11.91	15
581. Credit for Training	8.94	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	40.41	50
Water Supply		
616. Credit for Supply System	29.90	30
621. Credit for Hydrants	2.43	3
631. Credit for Inspection and Flow Testing	5.40	7
640. Credit for Water Supply	37.73	40
Divergence	-2.70	--
1050. Community Risk Reduction	5.11	5.50
Total Credit	90.00	105.5

Final Community Classification = 01



Kentfield Fire Protection District

Mark Pomi
Fire Chief

1004 Sir Francis Drake Boulevard
Kentfield, CA 94904

Phone : (415) 453-7464
Fax : (415) 453-4578



Board Meeting

January 2024

Director Matters (verbal report)



NEXT GENERATION PROJECT **December 2023 Governing Board UPDATE:**

1. Construction:

Of the final nine sites, four have been turned over to Motorola for network equipment installations while punch list items are completed, and the focus turns to the five remaining sites.

2. Site Installations:

Motorola is completing optimization at the Pt Reyes Site while network equipment is being installed at the Skyview and Wolfback Ridge sites this week. Fire Station Alerting installations continue. Another vendor is currently installing the Distributed Antenna System (DAS) into the Marin County Jail. Nokia and their subcontractor are installing microwave equipment at available sites and will be at Barnabe and Stewart this week.

3. Subscriber Radios:

Some of the ordered equipment is starting to ship to MERA, with the remainder expected early next year. Cutover of end users is still anticipated for October 2024.

4. End User Training:

Motorola trainers will be in Marin the week of February 19 to conduct Train the Trainer sessions for Dispatchers and Field users.



Radio antenna work at the Pt Reyes Site.



Microwave work at the Dollar Hill Site



PG&E meter installed at Muir Beach Site.

Questions? Please direct all inquiries to MERA's Deputy Executive Officer of the Next Gen Project, Dave Jeffries at dave@jeffriespsc.com.

MARIN EMERGENCY RADIO AUTHORITY

PO Box 159
Corte Madera, CA 94976
Phone: 415.927.5050
WWW.MERAONLINE.ORG



EXECUTIVE OFFICER'S REPORT

DECEMBER 2023

PROJECT UPDATES

MWPA Goals 3 and 5 Strategic Measures

As part of our strategic planning process, we have created strategic measures for Goals 1, 3 and 5 (Vegetation Management, Grants, Fire Resistant Homes). We have now activated our webpages listing our strategic measures for Goals 3 and 5. The measures are displayed in a dashboard style which receives data from Fire Aside (both the grant and defensible space platforms). You can view our Goals/Objectives/Strategic Measures [here](#).

GENASYS Protect and Traffic AI

At the latest Advisory/Technical and Operations Committee meetings, presentations were given for a proposal to add "Traffic AI" to our Genasys Protect subscription (formerly Zonehaven). Traffic AI provides for live time traffic modeling that will provide arrival times for evacuees based on current or simulated conditions. Many parameters can be entered and adjusted to strategize for the most efficient manner of evacuations. The added benefit is the live time modeling which can shape evacuation decisions during an emergency. The Operations Committee voted to recommend to the Board of Directors that the MWPA should accept the proposal and add Traffic AI to our subscription.

RECENT BOARD ACTIONS

- There was no MWPA Board of Directors Meeting in December

FRIEND OF MARIN COUNTY PARKS AWARD

We are proud to acknowledge and express our gratitude to Marin County Parks for presenting the Anne Crealock the "Friend of Marin County Parks" award. Anne's tireless dedication, strategic vision, and innovative contributions to wildfire prevention have not only made a lasting impact on our organization but have also significantly increased Marin County's wildfire resilience. This award is a testament to Anne's exemplary leadership and the collaborative spirit that defines our commitment to preserving the natural beauty of Marin. We extend our heartfelt thanks to Marin County Parks for recognizing Anne's outstanding efforts and for their ongoing support in our shared mission to create a safer and more resilient community.

HAPPY HOLIDAYS

The team at the Marin Wildfire Prevention Authority wishes you all healthy, happy and restful holidays.



Thank You,

 **Mark Brown**
Executive Officer
Marin Wildfire Prevention Authority

BLOOD DRIVE

Because of you, life doesn't stop.



Kentfield Fire Department

Tuesday, January 30, 2024

12:00 pm – 6:00 pm

Corte Madera Community Cntr

498 Tamalpais Drive

Corte Madera, CA 94925

To make an appointment, visit
donors.vitalant.org.

Use your unique blood drive code: **Kentfield Fire**
or call 877.258.4825.



APPOINTMENTS
are encouraged.



Ask us how you can
POWER UP your donation.

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code or visit
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Blood Donation

Mark Pomi

From: Jim Galli <jimgalli@comcast.net>
Sent: Monday, December 25, 2023 12:25 PM
To: Mark Pomi
Subject: Thank you!
Attachments: Galli Family.jpg

Dear Kentfield Board of Directors, Chief Pomi and members,

Thank you so much for sending me the 2024 shift calendar with the photo of the 1927 American La France. It really means a lot to me and it truly appreciate your thoughtfulness.

It's hard to believe that it has been 10 years since my retirement on December 3rd. A lot has changed in my life since then. Debi and I sold our house in Novato and bought a new one in Petaluma to be closer to help Bryan and Lauren with Lucy and soon to be grandchild number 4 (April 2024) when needed. We also bought a house in Meridian Idaho to be close to Matt, Gina, Leo, and Emilia. Debi and I split our time between both homes. We've been traveling quite a bit, both within the USA and to many other countries, making the most of our retirement.

After moving, I stepped down from my 14-year service on the Novato Fire District. However, my experience from Kentfield and Novato has been valuable as I was approached by the Schell Vista Fire District in Sonoma in building their department. It's been rewarding to see the progress, including the hiring of full-time staff and securing a tax measure and securing \$1.3 million in grants in the past 5 years.

I do miss the camaraderie of the firehouse setting and often think of the Kentfield and tell the young firefighters at Schell Vista "war" stories. I make an effort to keep in touch with current and former colleagues as much as possible.

It was my pleasure to serve as a member of the district.

Once again, thank you for thinking of me. Wishing you all a Happy New Year!

Warm regards,

Jim Galli

Mark Pomi

From: Grant Welling <grantmwelling@gmail.com>
Sent: Tuesday, December 26, 2023 12:30 PM
To: Mark Pomi; Jena Wilson
Subject: Calendar

Many thanks for the calendar. Skål to 2024!

--

Grant Welling



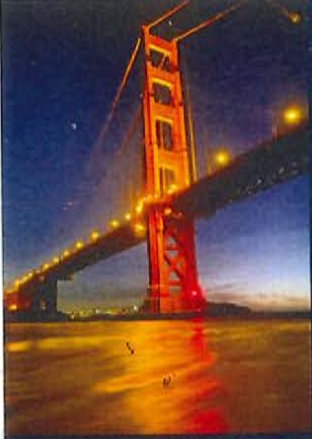
Always be yourself,
unless you can be a Viking,
then always be a Viking!

Season's Greetings



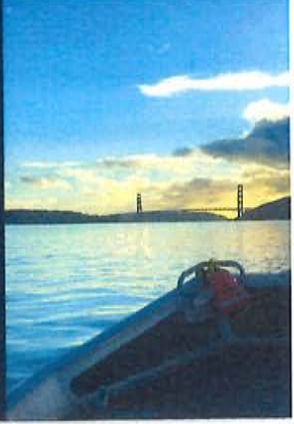
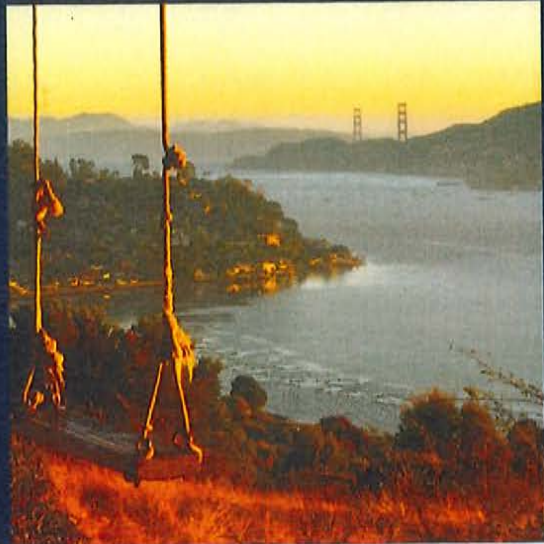
ALL OF US AT NOVATO FIRE WOULD LIKE TO WISH YOU AND YOUR FAMILY A WONDERFUL HOLIDAY SEASON AND A HAPPY NEW YEAR!

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happiest
HOLIDAYS

from the Tiburon Fire District



**HAPPY
HOLIDAYS**

The Diego Bunch



Kentfield FPD

Kentfield, CA

This report was generated on 1/2/2024 12:34:17 PM



Hours Worked per Activity Code for Personnel for Date Range

Personnel: All Personnel | Roster Activity Code(s): OT - Overtime, OT - ACP - Overtime - Acting Captain, OT - ACP - SEPARATE CHECK - OT-ACP-Overtime Acting Captain-Sep Check, OT - CM - OT-Central Marin, OT - CM SEPARATE CHECK - OT-Central Marin Separate Check and 7 more | Start Date: 12/01/2023 | End Date: 12/31/2023

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Bridges, Bryan ID: 1115						
OT - Overtime						
A2	17 - Head Quarters	E17	12/16/2023 07:00:00	12/17/2023 07:00:00	24	ENG Nelson vacation - ENG Bridges cover OT
			[Bridges, Bryan] OT - Overtime		24	
					24	[Bridges, Bryan] Total Hours Worked:

Garcia , Anthony ID: 1362						
OT - Overtime						
B2	UNASSIGNED	UNASSIGNED	12/12/2023 08:00:00	12/12/2023 10:30:00	2.5	Staff meeting
			[Garcia , Anthony] OT - Overtime		2.5	
					2.5	[Garcia , Anthony] Total Hours Worked:

Glenn , David ID: 1390						
OT - CM - OT-Central Marin						
C1	17 - Head Quarters	B17	12/1/2023 07:00:00	12/2/2023 07:00:00	24	Cover Gabbard Sick
A1	UNASSIGNED	UNASSIGNED	12/3/2023 08:30:00	12/3/2023 12:30:00	4	11/28/2023: CMD Staff Meeting 0830-1230= 4.0 OT Hours
C1	UNASSIGNED	UNASSIGNED	12/7/2023 09:00:00	12/7/2023 11:00:00	2	Meet w/Capt. Rose ABC Test Review
C1	UNASSIGNED	UNASSIGNED	12/19/2023 08:00:00	12/19/2023 11:00:00	3	CMD Staff Meeting: 0800-1100 3hr
			[Glenn , David] OT - CM - OT-Central Marin		33	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.



ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
OT - Overtime						
A2	UNASSIGNED	UNASSIGNED	12/4/2023 11:30:00	12/4/2023 12:30:00	1	Meet w/Capt. Viau ABC Test
			[Glenn , David] OT - Overtime		1	
			[Glenn , David] Total Hours Worked:		34	

Gutierrez, Mike	ID: 5116					
OT - Overtime						
B2	UNASSIGNED	UNASSIGNED	12/6/2023 08:00:00	12/6/2023 16:00:00	8	NBIMT training at Petaluma Rec Center
			[Gutierrez, Mike] OT - Overtime		8	
			[Gutierrez, Mike] Total Hours Worked:		8	

Marty , Andrew	ID: 1675					
OT - Overtime						
A1	17 - Head Quarters	E17	12/21/2023 07:00:00	12/22/2023 07:00:00	24	Cover Viau vacation.
			[Marty , Andrew] OT - Overtime		24	
			[Marty , Andrew] Total Hours Worked:		24	

McKnight , Christopher	ID: 1713					
OT - Overtime						
B2	UNASSIGNED	UNASSIGNED	12/6/2023 09:30:00	12/6/2023 11:30:00	2	MERA ops. and Mapping
A2	17 - Head Quarters	E17	12/22/2023 07:00:00	12/23/2023 07:00:00	24	Engineer Tescallo off vacation - Engineer McKnight cover OT
			[McKnight , Christopher] OT - Overtime		26	
			[McKnight , Christopher] Total Hours Worked:		26	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.



ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Nelson, Zachary	ID: 1782					
OT - CM - OT-Central Marin						
C1	UNASSIGNED	UNASSIGNED	12/13/2023 07:00:00	12/14/2023 07:00:00	24	Covering at station 16
			[Nelson, Zachary] OT - CM - OT-Central Marin		24	
			[Nelson, Zachary] Total Hours Worked:		24	

Neve, Mitch	ID: 3243					
OT - CM - OT-Central Marin						
C1	UNASSIGNED	UNASSIGNED	12/19/2023 07:00:00	12/20/2023 07:00:00	24	Shared services at station 13
			[Neve, Mitch] OT - CM - OT-Central Marin		24	
			[Neve, Mitch] Total Hours Worked:		24	

Tescallo, Anthony	ID: 2081					
OT - Overtime						
B2	UNASSIGNED	UNASSIGNED	12/12/2023 07:00:00	12/12/2023 15:00:00	8	Cashing in 12 Comp Time Hours; 12/1.5= 8 OT Hours
			[Tescallo, Anthony] OT - Overtime		8	
			[Tescallo, Anthony] Total Hours Worked:		8	

Viau , Kris	ID: 2133					
OT - Overtime						
B1	UNASSIGNED	UNASSIGNED	12/11/2023 07:00:00	12/11/2023 23:00:00	16	Cashing in 24 Comp Time Hours; 24/1.5= 16 OT Hours
			[Viau , Kris] OT - Overtime		16	
			[Viau , Kris] Total Hours Worked:		16	

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Wilson, Jena	ID:					
OT - Overtime						
C1	UNASSIGNED	UNASSIGNED	12/13/2023 18:00:00	12/13/2023 20:30:00	2.5	December Board Meeting
			[Wilson, Jena] OT - Overtime		2.5	

[Wilson, Jena] Total Hours Worked: 2.5

GRAND TOTAL OF ALL HOURS WORKED: 193

Hours are calculated from Begin and End times in the Roster. Archived Rosters are not included.



Kentfield FPD

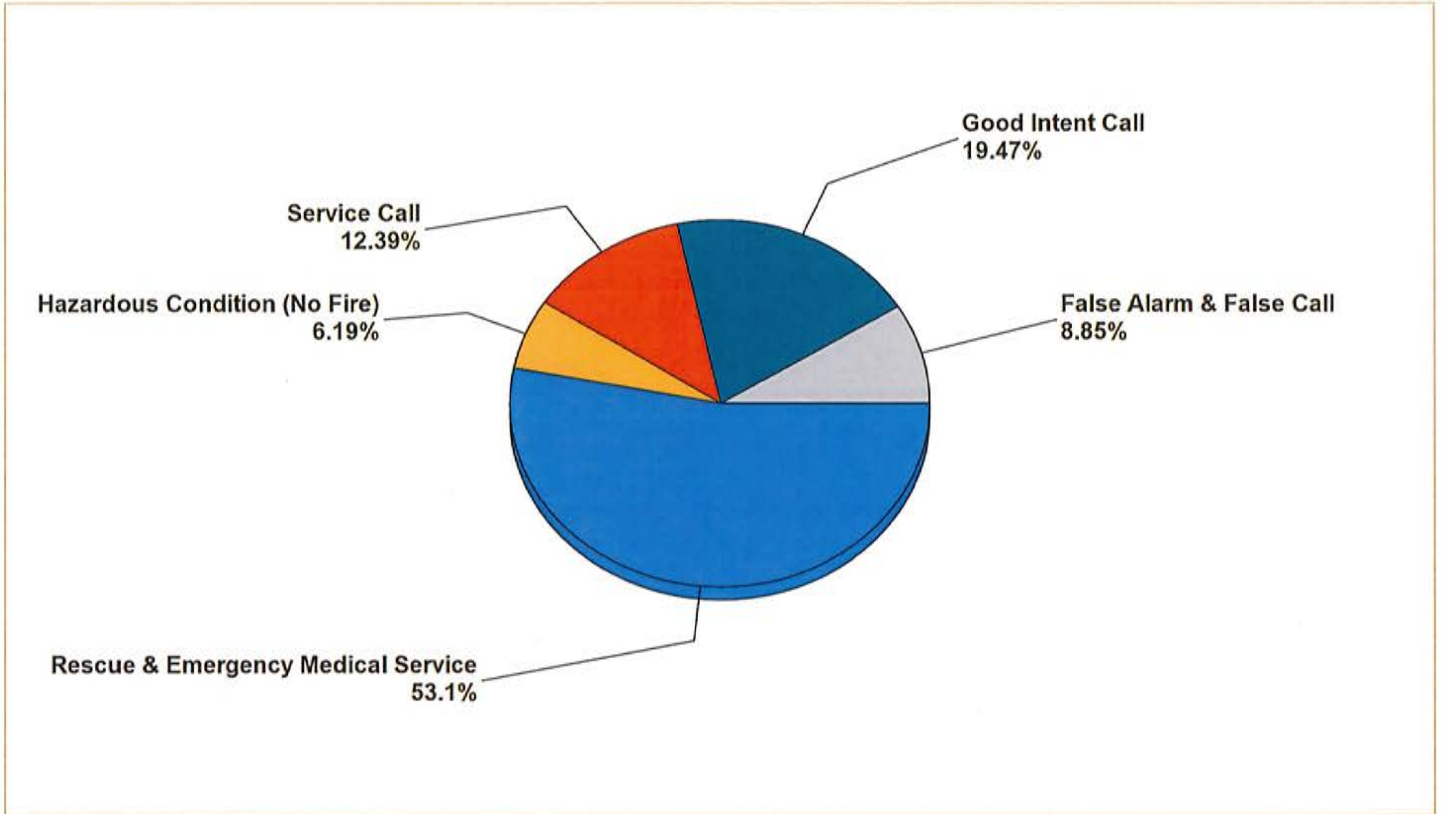


Kentfield, CA

This report was generated on 1/2/2024 12:33:16 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	60	53.1%
Hazardous Condition (No Fire)	7	6.19%
Service Call	14	12.39%
Good Intent Call	22	19.47%
False Alarm & False Call	10	8.85%
TOTAL	113	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	3	2.65%
320 - Emergency medical service, other	47	41.59%
322 - Motor vehicle accident with injuries	5	4.42%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.88%
324 - Motor vehicle accident with no injuries.	3	2.65%
353 - Removal of victim(s) from stalled elevator	1	0.88%
412 - Gas leak (natural gas or LPG)	1	0.88%
443 - Breakdown of light ballast	1	0.88%
444 - Power line down	1	0.88%
445 - Arcing, shorted electrical equipment	1	0.88%
460 - Accident, potential accident, other	1	0.88%
462 - Aircraft standby	2	1.77%
500 - Service Call, other	1	0.88%
520 - Water problem, other	2	1.77%
531 - Smoke or odor removal	1	0.88%
550 - Public service assistance, other	2	1.77%
551 - Assist police or other governmental agency	1	0.88%
553 - Public service	6	5.31%
554 - Assist invalid	1	0.88%
611 - Dispatched & cancelled en route	19	16.81%
651 - Smoke scare, odor of smoke	3	2.65%
700 - False alarm or false call, other	7	6.19%
744 - Detector activation, no fire - unintentional	1	0.88%
745 - Alarm system activation, no fire - unintentional	2	1.77%
TOTAL INCIDENTS:	113	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Kentfield Fire Protection District Warrant List

December, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
437 · Cash-Gen Ckg							
Check	12/05/2023	805305288	Bound Tree Medical, LLC	Acct #208491/ Invoice# 85163614	2210 · SIS-Medical	-484.73	-484.73
Check	12/05/2023	805305289	C.A.P.F.	December 2023 Billing	1515 · Health Insurance	-354.00	-838.73
Check	12/05/2023	805305290	CallPERS - OPEB	IDR385280927-Kentfield Fire District OPEB	1500 · Other Post Employment Benefits	-37,485.00	-876,218.73
Check	12/05/2023	805305291	City National Bank	Purchase Agreement #08-076	-SPLT-	-154,730.85	-1,030,949.58
Check	12/05/2023	805305292	Della Dental of California	Account #05-0190901009- Kentfield Fire District - December 2023 Coverage	1515 · Health Insurance	-4,011.30	-1,034,960.88
Check	12/05/2023	805305293	Kentfield Fire District Payroll Account	A/C #0507976165 - December 2023 CEPTT Contributions	1585 · Retirement Prefunding Contrib	-18,750.00	-1,053,710.88
Check	12/05/2023	805305294	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLT-	-120,236.73	-1,173,947.61
Check	12/05/2023	805305295	Life Assist	ac #94904FD / Inv #1381922	2210 · SIS-Medical	-288.31	-1,174,235.92
Check	12/05/2023	805305296	Curtis, L.N. & Sons	Customer No. C34022	4020 · C/O-Hose	-3,428.83	-1,177,664.75
Check	12/05/2023	805305297	Marin Municipal Water Dist.	(A/C 175659 & 174720)	-SPLT-	-639.41	-1,178,304.16
Check	12/05/2023	805305298	Pacific Gas & Electric	Acct 1176933549-5 - Statement 11/21/23	2130 · Gas & Electric	-13,996.62	-1,192,299.78
Check	12/05/2023	805305299	Palmgrens Engravingables	Work Order# 0030539; PO# 9773	2005 · Administrative Expense	-27.38	-1,192,327.16
Check	12/05/2023	805305300	U.S. Bank	Kentfield Fire District Acct # 4866 9148 5553 8443	-SPLT-	-1,755.92	-1,194,083.08
Check	12/05/2023	805305301	Aramark Uniform Services	(A/C #92113881) Inv #5080341455	2050 · Auto/Equipment Repair	-71.11	-1,194,154.19
Check	12/05/2023	805305302	Corbet's	(A/C #4675)	-SPLT-	-102.18	-1,194,256.37
Check	12/05/2023	805305303	DNG Enterprises, Inc.	(A/C #3770) 11/30/2023 Statement	2050 · Auto/Equipment Repair	-81.87	-1,194,338.24
Check	12/05/2023	805305304	Diego Truck Repair, Inc.	Invoice # 7750012441	2050 · Auto/Equipment Repair	-8,361.69	-1,202,700.93
Check	12/05/2023	805305305	Southern Tire Mart	Invoice # 0074731-IN	2050 · Auto/Equipment Repair	-2,023.71	-1,204,724.64
Check	12/05/2023	805305306	RelaDyne	Invoice # 181492416 - Tescallo	2135 · Gas & Oil	-1,143.45	-1,205,868.09
Check	12/20/2023	805305307	American Messaging	A/C #W4-106070/Inv #W4106070XL December 2023	2145 · Pager System	-26.53	-1,206,034.62
Check	12/20/2023	805305308	AT&T 415 453 0214	BAN #9391080558 / Inv #209057520 Future	2300 · Telephone	-62.53	-1,206,107.15
Check	12/20/2023	805305309	Banner Life Insurance Company	BAN #9391050050/ Inv #20971361- Elevator	2300 · Telephone	-29.25	-1,206,136.40
Check	12/20/2023	805305310	Banner Life Insurance Company	AT&T 415 453 0214	1515 · Health Insurance	-44.10	-1,206,180.50
Check	12/20/2023	805305311	Banshee Networks, Inc.	181492416 - Tescallo	1515 · Health Insurance	-47.32	-1,206,227.82
Check	12/20/2023	805305312	Business Card	Invoice # 16087	2200 · SIS-Computer	-1,288.02	-1,207,515.84
Check	12/20/2023	805305313	Comcast Business	11/5/23 - 12/4/23; Pomi 7901	-SPLT-	-1,373.06	-1,208,888.90
Check	12/20/2023	805305314	Elk Grove Auto	Account # 934487885; Invoice # 189137247	2300 · Telephone	-705.00	-1,210,593.90
Check	12/20/2023	805305315	Garrett Hardware of Windsor	Invoice # 24818; PO # 9791	4070 · C/O-Apparatus Rplcmt	-64,313.70	-1,274,907.60
Check	12/20/2023	805305316	The Permanente Medical Group, Inc.	Invoice # 885663/2	-SPLT-	-471.85	-1,275,379.45
Check	12/20/2023	805305317	Kentfield Fire District Payroll Account	Guarantor # 3209020248819	2005 · Administrative Expense	-115.00	-1,275,494.45
Check	12/20/2023	805305318	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLT-	-57,956.52	-1,333,450.97
Check	12/20/2023	805305319	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLT-	-494,385.77	-1,827,836.74
Check	12/20/2023	805305320	Life Assist	Dues: 11/15/2023 - 12/12/2023	610 · Union Dues	-1,518.90	-1,829,355.64
Check	12/20/2023	805305321	Marin Sanitary Service	ac #94904FD / Inv #1385912 & Inv# 1385624	-SPLT-	-122.53	-1,829,478.17
Check	12/20/2023	805305322	NPFBA	January 2024 Billing	2125 · Garbage	-823.11	-1,830,301.28
Check	12/20/2023	805305323	Office Depot	Acct# 6011 5661 6341 8338	1515 · Health Insurance	-900.96	-1,831,202.24
Check	12/20/2023	805305324	Connect Your Care	Delta Dental COBRA Coverage: Invoice # 487538851	2215 · SIS-Office	-80.70	-1,831,282.94
Check	12/20/2023	805305325	RelaDyne	Invoice # 0079187-IN	1515 · Health Insurance	-5.18	-1,831,288.12
Check	12/20/2023	805305326	Ritch USA, Inc.	Acct #1374116-1034296USC / Inv # 107872364 (Lease 10/04/2023-01/3/2024)	2135 · Gas & Oil	-702.55	-1,832,090.67
Check	12/20/2023	805305327	TK Elevator Corporation	Cust # 144833	2215 · SIS-Office	-344.24	-1,832,434.91
Check	12/20/2023	805305328			2055 · Building Repair	-142.01	-1,832,576.92
Total 437 · Cash-Gen Ckg						-619,800.39	-1,832,576.92
439 · Cash-Payroll							
Check	12/01/2023	Debit	IBS	2005 · Administrative Expense		-116.80	-1,832,693.72
Check	12/15/2023	Debit	IBS	2005 · Administrative Expense		-266.20	-1,832,960.92
Check	12/29/2023	Debit	IBS	2005 · Administrative Expense		-122.50	-1,833,083.42
Check	12/29/2023	Debit	IBS	2005 · Administrative Expense		-66.00	-1,833,149.42
Total 439 · Cash-Payroll						-571.50	-1,833,720.92
Liabilities							
565 · Amer Frnds-Invest Def							
Check	12/05/2023	805305294	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction		3,950.99	-1,829,769.93
Check	12/20/2023	805305319	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction		3,950.99	-1,825,818.94
Total 565 · Amer Frnds-Invest Def						7,901.98	-1,825,818.94
610 · Union Dues							
Check	12/20/2023	805305320	Kentfield Prof. FF #1775	Dues: 11/15/2023 - 12/12/2023	437 · Cash-Gen Ckg	1,518.90	-1,824,300.04
Total 610 · Union Dues						1,518.90	-1,824,300.04
Total Liabilities						9,420.88	-1,824,300.04
Expenses							
Salaries & Employee Benefits							
1040 · Personnel Serv-Suspense							
Check	12/05/2023	805305294	Kentfield Fire District Payroll Account	For Payroll 11/29/2023 - 12/12/2023	437 · Cash-Gen Ckg	86,385.10	-1,737,914.94
Check	12/20/2023	805305319	Kentfield Fire District Payroll Account	For Payroll 12/13/2023 - 12/26/2023	437 · Cash-Gen Ckg	86,773.41	-1,651,141.53
Total 1040 · Personnel Serv-Suspense						173,158.51	-1,651,141.53
1515 · Health Insurance							

Kentfield Fire Protection District
Warrant List

December 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	12/05/2023	805305289	C.A.P.F.	December 2023 Billing	437 - Cash-Gen Ckg	354.00	354.00
Check	12/05/2023	805305292	Delta Dental of California	Account #05-0190901008 - Kentfield Fire District - December 2023 Coverage	437 - Cash-Gen Ckg	4,011.30	4,365.30
Check	12/20/2023	805305310	Banner Life Insurance Company	181941050 - Gutierrez	437 - Cash-Gen Ckg	44.10	4,409.40
Check	12/20/2023	805305311	Banner Life Insurance Company	181492416 - Tesallo	437 - Cash-Gen Ckg	47.32	4,456.72
Check	12/20/2023	805305318	Kentfield Fire District Payroll Account	PERS Active & Retired Health Premium January 2024	437 - Cash-Gen Ckg	55,007.99	59,464.71
Check	12/20/2023	805305318	Kentfield Fire District Payroll Account	Non-PERS Health Premium January 2024	437 - Cash-Gen Ckg	2,948.53	62,413.24
Check	12/20/2023	805305323	NPFBA	January 2024 Billing	437 - Cash-Gen Ckg	900.96	63,314.20
Check	12/20/2023	805305325	Connect Your Care	Delta Dental COBRA Coverage: Invoice # 487538851	437 - Cash-Gen Ckg	5.18	63,319.38
Total 1515 - Health Insurance							
Check	12/05/2023	805305294	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 - Cash-Gen Ckg	29,783.84	29,783.84
Check	12/20/2023	805305319	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 - Cash-Gen Ckg	29,783.84	59,567.68
Total 1530 - Retire Employer							
Check	12/05/2023	805305290	CalPERS - OPEB	ID#3852809272-Kentfield Fire District OPEB	437 - Cash-Gen Ckg	37,485.00	37,485.00
Total 1560 - Other Post Employment Benefits							
Check	12/05/2023	805305293	Kentfield Fire District Payroll Account	A/C #0507976165 - December 2023 CEPPT Contributions	437 - Cash-Gen Ckg	18,750.00	18,750.00
Total 1585 - Retirement Prefunding Contrib							
Total Salaries & Employee Benefits							
Services & Supplies							
Check	12/01/2023	805305294	IBS	IBS Invoice Fee	439 - Cash-Payroll	116.80	116.80
Check	12/05/2023	805305299	Kentfield Fire District Payroll Account	Work Order# 0030539; PC# 9773	437 - Cash-Gen Ckg	116.80	233.60
Check	12/05/2023	805305300	Palming's Engraving	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	27.38	260.98
Check	12/15/2023	805305313	U.S. Bank	11/5/23 - 12/4/23; Pomi 7901	439 - Cash-Payroll	61.64	322.62
Check	12/20/2023	805305317	Business Card	Guarantor # 320900246819_ Nelson Exams	439 - Cash-Payroll	266.20	588.82
Check	12/20/2023	805305319	The Permanente Medical Group Inc.	IBS Invoice Fee	437 - Cash-Gen Ckg	53.98	642.80
Check	12/29/2023	805305319	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 - Cash-Gen Ckg	115.00	757.80
Check	12/29/2023	805305319	IBS	IBS Invoice Fee	439 - Cash-Payroll	266.20	1,024.00
Check	12/29/2023	805305319	IBS	IBS Invoice Fee	439 - Cash-Payroll	122.50	1,146.50
Check	12/29/2023	805305319	IBS	IBS Invoice Fee	439 - Cash-Payroll	66.00	1,212.50
Total 2005 - Administrative Expense							
Check	12/20/2023	805305313	Business Card	11/5/23 - 12/4/23; Pomi 7901	437 - Cash-Gen Ckg	27.86	27.86
Total 2015 - Dues & Publications							
Check	12/05/2023	805305301	Aramark Uniform Services	(a/c #792119881) Inv #5080941456	437 - Cash-Gen Ckg	71.11	71.11
Check	12/05/2023	805305303	DNG Enterprises, Inc.	(a/c #3770) 11/30/2023 Statement	437 - Cash-Gen Ckg	81.87	152.98
Check	12/05/2023	805305304	Diego Truck Repair, Inc.	Invoice #67819	437 - Cash-Gen Ckg	8,361.69	8,514.67
Check	12/05/2023	805305305	Southern Tire Mart	Invoice # 7750012441	437 - Cash-Gen Ckg	2,023.71	10,538.38
Total 2050 - Auto/Equipment Repair							
Check	12/05/2023	805305302	Corbet's	(A/C #4675)	437 - Cash-Gen Ckg	49.76	49.76
Check	12/20/2023	805305328	TK Elevator Corporation	Cust # 144633 / Inv #3007615900	437 - Cash-Gen Ckg	142.01	191.77
Total 2055 - Building Repair							
Check	12/05/2023	805305297	Main Municipal Water Dist.	(A/C 175659)	437 - Cash-Gen Ckg	543.75	543.75
Check	12/05/2023	805305297	Main Municipal Water Dist.	(A/C 174720)	437 - Cash-Gen Ckg	95.66	639.41
Total 2110 - Domestic Water							
Check	12/05/2023	805305300	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	461.20	461.20
Total 2120 - Fire Conferences							
Check	12/20/2023	805305322	Main Sanitary Service	Inv #2923864_November 2023 Service	437 - Cash-Gen Ckg	823.11	823.11

Kentfield Fire Protection District Warrant List

December 2023

Type	Date	Numb	Name	Memo	Split	Amount	Balance
	Total 2125 - Garbage						823.11
Check	2130 - Gas & Electric 12/05/2023	805305298	Pacific Gas & Electric	Acct 1176933549-5 - Statement 11/21/23	437 - Cash-Gen Ckg	13,996.62	13,996.62
	Total 2130 - Gas & Electric					13,996.62	13,996.62
Check	2135 - Gas & Oil 12/05/2023	805305300	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	28.30	28.30
Check	12/05/2023	805305306	RelaDyne	Invoice # 0074731-IN	437 - Cash-Gen Ckg	1,143.45	1,171.75
Check	12/20/2023	805305326	RelaDyne	Invoice # 0079187-IN	437 - Cash-Gen Ckg	702.55	1,874.30
	Total 2135 - Gas & Oil					1,874.30	1,874.30
Check	2145 - Pager System 12/20/2023	805305307	American Messaging	A/C #W4-106070/Inv #W4106070XL December 2023	437 - Cash-Gen Ckg	26.53	26.53
	Total 2145 - Pager System					26.53	26.53
Check	2200 - S/S-Computer 12/20/2023	805305312	Banshee Networks, Inc.	Invoice # 16087	437 - Cash-Gen Ckg	1,288.02	1,288.02
	Total 2200 - S/S-Computer					1,288.02	1,288.02
Check	2205 - S/S-Fire Equipment 12/20/2023	805306316	Garrett Hardware of Windsor	Invoice # 885863/2	437 - Cash-Gen Ckg	79.68	79.68
Check	12/20/2023	805306316	Garrett Hardware of Windsor	Invoice # 43063/1	437 - Cash-Gen Ckg	391.97	471.65
	Total 2205 - S/S-Fire Equipment					471.65	471.65
Check	2210 - S/S-Medical 12/05/2023	805305288	Bound Tree Medical, LLC	Acct #208491/ Invoice# 85163614	437 - Cash-Gen Ckg	484.73	484.73
Check	12/20/2023	805305295	Life Assist	a/c #94904FD / Inv #1381922	437 - Cash-Gen Ckg	288.31	753.04
Check	12/20/2023	805305321	Life Assist	Inv #1385912	437 - Cash-Gen Ckg	35.61	788.65
Check	12/20/2023	805305321	Life Assist	Inv #1385624	437 - Cash-Gen Ckg	86.92	875.57
	Total 2210 - S/S-Medical					875.57	875.57
Check	2215 - S/S-Office 12/20/2023	805305324	Office Depot	Acct# 6011 5661 8341 8338	437 - Cash-Gen Ckg	80.70	80.70
Check	12/20/2023	805305327	Rich USA, Inc.	Acct #137416-1034296USC / Inv # 107872364 (Lease 10/04/2023-01/3/2024)	437 - Cash-Gen Ckg	344.24	424.94
	Total 2215 - S/S-Office					424.94	424.94
Check	2220 - S/S-Station 12/05/2023	805306300	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	513.33	513.33
Check	12/05/2023	805306302	Corbel's	(A/C #4675)	437 - Cash-Gen Ckg	52.42	565.75
	Total 2220 - S/S-Station					565.75	565.75
Check	2300 - Telephone 12/05/2023	805305300	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	165.66	165.66
Check	12/20/2023	805305308	AT&T 415 453 0214	BAN #9391080558 / Inv #20905720 Future	437 - Cash-Gen Ckg	62.53	228.19
Check	12/20/2023	805305309	Business Card	BAN #9391050060 / Inv #20971381- Elevator	437 - Cash-Gen Ckg	29.25	257.44
Check	12/20/2023	805305313	Comcast Business	11/5/23 - 12/4/23; Port 7901	437 - Cash-Gen Ckg	1,291.22	1,548.66
Check	12/20/2023	805305314	Comcast Business	Account # 934487985; Invoice # 189137247	437 - Cash-Gen Ckg	705.00	2,253.66
	Total 2300 - Telephone					2,253.66	2,253.66
Check	2305 - Training 12/05/2023	805305300	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	350.00	350.00
	Total 2305 - Training					350.00	350.00
	Total Services & Supplies					36,021.27	36,021.27
	Capital Outlay						
Check	4020 - C/O-Hose 12/05/2023	805305296	Curtis, L.N. & Sons	PINV763974, PO# 9763	437 - Cash-Gen Ckg	3,428.83	3,428.83
Check	12/05/2023	805305300	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	175.79	3,604.62
	Total 4020 - C/O-Hose					3,604.62	3,604.62
Check	4070 - C/O-Apparatus Rplcmnt 12/20/2023	805305315	Elk Grove Auto	Invoice # 24618; PO # 9791	437 - Cash-Gen Ckg	64,313.70	64,313.70
	Total 4070 - C/O-Apparatus Rplcmnt					64,313.70	64,313.70

Kentfield Fire Protection District
Warrant List

December 2023

01/02/24

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total Capital Outlay							
Debt Service							
Check	12/05/2023	805305291	City National Bank	Purchase Agreement #08-076		67,918.32	67,918.32
					437 · Cash-Gen Ckg	152,144.31	152,144.31
						152,144.31	152,144.31
						2,586.54	2,586.54
						2,586.54	2,586.54
						154,730.85	154,730.85
						610,951.01	610,951.01
						0.00	0.00
Total Debt Service							
Total Expenses							
TOTAL							