

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



Regular Meeting Agenda

February 14, 2024

Kentfield Fire District Office, Conference Room, 1st Floor

&

Conrad Fort Lauderdale Beach Business Center, 551 N Fort Lauderdale Beach Blvd,
Fort Lauderdale, FL 33304

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?omn=88622764528>

Meeting ID: 945 904 8313

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

Time: 5:30 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 5:30 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 January 10, 2024 meeting.
Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote
5. AGENDA ADJUSTMENTS
6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS
 - A. Year-End 2023 KFD Training Review Presentation – BC Glenn

*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).

7. UNFINISHED BUSINESS

- A. Statement of Economic Interest/Form 700 – Chief Pomi

Board Discussion

8. NEW BUSINESS

- A. Assigned and Unassigned Fund Balances Ending F/Y 22-23 – Chief Pomi

Board Action: 1. Discussion 2. Motion 3. Public Comment 4. Vote

- B. Kentfield Fire Protection District Master Fee Schedule – DFM Pasero

Resolution 2-2024: Resolution of the Board of Directors of the Kentfield Fire Protection District adopting the updated Master Fee Schedule for services provided by the District

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: KFD 2024 Seasonal Firefighter program, MERA Next Generation Project, MWPA Executive Officer Report, Blood Drive, FDAC Annual Conference, Accountant Hom Letter, County Counsel Letter, Thank You Letters

12. REPORTS

- A. Overtime, Incident – January 2024

13. APPROVAL OF MONTHLY EXPENSES

Approval of January warrant 805305329 to and including 805305386 for \$572,187.85

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: March 13, 2024

15. MOMENT OF SILENCE

16. ADJOURNMENT

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

MEETING TYPE: Regular

DATE: Wednesday, January 10, 2024

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

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

APPROVAL OF PRIOR MONTH'S MINUTES: M/S Murray/Naso to approve the minutes of December 13, 2023. Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Abstain; Murray-Aye; Naso-Aye
Ayes: 4; Noes: 0; Abstain: 1
Motion passes

ORAL COMMUNICATION: None

AGENDA ADJUSTMENTS: None

SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None

UNFINISHED BUSINESS:

- a. ***Change of Start Time to Regular Board Meetings*** – Chief Pomi stated statistics show elected officials and community members appreciate an earlier meeting time as opposed to a later one in the day. He provided a list of Public Agencies and Fire District's with their Board meeting start times. Chief Pomi asked for the Board's input on moving District's Regular scheduled meeting time earlier in the day. After much discussion the Board agreed to move Kentfield Fire District's Regular Board meeting from 6:30pm to 5:30pm.

M/S Murray/Gerbsman to approve Resolution 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.

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

Roll Call Vote: Corbet-Aye; Evergettis-Aye; Gerbsman-Aye; Murray-Aye; Naso-Aye
Ayes: 5; Noes: 0
Motion passes

NEW BUSINESS:

- a. ***County of Marin 23/24 Annual Statement of Investment Policy*** – Kentfield Fire District's general checking account is with the County of Marin Treasurer's office and is pooled with other Marin County agency funds. Annually, the County of Marin prepares a Statement of Investment Policy which becomes the District's investment policy upon Board adoption. The 2023/24 Annual Statement Investment Policy was approved by the Marin County Board of Supervisors on May 23, 2023, and has been reviewed by the County Treasury Oversight Committee. Chief Pomi requested Board approval.

M/S Gerbsman/Naso to approve the County of Marin 23/24 Annual Statement of Investment Policy

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

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

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

Ayes: 5; Noes: 0
Motion passes

- b. ***F/Y 2023/24 Mid-Year Budget Review Presentation*** – In hopes of educating and creating a healthy discussion, Chief Pomi believes the best practice is to inform the Board and staff where the District stands financially. Accountant Hom explained the Mid-Year Review offers a good opportunity to assess where the District is halfway through the fiscal year. Referencing a *Profit & Loss Budget vs. Actual* report, Accountant Hom presented the following budget highlights for July 1, 2023, through December 31, 2023.

District Revenues:

Category 9001/Property Tax Secured – In December, the District received the first property tax installment of about \$3.3m. The County usually distributes 40% of the budget in April, and the remaining in June.

Category 9007/Special Assessment Tax – The Board approved \$.07 per square foot; the District received about \$305k in December which is about 56% of the budget.

Category 9046/Excess ERAF – ERAF is very difficult to project every year as it is subject to fluctuations. This is not based upon assessed evaluations, it is based upon how well the schools are performing financially. The District takes a very conservative approach in budgeting Excess ERAF. As of December, the District received about \$263k which is 89.7% of this year's budget. This could lead to a very positive upside in this category at year end.

Category 9950/State Fires – The District didn't have the demand as in years past with state fires. This category was budgeted at \$250k, which is quite a conservative figure.

Total Revenues as of December 2023 were about \$4.5 million; about 60% of the annual budget amount.

District Expenses

Salary & Benefits:

Category 1030/Overtime – Roughly \$165k has been spent which is 22% of the budget. This is due to the lack of state fires, which typically drives overtime costs.

Category 1050/Safety-Regular Pay – Spent \$865k which is 47% of the budget.

Category 1515/Health Insurance – Spent about \$406k and is right around 50% of the budget.

Category 1530/Retire Employer – The District paid the unfunded liability in a one-lump sum payment in the beginning of the fiscal year. With a budget of \$1.3m, 70% of the budget has been consumed; about \$918k spent.

Category 1560/OPEB – The District contributes on a quarterly basis to the CERBT Trust. Two payments have been made and two payments remain this fiscal year, which is 50% of the budget.

Category 1565/Retirement Prefunding Contribution – Monthly contributions of \$18,750 are paid to a CalPERS CEPPT Trust. Budgeted at \$225k and contributed \$112,500k; spent 50% of the budget.

Total Salaries & Employee Benefits – Roughly \$2.9 million expensed; 48% of annual budget.

Services & Supplies:

Category 2025/MERA-Operating – \$27,472 was paid in full and is 100% of the budget.

Category 2070/General Insurance – Paid in full \$39,877 which is 100% of the budget.

Category 2080/Wrks Comp Ins – Paid the entire cost of \$276k upfront, which is 100% of the budget.

Category 2105/Dispatch – Spent about \$49k which is roughly 28% of the budget.

Category 2150/Prevention – Roughly \$44k was spent for expenditures related to MWPA & Defensible Space programs.

Total Services & Supplies as of December 2023 is \$605k or about 51.5% of the budget spent.

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

Capital Outlay:

Category 4070/C/O Apparatus Replacement – The District is hoping the Type III Fire Engine will be built by the end of this fiscal year and before the next fire season. Budgeted at \$605k with \$68k spent so far. *Total Capital Outlay* as of December 2023 was about \$88k; 10.8% of the annual budget.

Debt Service:

Category 3110/ *Debt Service-Principal* and Category 3120/ *Debt Service-Interest* – The District made the final payment on the fire station renovation, which was about \$155k. The Debt Principal and Interest has been completely paid off and will no longer be in the financial report. Kentfield Fire District is debt free, which is something to be proud of.

Total Expenses as of December 2023 were about \$3.7 million which is roughly 45% of the annual budget.

Accountant Hom reported at the end of December, the *Net Income* budget had a surplus of \$813k. He asked if there were any questions. None were asked. The Board thanked Accountant Hom for his presentation.

CHIEF'S REPORT:

- a. **Insurance Service Office (ISO)** – Included in the Board packet is an Insurance Service Office (ISO) notification. This is a public protection classification program who reviews Kentfield Fire District against the standard. Their findings play an important role in the underwriting process for insurance companies. Classifications are rated Class 1 to Class 10. In 2016, Kentfield Fire District went through the survey process and earned a Public Protection Classification (PPC) 1 rating, which is the highest level granted. This classification is done every five years and in 2021, the District went through the process again. Kentfield Fire District has maintained the Class 1 certification. This review is done for about 40,000 fire departments all over the United States, and only 498 of them are classified as Class 1. Less than 1% of fire departments maintain a Class 1 and KFD is fortunate to be rated as such. Within the Public Protection Classification Summary Report, the score sheets are shown, revealing where the District can improve. The ISO review involves information the District puts forth, but also the fire data from MMWD, the hydrants, water supplies, flow testing, emergency communication, dispatch response times, equipment, training, and staffing. This classification rating will be good from March 1, 2024, to 2029. Chief Pomi thanked the staff for all their time, data collection, and entries,

DIRECTOR MATTERS:

Director Naso – The next MERA meeting will be January 24, 2024, at 3:30pm.

Director Evergettis – Marin Wildfire Prevention Authority did not meet this past month, the MWPA Executive Officer's Report with project updates is included in the Board packet.

CORRESPONDENCE: Were reviewed.

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

APPROVAL OF WARRANTS:

M/S Murray/Gerbsman to approve December warrant 805305288 to and including 805305328 for \$619,800.39

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

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

Ayes: 5; Noes: 0

Motion passes

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

Accountant Hom took the opportunity to announce his retirement from Kentfield Fire District as of the end of this year. He stated after 18 years of service, it was time to reset life priorities. He is grateful to the Board and the Fire Chief to be able to serve all these years and be part of a wonderful family. This long advance notice provides the District with sufficient time to find a replacement and train the next person adequately. Once this transition period has concluded, the District can advance the retirement date or adjust as necessary. Accountant Hom stated it's been a wonderful ride, with good and bad years economically, he's been with the District to see it all. He hopes the next person to replace him will stay on for another 18 years.

The Board and Chief Pomi thanked Accountant Hom for his professionalism and his years of service to the District.

NEXT MEETING: The next regular meeting will be held on February 14, 2024.

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

ADJOURNMENT: M/S Evergettis/Naso to adjourn this meeting at 7:13 p.m. All ayes.

Respectfully submitted,

Jena Wilson
Recording Secretary

Annual Training Report

Kentfield Fire Protection District

2023

Overall Training Hours 3093 ÷ 13 personnel = 237 hours per person

EMS Training Hours 281 ÷ 12 personnel = 23.4 hours per person

Drivers Training Hours 181 ÷ 13 = 14 hours per person

Independent/Outside Training Hours 368

Company Officer 2A and 2C

Ethical Leadership for Instructors

Fire Instructor 1 – 2 members attended

Fire Mechanics

Electric Vehicle – New Vehicle Extrication and Fire Extinguishment

Wildland Ops. S270 Air Operations – 2 members attended

Bay Area Firefighter Conference – VEIS (Vent, Enter, Isolate, Search)

FEMA L-954 All Hazard Safety Officer

2023 Training

Emergency Medical Services

Company Training and Battalion Drills

Officer Development Academy – Southern Marin

Leadership – Steve Kent Leadership Seminar

Vector Solutions – Online

Drivers Training Online and Actual Driving

Wildland Fire Safety Training Annual Refresher RT 130

STEN Refresher Attend by Single Resource Personnel

Special Operation – USAR/Water Rescue, Investigation Team, Hazardous Materials

County Wide Training – Wildland, Hazardous Materials, Regional Truck Training

Independent/Outside Training

Future Training

EMS

Vector Solutions

Block Training with Central Marin and Kentfield Fire

Continue Training with Neighboring Agencies – RVFD

Specialized Training – US&R, Water Training, Rope Rescue, Haz Mat, Invest.

Auto Extrication

Training Buildings – As Available

County Wide Training – Wildland, Hazardous Materials, Regional Truck Training

Officer Development – Independent and Outside Instructors

Encourage Independent/Outside Training

Jena Wilson

From: Dan Miller <Dan.Miller@MarinCounty.gov>
Sent: Friday, January 12, 2024 10:41 AM
Subject: Form 700 Annual Filing - District Notice
Attachments: Form 700 2023-2024.pdf; Form 700 Quick Tips.pdf; Form 700 Ref Pamphlet 2023-2024.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

It's time to file the Annual Form 700 Statement of Economic Interests covering 2023

Attached for your convenience are the updated Reference Pamphlet (*please forward to all filers*), and the Form 700 Statement of Economic Interests. The filing due date is no later than **April 2, 2024**.

Form 700 reports may be submitted to my office by either of the following methods:

- 1) Paper version by regular mail to: PO Box E, San Rafael, CA 94913 (*original written signature only*).
- 2) Our paperless e-filing program (*filers must obtain login credentials*).
- 3) By email to dan.miller@marincounty.gov: *signature must be handwritten or digitally certified (DocuSign or Adobe program)*.

Additional information:

- Board members and the 'head of the agency' (*superintendent, or district manager*) are required to file with my office. All others designated in your district's Conflict-of-Interest Code will file with your office unless your Code states otherwise.
- Be sure to have your Conflict-of-Interest Code available for your filers. Let me know if you need a copy of your Code.
- Filers no longer with your district must file a Leaving Office Form 700 to account for the previous year, and be sure they include their 'leaving office' date. New filers must check the Assuming Office box on the cover page, and be sure they include their 'assuming office' date.

Contact me if you have any questions or concerns.

Thank you,

Dan Miller
Candidate Filing & Election Services
County of Marin Elections Department
PO Box E, San Rafael, CA 94913
415 473 6437
dan.miller@marincounty.gov

STAY CONNECTED:

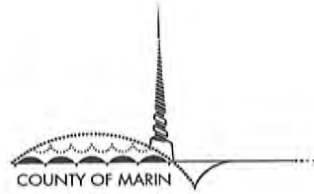


Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

Marin County

Elections Department

Form 700 Filer Quick Tips



- ◆ You must account for the previous calendar year or 12 month period.
- ◆ Do not list your personal residence unless it is used as a reportable home-based business, business rental, or claimed as a business deduction.
- ◆ Stocks, trusts, and investments are mostly reportable. Check the Reference Pamphlet for more information.
- ◆ The basic rule of 'reportable investments' is a financial interest in any business entity located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction in which you, your spouse or partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more during the reporting period.
- ◆ Salaries, including spouses, are mostly reportable, but not government salaries.
- ◆ If you hold positions with multiple agencies, each requiring the Form 700, you may be able to file just one. Account for all interests covering the largest jurisdiction, and list all agencies/positions on the cover page or separate sheet.
- ◆ The gift limit is \$590...and this is reportable.
- ◆ Only elected officials, the 'head of the agency', and certain JPA members are required to file with our office. All others designated in the agency's Conflict-of-Interest Code will file with the location stated in the Code.
- ◆ Our voluntary e-filing program is easy to use, and no more handwritten signatures or paper copies. Contact our office to get started.

For e-filing assistance contact our office at 415-473-6437.

Contact the Fair Political Practices www.fppc.ca.gov to obtain legal advice and additional information.




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: Assigned and Unassigned Fund Balances Ending F/Y 22-23
DATE: 2/6/2024

Assigned Fund Balance: This balance is comprised of the Reserve Allocations of specific categories that the Board has established over time.

Unassigned Fund Balance: These are also referred to as residual net resources or total fund balance in excess of expenditures.

The District traditionally calculates the extent of surplus balance and then assigns any surplus funds to assigned reserve accounts. The Fire Chief along with the Budget Team will make recommendations to the Board for consideration. The Board considers the recommendations and by a simple majority vote adjusts the specific assigned fund balance(s), bringing the Unassigned Balance to a level the Board agrees upon.

Recommendations will be presented at the February 14, 2024 Board meeting. The Board will also have the ability to make any budget line item adjustments should there be the need.

#	Total Assigned Fund Balance	Allocation	New Fund Balance	Description
6910	\$2,020,572	\$705,000	\$2,725,572	Apparatus Replacement
6915	\$1,438,169	\$166,730	\$1,604,899	Building Replacement/Renovation
6920	\$320,973	\$10,000	\$330,973	Compensated Absences
6925	\$395,000		\$395,000	Emergency Contingencies
6930	\$30,000		\$30,000	Hose - LDH (Large Diameter Hose)
6935	\$37,580		\$37,580	MERA (Marin Emergency Radio Authority)
6940	\$1,190,490	\$114,000	\$1,304,490	PERS Unfunded Liability
6942	\$497,689		\$497,689	OPEB Other Post Employment Benefits
6943	\$750,000		\$750,000	CEPPT
6945	\$180,000	\$70,000	\$250,000	SCBA Replacement
6950	\$50,000		\$50,000	General Insurance Deductible
6955	\$50,000		\$50,000	Health Insurance Premium Reserve
6960	\$10,000	\$10,000.00	\$20,000	Hydrants and Mains
6965	\$60,000		\$60,000	Planning, Mapping and Veg. Management
6970	\$230,000	\$100,000.00	\$330,000	Heavy Rescue Equipment
6975	\$54,730	-\$54,730	\$0	Debt Service Sinking Fund
6980	\$100,000	\$60,000.00	\$160,000	Health and Wellness
Total	\$7,415,203	\$1,181,000	\$8,596,203	
Audit ending June 30, 2023				
Restricted fund balance of \$903,758,			(\$376,091 MWPA and \$527,667 CEPPT)	

KENTFIELD FIRE PROTECTION DISTRICT

1004 SIR FRANCIS DRAKE BOULEVARD
KENTFIELD, CA 94904

TO: Board of Directors
FROM: Larry Pasero, Deputy Fire Marshal
SUBJECT: Resolution 2-2024, Master Fee Schedule Update
DATE: February 14, 2024

Background

In 2019, the District established a policy for recovering the costs for providing special services of a voluntary and/or limited nature. These services include plan review, building and fire prevention inspection, California Fire Code inspection, and enforcement inspections. The intent of the policy was to recover costs for services not required by all members of the community, so that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services.

Pursuant to California Health & Safety Code 13916 (b), the District Board approved Ordinance 2019-116, creating a schedule of fees and charges based on the District's budgeted and projected cost. The fee and service cost study evaluation procedure set forth in Ordinance 2019-116 provided a mechanism for ensuring that fees adopted by the District for services do not exceed the reasonable estimated cost of providing the services for which the fees are charged.

The 2019 master fee study utilized a modern calculated process to study the District's fully encumbered cost for providing the services listed above. At the time of the 2019 study, changes to District personnel reduced some of the costs to provide services, and some services were determined to take less time based on the formal evaluation and new electronic efficiencies. The product of the study was an updated comprehensive schedule of fees that accurately identified the true costs to the District to provide services. Generally, most fees were reduced in 2019 based on the findings of the study.

The 2019 adopted ordinance also tasked the Fire Chief with conducting a review of the "Master Fee Schedule" annually to ensure the recovery of the listed percentage of costs necessary to provide the listed regulation, product, or service. When the annual review identifies the need to modify the fee schedule, an updated fee schedule shall be presented to the board and adopted in the form of a resolution.

Past Action

In response to the COVID-19 pandemic, the District chose not to review the master fee schedule in 2020. The fee schedule was reviewed in 2021, and a revised fee schedule was adopted by resolution 3-2021 in May 2021 .

KENTFIELD FIRE PROTECTION DISTRICT

1004 SIR FRANCIS DRAKE BOULEVARD
KENTFIELD, CA 94904

Update

In January 2024, the fee schedule was reviewed utilizing the fully encumbered personnel rates from FY23-24 contracts. Additionally, the fee schedule was reviewed to confirm that the time studies and calculated values for each service remain accurate and true for each service provided. The results of the study identified the need to increase fees to keep pace with service costs. The average proposed increase for each fee is 5.7%. An example of the increase is the ministerial permit (based on one hour of inspection time) increases from \$96.00 in 2021 to \$102.00 in 2024.

As noted in Exhibit "A," many of the increased fees are still below the cost of the service in 2015. With Board approval of Resolution 2-2024, the fees identified in the 2024 Kentfield Fire District Fee Schedule will be applied to all projects and permits received by the District on or after April 1, 2024.

Respectfully Submitted,

Larry Pasero
Deputy Fire Marshal

Kentfield Fire Protection District Fees and Charges

Legend for Implementing the Fee Schedule Spreadsheet:

Each row of the Fee Schedule Spreadsheet identifies a separate fee, with a column for: the Fee Description, the Fee Amount, the Fee Type, the Fee Category, and the Authority.

- The Fee Description columns identify a fee number and a narrative description for the fee.
- The Fee Amount column (or columns) identifies how the amount of the fee is calculated. (See “Key to Fee Amounts,” set forth below.)
- The Fee Type column identifies one of five Fee Types (“A” through “E”), which generally identifies the processes by which the fee will be imposed. (See “Key to Fee Types,” below.)
- The Fee Category column identifies one or more of seven Fee Categories (“1” through “7”), which identifies the relevant subsection of California Constitution Article XIII C, Section 1(e) establishing that the fee is exempt from the constitutional definition of a tax. (See “Key to Fee Categories,” below.)
- The Authority column identifies the legal authority for the imposition of the fee.

Key to Fee Amounts

In the Fee Amount columns of the Fee Schedule Spreadsheet, the following defined terms are used:

- **Direct Cost:** Direct cost is defined as the direct cost incurred by the District in performing a service, including the direct wages and benefits calculated as the productive hourly rate for employee(s) providing the service, actual equipment cost directly attributable to the service provided, and any actual discrete costs incurred by the District in performing the service (e.g., payment to vendor or contractor for services provided).
- **Full Cost:** Full Cost is defined as the full cost incurred by the District in performing a service including, but not limited to, the fully burdened rate (defined below) for staff time, fully burdened overtime rate (defined below) for staff services performed after normal working hours, the cost for materials, vehicles, equipment, and contracts. Material costs include any supplies used (i.e. paper, printing, electronic data collection or archive software or equipment, etc.). Vehicle costs are based on hourly vehicle rates that include operations and maintenance costs, replacement cost of vehicle, overhead/administrative costs, insurance, accident repair costs, and fuel. Contract costs are the cost for a contractor to perform work on behalf of the District.
 - Full Costs are subject to a minimum of 1/2 hour of the Fully Burdened Rate for positions performing service.

Fully Burdened Rate: a billable rate that captures all costs associated with employees, over and above gross compensation or payroll costs. Typical costs associated with the burdened rate include payroll taxes, worker's compensation, health insurance, paid time off, pension contributions, other benefits, and indirect costs including departmental and Districtwide administrative overhead allocations.

- **Fully Burdened Overtime Rate:** a billable rate that includes only those benefits applied to overtime (unemployment, workers' compensation) and direct Districtwide overhead/administrative costs.
- **Updates to Standard Direct Costs and Full Costs.** Fully burdened rates and fully burdened overtime rates are updated from time to time when District employee salaries, benefits and/or overhead rates (cost allocation plan) are updated. Vehicle and equipment rates are generally updated bi-annually as part of the budget cycle. A listing of current "Direct Costs" and "Full Costs" is maintained at the District Office and may be requested from the District Secretary at 415-453-7464.

Key to Fee Types

For each fee on the Fee Schedule, the "Fee Type" column identifies a letter ("A" through "C") which corresponds to the relevant "Fee Type" process by which the fee will be imposed, as set forth below:

- A. *The charge must be paid to the District prior to, and as a condition of, the District providing the requested service or product, and as a condition of the District issuing a license, entitlement, or permit. Any Fee Type "A" is non-refundable.*
 - i. *NOTE: Fee Type "A" includes plan Review and Inspection. Fees shall be paid at time of plan check submittal.*
- B. *The charge may be paid to the District after the District has provided the requested service. The charge must be paid no later than 30 days after the District provides a written invoice of the amount owed. Any Fee Type "C" is non-refundable.*
- C. *The charge is a fine or penalty that must be paid in accordance with the applicable provisions of the California Fire Code adopted by the Kentfield Fire Protection District.*

Key to Fee Categories

For each fee on the Fee Schedule, the "Fee Category" column identifies a number ("1" through "7") which corresponds to a subsection of California Constitution Article XIII C, Section 1(e) establishing that the fee is exempt from the constitutional definition of a tax, for the reason set forth below:

1. **Article XIII C, Section 1(e)(1)**
A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

- 2. Article XIII C, Section 1(e)(2)**
A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- 3. Article XIII C, Section 1(e)(3)**
A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, and the administrative enforcement and adjudication thereof.
- 4. Article XIII C, Section 1(e)(4)**
A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- 5. Article XIII C, Section 1(e)(5)**
A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- 6. Article XIII C, Section 1(e)(6)**
A charge imposed as a condition of property development.
- 7. Article XIII C, Section 1(e)(7)**
An assessment or property-related fee imposed in accordance with the provisions of California Constitution Article XIII D.

RESOLUTION NO. 2-2024

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENTFIELD FIRE PROTECTION DISTRICT ADOPTING THE UPDATED MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY THE DISTRICT

WHEREAS, the Kentfield Fire Protection District has conducted an analysis of its services, the costs reasonably borne, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, it is the intention of the Kentfield Fire Protection District Board to maintain a schedule of fees and charges based on the District's budgeted and projected costs reasonably borne; and

WHEREAS, on March 27, 2019 the Kentfield Fire Protection District Board approved Ordinance No. 2019-116 approving the development and adoption of a master fee schedule; and

WHEREAS, the Kentfield Fire Protection District has completed a review of the current master fee schedule to evaluate the Fire District's ability to recover the percentage of costs reasonably borne necessary to provide the listed regulation, product or service as outline in Ordinance No. 2019-116; and

WHEREAS, the Kentfield Fire Protection District recommends that the fees set forth in Exhibit "A" be adopted to recover the current cost incurred by the District in providing services for which the fees are imposed; and

WHEREAS, the District has determined that the fees specified herein are equal to or less than the estimated cost to provide the indicated service.

NOW THEREFORE, THE BOARD OF KENTFIELD FIRE PROTECTION DISTRICT DOES RESOLVE, DETERMINE AND ORDER:

Section 1. Fee Schedule Adoption

The following Kentfield Fire Protection District Fee Schedule, as shown in Exhibit A, is hereby directed to be computed by and applied by the District, and to be collected by the District for the herein listed special services when provided by the District or its designated contractors.

Section 2. Separate Fee for Each Service

All fees set by this Resolution are for each identified service; additional fees shall be required for each additional service that is requested or required. Where fees are indicated on a per unit measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

Section 3. Basis of Charges

The Board of the Kentfield Fire Protection District finds and determines that the charges imposed by this Resolution are necessary to cover the costs of providing the specified services, and that such charges do not exceed the reasonable costs of providing said services.

Section 4. Interpretation

This Resolution may be interpreted by the Fire Chief or duly authorized representatives thereof. Should there be a conflict between two fees applicable to the same service, then the lower in dollar amount of the two shall be applied.

Section 5. Waiver of Permit Fees and Charges

The Board of Directors may, on a case-by-case basis, grant a waiver of payment of all or a portion of the fees established by this Resolution when it determines that it is in the public interest to do so.

Section 6. Repealer

Resolutions and other prior actions of the Board of Directors in conflict with the contents of this Resolution are hereby repealed.

Section 7. Severability

If any portion of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions and all other portions shall remain in full force and effect. The Board of Directors declares that it would have adopted this Resolution and each section or portion thereof irrespective of the validity of any other section or portion.

Section 8. Exemption from California Environmental Quality Act

The adoption of this Resolution, including the fees and charges provided herein, is statutorily exempt from the California Environmental Quality Act under Public Resources Cost Section 21080(b)(8), as the establishment and modification of charges by a public agency to meet operating expenses.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Kentfield Fire Protection District on the 14th day of February, 2024 by the following vote, to-wit:

AYES:

NOES:

ABSENT:

Bruce Corbet, Chairman, Board of Directors

ATTEST:

Steve Gerbsman, Secretary, Board of Directors

KENTFIELD FIRE DISTRICT FEE SCHEDULE EXHIBIT "A"

Item	Description	Unit	Fee	Fee Type	Fee Category	2015	2019	2021	2024	Differential	Delta (%)	2024		Authority
												Actual Cost	Actual Cost	
1.0	Fire Plan Review Services													
1.1	Project Design Review by District Employee	Per Review	Full Cost	A	2, 3	N/A	\$107.08	\$132.19	\$140.07	\$7.88	5.9%	\$140.00	HSC 13916	
1.2	Project Design Review by Consultants or Technical Assistance	Per Review	Direct Cost + Overhead	A	2, 3	N/A	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	HSC 13916	
1.3	Fire Plan Check Review and Inspection Services for building permits > 100 SF (Previously Ministerial Permits) (1)	Per Review/Inspection	Full Cost	A	2, 3	N/A NEW	\$222.13	\$284.91	\$305.36	\$20.45	6.7%	\$305.00	HSC 13916	
1.4	Minor Fire Plan Check Review and Inspection Services for building permit <= 100 SF (10)	Per Review/Inspection	Full Cost	A	2, 3	N/A NEW	\$130.42	\$161.81	\$171.79	\$9.97	5.8%	\$172.00	HSC 13916	
1.8	Ministerial Permit (Minimum permit charge for actions which no fee is specifically indicated elsewhere) (11)	Per Review/Inspection	Full Cost	A	2, 3	\$177.00	\$76.88	\$95.71	\$101.75	\$6.04	5.9%	\$102.00	HSC 13916	
1.5	Vegetation Management/Defensible Space/WUI Plan (Residential/SFR)	Per Review/Inspection	Full Cost	A	2, 3	\$354.00	\$225.13	\$287.91	\$308.36	\$20.45	6.6%	\$308.00	HSC 13916	
1.6	Vegetation Management/Defensible Space/WUI Plan (2-10 homes)	Per Review/Inspection	Full Cost	A	2, 3	\$591.00	\$405.58	\$515.87	\$555.29	\$39.42	7.1%	\$555.00	HSC 13916	
1.7	Vegetation Management/Defensible Space Plan/WUI Plan (11 or more homes)	Per Review/Inspection	Full Cost	A	2, 3	\$1,416.00	\$873.54	\$1,112.09	\$1,189.22	\$77.13	6.5%	\$1,189.00	HSC 13916	
2.0	Fire and Life-Safety Inspection Fees for Residential Care Facilities (7)													
2.1	Fire Clearance Pre-Inspection	Each	Full Cost	B	2, 3	N/A NEW	\$127.92	\$169.31	\$169.29	\$9.97	5.9%	\$169.00	HSC 13916	
2.2	Residentially Based Licensed and Non-Licensed Care Facilities	Per inspection	Full Cost	B	2, 3	N/A NEW	\$166.09	\$216.31	\$232.83	\$16.52	7.1%	\$233.00	KFD R2019-0001	
3.0	Fire Inspections: State Fire Marshal Regulated Occupancies													
3.1	State Fire Marshal Regulated Occupancies: Group A, C, E, L, J, R, State Owned (per CFC Chapter 2)	Per inspection	Full Cost	B	2, 3	N/A NEW	\$150.25	\$194.19	\$208.61	\$14.42	6.9%	\$209.00	HSC 13143	
4.0	Miscellaneous Fire Inspections & Services													
4.1	Inspections outside of normal business hours	2 hour minimum	Fully Burdened Overtime Rate	B	2, 3	N/A NEW	\$146.74	\$186.96	\$213.72	\$16.76	7.8%	\$214.00	KFD R2019-0001	
4.2	Additional plan review due to changes, additions or revisions to plans (Multiply by total hours in 1/2 hour increments)	Per Review/Inspection	Full Cost	B	2, 3	N/A NEW	\$53.54	\$66.09	\$70.04	\$3.94	5.5%	\$70.00	KFD R2019-0001	
4.3	Fire Protection, Prevention and Emergency Services in Unusual Circumstances (Inspection) (9)	Each (per hr) 2 hr min	Full Cost	B	2, 3	N/A NEW	\$146.74	\$186.96	\$213.72	\$16.76	7.8%	\$214.00	KFD R2019-0001	
4.4	Fire Protection, Prevention and Emergency Services in Unusual Circumstances (Battalion) (9)	Each (per hr) 2 hr min	Full Cost	B	2, 3	N/A NEW	\$183.70	\$183.70	\$183.70	\$0.00	0.0%	\$184.00	KFD R2019-0001	
4.5	Re-sale Inspection Program Inspections	Per inspection	Full Cost	A	2	N/A NEW	\$160.98	\$198.65	\$206.22	\$7.56	3.7%	\$206.00	TBD	
5.0	California Fire Code Violation Penalties													
5.1	Unauthorized possession, storage, use and sale of fireworks	Each	\$500	B, C	5	N/A NEW	\$500.00	\$500.00	\$500.00	\$0.00	0.0%	\$500.00	KFD R2019-0001	
5.2	Malicious or negligent false alarms/ 3 or more alarms within 180 consecutive days	Each Occurrence	\$397	B, C	5	N/A NEW	\$321.23	\$396.56	\$420.21	\$23.65	5.6%	\$420.00	KFD R2019-0001	
6.0	Vegetation Management/Defensible Space/WUI													
6.1	Vegetation Management/Defensible Space/WUI Inspection	Per inspection	Full Cost	A	2, 3	N/A NEW	\$170.10	\$214.05	\$228.22	\$14.17	6.2%	\$228.00	KFD R2019-0001	
6.2	Vegetation Management/Defensible Space/WUI Enforcement (subject to collections process)	Each, Per Parcel	Full Cost + overhead	A	2, 3	N/A NEW	Direct Cost	Direct Cost	Direct Cost	Direct Cost	Direct Cost	Direct Cost	PRC 4291.1	
7.0	California Fire Code Permits													
7.1	Automatic Fire Extinguishing Systems: NFPA 1313R (Commercial, Multi-family residential, Residential >5000 sq ft) (2)													
7.1.1	New 1313R System Installation (first 50 heads)	First 50 heads per system	Full Cost	A	2, 3	\$531.00	\$356.53	\$463.25	\$498.37	\$35.12	7.0%	\$498.00	105.7.1	
7.1.2	New 1313R System Installation (each additional 25 heads)	Each additional 1 25 heads per system	Full Cost	A	2, 3	N/A NEW	\$137.91	\$192.43	\$204.50	\$12.07	5.9%	\$205.00	105.7.1	
7.1.3	1313R Alteration or Addition Minor (5 or less heads, no Hydrostatic testing required, approved with sprinkler scope letter) (12)	19 heads or less	Full Cost	A	2, 3	\$295.00	\$142.82	\$176.53	\$187.90	\$11.37	6.0%	\$188.00	105.7.1	
7.1.3	1313R Alteration or Addition Minor (6 to 20 heads, no Hydrostatic testing required)	19 heads or less	Full Cost	A	2, 3	\$295.00	\$191.45	\$241.67	\$257.93	\$16.26	6.3%	\$258.00	105.7.1	
7.1.4	1313R Alteration or Addition (20 or more heads, Hydrostatic testing required)	20 or more heads	Full Cost	A	2, 3	\$354.00	\$228.13	\$290.91	\$311.35	\$20.45	6.6%	\$311.00	105.7.1	

KENTFIELD FIRE DISTRICT FEE SCHEDULE EXHIBIT "A"

Item #	Description	Per review	Full Cost	Category	Code	Rate	Fee	Rate	Fee				
7.1.5	Fire pumps and related equipment (all fire pumps regardless of NFPA sprinkler standard) [8]	Per review	Full Cost	A	2, 3	N/A NEW	\$301.50	\$389.39	\$418.22	\$26.83	6.9%	\$418.00	105.7.7
7.1.6	Standpipe systems [4]	Per review	Full Cost	A	2, 3	N/A NEW	\$264.32	\$340.15	\$364.79	\$24.64	6.8%	\$365.00	105.7.15
7.2	Automatic Fire Extinguishing Systems - NFPA 13D (Residential <5000 sq) [2]												105.7.1
7.2.1	New 13D System Installation	Per residence	Full Cost	A	2, 3	\$354.00	\$264.82	\$340.15	\$364.79	\$24.64	6.8%	\$365.00	105.7.1
7.2.2	13D Alteration or addition [5 or less heads, approved with sprinkler scope letter] (12)	5 heads or less	Full Cost	A	2, 3	N/A NEW	\$137.91	\$175.57	\$187.50	\$12.33	6.6%	\$188.00	105.7.1
7.2.3	13D Alteration or addition (More than 5 heads)	6 or more heads	Full Cost	A	2, 3	N/A NEW	\$211.28	\$274.05	\$294.76	\$20.71	7.0%	\$295.00	105.7.1
7.3	Alternative Automatic Fire Extinguishing Systems [3]												105.7.1
7.3.1	Alternative Automatic Fire Extinguishing Systems [3]	Per system	Full Cost	A	2, 3	\$354.00	\$228.13	\$290.91	\$311.36	\$20.45	6.6%	\$311.00	105.7.1
7.3.2	Alteration or addition	Per system	Full Cost	A	2, 3	N/A NEW	\$191.45	\$241.67	\$257.93	\$16.26	6.3%	\$258.00	105.7.1
7.4	Alarm monitoring equipment and devices for fire protection systems [5]												105.7.1
7.4.1	New Alarm System Installation [first 20 devices]	First 20 devices per system	Full Cost	A	2, 3	\$354.00	\$228.13	\$290.91	\$311.36	\$20.45	6.6%	\$311.00	105.7.1
7.4.2	New System Installation [each additional 20 devices]	Each additional 20 devices per system	Full Cost	A	2, 3	N/A NEW	\$191.45	\$241.67	\$257.93	\$16.26	6.3%	\$258.00	105.7.1
7.4.3	Alteration or addition	Per system	Full Cost	A	2, 3	N/A NEW	\$173.10	\$217.05	\$231.22	\$14.17	6.1%	\$231.00	105.7.1
7.5	Underground Fire Service Systems [6]												105.7.1
7.5.1	Plan Check: Underground Fire Service Systems	Per system	Full Cost	A	2, 3	\$352.00	\$374.87	\$487.87	\$525.08	\$37.21	7.1%	\$525.00	105.7.1
7.5.2	Inspection and Testing: Underground Fire Service Systems (including hydrants) (up to 3 inspections)	Per system	Full Cost	A	2, 3	N/A NEW	\$191.45	\$241.67	\$257.93	\$16.26	6.3%	\$258.00	105.7.1
7.5.3	Additional UG inspections	Each	Full Cost	C	2, 3	N/A NEW	\$118.08	\$143.19	\$151.07	\$7.88	5.2%	\$151.00	R2014-134
7.6	Alternate Power Systems (PUESS Battery Systems/Generators)												105.7.13
7.6.1	Battery Back-up systems	Per review	Full Cost	A	2, 3	\$352.00	\$185.45	\$235.67	\$251.93	\$16.26	6.5%	\$252.00	105.7.2
7.6.2	Solar Photovoltaic Power Systems, Commercial - Plan Check Review (This fee is in addition to Building Permit and Inspection Fee)	Per review	Full Cost	A	2, 3	N/A NEW	\$332.19	\$432.63	\$465.65	\$33.02	7.1%	\$468.00	105.7.13
7.6.3	Solar Photovoltaic Power Systems, Residential - Plan Check Review & Inspection. (This fee is in addition to Building Permit and Inspection Fee)	Per review	Full Cost	A	2, 3	\$312.00	\$222.13	\$284.91	\$305.36	\$20.45	6.7%	\$305.00	105.7.13
7.6.3	Solar Photovoltaic Power Systems, Residential - Inspection Only. (This fee is in addition to Building Permit and Inspection Fee)	Per review	Full Cost	A	2, 3	\$156.00	\$148.76	\$186.43	\$198.50	\$12.07	6.1%	\$199.00	105.7.13
8.0	Miscellaneous Systems and Uses												
8.1	Temporary membrane structures, tents, canopies Quantity 1	Per review	Full Cost	A	2, 3	\$177.00	\$130.42	\$161.81	\$171.79	\$8.97	5.8%	\$172.00	105.7.16
8.1	Temporary membrane structures, tents, canopies Quantity 2 or more	Per review	Full Cost	A	2, 3	\$177.00	\$317.24	\$329.79	\$333.98	\$4.19	1.3%	\$334.00	105.7.16
8.2	Emergency responder radio coverage system	Per review	Full Cost	A	2, 3	N/A NEW	\$405.66	\$531.11	\$572.51	\$28.00	7.2%	\$573.00	105.7.5
8.3	Security Gates and Fire Access related Projects	Per review	Full Cost	A	2, 3	\$177.00	\$185.45	\$235.67	\$251.93	\$16.26	6.5%	\$252.00	105.7.9
9.1	Operational Permits (See California Fire Code 105.5.1 through 105.6.46)									AVG.	5.7%		CFC Ch. 1



Board Meeting

February 2024

Chief's Report (verbal report)



Board Meeting

February 2024

Director Matters (verbal report)

KENTFIELD FIRE PROTECTION DISTRICT

Now Hiring 2024 Seasonal Firefighter Positions

- > Seasonal Firefighter - Engine Assignment <**
- > Wildfire Defensible Space Inspector <**

**For more information and to apply, visit our website at
Kentfieldfire.org**

Application Period

Opens: January 24, 2024

Closes: February 16, 2024

Inquiries:

Captain Andrew Marty

amarty@kentfieldfire.org





Seasonal Firefighter Recruitment 2024

The District is anticipating the need for seasonal firefighters this year. Staffing during the wildland fire season (3-8 months) may include Engine and Inspector assignments.

- **Engine:** Firefighters in Engine assignments fight wildland, rural, and structural fires and respond to various other emergencies including medical emergencies. Additional responsibilities include repairing equipment and general station housekeeping.
- **Defensible Space Inspector:** The Defensible Space Inspector will conduct professional work in fire prevention or other related work. Examples of work tasks include but are not limited to one or more of the following:
 - Perform defensible space inspections in accordance with Public Resources Code Section 4291.
 - Increase awareness, knowledge, and actions implemented by individuals and communities to reduce human loss and property damage from wildfires, such as defensible space and other fuels reduction activities, fire prevention, and fire-safe building standards.

Minimum qualifications at the time of appointment include:

- FF 1 Academy Certification
- Valid Ca. EMT License
- 18 years of age
- High School Diploma or G.E.D.
- Current Professional Provider CPR card
- Valid, non-restricted California Driver's License

Desirable Qualifications:

- Successful completion of Marin County Wildland Academy or California (Cal Fire) Wildland Certificate or other training as approved by the District
- Current firefighting and EMS experience
- College Fire Science studies
- NWCG Firefighter Type 2

Knowledge, Skills, and Abilities:

- Ability to learn firefighting tactics and EMS techniques
- Ability to learn the operation and maintenance of equipment
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively
- Ability to do strenuous physical activity for extended periods.

Testing and Eligible List:

Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

Compensation, \$19.00-\$28.00 hourly (depending on experience). Schedules may vary. The 48/96 shift assignment may be used while assigned to an engine. A 40-hour workweek is used for D-Space inspectors. Schedules may be adjusted to fit the needs of the district. This is a non-benefit position.

How to apply:

Interested candidates complete the application of employment at www.kentfieldfire.org. Candidates must submit a completed application, a letter of intent, and a resume outlining the qualifications (**returning Seasonal Firefighters need only to submit a letter of intent and a resume**) to the Administration Office by noon, **Friday, February 16, 2024**. The outside of the envelope addressed: **2024 Seasonal Firefighter Program**.

Kentfield Fire Protection District 1004 Sir Francis Drake Blvd, Kentfield, CA. 94904



NEXT GENERATION PROJECT **January 2024 Governing Board UPDATE:**

MERA Sites:

Construction is wrapping up this month with punch-list items to follow. Motorola is busy installing their network and radio equipment as is Nokia with their microwave equipment.

Radios:

Radios from our final order have started arriving. Programming of radio features is continuing development. This includes features such as scanning options, failure modes, menu screens for the radios, computer screens for the dispatch centers, templates of talk groups and radio channels users can access and more.

Training:

Technician training picks up in February with Motorola providing detailed training to the Marin DPW Communications Division staff over the next five months. In a separate effort, Motorola will provide training to MERA trainers next month on the operations of the dispatch consoles, mobile and portable radios.

Schedule:

We anticipate moving all our radio users to the new Next Gen System in late September/early October of this year.



OTA Site installation in progress.



Skyview Terrace microwave site.



Mill Valley water tank 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

JANUARY 2024

PROJECT UPDATES

GENASYS PROTECT EVAC and TRAFFIC AI

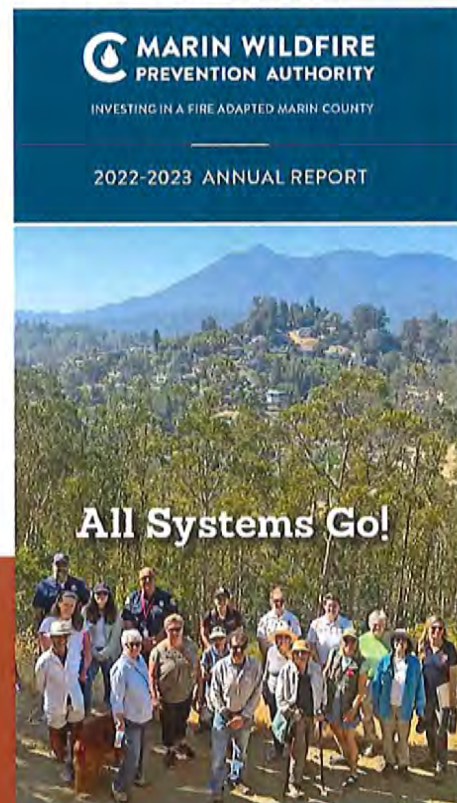
Following strong support from the Marin County Police Chiefs Association, Marin County Office of Emergency Management, Advisory/Technical Committee and Operations Committee, the Board approved the renewal of our Genasys Protect EVAC with the addition of Traffic AI. This allows us to continue the support of our evacuation management platform. The exciting part is the addition of traffic modeling, both in the planning environment and during emergencies. This is a major step forward to ensure the safety of the residents of Marin County. The Office of Emergency Management is taking the lead to implement the traffic modeling as a planning and emergency tool.

MWPA 2022/2023 ANNUAL REPORT

We are proud to announce that our 2022/2023 Annual Report has been approved by the Board of Directors. Last year we met an important benchmark, the MWPA and our member agencies have created enough bandwidth and momentum to fully activate the investment our residents have made to support the creation of fire adapted communities. Please follow this [link](#) and dig into the report for more details.

RECENT BOARD ACTIONS

- Approved the End of Fiscal Year 2022/23 - Closeout and General Fund Rollover
- Approved the MWPA Annual Report - FY 2022/2023
- Appointed three (3) members to the Citizens' Oversight Committee (COC)
- Approved the Resolution Acknowledging Lucy Dilworth's Tenure with MWPA Citizens' Oversight Committee
- Approved Contractor Selection for a Variety of Vegetation Management Services and Master Services Agreements
- Accepted the Citizens' Oversight Committee Report - Fiscal Year 2021/2022



BUILDING THE MWPA'S FIFTH WORK PLAN

It is hard to believe, but the MWPA is building its fifth Work Plan. There is an extraordinary amount of work that goes into building our Work Plan and the expertise of our member agencies comes to light as they collaborate to create even better plans each year.

Thank You,



Mark Brown
Executive Officer
Marin Wildfire Prevention Authority

Mark Pomi

From: Nielsen, Jeanne <JNielsen@vitalant.org>
Sent: Monday, February 5, 2024 10:11 AM
To: tbarry@tcmmail.org; Steve Detwiler; 'Ezra Colman'; 'Ruben Martin'; Mark Pomi; humlaw@pacbell.net; SHERRYFINK@GMAIL.COM; 'gus'
Subject: Thank you for Tuesday's blood drive!

Hello All,

As usual, thank you for having us for the blood drive Tuesday 1/30! Here are a few highlights from your drive:

- 190 people signed up in advance, and 172 registered (both new records!), resulting in 144 successful donations and 163 red cell units, plus 2 plasma donations.
- **This is your second largest blood drive on record** - the largest was May 2023 collecting 3 more units.
- 20 of the donations were Power Red! Red cells are the most common components transfused to patients, and donating Power Red can double the impact of a donation. This automated donation collects a concentrated donation of red cells that can help twice as many patients.
- There were **10 First Time donors**, which is outstanding! I think the electronic billboard and newsletters helps bring in new donors!
- **63** of the donors were from Larkspur/Greenbrae/Corte Madera. I believe this is the most donors on record from right here.
- A huge shout out to our volunteer, Sherry, who kept things running smoothly throughout the blood drive! Between Sherry and Erik, the next drive is set for success as well, with 128 appointments (also a new record)! We look forward to having Gus join us at the next drive as usual – he was missed by many!
- Erik, Chief Pomi and Steve - I/we can never thank you enough for all you do to make this happen. And to the rest of you...my appreciation goes to each of you for your part in this community blood drive! It was wonderful to see some of the different stations come through, and greet and thank the donors!

Here are just a few of the many patient stories we received recently, who received the precious gift of blood:

- 63-year-old woman Aortic Valve Replacement used 4 red cell units B+
- 46-year-old man Gastrointestinal Bleeding used 4 red cell units A+
- 38-year-old woman C-Section, Postpartum Coagulation Defect used 6 red cell units, 3 platelets, and 12 plasma units A-

Please let me know if you have any feedback for me/us. On behalf of the hospitals and patients we serve, we are sincerely grateful for your partnership! Each of you has a part in this, and each part is key to building and maintaining a safe and available community blood supply.

We look forward to your next blood drive **Tuesday, 4/30/24**.

Thank you, again for your support!

Jeanne Nielsen

Account Manager
she/her/hers
c 415.308.6982
Brisbane, CA

FIRE DISTRICTS ASSOCIATION OF CALIFORNIA



ONLINE REGISTRATION CLOSING FRIDAY, APRIL 12, 2024!

The 2024 FDAC Annual Conference online registration is set to close Friday, April 12, 2024. You won't want to miss this solid educational event held in the beautiful Monterey Bay. This year's conference is focused on industry updates, finance, supporting local government fire district boards, and much more.

PRE-CONFERENCE

FDAC is offering additional sessions taking place on April 23, 2024. The Pre-Conference sessions are separate from the regular conference sessions and can be attended separately or in addition to the regular sessions.

IN PERSON REGISTRATION

If you are unable to register online, no worries, attendees will be able to register on-site at the conference registration desk located in the Grand Foyer of the Embassy Suites by Hilton Monterey Bay Seaside.

Cancellation Policy:

Cancellations notices must be made IN WRITING and received by FDAC no later than Friday, April 12, 2024. All cancellations received on or by Friday, April 12, 2024 will be refunded with a \$50 fee. There will be no refunds for cancellations made after Friday, April 12, 2024.

Mark Pomi

From: Daniel Hom
Sent: Thursday, December 28, 2023 10:14 AM
To: Mark Pomi
Cc: Jena Wilson; Daniel Hom
Subject: Dan Hom Retirement

Hi Mark,

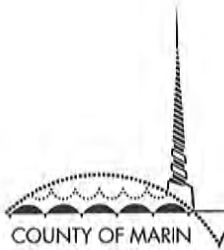
This email will serve as my formal intent to retire from Kentfield Fire as of December 31, 2024. After 18+ years of service, the time is now best for me to retire, providing more time to spend with family and travelling.

The long retirement date would allow the District sufficient time to find a replacement. After a replacement is found and the transition period has concluded, we could move the retirement date earlier as needed.

I would like to express my sincerest gratitude to the District staff and Board for allowing me to serve for almost two decades. I wish the District continued success in the future.

Sincerely,

Dan



OFFICE OF THE
COUNTY COUNSEL

January 17, 2024

Brian E. Washington
COUNTY COUNSEL

Renee Giacomini Brewer
ASSISTANT COUNTY COUNSEL

Jenna J. Brady
CHIEF DEPUTY COUNTY COUNSEL

Patrick M. K. Richardson
Stephen R. Raab
Steven M. Perl
Brian C. Case
Kerry L. Gerchow
Tarisha K. Bal
Deidre K. Smith
Brandon W. Halter
Sarah B. Anker
Jacy C. Dardine
Kate K. Stanford

DEPUTIES

Colleen McGrath
ADMINISTRATIVE SERVICES
OFFICER

Marin County Civic Center
3501 Civic Center Drive
Suite 275
San Rafael, CA 94903
415 473 6117 T
415 473 3796 F
415 473 2226 TTY
www.marincounty.org/cl

Fire Chief Mark Pomi
Kentfield Fire Protection District
1004 Sir Francis Drake Blvd
Kentfield, CA 94904
mpomi@kentfieldfire.org

Re: Assignment of Deputy County Counsel to Kentfield Fire Protection District

Dear Fire Chief Mark Pomi,

Recently our Office has reviewed and altered our attorney assignments. We are pleased to let you know that we have assigned Deputy County Counsel Kerry Gerchow to represent your District.

Kerry has been practicing law since 2000 with a focus on civil litigation. Kerry came to the County Counsel's office in 2014 and has extensive experience in municipal law matters. Kerry has acquired experience independently handling complex structural and governance issues unique to small local agencies and special districts.

We are confident that the District's legal needs will be well-served by Ms. Gerchow and the County Counsel legal staff.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Renee Giacomini Brewer
Assistant County Counsel

Jena Wilson

From: Dan Merolla <danmerolla@att.net>
Sent: Sunday, February 4, 2024 5:44 PM
To: Jena Wilson
Subject: Sunday February 4th 2024

Thank you for your very quick response to a downed tree blocking the road at 132 Almenar Drive. We appreciate your service.

Thank you,

Barbara and Dante Merolla
Sent from my iPhone

Kentfield FPD

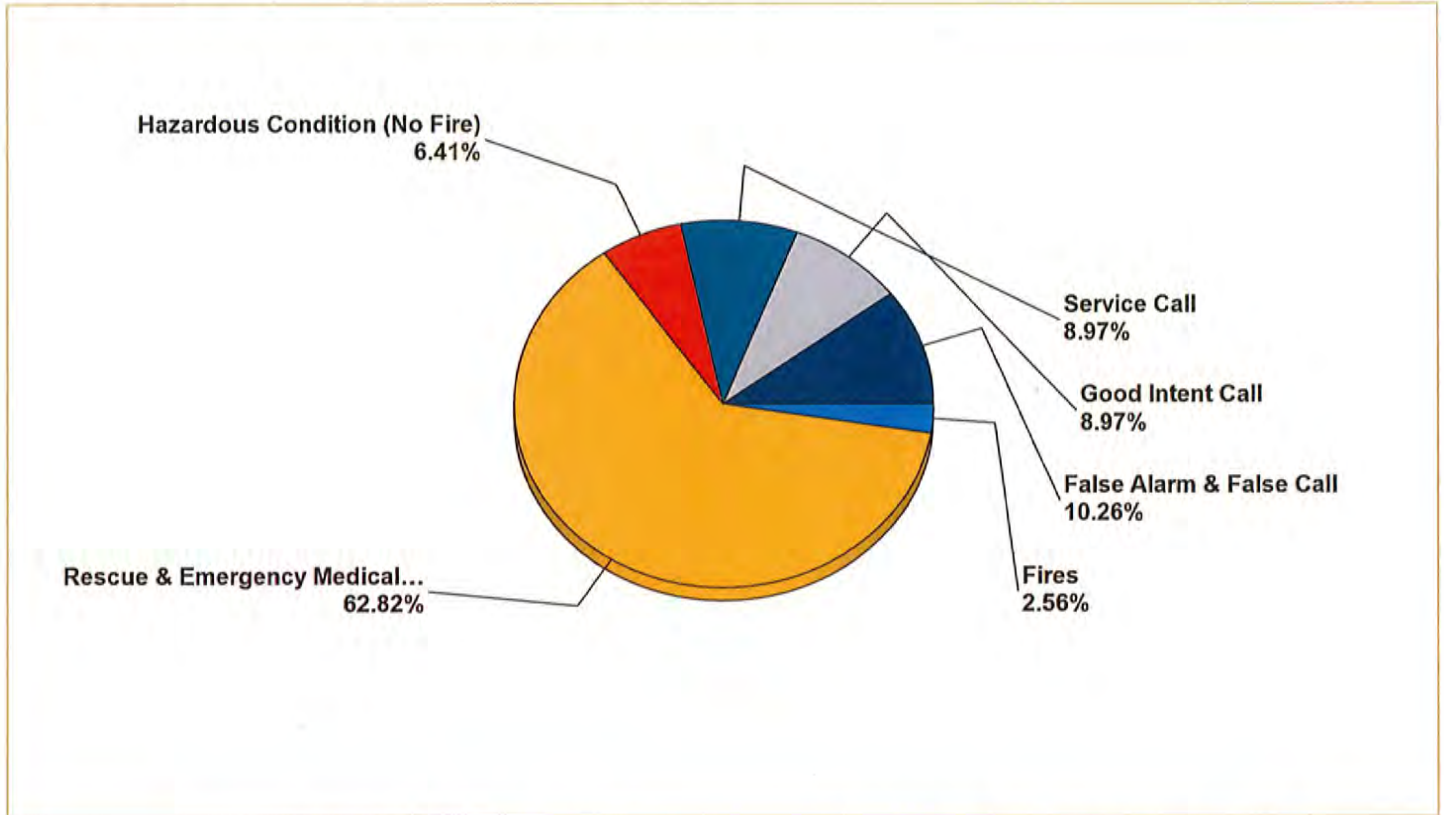
Kentfield, CA

This report was generated on 2/1/2024 2:42:32 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.56%
Rescue & Emergency Medical Service	49	62.82%
Hazardous Condition (No Fire)	5	6.41%
Service Call	7	8.97%
Good Intent Call	7	8.97%
False Alarm & False Call	8	10.26%
TOTAL	78	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.



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Doc Id: 553

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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	1.28%
111 - Building fire	1	1.28%
311 - Medical assist, assist EMS crew	1	1.28%
320 - Emergency medical service, other	41	52.56%
322 - Motor vehicle accident with injuries	1	1.28%
324 - Motor vehicle accident with no injuries.	3	3.85%
353 - Removal of victim(s) from stalled elevator	2	2.56%
365 - Watercraft rescue	1	1.28%
412 - Gas leak (natural gas or LPG)	1	1.28%
424 - Carbon monoxide incident	1	1.28%
440 - Electrical wiring/equipment problem, other	1	1.28%
444 - Power line down	1	1.28%
463 - Vehicle accident, general cleanup	1	1.28%
531 - Smoke or odor removal	1	1.28%
553 - Public service	2	2.56%
571 - Cover assignment, standby, moveup	4	5.13%
611 - Dispatched & cancelled en route	7	8.97%
700 - False alarm or false call, other	3	3.85%
733 - Smoke detector activation due to malfunction	1	1.28%
736 - CO detector activation due to malfunction	1	1.28%
745 - Alarm system activation, no fire - unintentional	3	3.85%
TOTAL INCIDENTS:	78	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 FPD

Kentfield, CA

This report was generated on 2/1/2024 2:55:01 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: 01/01/2024 | End Date: 01/31/2024

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES	
Bridges, Bryan	ID: 1115						
OT - CM - OT-Central Marin							
A2	UNASSIGNED	UNASSIGNED	1/27/2024 07:00:00	1/28/2024 07:00:00	24	Shared service coverage OT	
			[Bridges, Bryan] OT - CM - OT-Central Marin			24	

OT - Overtime							
C1	UNASSIGNED	UNASSIGNED	1/30/2024 18:00:00	1/31/2024 07:00:00	13	In county storm prepo.	
C2	UNASSIGNED	UNASSIGNED	1/31/2024 07:00:00	2/1/2024 07:00:00	24	In county storm prepo.	
			[Bridges, Bryan] OT - Overtime			37	

[Bridges, Bryan] Total Hours Worked: 61

Glenn , David	ID: 1390						
OT - CM - OT-Central Marin							
C1	17 - Head Quarters	B17	1/12/2024 07:00:00	1/12/2024 17:00:00	10	Cover BC Coleman Vac Leave 1/9/24 0700-1700= 10hr	
			[Glenn , David] OT - CM - OT-Central Marin			10	

OT - Overtime						
C1	UNASSIGNED	UNASSIGNED	1/24/2024 09:00:00	1/24/2024 11:00:00	2	Planning Meeting-Active Threat Drill W/CMPD, RVFD, CMD, GG Ferry
A1	UNASSIGNED	UNASSIGNED	1/26/2024 13:00:00	1/26/2024 14:00:00	1	US&R Planning Meeting Zoom
C1	UNASSIGNED	UNASSIGNED	1/30/2024 18:00:00	1/31/2024 07:00:00	13	In county storm prepo.

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



ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
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C2	UNASSIGNED	UNASSIGNED	1/31/2024 07:00:00	2/1/2024 07:00:00	24	In county storm prepo.
			[Glenn , David] OT - Overtime		40	
			[Glenn , David] Total Hours Worked:		50	

Gutierrez, Mike ID: 5116

OT - Overtime						
A2	UNASSIGNED	UNASSIGNED	1/16/2024 02:30:00	1/16/2024 07:00:00	4.5	Response to HazMat Incident in San Rafael zone 56.
B1	UNASSIGNED	UNASSIGNED	1/16/2024 07:00:00	1/16/2024 14:00:00	7	Response to HazMat Incident in San Rafael zone 56.
A1	UNASSIGNED	UNASSIGNED	1/26/2024 13:00:00	1/26/2024 14:00:00	1	USAR Planning Meeting
			[Gutierrez, Mike] OT - Overtime		12.5	
			[Gutierrez, Mike] Total Hours Worked:		12.5	

McKnight , Christopher ID: 1713

OT - Overtime						
A1	17 - Head Quarters	E17	1/8/2024 07:00:00	1/9/2024 07:00:00	24	ENG Tescallo off sick leave - ENG Mcknight cover in OT
			[McKnight , Christopher] OT - Overtime		24	
			[McKnight , Christopher] Total Hours Worked:		24	

Nelson, Zachary ID: 1782

OT - CM - OT-Central Marin						
B2	UNASSIGNED	UNASSIGNED	1/5/2024 07:00:00	1/6/2024 07:00:00	24	Shared service coverage - ENG Nelson cover in CM OT
			[Nelson, Zachary] OT - CM - OT-Central Marin		24	
			[Nelson, Zachary] Total Hours Worked:		24	

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

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
Neve, Mitch	ID: 3243					
OT - CM - OT-Central Marin						
C2	UNASSIGNED	UNASSIGNED	1/19/2024 07:00:00	1/20/2024 07:00:00	24	Shared services at station 15.
			[Neve, Mitch] OT - CM - OT-Central Marin		24	
			[Neve, Mitch] Total Hours Worked:		24	

Pasero, Larry	ID: 3307					
OT - COMP - Overtime - To Comp. Time						
A1	UNASSIGNED	UNASSIGNED	1/2/2024 20:30:00	1/2/2024 23:30:00	3	2030-2230= 2 OT Hours * 1.5 = 3.0 Comp Time Hours; Fire Investigation 88 Murray Ave F2024000189
			[Pasero, Larry] OT - COMP - Overtime - To Comp. Time		3	
			[Pasero, Larry] Total Hours Worked:		3	

Tescallo, Anthony	ID: 2081					
OT - CM - OT-Central Marin						
B1	UNASSIGNED	UNASSIGNED	1/4/2024 07:00:00	1/5/2024 07:00:00	24	Shared services coverage Engineer Tescallo OT. Engineer Schroth Vacation
			[Tescallo, Anthony] OT - CM - OT-Central Marin		24	
			[Tescallo, Anthony] Total Hours Worked:		24	

Torliatt, Colby	ID: 5216					
OT - Overtime						
B1	17 - Head Quarters	E17	1/16/2024 15:00:00	1/16/2024 19:00:00	4	
			[Torliatt, Colby] OT - Overtime		4	
			[Torliatt, Colby] Total Hours Worked:		4	

Viau, Kris	ID: 2133					
OT - Overtime						
B1	17 - Head Quarters	E17	1/4/2024 07:00:00	1/5/2024 07:00:00	24	Cover Marty

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

ROSTER	STATION	APP.	BEGIN	END	TIME (HRS)	NOTES
B1	UNASSIGNED	UNASSIGNED	1/22/2024 07:00:00	1/22/2024 23:00:00	16	Cashing in 24 Hours of OT; 24/1.5= 16 OT Hours

[Viau , Kris] OT - Overtime

[Viau , Kris] Total Hours Worked: 40

Wilson, Jena	ID:
OT - Overtime	

B1	UNASSIGNED	UNASSIGNED	1/10/2024 17:30:00	1/10/2024 20:00:00	2.5	January BOD Meeting
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[Wilson, Jena] OT - Overtime

[Wilson, Jena] Total Hours Worked: 2.5

GRAND TOTAL OF ALL HOURS WORKED: 269

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



Kentfield Fire Protection District
Warrant List

January 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/03/2024	805305329	Aramark Uniform Services	(A/C #792113661) Inv #5090035748	2050 - Auto/Equipment Repair	-71.11	-71.11
Check	01/03/2024	805305330	American Messaging	A/C #W4-106070/Inv #W4106070YA January 2024	2145 - Pager System	-26.53	-97.64
Check	01/03/2024	805305331	C.A.P.F.	January 2024 Billing	1515 - Health Insurance	-354.00	-431.64
Check	01/03/2024	805305332	Central Main Firefighters Association	2023 Holiday Party Food Reimbursement	2005 - Administrative Expense	-877.18	-1,328.82
Check	01/03/2024	805305333	Corbet's	(A/C #4675)	2050 - Auto/Equipment Repair	-14.40	-1,343.22
Check	01/03/2024	805305334	Delta Dental of California	Account #05-0190901008; Kentfield Fire District - January 2024 Coverage	1515 - Health Insurance	-3,890.56	-5,233.78
Check	01/03/2024	805305335	Guierrez, Michael	Request for Reimbursement #9795	2005 - Administrative Expense	-5,363.78	-10,597.56
Check	01/03/2024	805305336	Kentfield Fire District Payroll Account	A/C #0507976165 - January 2024 CEPPT Contributions	1565 - Retirement/Prefunding Contrib	-18,750.00	-29,347.56
Check	01/03/2024	805305337	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-124,959.99	-149,093.69
Check	01/03/2024	805305338	Main County Tax Collector	Radio Shop Services; PO #9908	2005 - MERA Radios & Equipment	-1,998.27	-151,091.96
Check	01/03/2024	805305339	Municipal Emergency Services, Inc.	Inv #N1982184	2205 - S/S-Fire Equipment	-1,468.06	-152,560.02
Check	01/03/2024	805305340	On Duty Health	PO # 9796; Invoice # 1370	2130 - Gas & Electric	-11,714.00	-164,274.02
Check	01/03/2024	805305341	Pacific Gas & Electric	Acct 1176933549-5 - Statement 12/21/23	2100 - Wellness Fitness	-185,279.97	-349,553.99
Check	01/03/2024	805305342	Silverado Avionics	Inv #2612	4070 - C/O-Apparatus Rplmt	-7,530.46	-357,084.45
Check	01/03/2024	805305343	TK Elevator Corporation	Cust # 144933	2055 - Building Repair	-142.01	-357,226.46
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	-SPLIT-	-172,952.44	-530,178.90
Check	01/03/2024	805305345	Vision Service Plan	Client ID #0105116- January 2024	1515 - Health Insurance	-534.50	-1,064,713.40
Check	01/03/2024	805305346	AT&T 415 453 0214	BAN #9391080558 / Inv #21053918 Future	2300 - Telephone	-3.40	-1,064,716.80
Check	01/17/2024	805305347	Banner Life Insurance Company	181730179 - Beltramo	1515 - Health Insurance	-54.70	-1,064,771.50
Check	01/17/2024	805305348	Banner Life Insurance Company	180503285 - Garcia	1515 - Health Insurance	-52.52	-1,064,824.02
Check	01/17/2024	805305349	Banner Life Insurance Company	180503266 - McKnight	1515 - Health Insurance	-46.02	-1,064,870.04
Check	01/17/2024	805305350	DNG Enterprises, Inc.	(A/C #3770) 12/31/2023 Statement	2050 - Auto/Equipment Repair	-20.75	-1,064,890.79
Check	01/17/2024	805305351	Downing Heating & Air Conditioning, Inc.	Acct #117744 / Inv # A-9376	2055 - Building Repair	-1,072.00	-1,065,962.79
Check	01/17/2024	805305352	Guierrez, Michael	Request for Reimbursement #9818	2305 - Training	-460.00	-1,066,422.79
Check	01/17/2024	805305353	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-123,243.31	-1,189,666.10
Check	01/17/2024	805305354	Kentfield Prof. FF #1775	Dues: 12/13/2023 - 1/9/2024	610 - Union Dues	-1,518.90	-1,191,185.00
Check	01/17/2024	805305355	Main County Sheriff's Office	Inv #12388	-SPLIT-	-8,128.66	-1,199,313.66
Check	01/17/2024	805305356	Main County Sheriff's Office	Invoice # 4397	2055 - Building Repair	-770.00	-1,199,313.66
Check	01/17/2024	805305357	Main Garden Solutions, Inc.	Inv #2541629	1215 - Garbage	-823.11	-1,199,313.66
Check	01/17/2024	805305358	Main Sanitary Service	Inv #52916	2010 - Auditor	-4,110.00	-1,203,423.66
Check	01/17/2024	805305359	Mesa & Associates	February 2024 Billing	1515 - Health Insurance	-900.96	-1,204,324.62
Check	01/17/2024	805305360	NFFBA	Invoice # 0082335 IN	2135 - Gas & Oil	-723.23	-1,205,047.85
Check	01/17/2024	805305361	ReadOne	Delta Dental COBRA Coverage; Invoice # 482294381	1515 - Health Insurance	-5.18	-1,205,053.03
Check	01/17/2024	805305362	Connect Your Care	WorK Order # 0030653; PO# 9814	2005 - Administrative Expense	-21.90	-1,205,074.93
Check	01/17/2024	805305363	PainGreens Engraving	12/5/24 # 14424; Post: 7901	-SPLIT-	-1,324.01	-1,206,400.94
Check	01/17/2024	805305364	Business Card	Account # 834487985; Invoice # 191568289	2300 - Telephone	-705.00	-1,207,105.94
Check	01/17/2024	805305365	Comcast Business	Acct # 6115661 8341 8338	2215 - S/S-Office	-107.34	-1,207,213.28
Check	01/17/2024	805305366	Office Depot	Acct # 02113681 / Inv #5980372065	2050 - Auto/Equipment Repair	-71.11	-1,207,284.39
Check	01/17/2024	805305367	Aramark Uniform Services	BAN #9391050060 / Inv #21115174- Elevator	1515 - Health Insurance	-291.46	-1,207,575.85
Check	01/30/2024	805305368	AT&T 415 453 1064 204 1	18059421 - Glenn	1515 - Health Insurance	-50.18	-1,207,626.03
Check	01/30/2024	805305369	Banner Life Insurance Company	18053535 - Horn	1515 - Health Insurance	-39.18	-1,207,665.21
Check	01/30/2024	805305370	Banner Life Insurance Company	181534662 - Neve	1515 - Health Insurance	-2,340.19	-1,210,005.40
Check	01/30/2024	805305371	Banshee Networks, Inc.	Invoice # 16123 & 16124	-SPLIT-	-250.00	-1,210,255.40
Check	01/30/2024	805305372	Bridges, Bryan	Reim PO #6833	2305 - Training	-354.00	-1,210,609.40
Check	01/30/2024	805305373	C.A.P.F.	February 2024 Billing	1515 - Health Insurance	-3,890.56	-1,214,500.00
Check	01/30/2024	805305374	Delta Dental of California	Account #05-0190901009; Kentfield Fire District - February 2024 Coverage	1515 - Health Insurance	-18,750.00	-1,233,250.00
Check	01/30/2024	805305375	FireWaster	A/C #0507976165 - February 2024 CEPPT Contributions	1565 - Retirement/Prefunding Contrib	-57,956.52	-1,291,206.52
Check	01/30/2024	805305376	Kentfield Fire District Payroll Account	A/C #0507976165	-SPLIT-	-124,455.51	-1,415,662.03
Check	01/30/2024	805305377	Kentfield Fire District Payroll Account	PO# 9824	-SPLIT-	-24,000.00	-1,439,662.03
Check	01/30/2024	805305378	Kentfield Fire District Payroll Account	(A/C 1758559 & 174720)	2150 - Prevention	-882.37	-1,440,544.40
Check	01/30/2024	805305379	Main County Parks	Invoice # 0087772-IN	-SPLIT-	-565,358.27	-2,005,902.67
Check	01/30/2024	805305380	Main Municipal Water Dist.	Inv #INVLEX1232690 (301/24 - 02/28/25)	2135 - Gas & Oil	-5,660.36	-2,011,563.03
Check	01/30/2024	805305381	ReadOne	Acct 1176933549-5 - Statement 1/23/24	2005 - Consulting Fees	-1,967.89	-2,013,530.92
Check	01/30/2024	805305382	Lexipol LLC	Inv #23-24-30	2130 - Gas & Electric	-3,422.80	-2,016,953.72
Check	01/30/2024	805305383	Pacific Gas & Electric	Kentfield Fire District Acct # 4866 9145 5553 8443	2006 - Consulting Fees	-3,761.86	-2,020,715.58
Check	01/30/2024	805305384	Southern Main Fire Protection District	Client ID #00106116- February 2024	-SPLIT-	-684.50	-2,021,400.08
Check	01/30/2024	805305385	U.S. Bank		1515 - Health Insurance	-572,187.85	-2,593,587.93
Check	01/30/2024	805305386	Vision Service Plan				
Total 437 - Cash-Gen Ckg							
Check	01/12/2024		IBS		2005 - Administrative Expense	-339.35	-2,593,927.28
Check	01/26/2024		IBS		2005 - Administrative Expense	-349.60	-2,594,276.88
Total 439 - Cash-Payroll							
Liabilities							
Check	01/03/2024	805305337	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,950.85	-2,590,326.03
Check	01/17/2024	805305337	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,968.16	-2,594,294.19
Check	01/30/2024	805305378	Kentfield Fire District Payroll Account	457 Payroll Biweekly Deduction	437 - Cash-Gen Ckg	3,968.16	-2,598,262.35

Kentfield Fire Protection District
Warrant List
January 2024

02/01/24

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 1565 - Amer Frnds-Invest Def							
Check	01/17/2024	805305354	Kentfield Prof. FF #1775	Dues: 12/13/2023 - /19/2024	437 - Cash-Gen Ckg	11,887.17	11,887.17
Total 610 - Union Dues							
Total Liabilities							
Expenses							
Salaries & Employee Benefits							
1040 - Personnel Serv-Suspense							
Check	01/03/2024	805305337	Kentfield Fire District Payroll Account	For Payroll 12/27/2023 - /19/2024	437 - Cash-Gen Ckg	90,987.82	90,987.82
Check	01/17/2024	805305353	Kentfield Fire District Payroll Account	For Payroll 11/02/2024 - 12/31/2024	437 - Cash-Gen Ckg	88,979.64	179,967.46
Check	01/30/2024	805305378	Kentfield Fire District Payroll Account	For Payroll 1/24/2024 - 2/06/2024	437 - Cash-Gen Ckg	89,280.13	269,247.59
Total 1040 - Personnel Serv-Suspense							
1515 - Health Insurance							
Check	01/03/2024	805305331	C.A.P.F.	January 2024 Billing	437 - Cash-Gen Ckg	354.00	354.00
Check	01/03/2024	805305334	Delta Dental of California	Account #05-0190901009; Kentfield Fire District - January 2024 Coverage	437 - Cash-Gen Ckg	4,244.56	4,244.56
Check	01/03/2024	805305345	Vision Service Plan	Client ID #0105116 - January 2024	437 - Cash-Gen Ckg	5,079.06	5,079.06
Check	01/17/2024	805305347	Banner Life Insurance Company	181730179 - Beltramo	437 - Cash-Gen Ckg	54.70	5,133.76
Check	01/17/2024	805305348	Banner Life Insurance Company	180503285 - Garcia	437 - Cash-Gen Ckg	52.52	5,186.28
Check	01/17/2024	805305349	Banner Life Insurance Company	180503285 - McKnight	437 - Cash-Gen Ckg	46.02	5,232.30
Check	01/17/2024	805305359	NPFA	February 2024 Billing	437 - Cash-Gen Ckg	900.96	6,133.26
Check	01/17/2024	805305361	Connect Your Care	Delta Dental COBRA Coverage: Invoice # 492294381	437 - Cash-Gen Ckg	5.18	6,138.44
Check	01/30/2024	805305368	Banner Life Insurance Company	180504421 - Glenn	437 - Cash-Gen Ckg	291.46	6,429.90
Check	01/30/2024	805305369	Banner Life Insurance Company	180533535 - Pomi	437 - Cash-Gen Ckg	50.18	6,480.08
Check	01/30/2024	805305370	Banner Life Insurance Company	181534682 - Neve	437 - Cash-Gen Ckg	38.18	6,518.26
Check	01/30/2024	805305373	C.A.P.F.	February 2024 Billing	437 - Cash-Gen Ckg	354.00	6,872.26
Check	01/30/2024	805305374	Delta Dental of California	Account #05-0190901009; Kentfield Fire District - February 2024 Coverage	437 - Cash-Gen Ckg	3,890.56	10,762.82
Check	01/30/2024	805305377	Kentfield Fire District Payroll Account	PERS Active & Retired Health Premium February 2024	437 - Cash-Gen Ckg	55,007.99	65,771.81
Check	01/30/2024	805305377	Kentfield Fire District Payroll Account	Non-PERS Health Premium February 2024	437 - Cash-Gen Ckg	2,946.53	68,720.34
Check	01/30/2024	805305386	Vision Service Plan	Client ID #0105116 - February 2024	437 - Cash-Gen Ckg	834.50	69,554.84
Total 1515 - Health Insurance							
1530 - Retire Employer							
Check	01/03/2024	805305337	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 - Cash-Gen Ckg	29,898.74	29,898.74
Check	01/17/2024	805305353	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 - Cash-Gen Ckg	29,995.16	59,894.90
Check	01/30/2024	805305378	Kentfield Fire District Payroll Account	Safety (Classic / PEPR) & Misc. EE/ER	437 - Cash-Gen Ckg	30,791.62	90,646.52
Total 1530 - Retire Employer							
1565 - Retirement Prefunding Contrib							
Check	01/03/2024	805305336	Kentfield Fire District Payroll Account	A/C #6507978165 - January 2024 CEPPT Contributions	437 - Cash-Gen Ckg	18,750.00	18,750.00
Check	01/30/2024	805305376	Kentfield Fire District Payroll Account	A/C #6507978165 - February 2024 CEPPT Contributions	437 - Cash-Gen Ckg	18,750.00	37,500.00
Total 1565 - Retirement Prefunding Contrib							
Total Salaries & Employee Benefits							
Services & Supplies							
2005 - Administrative Expense							
Check	01/03/2024	805305332	Central Marin Firefighters Association	2023 Holiday Party Food Reimbursement	437 - Cash-Gen Ckg	877.18	877.18
Check	01/03/2024	805305335	Gulierrez, Michael	Request for Reimbursement #9795_ Class B DMV Physical	437 - Cash-Gen Ckg	150.00	1,027.18
Check	01/03/2024	805305337	Kentfield Fire District Payroll Account	IBS Invoice Fee	437 - Cash-Gen Ckg	122.50	1,149.68
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	297.87	1,447.55
Check	01/12/2024	Debit	IBS	IBS Invoice Fee	439 - Cash-Payroll	338.35	1,786.90
Check	01/17/2024	805305353	Kentfield Fire District Payroll Account	Work Order # 0030953; PO# 9814	437 - Cash-Gen Ckg	338.35	2,125.25
Check	01/17/2024	805305362	Palmgrens Engraving	12/5/23 - 1/4/24; Pomi 7901	437 - Cash-Gen Ckg	21.90	2,147.15
Check	01/17/2024	805305363	Business Card	Inv # 12442	437 - Cash-Gen Ckg	3.98	2,151.13
Check	01/17/2024	805305365	Marin County Sheriff's Office	IBS Invoice Fee	437 - Cash-Gen Ckg	5.00	2,156.13
Check	01/25/2024	Debit	IBS	IBS Invoice Fee	439 - Cash-Payroll	349.60	2,505.73
Check	01/30/2024	805305378	Kentfield Fire District Payroll Account	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	415.60	2,922.33
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	66.00	2,988.33
Total 2005 - Administrative Expense							
2006 - Consulting Fees							
Check	01/30/2024	805305382	Lexipol LLC	Inv #INV/LEX1232690 (3/01/24 - 02/28/25)	437 - Cash-Gen Ckg	5,660.36	5,660.36
Check	01/30/2024	805305384	Southern Marin Fire Protection District	Inv #23-24-30	437 - Cash-Gen Ckg	3,422.80	9,083.16
Total 2006 - Consulting Fees							
2010 - Auditor							
						9,083.16	9,083.16

Kentfield Fire Protection District
Warrant List
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02/01/24

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/17/2024	805305358	Maze & Associates	Inv #52916- for professional services performed in December_ F_YE June 30, 2023	437 - Cash-Gen Ckg	4,110.00	4,110.00
Check	2015 - Dues & Publications 01/17/2024	805305363	Business Card	12/5/23 - 1/4/24; Pomi 7901	437 - Cash-Gen Ckg	28.79	4,110.00
Check	Total 2015 - Dues & Publications					28.79	28.79
Check	2050 - Auto/Equipment Repair 01/03/2024	805305329	Aramark Uniform Services	(alc #792113691) Inv #508036748	437 - Cash-Gen Ckg	71.11	71.11
Check	01/03/2024	805305333	Corbet's	(A/C #4675)	437 - Cash-Gen Ckg	14.40	85.51
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	770.33	855.84
Check	01/17/2024	805305350	DNG Enterprises, Inc.	(alc #3770) 12/31/2023 Statement	437 - Cash-Gen Ckg	20.75	876.59
Check	01/17/2024	805305366	Aramark Uniform Services	(alc #792113691) Inv #5080372065	437 - Cash-Gen Ckg	947.70	947.70
Check	2055 - Auto/Equipment Repair 01/03/2024	805305343	TK Elevator Corporation	Cust #144933 / Inv #3007682721	437 - Cash-Gen Ckg	142.01	142.01
Check	01/17/2024	805305351	Downing Heating & Air Conditioning, Inc.	Acct #117744 / Inv # A-9376	437 - Cash-Gen Ckg	1,072.00	1,214.01
Check	01/17/2024	805305356	Main Garden Solutions, Inc.	Invoice # 4397	437 - Cash-Gen Ckg	770.00	1,984.01
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	207.61	2,191.62
Check	Total 2055 - Building Repair					2,191.62	2,191.62
Check	2105 - Dispatch 01/17/2024	805305355	Main County Sheriff's Office	Inv #12388; MDC Support & Maintenance	437 - Cash-Gen Ckg	8,123.66	8,123.66
Check	Total 2105 - Dispatch					8,123.66	8,123.66
Check	2110 - Domestic Water 01/30/2024	805305380	Main Municipal Water Dist.	(A/C 175659)	437 - Cash-Gen Ckg	507.63	507.63
Check	01/30/2024	805305380	Main Municipal Water Dist.	(A/C 174720)	437 - Cash-Gen Ckg	95.66	603.29
Check	Total 2110 - Domestic Water					603.29	603.29
Check	2115 - Emergency Fire Expenses 01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	398.13	398.13
Check	Total 2115 - Emergency Fire Expenses					398.13	398.13
Check	2120 - Fire Conferences 01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	442.17	442.17
Check	Total 2120 - Fire Conferences					442.17	442.17
Check	2125 - Garbage 01/17/2024	805305357	Main Sanitary Service	Inv #2941629_December 2023 Service	437 - Cash-Gen Ckg	823.11	823.11
Check	Total 2125 - Garbage					823.11	823.11
Check	2130 - Gas & Electric 01/03/2024	805305341	Pacific Gas & Electric	Acct 1176933549-5 - Statement 1/21/23	437 - Cash-Gen Ckg	1,005.95	1,005.95
Check	01/30/2024	805305383	Pacific Gas & Electric	Acct 1176933549-5 - Statement 1/23/24	437 - Cash-Gen Ckg	1,267.89	2,273.84
Check	Total 2130 - Gas & Electric					2,273.84	2,273.84
Check	2135 - Gas & Oil 01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	50.00	50.00
Check	01/17/2024	805305360	RelaDyne	Invoice # 0082335-IN	437 - Cash-Gen Ckg	723.23	773.23
Check	01/30/2024	805305381	RelaDyne	Invoice # 0087772-IN	437 - Cash-Gen Ckg	862.37	1,655.60
Check	Total 2135 - Gas & Oil					1,655.60	1,655.60
Check	2145 - Pager System 01/03/2024	805305330	American Messaging	A/C #N4-106070/Inv #N4106070YA January 2024	437 - Cash-Gen Ckg	26.53	26.53
Check	Total 2145 - Pager System					26.53	26.53
Check	2150 - Prevention 01/30/2024	805305379	Main County Parks	PO# 9824	437 - Cash-Gen Ckg	24,000.00	24,000.00
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	1,461.05	25,461.05
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct #. 4866 9145 5553 8443	437 - Cash-Gen Ckg	171.08	25,632.13
Check	Total 2150 - Prevention					25,632.13	25,632.13
Check	2200 - S/S-Computer 01/30/2024	805305371	Banshee Networks, Inc.	Invoice # 16123	437 - Cash-Gen Ckg	1,288.02	1,288.02

Kentfield Fire Protection District
Warrant List
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Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/30/2024	805305371	Banshee Networks, Inc.	Invoice # 16124		1,052.17	2,340.19
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg 437 - Cash-Gen Ckg	298.14	2,538.33
	Total 2200 - S/S-Computer					2,638.33	2,638.33
	2205 - S/S-Fire Equipment						
Check	01/03/2024	805305339	Municipal Emergency Services, Inc.	Inv #IN1982184		1,468.06	1,468.06
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	1,078.65	2,546.71
Check	01/30/2024	805305375	Firemaster	Inv #000137694, PO#9634	437 - Cash-Gen Ckg	120.00	2,666.71
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	143.64	2,810.35
	Total 2205 - S/S-Fire Equipment					2,810.35	2,810.35
	2210 - S/S-Medical						
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	124.35	124.35
	Total 2210 - S/S-Medical					124.35	124.35
	2215 - S/S-Office						
Check	01/17/2024	805305365	Office Depot	Acct# 6011 5681 8341 8338	437 - Cash-Gen Ckg	107.34	107.34
	Total 2215 - S/S-Office					107.34	107.34
	2300 - Telephone						
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	165.66	165.66
Check	01/17/2024	805305346	AT&T 415 453 0214	BAN #9391080589 / Inv #21053918 Future	437 - Cash-Gen Ckg	3.40	169.06
Check	01/17/2024	805305363	Business Card	12/9/23 - 1/4/24; Poni 7901	437 - Cash-Gen Ckg	1,291.24	1,460.30
Check	01/17/2024	805305364	Comcast Business	Account # 934487985; Invoice # 191568289	437 - Cash-Gen Ckg	705.00	2,165.30
Check	01/30/2024	805305367	AT&T 415 453 1064 204 1	BAN #9391050060 / Inv #21115174; Elevator	437 - Cash-Gen Ckg	29.31	2,194.61
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	165.66	2,360.27
	Total 2300 - Telephone					2,360.27	2,360.27
	2305 - Training						
Check	01/03/2024	805305344	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	350.00	350.00
Check	01/17/2024	805305352	Gutierrez, Michael	Request for Reimbursement #8918; Fire Instructor II	437 - Cash-Gen Ckg	460.00	810.00
Check	01/30/2024	805305372	Bradges, Bryan	Reim PO #9835	437 - Cash-Gen Ckg	250.00	1,060.00
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	1,594.00	2,654.00
	Total 2305 - Training					2,654.00	2,654.00
	2315 - Wellness Fitness						
Check	01/03/2024	805305340	On Duty Health	PO # 9796; Invoice # 1370	437 - Cash-Gen Ckg	11,714.00	11,714.00
	Total 2315 - Wellness Fitness					11,714.00	11,714.00
	Total Services & Supplies					81,736.50	81,736.50
	Capital Outlay						
Check	01/03/2024	805305338	Marin County Tax Collector	Radio Shop Services; PO #9808	437 - Cash-Gen Ckg	1,998.27	1,998.27
	Total 4005 - MERA Radios & Equipment					1,998.27	1,998.27
	4070 - C/O-Apparatus Rplcmt						
Check	01/03/2024	805305342	Silverado Avionics	Inv #2612	437 - Cash-Gen Ckg	7,530.46	7,530.46
Check	01/30/2024	805305385	U.S. Bank	Kentfield Fire District Acct # 4866 9145 5553 8443	437 - Cash-Gen Ckg	1,256.55	8,787.01
	Total 4070 - C/O-Apparatus Rplcmt					8,787.01	8,787.01
	Total Capital Outlay					10,785.28	10,785.28
	Total Expenses					559,470.73	559,470.73
	TOTAL					0.00	0.00