



**KENSINGTON FIRE PROTECTION DISTRICT**  
SPECIAL MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE

AGENDA

Thursday, April 25, 2024 4:00 p.m.- 5:15 p.m. (Time Change)  
Kensington Community Center-Meeting Room 3,  
59 Arlington Avenue, Kensington, CA 94707 (and hybrid)

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment by emailing the Chair and Board Clerk by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting (*regular meetings only*). Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "\*9" (star, nine).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

**Hybrid Meeting Option Internet Address:**

[https://us06web.zoom.us/j/85150861972?pwd=c8TU8ES5dfC9lDeGss6sFmB9umX\\_yQ.ldykwN6pL1it-LAm](https://us06web.zoom.us/j/85150861972?pwd=c8TU8ES5dfC9lDeGss6sFmB9umX_yQ.ldykwN6pL1it-LAm)

**Telephone Access:**

(669) 444-9171 or (719) 359-4580 or (253) 205-0468

**Zoom Webinar ID:** 851 5086 1972

**Passcode:** 581179

**TIMING OF AGENDA ITEMS:** *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

**1. (4:00p.m.) CALL TO ORDER/ROLL CALL**

Directors: President Levine, Director Danielle Madugo

Public Members: Douglas Bevington, Lisa Caronna, Katie Gluck, Peter Liddell, Paul Moss, David Spath

Staff: Interim General Manager Tim Barry, Executive Assistant/BOD Clerk Candace Eros-Diaz

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

**2. (4:02p.m.) PUBLIC COMMENT**

Under "Public Comment," the public may address the Committee on any subject not listed on the agenda. Please address your comments to the Committee and not to staff and/or the audience. Each speaker may address the Committee once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Committee, no further comment from the public will be permitted unless authorized by the Committee. The Committee cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**3. (4:07p.m.) ADOPTION OF CONSENT ITEMS**

**a. Approval of Minutes** of the EPC special meeting on 03/28/2024

**4. (4:10p.m.) OLD BUSINESS**

**a. Draft Work Plan – Barry and Levine (Supporting Document)**

A draft work plan was presented to the board at their April 17, 2024 meeting and was discussed. They carried the item over to the next meeting.

Action = Update and Discussion

**5. (4:25p.m.) NEW BUSINESS**

**a. Communication with East Bay Regional Park District – Barry (Supporting Documents)**

The committee will discuss recent staff communications with the East Bay Regional Park District related to Tilden Park and fire prevention.

Action = Discussion

**6. (4:40p.m.) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT – Valenzuela**

**7. (4:50p.m.) REPORTS FROM COMMITTEE MEMBERS**

**8. (5:15p.m.) ADJOURNMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on May 23, 2024 at 3:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.



**KENSINGTON FIRE PROTECTION DISTRICT**  
EMERGENCY PREPAREDNESS COMMITTEE SPECIAL MEETING  
MINUTES

**DATE/TIME:** March 28, 2024, 4:00PM  
**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)  
**PRESENT:** Directors: President Daniel Levine, Director Danielle Madugo  
Public Members: Douglas Bevington, Lisa Caronna, Katie Gluck, Peter Liddell, Paul Moss, David Spath  
Staff: Board Clerk Candace Eros Diaz, Interim GM Tim Barry  
Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

**1. CALL TO ORDER/ROLL CALL**

President Levine called the special meeting to order at 4:12 p.m. and confirmed the roll call.

<b>MOTION:</b> M/s Levine/Spath: Motion to allow Peter Liddell to attend remotely.	
<b>VOTE:</b> Ayes: Bevington, Levine, Liddel, Madugo, Moss, and Spath Nays: None Absent: Gluck	
Motion passed 6-0-1	<b>Video Time Stamped: 00:01:03</b>

**2. PUBLIC COMMENT (00:02:38)**

There was no public comment.

**3. ADOPTION OF CONSENT ITEMS**

There were no consent items.

**4. OLD BUSINESS**

There was no old business

**5. NEW BUSINESS (00:03:01)**

**a. Emergency Preparedness Committee Applications**

Interim GM Tim Barry introduced and the committee discussed the item. It recommended discussing the application review and potential interview process when/if another application is received, and recommended applicants attend the

EPC meeting where their application is being discussed.

Katie Gluck joined the meeting at 4:17 p.m.

<b>MOTION:</b> M/s Levine/Spath: Motion to recommend to the KFPD board Adrienne Johnson to the EPC board.	
<b>VOTE:</b> Ayes: Bevington, Levine, Liddel, Madugo, Moss, and Spath Nays: Gluck Absent: None	
Motion passed 6-1-0	<b>Video Time Stamped: 00:14:23</b>

There was no public comment.

**b. Draft Work Plan (00:16:13)**

President Levine introduced and Director Madugo provided background on the item. The committee and EPC Johnny Valenzuela discussed the item.

Recommendations included:

- Seek legal counsel with regards to the legal limitations and liabilities of having a formalized program to engage volunteers.
- Compile a list of talking points and questions to be presented to the KFPD board that addresses vegetation management in Tilden Park. Director Madugo volunteered to collect responses and share with the full KFPD board.
- Set up a meeting with East Bay Regional Park District and the KFPD board to discuss the talking points and questions.

The committee determined its priorities and will update the work plan accordingly to be presented and discussed at the April 17, 2024 KFPD regular board meeting.

There was no public comment.

**c. Resident Evacuation Responsibilities Campaign Document Update**

This agenda item was taken out of order. EPC Valenzuela reported on this agenda item in his EPC Report.

There was no public comment.

**6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (01:17:40)**

EPC Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, and initiatives/deliverables. The committee discussed the item. The committee discussed that the KFPD/EPC will assemble packages then send them to Mail Stream for distribution. EPC Valenzuela will prepare template documents and a price quote to share with the KFPD board at their April 17, 2024 meeting.

There was no public comment.

**7. REPORTS FROM COMMITTEE MEMBERS (01:29:22)**

This agenda item was tabled to a later date.

There was no public comment.

**8. ADJOURNMENT:** President Levine adjourned the meeting at 5:40 p.m.

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on April 25, 2024 at 3:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.

DRAFT



KENSINGTON FIRE PROTECTION DISTRICT  
 REGULAR MEETING OF THE BOARD OF DIRECTORS  
 AGENDA  
 Wednesday, April 17th, 2024, 7:00pm

2024-2025 Emergency Preparedness Committee Work Plan		
Planned Projects	Questions/Resources Needed	Action Steps
1. Develop and distribute the Evacuation Plan package to all residences.	<ul style="list-style-type: none"> <li>● Board approval of design and distribution</li> </ul>	Bring to the April board meeting
2. Assist in developing a good relationship and planning with East Bay Regional Park District to address fire concerns with Tilden Park.	What would a coordinated effort by KFPD look like?	<ul style="list-style-type: none"> <li>● Develop questions and talking points for the Board/Staff for collaboration.</li> </ul>
3. Establish a small subcommittee to interact with the Emergency Preparedness Committee, the Fire Chief, and the Police Chief to determine what form of CERT Kensington can build now given resources and capabilities that can evolve over time.	<ul style="list-style-type: none"> <li>● Local CERT classes</li> <li>● Integration of municipal services</li> <li>● Reaching out to volunteers</li> </ul>	<ul style="list-style-type: none"> <li>● Develop a plan</li> <li>● Bring plan to EPC</li> <li>● Present to BOD</li> <li>● Target event for May</li> </ul>
4. Develop and promote specific action items for House Hardening to citizens (e.g. fire screens, etc.)	<ul style="list-style-type: none"> <li>● Develop information</li> </ul>	<ul style="list-style-type: none"> <li>● Develop information</li> <li>● Distribute via Spring Fire Plug and District website</li> </ul>
5. Determine next steps for Long Range Acoustic Devices (LRADs).	<ul style="list-style-type: none"> <li>● Funding, grant writing</li> <li>● Cellular network concerns</li> </ul>	<ul style="list-style-type: none"> <li>● Assess funding/cellular</li> <li>● Bring back to EPC</li> <li>● Coordinate with KPD</li> </ul>
6. Develop volunteer program guide/resources. <i>(The District should develop a BOD policy to cover volunteer activities).</i>	<ul style="list-style-type: none"> <li>● Consult with district counsel</li> <li>● Confirm insurance requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Develop policy (GM) for BOD Approval</li> </ul>
7. Assess the feasibility for an evacuation drill or tabletop exercise in coordination with the Fire Chief and Police Chief.	<ul style="list-style-type: none"> <li>● Does Kensington have the resources for this?</li> <li>● Test message drill?</li> </ul>	<ul style="list-style-type: none"> <li>● Determine resources</li> <li>● Potential for once PD has resources</li> </ul>



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** April 25, 2024

**TO:** Emergency Preparedness Committee

**RE:** Communications with EBRPD

**SUBMITTED BY:** Tim Barry, Interim General Manager

The Emergency Preparedness Committee discussed Communications with East Bay Regional Park District at the March 28, 2024 meeting and a committee worked on a set of questions the board could ask EBRPD as a means of getting more positive results on fire prevention measures in Tilden Park.

As this is also a clear goal of the board, and following this meeting, Johnny Valenzuela gave me a referral and I contacted Captain Patrick McIntyre of EBRPD Fire Department who, amongst other things, oversees fuel management and reduction for the park district. We had a good long discussion about topics that, in a parallel effort, the subcommittee of the EPC developed and I read was reviewing for the board to discuss with the park district. I found him to be a fount of knowledge and experience in fuel reduction, fire prevention, and seeking grants to achieve these goals. I have hopes of making some real deliverable progress on our goals in partnership with him and others at the park district. I'll plan on a site tour with him to review the current conditions in the park as they relate to the Kensington border, work the park district has been doing for prevention, and risks for which we are preparing.

In discussing these developments with the board at their April 17th meeting, it was their preference that, if I'm successful in inviting an EBRPD representative, they would make a presentation at a future board meeting on efforts EBRPD makes for fire prevention in the park and ways our districts can work together toward our goals. I've since made contact with EBRPD Fire Chief Aileen Theile, who was very helpful and interested in collaborations for fire prevention. I was also able to talk to Assistant Chief Khani Helae who will work with me to develop information for a presentation he would give to our board. They have a \$13 million budget this year on fuel reduction in their massive park district. I'm intending to discuss with their staff a partnership framework of some sort between our districts to achieve visible and meaningful results in Tilden Park annually for the board and the district. Your comments and advice are welcome.