



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: February 21, 2024, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

PRESENT: Directors: Director Julie Stein, President Daniel Levine, Vice President Danielle Madugo, Director Jim Watt
Staff: Board Clerk Candace Eros Diaz, GM Mary Morris-Mayorga, Fire Chief Eric Saylor
Consultant: EP Coordinator Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:52)

A member of the public present in the room commented on Mr. Semenov's January 17, 2024 presentation recommendations and the district's reorganization effort, noting this topic was not on this agenda. They urged the board to move forward with Mr. Semenov's January 17, 2024 presentation recommendations and stated they made the same request of KPPCSD board President Spath. They also asked KFPD board President Levine to consider appointing a new committee for reorganization and stated they made the same request of the KPPCSD board President Spath.

Another member of the public also noted that Mr. Semenov's January 17, 2024 presentation recommendations were not listed on this agenda and urged the board to move forward in tandem with the KPPCSD board.

Director Stein echoed these two public comments and shared quotes from Mr. Semenov's January 17, 2024 presentation recommendations.

3. ADOPTION OF CONSENT ITEMS (00:06:41)

President Levine proposed to approve all consent items on the agenda with a single motion. President Levine removed agenda item 3a.

- a. **Approval of Minutes** of the Board of Directors meetings of 01/17/2024
- b. **Acceptance of Incident Activity Report** February 2024
- c. **Approval of Monthly Transmittal** 02/21/2024
- d. **Approval of Monthly Financial Reports** 02/29/2024
- e. **FY 2022-23 OPEB Actuarial Report**

- f. **Authorize the General Manager/Interim General Manager to Enter Into Necessary Agreements to Allow Mr. Bakker, Who Intends to Join a New Law Firm in March, to Continue Serving as District Counsel**

MOTION: M/s Stein/Watt Motion to approve consent items 3b-3f.	
VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 00:09:01

4. FIRE CHIEF'S REPORT (00:09:17)

Fire Chief Eric Saylor presented the report as included in the packet. He provided operations, training, public safety updates, and noted the agency plans to hire three (3) new firefighters making the agency fully staffed. The board discussed the item.

Chief Saylor went on to review the January 25, 2024 memo addressed to the Emergency Preparedness Committee about forming a CERT program and the possibility of the district forming a 501(c)(3) to support this group. The board discussed the item. Chief Saylor noted that a former colleague of his would be open to making a Zoom presentation to the board and other stakeholders in support of the formation of this group.

There was no public comment.

5. EMERGENCY PREP COORDINATOR'S REPORT (00:24:44)

EPC Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings. The board discussed the item.

A member of the public asked how residents can obtain an emergency kit. EPC Valenzuela provided this information noting that it will likely be at a June 2024 event with details forthcoming.

There was no additional public comment.

6. OLD BUSINESS - None

7. NEW BUSINESS (00:34:37)

a. Board Vacancy And Appointment Process

GM Morris-Mayorga presented the report as included in the packet. President Levine requested a Special meeting take place prior to the March 20, 2024 regular board meeting. The board discussed the item.

There was no public comment.

MOTION: M/s Stein/Levine Motion to accept Director Larry Nagel's letter of retirement dated January 11, 2024.	
VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 00:38:25

There was no board discussion or public comment.

MOTION: M/s Stein/Madugo Motion to approve the vacancy posting of the board position pending finalization of the Special meeting date.	
VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 00:39:50

GM Morris-Mayorga provided an outline of the application process. The board discussed this motion, specifically addressing what questions the board would ask during the interviews process. It was determined that each director may change the questions they asked during the special board meeting on December 11, 2024.

There was no public comment.

MOTION: M/s Stein/Levine Motion to approve posting the information and application online for interested parties to apply to the board vacancy.	
VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 00:44:52

There was no board discussion or public comment.

MOTION: M/s Levine/Madugo Motion to approve placing the interview and appointment selection to a special meeting date to take place after the March 11, 2024 application deadline and prior the March 20, 2024 regular board meeting.	
VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 00:46:45

b. Appoint Board Members to the Finance Committee (00:46:59)

President Levine introduced and provided background on the item. Directors Stein and Watt expressed an interest in participating in this committee. President Levine made this appointment.

There was no public comment.

MOTION: M/s Levine/Madugo Motion to appoint Director's Stein and Watt to the Finance Committee for calendar year 2024.

VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None

Motion passed 4-0-0

Video Time Stamped: 00:49:33

c. At-Will Employment Agreement for Interim General Manager (00:49:48)

GM Morris-Mayorga provided background and presented the report as included in the packet. She noted the candidate's start date would be March 4, 2024.

A member of the public present in the room asked for the definition of "At-Will Employment." GM Morris-Mayorga provided this information.

Candidate Tim Barry introduced himself to the board and public and provided a brief bio.

There was no additional public comment.

MOTION: M/s Stein/Levine Motion to approve the At-Will Employment Agreement for the Interim General Manager candidate, Tim Barry.
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VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None

Motion passed 4-0-0

Video Time Stamped: 00:54:04

d. Mid-Year Budget Review and Adjustments (00:55:05)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Directors Stein and Watt also noted a few 2024 recommendations for the Finance Committee, which included a flow from the operating fund to replenish the capital reserves to stay on track and starting a building fund. The board discussed the Vehicle Replacement Rental Charge line item, noting that Chief Saylor was going to look into KFPD receiving a credit in the new fee proposal that will be presented in the May 2024 budget meeting.

A member of the public commented on the multi-story buildings along Colusa Avenue that

could benefit from a ladder truck if there were a fire. Director Stein provided clarification on the Vehicle Replacement Rental Charge line item and thanked GM Morris-Mayorga for her work at the last Finance Committee meeting.

There was no additional public comment.

MOTION: M/s Stein/Watt Motion to approve the mid-year budget adjustments.	
VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 01:10:52

- e. **Request a bid from Marjang to prepare a layout of the PSB that would locate the police department on the first floor of the PSB with the use of 100 sq. ft. on the second floor (01:11:03)**

Director Jim Watt presented the report as included in the packet. The board discussed the item.

A member of the public asked why the board is presenting this plan, commented that the Public Safety Building is a municipal building that should maintain a certain character, and suggested asking Marjang for a “schematic plan.”

Another member of the public commented on the overall understanding of the motion amongst all board members and noted their understanding of the distinctions. They also uplifted that the KPPCSD appears to be functioning in their current set up at the El Cerrito module.

A member of the public present in the room commented that Ridgeline Municipal Strategies may be able to use the information presented at the May 2023 KPPCSD board meeting item on joint occupancy and suggested the board share this.

There was no additional public comment.

Director Madugo dissented citing that the appropriate parties should first be consulted before approving the motion.

MOTION: M/s Watt/Stein Motion to approve obtaining a price from Marjang to provide a layout of the first floor of the Public Safety Building for police services.	
VOTE: Ayes: Levine, Stein, and Watt Nays: Madugo Absent: None	
Motion passed 3-1-0	Video Time Stamped: 02:01:32

f. Public Safety Building Project Update (02:02:20)

GM Morris-Mayorga presented the report as included in the packet. She confirmed the board will be able to tour the building and suggested Interim GM Barry move forward with this request.

There was no public comment.

8. GENERAL MANAGER'S REPORT (02:05:13)

GM Morris-Mayorga presented the report as included in the packet. President Levine noted that the Ridgeline Municipal Strategies recommendations were not on this agenda because the GM was in consultation with Mr. Semenov about the direction of future discussions. He also requested a board discussion about strategic planning at the March 20, 2024 regular meeting. The board then discussed the item and President Levine's comments and suggestions. GM Morris-Mayorga confirmed she has met with the KPPCSD and they are in alignment with the terms of the Ridgeline Municipal Strategies proposal, including payment documentation, work product, overall scope, and timeline. She also confirmed that the written fiscal analysis will be done in June or July 2024 at the earliest with meetings about the analysis potentially occurring in August, at the earliest. She confirmed that the KPPCSD and KFPD board presidents and general managers met to discuss how information would be collected and provided and each agreed to a joint meeting(s).

There was no public comment.

9. COMMITTEE REPORTS (02:16:39)

a. Emergency Preparedness Committee Meeting

President Levine presented the report as included in the packet and prepared by GM Morris-Mayorga. He commented on committee membership and how to structure its upcoming shorter-term goals alongside the KFPD board. The board then discussed the item and President Levine's comments. Recommendations included term-limits for the public members of this committee, KFPD board input on expenditures, and a work plan that will describe the goals of this committee.

There was no public comment.

b. Finance Committee Meeting

Director Stein presented the report as included in the packet. Recommendations included Transparency in the Ridgeline Fiscal Analysis Process, which included creating a public repository of information on the process that the public can access. The board then discussed the item.

There was no public comment.

10. OUTSIDE AGENCIES REPORTS (02:29:57)

a. Contra Costa Special Districts Association

President Levine presented the report as included in the packet and expressed an interest in participating in this committee.

There was no public comment.

11. ADJOURNMENT President Levine adjourned the meeting at 9:36 p.m.

The next Board of Directors meeting will occur on March 20, 2024

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 17, 2024.

Attest:

Secretary of the Board