



KENSINGTON FIRE PROTECTION DISTRICT REGULAR MEETING OF THE BOARD OF DIRECTORS MINUTES

Wednesday, July 8, 2020 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/98735271685> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Oral communications will be taken on each agenda item. Each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, 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)).

Please click the link below to join the webinar:

<https://zoom.us/j/98735271685>

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301 715 8592 or +1 312 626 6799

Webinar ID: 987 3527 1685

International numbers available: <https://zoom.us/u/avFwwJGdw>

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:10 pm.

Present: President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel

2. **ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

3. **ADOPTION OF CONSENT ITEMS.** Items 3.1 - 3.4 listed below are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion.

The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.

Moved/Seconded: Director Nagel/Director Padian **Action:** Passed a motion to approve consent items 3.1 -3.4 with the exception of removing the June 26th, 2020 minutes which were inadvertently not posted. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

3.1. Approval of Minutes of the regular meetings of March 11, and June 10, 2020 and special meetings of May 27, and June 3, 2020.

Action: Approved Minutes

3.2. Acceptance of Incident Activity Report June 2020

Action: Accepted Report

3.3. Approval of Monthly Financial Report June 2020

Action: Approved Report

3.4. Approval of Monthly Transmittal June 2020

Action: Approved Transmittal

4. PUBLIC HEARING

4.1. Fire Hazard Abatement Hearing on the designation of properties containing fire hazards.

Motion/Seconded: Director Kosel/Director Nagel **Action:** Adopted Resolution 20-09 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner. **Ayes:** President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian **Noes:** None **Motion Approved**

President Stein asked those on the Zoom conference call prior to the beginning of the public hearing if anyone has objections to the designation of their property as containing fire hazards to identify their property addresses. President Stein opened the public hearing and called for the staff report and recommendation. Twenty-one properties were identified as designated fire hazards. This is greatly reduced from last year in which the number of properties was 299. Thank you to the community for their commitment to fire safety. Of the twenty-one identified as fire hazards, four made no attempt at communication and seventeen contacted the Kensington Fire Department to guarantee completion before the second deadline date.

5. ADMINISTRATIVE ITEMS

5.1. Regional Government Services Invoices for May and June

Discussion: Interim General Manager Mary Morris-Mayorga has sent a letter disputing the April charges. RGS is in the progress of reviewing and responding to

the complaint at a future date. The May invoice is for approximately \$15,000 and the June invoice is \$1,300. President Stein has concerns with John Mercurio and Glenn Lazof charges for May. Director Nagel questions the high rates charged for tasks such as reviewing and answering emails and believes this is in contradiction of their contract to hire supporting roles at an appropriate wage. President Stein feels we should pay 49.5% of the May invoice, paying specific employees charges which seem reasonable. Director Nagel recommends that we pay nothing until response, but would support President Stein's 49.5% payment. Director Dommer supports paying 49.5% and Director Kosel recommends non payment.

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Approved Payment of the June invoice in the amount of \$1,361.25 **Ayes:** President Stein, Vice-President Padian, Directors Nagel and Dommer **Noes:** Directors Kosel and Nagel. **Motion Approved**

Moved/Seconded: Director Nagel/Vice President Padian **Action:** Direct Interim General Manager Mary Morris-Mayorga to send another letter to RGS to explain why the May invoice is not being paid. **Ayes:** Directors Kosel and Nagel **Noes:** President Stein, Vice President Padian and Director Dommer. **Motion Failed**

- 5.2. **Moved/Seconded:** Vice President Padian/Director Dommer **Action:** Pay 49.1% of the May invoice and direct Interim General Manager Mary Morris-Mayorga to send a letter disputing the remaining balance. **Ayes:** President Stein, Vice President Padian and Director Dommer **Noes:** Directors Kosel and Nagel. Motion Approved

Volunteer Resident Appointment to the Emergency Preparedness Committee Discussion: Director Nagel nominated Danielle Madugo: she volunteered to fill a vacancy and is an excellent choice; she has a strong background in seismology and geology. President Stein would like to recommend Danielle Madugo to the Emergency Preparedness Committee.

- 5.3. **Motion/Seconded:** Vice President Padian/Director Nagel **Action:** Approve and appoint Danielle Madugo to the Emergency Preparedness Committee **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

Adoption of Resolution 20-10 Approving Amendments to Policy 130 Pay Periods

- 5.4. **Motion/Seconded:** Director Nagel/Director Kosel **Action:** Adopt Resolution 20-10 Approving Amendments to Policy 130 Pay Periods **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

- 5.5. **Proposed Amendment to Policy 1150 Budget Preparation and Review Action:** Approved and Held First Reading of Proposed Amendment to Policy 1150 Budget Preparation and Review **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

Final Payment for Fire Apparatus Purchase Authorized in September 2018 Discussion: Chief Pagoni believes then Fire Apparatus will be here shortly and needs a final payment which will not exceed approved original amount of \$360,000 for Type 3 Engine.

Moved/Seconded: Director Kosel/Director Nagel **Action:** Authorize payment of Type 3 Engine upon delivery to the station not to exceed the originally approved \$360,000 **Ayes:** President Stein, Vice President Padian and Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

5.6. Sale or Surplus of Replaced Fire Apparatus

Discussion: Chief Pagoni is working with a vendor on resale of the replaced fire apparatus to establish appraised value. Once the new apparatus is received, fire agencies will be contacted who have inquired about this apparatus. The funds from sale will be placed into to Capital Replacement Fund.

Moved/Seconded: Director Nagel Director Kosel **Action:** Authorized sale or surplus of replaced fire apparatus when new apparatus is received **Ayes:** President Stein, Vice President Padian and Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

5.7. Public Safety Building Renovation County Evaluation Estimated Cost

Public comment: Thanked the Board for moving this renovation project forward

Moved/Seconded: Director Kosel/Director Dommer **Action:** Authorization to pay 50% of the County Evaluation Estimated Cost of \$28,000 with KPPCSD paying 50% of the cost. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

5.8. Proposed Letter to CCC Fire Chief Re: Cameras on Vollmer Peak

Discussion: Kensington residents would like Kensington Fire District to write a letter to the Contra Costa County Fire Chief to offer assistance in monitoring the two cameras on Vollmer Peak and a neighborhood watch.

Moved/Seconded: Director Nagel/Vice President Padian **Action:** Authorize President Stein and Chief Pagoni to send a letter to the Contra Costa Fire Chief, modifying the letter content agreed upon at the meeting. **Ayes:** President Stein, Vice President Padian, and Director Nagel **Noes:** Director Kosel (Director Dommer absent for vote) **Motion Approved**

5.9. Presentation by ZoneHaven on Proposed Evacuation Tool Subscription Service

Discussion: Presentation in board packet did not have the contract, but it is posted on the website. This is an evacuation alert process with a three-year subscription with a payment of \$7,000/year. Vice President Padian would like legal to review the contract and meet again with questions. Contra Costa County may fund the entire project in the future. It would be good to share all the information on the District website regarding the webinar prior to making a decision.

Presentation: Charlie Crocker presented that Zonehaven has data inputted for an evacuation plan, public can see zones and routes for access during an emergency (prepare and plan for evacuation). Training helps run fire and perimeter models for multi-hazard emergencies. Zonehaven gives recommendations for each scenario. Also, there is an alert method to zone populations. Zonehaven uses an Amazon webservice platform and will contact Contra Costa County to send an alert to specific zones. Zonehaven also works with Waze to change routes for the public and is able to close zones; it is built with senior developers. In summary, this evacuation tool is to prepare, train and then execute for a disaster. Board discussed talking to El Cerrito about combining this service for both agencies for cost saving. Vice

President Padian would like to see the Polygon study and paperwork when this was initially authorized.

Moved/Seconded: Director Kosel/Director Nagel **Action:** Motion to authorize Mary Morris-Mayorga to work with Chief Pagoni and Charlie Crocker to come up with a more specific cost proposal uniting El Cerrito and Kensington on the Zonehaven project **Ayes:** President Stein, Directors, Kosel and Nagel **Noes:** Vice President Padian and Director Dommer **Motion Approved**

6. President's Report

6.1. President Stein would like the District to define the roles and responsibilities of Board Committees versus those of the Chief Executive Officer, General Manager.

7. Interim General Manager's Report

7.1. Public Safety Building Renovation Update

RDC is scheduling a meeting with Contra Costa County within one week. After this meeting, the plan is: discussion of design, feasibility and the need to define the participation of KPPCSD within 30 – 60 days; bids, timing, change orders and financing will need to be organized; temporary space is needed and project management of renovation will be determined. In a previous board meeting, RDC was authorized by the Board to give a cost estimate for relocation which has not been received as of present.

7.2. Action Plan Update

These action plan goals are directly from the Interim General Manager expectations and are updated each month. The Anti Harrassment Policies will be provided to the Board for feedback.

KPPD Lease is signed, IGM Morris-Mayorga will follow-up on receipt of final copy.

8. Fire Chief's Report

Thirty-two calls received this month, this is an increase of one. Crews responded to fifty calls which was an increase of six. One of the calls was a fall in a creek and needed a rope rescue which was successful. Kensington Fire personnel are screening for COVID; eye and respiratory protection is essential in protecting against COVID. There were no July 4th fires in Kensington, but personnel assisted in areas which were busy.

Moved/Seconded: Director Nagel/Vice President Padian **Action:** Motion to extend the meeting to 10:15 pm **AYES:** President Stein, Vice President Padian and Director Nagel **Noes:** Directors Kosel and Dommer **Motion Approved**

9. Board Reports

9.1. Emergency Preparedness Committee
Committee is moving smoothly and productively.

9.2. California Special Districts Association Representatives:
There is a joint meeting with Alameda County and Contra Costa County Special Districts on Monday, July 14th at 9:00 am. There will be a number of professional development opportunities related to COVID and all webinars are free.

10. Adjournment 10:03pm

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 12, 2020.

A handwritten signature in blue ink, consisting of several loops and a long tail, positioned above a horizontal line.

Board Secretary