



KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

Wednesday, December 20th, 2023 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. 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. Please address your comments to the Board of Directors and not to staff and/or the audience. 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 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 via Zoom Internet Address:

<https://us06web.zoom.us/j/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

Telephone Access:

(720) 707-2699 or (346) 248-7799 or (253) 215-8782

Webinar ID: 878 6439 4594

Passcode: 112233

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

1. (7:00pm) CALL TO ORDER/ROLL CALL

President Stein, Vice President Levine, Director Nagel, Director Watt

2. (7:03pm) PUBLIC COMMENT

Under “Public Comment,” the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board 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 Board, no further comment from the public will be permitted unless authorized by the Board. The Board 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. (7:10pm) ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered 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 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. (Supporting material)

a. Approval of Minutes of the Board of Directors meetings of 11/15/2023, 10/19/2022 (Special) - (Approve)

b. Acceptance of Incident Activity Report November 2023 - (Accept)

c. Approval of Monthly Transmittal 12/20/2023 - (Approve)

d. Approval of Monthly Financial Reports 11/30/2023 - (Approve)

e. Approval of Proposed Contract with Nigro & Nigro PC for Annual Audits of Fiscal Year 2023 - 2027 – (Approve)

4. (7:15pm) FIRE CHIEF’S REPORT (Supporting Material)

Action = Presentation/Discussion

5. (7:25pm) EMERGENCY PREP COORDINATOR’S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (7:35pm) OLD BUSINESS - None

7. (7:35pm) NEW BUSINESS

a. (7:35pm) Resolution 2023-10 Approving Amendments to Policy 1170 Fund Balance and Reserves (Second Reading) – Morris-Mayorga (Supporting Material)

Action = Review for second reading, consider adoption, and/or direct staff

The first reading and approval were completed in November, the term “exclusively” was

removed. The policy has been brought back for second reading and adoption of resolution which requires a 4/5 vote.

- b. (7:45pm) Resolution 2023-11 Approving New Policy 1155 Purchasing (Second Reading) – Morris-Mayorga (Supporting Material)**
Action = Review for second reading, consider adoption, and/or direct staff
The first reading and approval were completed in November with no updates requested. The policy has been brought back for second reading and adoption of resolution which requires a 4/5 vote.
- c. (7:55pm) Budget Amendment for Purchase of Hose and Nozzle Compliments on Type 1 and Type 2 Engines – Chief Saylor/Morris-Mayorga (Supporting Material)**
Action = Review, discuss, approve, and/or direct staff
Updates to hose and nozzle compliments on Type 1 and Type 2 Engines are being completed and require a capital budget amendment for funding.
- d. (8:05pm) Local Hazard Mitigation Plan (LHMP) Update – Morris-Mayorga (Supporting Material)**
Action = Discussion and direct staff as needed
The timeline for actions related to the LHMP update will be provided with anticipated review of the KFPD draft at the January meeting.
- e. (8:10pm) Fiscal Analysis Proposal Review to Request a Presentation by the Proposer or Approve Proposal, and Include a Prorated Cost Share in the Budget – Morris-Mayorga (Supporting Material)**
Action = Discuss, consider approval or request for presentation by proposer, consider including a prorated cost share in the budget, and/or direct staff
One proposal was received for the Board's review to consider the proposal, request a presentation by the proposer or approve the proposal for award of the project with KPPCSD, and consider approving a prorated cost sharing with staff direction as needed.
- f. (8:25pm) Election of Officers for Calendar Year 2024**
I. President
II. Vice-President
III. Secretary
Action = Elect officers for Calendar Year 2024
- g. (8:35pm) Public Safety Building Project Update – Morris-Mayorga (Supporting Material)**
Action = Presentation, discuss, and direct staff as needed.
A brief progress update on the PSB Seismic Renovation will be presented.
- 8. (8:45pm) PRESIDENT'S REPORT (Supporting Material)**
Action = Presentation/Discussion
- 9. (8:55pm) GENERAL MANAGER'S REPORT (Supporting Material)**
Action = Presentation/Discussion
- 10. (9:05pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:

 - a. Emergency Preparedness Committee Meeting – Nagel/Stein (No Report)**

- b. Finance Committee Meeting** – Stein/Watt (No Report)
- c. Reorganization Analysis Temporary Committee** – Levine/Nagel (No Report)
- d. Information Technology Temporary Committee** – Levine/Nagel (No Report)

11. (9:05pm) OUTSIDE AGENCIES REPORTS

- a. Contra Costa Special Districts Association** – Nagel (No Report)

12. (9:05pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 17, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, January 3, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, January 10, 2024, by 1:00pm.