



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: November 15, 2023, 7:00PM

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

PRESENT: Directors: President Julie Stein, Vice President Director Daniel Levine,
Director Larry Nagel, 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 Julie Stein called the meeting to order at 7:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:01:40)

There was no public comment.

3. ADOPTION OF CONSENT ITEMS (00:02:24)

President Stein proposed to approve all consent items on the agenda with a single motion and noted the 10/19/2022 Special meeting minutes were not included in the packet. The board did not move to remove any items.

- a. **Approval of Minutes** of the Board of Directors meetings of 10/18/2023, 09/14/2022, 09/21/2022 (Continued), 10/19/2022 (Special)
- b. **Acceptance of Incident Activity Report** October 2023
- c. **Approval of Monthly Transmittal** 11/15/2023
- d. **Approval of Monthly Financial Reports** 10/31/2023

There was no public comment.

MOTION: M/s Nagel/Levine Motion to approve consent items 3a-3d.
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None
Motion passed 4-0-0

4. FIRE CHIEF'S REPORT (00:04:29)

Fire Chief Eric Saylor presented the report as included in the packet. He provided administration, operations, training, and citizen engagement updates. He then provided an evacuation briefing.

Director Levine asked if Nixle, Zonehaven and Community Warning System (CWS) of Contra Costa County evacuation order notifications are cross-listed. Chief Saylor confirmed that CWS is the authority in the case of any conflict of interest and residents must sign up for this service and have a wireless connection to do so. Director Nagel asked who orders an evacuation in a unified command. Chief Saylor confirmed that the KFPD has no authority to make evacuation requests. If KFPD makes an incident command phone call it will have to state which agency it is working with and refer to a commanding officer who is with law enforcement. He went on to describe a Type 3 Incident Management Team scenario, which pulls in all stakeholders. He announced that a Red Flag Parking Pilot program was tested and described some of the challenges associated with the initiative.

A member of the public commented that phone landlines continue to be important because CWS maintains a database of Kensington resident landline numbers and uses these to send alerts.

There was no additional public comment.

5. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:28:59)

EP Coordinator Johnny Valenzuela presented the report as included in the packet. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings.

There was no public comment.

6. OLD BUSINESS (00:33:02)

a. Report Back on Process for Requesting Changed Use of Space from Marjang

This is a report back item from the October 18, 2023 Board meeting. GM Morris-Mayorga presented the report as included in the packet. President Stein asked if the first step for Marjang to begin a proposal would be to meet with the KPPCSD to discuss needs. GM Morris-Mayorga confirmed this. President Stein then asked for clarification on the public process. GM Morris-Mayorga provided this information. Director Watt noted this process was not required for the Public Safety Building construction and expressed his desire to have Marjang evaluate his personal redesign of the Public Safety Building to then present to the KPPCSD. GM Morris-Mayorga noted the KPPCSD has no plan to request space in the Public Safety Building. President Stein confirmed this.

There was no public comment.

7. NEW BUSINESS (00:44:37)

a. Reserves Policy Revisions For First Reading

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

<p>MOTION: M/s Levine/Watt Motion to accept a first reading of the proposed reserve policy with the exception of the word "exclusively" in section 1170.20a El Cerrito Contract Reserve and move to a second reading.</p>
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<p>VOTE:</p>

<p>Ayes: Levine, Nagel, Stein, and Watt</p>

Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 01:05:43

b. New Purchasing Policy for First Reading (01:06:11)

President Stein introduced the item and provided some background information. GM Morris-Mayorga presented the report as included in the packet. President Stein and Director Nagel commended GM Morris-Mayorga for her work on this agenda item.

There was no public comment.

MOTION: M/s Nagel/Levine Motion to accept the first reading Policy 1155 Purchasing and move to a second reading.	
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 01:18:25

c. New KFPD Board Member Selection Protocol (01:18:43)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Director Levine asked if “Approval Voting” could be considered. The board discussed this and the possibility of allowing for a second round of balloting in the case of a tie. The board confirmed that each director will be allowed to ask up to one question of each candidate and determined the process by which this would take place. President Stein confirmed that members of the public may make comments, but not ask questions of the candidates.

A member of the public expressed their appreciation with the board to create a transparent selection protocol and noted potential First Amendment limitations on the ability of the board, by resolution, to foreclose Directors from asking more than one question of each candidate.

There was no additional public comment.

MOTION: M/s Levine/Nagel Motion to adopt the proposed policy as written in the packet with the clarification in point one that after the candidates are randomized they will rotate the order in which they answered the questions, that the Directors will also be randomized in the order they ask questions, and that in the event of a tie there will be an opportunity for board discussion followed by a single-second round of balloting in an attempt to break the tie and that GM Morris-Mayorga will vet the motion, once approved, with legal counsel.	
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 01:42:23

d. Review and Consider Approving the New RFP Proposed by the KPPCSD Board for the Reorganization Fiscal Analysis (01:42:42)

President Stein introduced the item and provided some background information. She stated her expectation that the applicant would reply to the KFPD letter regarding the RFP. The board discussed the item and no action was taken.

There was no public comment.

e. Process for Launching the Fiscal Analysis RFP (01:50:06)

GM Morris-Mayorga presented the report as included in the packet. The deadline to submit a proposal is December 8, 2023. President Stein asked for clarification on the process to extend the deadline, if needed. GM Morris-Mayorga provided this information and offered clarification on the distinction between proposals, bids, and sole sourcing. President Stein stated that the KPPCSD confirmed at their June 2023 board meeting that it is not asking the KFPD to contribute financially to complete the financial analysis. Director Levine recounted his understanding of cost sharing and the board further discussed the issue. GM Morris-Mayorga provided additional background and noted any cost sharing concerns would be discussed with legal counsel. President Stein requested to amend the RFP by removing the KFPD letterhead and providing only the generic terms. GM Morris-Mayorga confirmed this.

There was no public comment.

f. Public Safety Building Project Update (02:14:27)

GM Morris-Mayorga presented the report as included in the packet. Director Watt asked if there have been any new change orders and the costs associated. GM Morris-Mayorga confirmed there have been change orders totaling approximately \$80,000. Director Levine asked if there is any update on the completion date. GM Morris-Mayorga confirmed May 2024 remains the expected completion date and that occupancy will likely take place in June 2023. President Stein asked for confirmation about who will select the furniture, fixtures, and equipment. GM Morris-Mayorga provided this information.

There was no public comment.

8. GENERAL MANAGER'S REPORT (02:21:52)

GM Morris-Mayorga presented the report as included in the packet. President Stein asked for clarification on the public meeting component for the Local Hazard Mitigation Plan and on the District of Distinction and Certificate of Transparency portion of the report. GM Morris-Mayorga provided this information.

There was no public comment.

9. COMMITTEE REPORTS (02:26:45)

a. Emergency Preparedness Committee Meeting

Director Nagel presented the report as included in the packet.

There was no public comment or board discussion.

President Stein noted that the board will review board vacancy applications on December 7, 2023 at 5:00 p.m.

b. Finance Committee Meeting

There was no report.

c. Reorganization Analysis Temporary Committee

There was no report.

d. Information Technology Temporary Committee

There was no report.

10. OUTSIDE AGENCIES REPORTS

There was no report.

11. ADJOURNMENT President Stein adjourned the meeting at 9:39 p.m.

The next Board of Directors meeting will occur on December 20, 2023.

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 December 20, 2023.

Attest:

Secretary of the Board