



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: May 17, 2023, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)
5 Island View Way, Sea Bright, NJ (Remote location – Director Levine)

PRESENT: Directors: President Julie Stein, Director Don Dommer, 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

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:07 p.m. and confirmed the roll call. She noted there were seven (7) attendees on the Zoom call.

2. PUBLIC COMMENT (00:02:00)

There was no public comment.

3. ADOPTION OF CONSENT ITEMS (00:02:49)

President Stein proposed to approve all consent items on the agenda with a single motion.

The board did not vote to remove any consent items and there was no further board discussion.

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 10/12/2022, 11/9/2022, 4/19/2023; and special meetings of: 11/29/2022, and 4/24/2023
- b. **Acceptance of Incident Activity Report** April 2023
- c. **Approval of Monthly Transmittal** 05/17/2023
- d. **Approval of Monthly Financial Reports** 04/30/2023

MOTION: M/s Nagel/Dommer: Motion to approve consent items 3a, 3b, 3c, and 3d.	
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:04:19

4. FIRE CHIEF'S REPORT (00:04:36)

Fire Chief Saylor presented the report as included in the packet. President Stein asked if Chief Saylor could remind the board about their responsibilities in case of an emergency. Chief Saylor

stated the first step is for all board members to be up to date with ICS training and noted he will address this topic in next month's report.

There was no further board discussion or public comment.

5. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:09:42)

EPC Coordinator Johnny Valenzuela presented the report as included in the packet. He noted CPR training will take place on Saturday, June 24, 2023 and those interested should contact the El Cerrito Fire Department. He went on to review the door hanger distribution map and other upcoming events.

There was no board discussion or public comment.

President Stein requested to move the General Manager Recruitment Report agenda item 7a up ahead of item 6a.

7. NEW BUSINESS

a. GENERAL MANAGER RECRUITMENT REPORT (00:19:41)

Brent Ives presented the report as included in the packet. He noted two qualified candidates have been identified and will be presented to the board at a special meeting on Monday, May 22, 2023. He requested the board forward any interview questions by Friday, May 19, 2023 at 5:00 p.m.

There was no board discussion or public comment.

6. OLD BUSINESS

a. Report from Phase 1 Work With the KPPCSD Temporary Committee on Housing the Kensington Police Department and Status of Committee (00:27:45)

President Stein and Director Watt presented their reports as included in the packet. Director Nagel requested this presentation be given to the KPPCD board of directors.

A member of the public commented that the reason for this presentation was because there was a need for President Stein and Director Watt to report back to the KFPD board and the community. They reviewed and opined on the floor plans provided in Director Watt's report and asked if the service district board's two-by-two committee asked for additional space. Director Watt confirmed committee members did not ask for additional space.

The board discussed the item.

President Stein recommended dissolving the KPPCSD Temporary Committee on Housing the Kensington Police Department and Status of Committee. There were no objections.

There was no additional public comment.

7. NEW BUSINESS (con't)

b. PUBLIC SAFETY BUILDING PROJECT UPDATE (01:10:09)

GM Morris-Mayorga presented the report as included in the packet. She noted construction updates, current project expenses, and overall budget tracking in comparison to financial projection for the project. Director Watt asked if the current total budget includes the \$100,000 for the asbestos abatement. GM Morris-Mayorga confirmed this. He also inquired if the contractor is staying within the original plans and costs to oversee the construction of the project. GM Morris-Mayorga noted similar projects typically budget for 10% of project costs to hire a construction management firm. Director Levine asked for clarification on whether the report referred to the remaining or used contingency. GM Morris-Mayorga confirmed it was the remaining available contingency.

A member of the public commented on Director Watt's report and his slate for his election to the board.

There was no further board discussion or public comment.

8. GENERAL MANAGER'S REPORT (01:20:47)

GM Morris-Mayorga presented the report as included in the packet. She noted she is working with the City clerk to provide various training to the board, gave audit, financial forecast, and public safety building budget updates.

There was no board discussion or public comment.

9. COMMITTEE REPORTS

a. Emergency Preparedness Committee Meeting (01:24:14)

Director Nagel presented the report as included in the packet. He noted inspections began on May 1, 2023 and that an evacuation drill will take place in Spring 2024. He announced that Lt. Harms will retire on June 30, 2023 and that Peter Guerrero will no longer be on the committee and will be replaced. He also reported that David Spath is now a Director for the KPPCSD and will remain on the Emergency Preparedness Committee Meeting committee. The next meeting will be on May 25, 2023.

A member of the public noted that the Diablo Fire Safe Council intended to complete their clean-up project by the end of May 2023 and that it will precede the proposed evacuation drill for the Kensington Hilltop Elementary School.

There was no board discussion or additional public comments.

b. Finance Committee Meeting

No report was given.

c. Consolidation Liaison Temporary Committee (01:31:38)

Director Levine presented the report as included in the packet. He noted there was a Special Meeting on April 24, 2023 with a presentation by Lou Ann Texeira. He will prepare a resolution to join the KPPCSD in partnership for the KFPD board meeting on June 21, 2023.

The board discussed the agenda item. President Stein recommended there be legal review of any

proposed resolution to gain clarity on how existing contracts might be affected if the district is dissolved. Director Levine responded to President Stein's recommendation for legal review and provided his understanding of how KFPD's existing contracts might be affected. President Stein asked if LAFCO's financial analysis is independent of the services plan. Director Levine confirmed this. Director Nagel asked about the costs involved to prepare the financial analysis and whether or not KPPCSD will split costs with the KFPD. Director Levine noted the financial analysis will cost \$40,000-\$60,000 to complete and stated there was no discussion about splitting the costs between the two (2) boards. Director Watt asked whether the KFPD is able to raise concerns about any potential cost increase identified in the financial analysis. Director Levine confirmed this.

Members of the public gave thanks to both the KFPD and KPPCSD boards for the collaborative work they've completed on the matter and expressed they are in favor of consolidation. Another member of the public recommended that the KFPD request KPPCSD's accounting prior to making a decision on reorganization.

There was no additional board discussion or public comments.

d. Information Technology Temporary Committee

No report was given.

10. OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association (02:03:00)

Director Nagel presented the report as included in the packet. He noted the last meeting was on Monday, May 15, 2023. The next meeting will take place in Dublin, CA on July 17, 2023 and will be a joint meeting where a state constitutional amendment will be discussed. President Stein asked if all services will be obtained by the county when the Knightsen CSD's district is dissolved. Director Levine confirmed this.

There was no additional board discussion or public comments.

11. ADJOURNMENT: President Stein adjourned the meeting at 09:17 p.m.

The next Board of Directors meeting will occur on June 21, 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 June 21, 2023.

Attest:


Secretary of the Board