



**KENSINGTON FIRE PROTECTION DISTRICT**  
MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE  
AGENDA  
Thursday, February 25, 2021 3:00pm-5:00pm  
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders 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 attending the Zoom webinar (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](mailto: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

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. 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).

Any member of the public who needs special accommodations should email [public.comment@kensingtonfire.org](mailto: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).

Public comment 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)).

**Internet Address:**

<https://zoom.us/j/95143856415?pwd=MzBYUjdMbZzqTlk1eIDNGpSTkZmUT09>

**Telephone Access:**

(669) 900-9128 or (346) 248-7799 or (253) 215-8782

**Webinar ID:** 951 4385 6415

**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. (3:00pm) CALL TO ORDER/ROLL CALL**

*Directors: Larry Nagel and Kevin Padian*

*Public Members: Ms. Lisa Caronna, Ms. Katie Gluck, Mr. Peter Guerrero, Mr. Peter Liddell, Ms. Danielle Madugo, Mr. Paul Moss, Mr. David Spath*

**2. (3:01pm) PUBLIC COMMENT**

This place on the agenda is reserved for comments and inquiries concerning matters that do not otherwise appear on the agenda.

**3. (3:04pm) ADOPTION OF CONSENT ITEMS**

Items listed below are consent items, which are considered routine and will be enacted by one motion. Reports and recommendations prior to assigning consent item designations to the various items have been received and considered. 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. (Supporting material)

**a. Approval of Minutes** of the regular meeting of January 28, 2021 (Approve)

**4. (3:05pm) NEW BUSINESS** (Additional supporting material may be provided at the meeting)

**a. EPC Coordinator Position** (20 mins)

- i. Review comparable local positions,
- ii. Discuss option for the El Cerrito Fire Department to hire, supervise, and supply the services described,
- iii. Review draft job description.

Action = Discuss and consider recommendations

**b. Refrigerator Magnets Project Update** (10 mins)

Action = Discuss and consider recommendations

**c. Proposed Emergency Radio Program Update – Revisiting Possible Radio Options** (10 mins)

Action = Discuss and consider recommendations

**d. Job Description for Grant Proposal Writer** (10 mins)

Action = Discuss and consider recommendations

**e. Coordination with KPD for Installing Emergency Evacuation Signs at Sunset & Arlington** (5 mins)

Action = Discuss and consider recommendations

**f. Discussion of Possible Support for a KFPD Agenda Item to Hear Progress Report from the KPD about Proposed Parking Change Initiatives** (10 mins)

Action = Discuss and consider recommendations

**g. Possible Projects to Inform Residents about EP in Advance of Next Fire Season  
(Fire Plug Issue, Articles, Websites, Social Media, Etc.) (15 mins)**

**5. (4:25pm) EPC MEMBER REPORTS ON OTHER ITEMS**

Action = Discussion

**6. (4:35pm) REPORT BY PRESIDENT NAGEL**

Protecting your City from Wildfire 2021 Conference: High-grading the information for a report to the full board.

Action = Discussion

**7. (4:55pm) FUTURE AGENDA ITEMS**

Action = Discuss and consider recommendations.

**8. (5pm) ADJOURNMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on March 25, 2021 at 3:00pm via Zoom Teleconference.



**KENSINGTON FIRE PROTECTION DISTRICT  
EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

**DATE/TIME:** January 28, 2021 / 3:00pm to 5:00pm

**LOCATION:** Via Zoom

**PRESENT:** Directors: Larry Nagel and Kevin Padian  
Committee: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell,  
Danielle Madugo, Paul Moss, David Spath  
Staff: GM Bill Hansell  
Public: Gail Feldman, Chris Hilliard, Hal Graboske, K. J. Fitzsimmons,  
Linnae Due, Lorika G.

**1. CALL TO ORDER/ROLL CALL:**

Director Padian called the meeting to order at 3:04 p.m. and called roll.

**2. PUBLIC COMMENT:**

- Gail Feldman commented on Tilden Park saying there were several trees down in Tilden Park near Memory Trail and asked the EPC to notify the Park Fire Department.
- Linnae Due asked why not all panelists were viewable on Zoom. Bill Hansell will investigate Zoom settings.

**3. RECOMMENDATION TO ACCEPT MINUTES FROM PREVIOUS MEETINGS:**

<b>MOTION:</b> M/s Caronna/Nagel: To accept minutes from previous meetings.
<b>VOTE:</b> Unanimous
Motion passed.

**4. EPC COORDINATOR POSITION:**

1. Review first attempt at worksheet / flow chart for EPC Priorities; discuss proposed EPC Coordinator position
  - Kevin reviewed a spreadsheet on proposed Fire District activities related to emergency preparedness, divided into one-time and continuing present and projected activities
  - Paul Moss and Lisa Caronna noted that the spreadsheet does not reflect priorities and therefore doesn't give a roadmap on how to proceed. This will be corrected.

- Regarding the potential item for an Emergency Warning System, Chris Hilliard noted he is interested in the Emergency One system as well as satellite systems for early warning. We are considering many options.
- Linnae Due asked why we need a Emergency Preparedness Coordinator when we have a CERT coordinator from EC/K Fire Department. (An item in the meeting packet is an email from Chief Pigoni stating that the EC Contract doesn't cover this kind of education and communication. This position is not a CERT Coordinator.) Linnae also likes the idea of a grant writer. Lin suggested that perhaps the job of an EC Coordinator and Grant Writer could be combined.
- Peter Guerrero echoed that the DFSC is defunct. He noted that it makes a lot of sense to have a grant writer. (We are not sure if it is defunct but it has at least temporarily lost its major funding.)
- David Spath noted that CalFire has grants for fuel reduction and fire prevention. The Cal Fire budget has increased and the money will be there, so we need to be ready with grant applications.
- Danielle Madugo suggested adding a timeline onto the spreadsheet. This will be considered.
- Kevin then reviewed the Emergency Preparedness Coordinator position, which was mainly developed by Lisa Caronna and Dave Spath. CERT began as Earthquake Preparedness but has evolved to include wildfires as well. The proposal suggests several options: this position might start off as full time and then be reduced to part time. This employee would report to the General Manager.
- Lisa Caronna noted that the exact duties of the Emergency Preparedness Coordinator need to be clearly defined, and here they are divided into three categories.
- Bill Hansell agreed that an Emergency Preparedness Coordinator would be a valuable addition and he noted the need for a long term strategic plan that incorporates additional positions. He said that this proposal is good in going from the general to the specific; that the PSB and other duties are taking up most of his time, so that this position would be welcome; and that it should be aggressively funded from the start.
- Danielle Madugo noted that there are other entities in Kensington that need to be involved including the Hilltop School, the churches, and child-care facilities. These will be incorporated into the proposal
- Gail Feldman noted that some of the activities could be accomplished. She thinks a lot of research needs to be done. There are other things that could be worked on. This proposal needs more work. Would like to see more effort on evacuation drill and vegetation management.
- There are three options for hiring an Emergency Preparedness Coordinator:
  - One-year of a full-time position
  - A year of full-time and a year of half-time
  - Two years of half-time

The consensus of the committee was option two, a year of full-time and a year of half-time.

## **5. LONG-TERM FINANCIAL PLANNER FOR THE KFPD**

Brief discussion of possible long-term financial planner for the Fire District

- Kevin described the lack of a long-term financial plan and suggested the need for a professional planner to advise us on allocating, borrowing, financing, and planning.
- Lisa Caronna, Bill, and Kevin all stated that having a financial plan is important so that the EPC can plan a roadmap for EPC activities, but also so that the District can plan for major expenses such as the PSB, engines and other equipment, etc.
- Larry noted that the Special Board Meeting on January 20 set the goals for the GM, including a long-term strategic plan. There was consensus that this consultant would be important to developing that plan, and Bill agreed.

## **6. EMERGENCY RADIO PROGRAM:**

Update on proposed emergency radio program

- Kevin described the status of providing emergency radios to residents. Chief Pigoni (supp info) confirmed that NOAA radios will likely not inform us of an approaching fire, because it is too local an event. Apparently, NOAA emergency warnings are too general to be of use. We may want to rethink the recommendation of specific radios.
- Peter Liddell noted that no one warning device will meet all of our needs, that radios are an important part of awareness, and that we should use as many as possible.
- Peter Guerrero noted that radios may be useful as an alert system. They are not a fire warning system. They are a good source of information. The most important warning systems are CWS and Nixle. Peter doesn't think we need to buy radios for the public, but we should encourage them to use the tools that are available. There also are early warning systems including AI and cameras as well as satellite. Peter noted that if we provide radios we may be suggesting that they would provide an alarm for local emergencies and they will not do that.
- Katie agreed with Peter L. and noted that she thinks it is most important that we keep an eye out for the most vulnerable members of our communities. Also, redundancy is important in emergency warning.
- Paul Moss noted that the most important systems are CWS and Nixle, and that radios may be of doubtful benefit. Paul noted that community organizing also provides a useful alerting system.

## **7. UPDATE ON PRELIMINARY INFORMATION ON EMERGENCY WARNING SYSTEMS**

- Kevin reported there is a large range of options, and we have so far identified three vendors who will provide the kind of systems that meet our objectives. Much information has been gathered and it has to be organized into a spreadsheet, which has been delayed by holidays and other deadlines.

- Katie Gluck noted that she is anxious to get moving on this

## **8. PROPOSAL TO DEVELOP UPDATED REFRIGERATOR MAGNETS**

- Kevin suggested having refrigerator magnets that would have all of the emergency numbers.
- Larry Nagel suggested that stickers for a cell phone might be more with the times than refrigerator magnets.
- Lorika G. suggested that these numbers also be put on the website.
- Chris Hilliard noted that maybe both magnets and sticker, and that information about Zones should also be distributed, along with radio frequencies, GMRS, FRS, etc.

## **9. UPDATE ON PATHS AND SOUTHERN MARIN FIRE DISTRICT VEGETATION MANAGEMENT PRACTICES**

- Lisa requested this be held over to the next meeting

## **10. POSSIBLE FORMATION OF A SUB-COMMITTEE TO LOOK INTO GRANT OPPORTUNITIES FOR FIRE PREVENTION AND OTHER PROJECTS**

- David noted that CalFire will be making grants available because of the increase in the CalFire budget. Dave's thought is that, if we do not get a grant writer, then we should form a sub-committee to get involved with grant writing. Dave thinks this is a golden opportunity for us and volunteered to be on the committee. Kevin will talk to Arrieta Chakos to help us. Kevin Padian and Lisa Caronna are willing to help.

## **11. BRIEF REPORTS FROM EPC MEMBERS ON ITEMS NOT ALREADY COVERED (e.g., Vollmer cameras)**

- Kevin noted that the Vollmer camera status – the Site on Rifle Range has been tabled. Peter Guerrero noted the idea was abandoned because of privacy concerns. The other possible site is the Sords Bay and that is being investigated. There's also an old Nike base that is a candidate. The Vollmer top camera has been damaged but will be repaired.
- Chris Hilliard noted that he lives in the area and will talk to Peter Guerrero offline.
- Paul Moss noted that he spoke with Linnea Due about a column or small notices in the *Outlook* reminding people of small things they can do to prepare, as well as larger issues. Kevin asked if there was a price, and Paul said money was not discussed.
- Paul talked about the need to remind people constantly about preparing for emergency communication (CWS, Nixle), and updating them on "Right now, what evacuation plan do we have?", noting the ZoneHaven plan and how residents can familiarize themselves with it. He also noted that Hal Graboske has been very active in

KARO/ECHO and in CERT and could talk to the EPC on short notice. Hal was attending the meeting and stated that he would be happy to speak with the committee.

- Danielle Madugo noted that the planning of an evacuation is in progress with the principal and the teachers.

**12. FUTURE AGENDA ITEMS TO BE PUT ON THE CALENDAR**

- These will be solicited.

**13. SCHEDULING NEXT MEETING**

- Next meeting will be February 25, 2021.

**14. ADJOURNMENT:** The meeting was adjourned at 5:21 p.m.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Emergency Preparedness Committee Member



**DATE:** February 25, 2021

**TO:** Emergency Preparedness Committee  
Kensington Fire Protection District

**RE:** **Agenda Item 4a**  
Emergency Preparedness Coordinator - Draft Job Description

**SUBMITTED BY:** Director Kevin Padian

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The KFPD seeks an Emergency Preparedness Coordinator to implement the District's policies and priorities related to public education and community organization about preparation for natural hazards including wildfire and earthquake. The position is a pilot program initiated for at least two years, the first at 100% and the second at 50% time; at the end of the second year the program will be evaluated for continuation at an undetermined time allotment.

Suggested principal duties will be in three major areas:

1. Rebuilding of Kensington's neighborhood coordination programs, including CERT, organizations of block groups, recruitment of both new participants and those formerly involved, and assisting with assessments of neighborhood needs (note: the Coordinator will not participate directly in CERT training).
2. Education of Kensington's public about emergency alert and evacuation procedures and advice, including earthquake preparation, emergency evacuation procedures, house hardening and safe vegetation practices, and neighborhood alert coordination, developing District website and other media, NextDoor, the Outlook and other publications and outlets.
3. Working with the community, with our Police and Fire officials, and with other emergency preparedness representatives of agencies outside Kensington as necessary to improve the safety of our citizens.

The District Board will set the goals and objectives of the position. The Emergency Preparedness Committee of the Board will provide assistance to the Coordinator and advice to the Board on the position. The Coordinator will report to the District's General Manager. This is a position of activism, communication, and education.

The successful candidate should have at least a Bachelor's Degree with a specialization (or substantial life experience) in public administration, writing, conservation biology, or any field related to public safety and communication. CERT expertise is preferred. Familiarity with District structure and operations is desirable but can be acquired on the job. Salary and hours are negotiable depending on experience.

Candidates will please submit a resume with personal contact information, along with a statement of no more than a page summarizing your training and experience and why you are the best fit for this position. Send to [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org) by [date]. The KFPD is an equal opportunity employer. [etc.]



**DATE:** February 25, 2021

**TO:** Emergency Preparedness Committee  
Kensington Fire Protection District

**RE:** **Agenda Item 4b**  
Refrigerator Magnets Project Update – Proposed Text

**SUBMITTED BY:** Director Kevin Padian

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***Proposed text for refrigerator magnet:***

KENSINGTON EMERGENCY CELL NUMBERS  
Medical or Fire: 925-933-1313  
Police: 510-525-7573  
LAND LINES call 911 for both Police and Fire  
DO NOT CALL 911 FROM CELL PHONES

***Proposed text for half-page insert in mailing:***

**KENSINGTON EMERGENCY NUMBERS: A BRIEF GUIDE**

Our instinct is to call 911 in case of emergency (Police or Fire). **This still works if you have a land line.** However, that won't work for most emergencies in Kensington if you have a **cell phone** because we have several dispatch agencies. Calling 911 will often route you to the wrong agencies, such as the California Highway Patrol, and this will delay the response. Depending on your phone and whether your location can be read, your call may be diverted.

Simply put, **the best option for cell phones is to use these emergency numbers below.** Please enter them RIGHT NOW into your phone contact lists and speed dials.

**KENSINGTON EMERGENCY NUMBERS**

**Medical or Fire:** 925-933-1313

**Police:** 510-525-7573

**REMEMBER!** Register cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you of emergency situations. Go to [www.cwsalerts.com](http://www.cwsalerts.com). And register for Kensington Police and Fire Alerts: Text your zip code to 888777. **STAY SAFE!**



**DATE:** February 25, 2021

**TO:** Emergency Preparedness Committee  
Kensington Fire Protection District

**RE:** **Agenda Item 4d**  
Grant Proposal Writer DRAFT Job Description

**SUBMITTED BY:** Director Kevin Padian

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The KFPD seeks an experienced Grant Proposal Writer (or a business that performs this service) as a Consultant to establish and develop a program of soliciting external financial assistance in its various projects from building renovation to emergency preparedness. The KFPD is a California Special District, and one of the objectives of its mission is “helping residents of Kensington reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs.” To date, the District has had no independent program of applying for Federal, State, and local agencies for funds to achieve its mission. The successful candidate will address the following tasks:

- A. Qualify and pre-qualify the District for Federal, State, and local funding opportunities.
- B. Prepare standard text for required content of proposals.
- C. Constantly monitor arising funding opportunities and act on them.
- D. Acquire familiarity with Kensington’s special districts and community groups, especially the KFPD, to understand needs and resources related to funding opportunities.

Details of these tasks are as follows:

1. In the past several years, billions of dollars have been made available in California by agencies including FEMA and CalFire for the purpose of reduction of hazardous fuel, vegetation mitigation, public education in the dangers of wildfire and earthquake, and structural and infrastructural improvements in public safety buildings, among others. The KFPD needs to be pre-qualified for these grant opportunities and in a position to be alerted by funding agencies of opportunities immediately as they arise. The Grant Proposal Writer will accomplish this.
2. Because granting agencies tend to ask many of the same questions in their proposal applications, responses must be prepared in advance as appropriate “boilerplate” for these questions. Specialized knowledge of the District’s funding goals must be developed in advance so that funding opportunities in specific areas can be responded to quickly and efficiently. The Grant Proposal Writer will accomplish this.

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Grant Proposal Writer DRAFT Job Description

3. Possible granting opportunities outside the principal Federal, State and local agencies need to be constantly monitored and addressed as they arise. The Grant Proposal Writer will put this in motion and monitor the opportunities constantly.
4. Deep familiarity with the District's situation, history, and needs, including work already done or projected related to disaster preparedness, evacuation procedures, vegetation mitigation, and circumstances and regulations relative to the necessary renovation and possible expansion of the District's buildings and facilities must be developed, in coordination with District and local officials. Kensington is an unincorporated area whose municipal functions are met by several Special Districts and community groups that often interact to achieve common goals. The Grant Proposal Writer will acquire this knowledge.

Tasks 1-4 above are expected to be developed as part of the employment by the District, and can be met even as initial grant proposals may be developed and submitted with the help of District officials. It is anticipated that after two years the progress on these goals will be evaluated and the future of the position will be determined.

In order of priority, the District's anticipated grant proposal needs are:

- i. Support to renovate (for earthquake safety) and remodel (to accommodate updated Federal and State codes) the Public Safety Building, constructed in the 1960s and historically housing both Kensington's Police and Fire squads and their District administrators. Required changes in code make it clear that at least the two District staffs cannot continue to be accommodated in the PSB, and so support must be sought both to renovate the PSB and to acquire and remodel as necessary external space, specifics to be decided by negotiation between the Police and Fire Districts and the Office of the County Architect (Contra Costa). We anticipate renovation to begin in 2022.
- ii. Support for major expenses associated with changes in Kensington's parking configurations that will reduce or eliminate congestion and bottlenecks along major arteries in case of evacuation due to wildfire. Such expenses may include signage, curb painting, gutter gratings, and public education about the need for such changes. This a long-term initiative.
- iii. Support for the development of initiatives aimed at educating and incentivizing Kensington property owners to harden their houses and reduce their vegetation risks, both as a means of lessening potential fire risk and retaining as far as possible the ability for owners to acquire and maintain fire and property insurance.
- iv. Support for the development of specific vegetation mitigation grants, in conjunction with CalFire, ConFire, FEMA, Diablo FireSafe Council, and other agencies, to reduce hazards in especially vulnerable places such as Cerritos Creek and especially areas along the boundary with Tilden Park (in conjunction with the East Bay Regional Parks). Related to this objective are educational materials and support staff to educate the public about the replacement of hazardous plants in their yards.
- v. Support for the salary of an Emergency Preparedness Coordinator, a position recently approved by the Fire Board, whose major responsibilities are to organize community

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Grant Proposal Writer DRAFT Job Description

neighborhoods and prepare them for wildfire and earthquake disasters by developing and disseminating resources to enhance their safety.

The successful applicant will have at least three years of success in writing grant proposals and procuring funds specifically related to public service agencies such as Special Districts; a record of attempts and successes should be provided along with three letters of recommendation. Salary will be negotiated based on experience and past success. Please submit applications to [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org) by [date]. Kensington is an Equal Opportunity Employer [etc.]. ...