



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

**DATE/TIME:** December 20, 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 Saylors  
Consultant: EP Coordinator Johnny Valenzuela

### 1. CALL TO ORDER/ROLL CALL

President Julie Stein called the meeting to order at 7:02 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT (00:01:20)

A member of the public commented on agenda item 7e and hopes the board will approve the motion.

There was no additional public comment.

### 3. ADOPTION OF CONSENT ITEMS (00:04:46)

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 moved to remove items 3a and 3e for further discussion.

- a. **Approval of Minutes** of the Board of Directors meetings of 11/15/2023, 10/19/2022 (Special)
- b. **Acceptance of Incident Activity Report** November 2023
- c. **Approval of Monthly Transmittal** 12/20/2023
- d. **Approval of Monthly Financial Reports** 11/30/2023
- e. **Approval of Proposed Contract with Nigro & Nigro PC for Annual Audits of Fiscal Year 2023 - 2027**

Director Watt recommended removing item 3e to first be reviewed at the January 2024 Finance Committee Meeting and return to the board for review. President Stein concurred. The board discussed the item and agreed to review at a later date. No action was taken.

There was no public comment.

President Stein commented on the November 15, 2023 minutes New Business items d, e, f and the General Manager's Report and the board discussed the items.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine Motion to approve consent items 3b, 3c, 3d.	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 00:04:19</b>

**4. FIRE CHIEF'S REPORT (00:19:10)**

Fire Chief Eric Saylor presented the report as included in the packet. He provided administration, operations, training, and provided a holiday safety message. Director Watt, Director Levine, and President Stein thanked Chief Saylor for his report and holiday safety message. Director Watt and Chief Saylor discussed defensible space inspections. President Stein uplifted the KFPD's ability to provide advanced medical and life support care.

A member of the public commented on the evacuation associated with the fire event and asked if Zonehaven and CWS were used. Chief Saylor stated that Zonehaven and CWS are used for pre-planned mass evacuations. A search and clear (door-to-door) local evacuation, which does not require any software, was used for the fire event he reported on.

There was no additional public comment.

**5. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:30:00)**

EP Coordinator Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings. President Stein requested that these reports be included in the packet and/or uploaded to the website with staff confirming this would be done. The board discussed the report.

There was no public comment.

**6. OLD BUSINESS (00:45:20)**

There was no old business.

**7. NEW BUSINESS (00:45:26)**

**a. Resolution 2023-10 Approving Amendments to Policy 1170 Fund Balance and Reserves (Second Reading)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item and thanked GM Morris-Mayorga for her work on this item.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine Motion to approve Resolution 2023-10 Approving Amendments to Policy 1170 Fund Balance and Reserves (Second Reading).
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<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 00:49:00</b>

**b. Resolution 2023-11 Approving New Policy 1155 Purchasing (Second Reading)**  
(00:49:19)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item and thanked GM Morris-Mayorga for her work on this item.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Watt Motion to approve Resolution 2023-11 Approving New Policy 1155 Purchasing (Second Reading).	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 00:53:27</b>

**c. Budget Amendment for Purchase of Hose and Nozzle Compliments on Type 1 and Type 2 Engines** (00:54:55)

GM Morris-Mayorga and Chief Saylor presented the report as included in the packet. Director Nagel made the correction that the purchase will be for Type 1 and Type 3 engines. Chief Saylor noted that a correction in the packet will be made to reflect Kensington sales tax. The board discussed the item and specifically whether it could be funded from operating reserves versus capital reserves as proposed. GM Morris-Mayorga confirmed the capital purchase could be made out of the operating reserves, but after discussion the Board did not request this change. She also noted that when reserve spending occurs it is included as a listed expenditure of capital funds in the budget document to show the expense is authorized.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine Motion to approve Budget Amendment in the amount of \$43,877.87 for Purchase of Hose and Nozzle Compliments on Type 1 and Type 3 Engines, specifically Engine 165 and 365.	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 01:04:26</b>

**d. Local Hazard Mitigation Plan (LHMP) Update** (01:04:40)

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

the item. GM Morris-Mayorga noted she will confirm with the KPPCSD GM when the community meeting will take place.

A member of the public commented that the state released preliminary hazard maps for the Richmond Quadrangle and wondered if the LHMP review might be affected by this release.

There was no additional public comment.

**e. Fiscal Analysis Proposal Review to Request a Presentation by the Proposer or Approve Proposal, and Include a Prorated Cost Share in the Budget (01:15:34)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Director Nagel asked for an estimate of prorated costs. GM Morris-Mayorga stated that half the amount of costs is typical, but further discussion with the consulting firm would be necessary. Director Watt and President Stein stated their concerns about the Ridgeline proposal and provided their rationale and recommendations.

A member of the public gave thanks to the board for all their hard work on this item. They also noted that the taxpayers of Kensington are looking for a concerted, coordinated, and conciliatory effort to move to the next phase. Dmitry Semenov with Ridgeline Useful Strategies commented that they are an independent firm that does independent work, the work product will be designed to allow both agencies make the right decisions, that the success of a project depends on both agencies' cooperation, and that it's important they get the data they requested for guidance.

There was no additional public comment.

<b>MOTION:</b> M/s Nagel/Levine Motion to approve the fiscal analysis proposal and include a prorated cost-share in the budget.	
<b>VOTE:</b> Ayes: Levine, Nagel Nays: Stein, Watt Absent: None	
Motion fails 2-2-0	<b>Video Time Stamped: 02:09:16</b>

<b>MOTION:</b> M/s Watt/Levine Motion to request Ridgeline attend the January 17, 2024 meeting in-person to present and answer questions about their proposal.	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 02:12:17</b>

The board discussed the motion. There was no public comment.

The board took a break at 9:15 p.m. The board reconvened at 9:17 p.m.

**f. Election of Officers for Calendar Year 2024 (02:15:35)**

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

There was no public comment.

<b>MOTION:</b> M/s Levine/Nagel Motion to continue agenda item 7f Election of Officers for Calendar Year 2024 until the regular January 17, 2024 board meeting after the swearing in of the new board director and the current set of officers be retained until the conclusion of the item, at which point the newly elected officers will take over immediately at that meeting.
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<b>VOTE:</b>
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Ayes: Levine, Nagel, and Watt
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Nays: Stein
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Absent: None
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Motion passed 3-1-0
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Video Time Stamped: 02:30:44
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**g. Public Safety Building Project Update (02:33:07)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item and no action was taken.

There was no public comment.

**8. PRESIDENT'S REPORT (02:40:00)**

President Stein presented the report as included in the packet. The board thanked Director Nagel for his participation in several subcommittees.

There was no public comment.

**9. GENERAL MANAGER'S REPORT (02:41:05)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item and no action was taken.

There was no public comment.

**10. COMMITTEE REPORTS**

**a. Emergency Preparedness Committee Meeting**

There was no report.

**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.

**11. OUTSIDE AGENCIES REPORTS**

There was no report.

**12. ADJOURNMENT** President Stein adjourned the meeting at 9:49 p.m.

The next Board of Directors meeting will occur on January 17, 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 January 17, 2024.

Attest:

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Secretary of the Board

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