



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

**DATE/TIME:** March 10, 2021 / 7:00pm

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Larry Nagel, Vice-President Kevin Padian, Director Don Dommer, Director Janice Kosel, Director Julie Stein  
Staff: GM Bill Hansell, Chief Michael Pigoni, Clerk Sasha Amiri-Nair

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

President Nagel called the meeting to order at 7:01 p.m. The clerk called roll.

### 2. PUBLIC COMMENT:

There was no public comment.

### 3. ADOPTION OF CONSENT ITEMS:

<b>MOTION:</b> M/s Kosel/Padian: Approve Consent Items 3b – e.
<b>VOTE:</b> Ayes: Kosel, Stein, Padian, Nagel - <b>Noes:</b> None <b>Absent:</b> Dommer
Motion passed. <span style="float: right;"><b>Video Time Stamped: 3.40</b></span>

Director Stein pulled Item 3a.

### 3a. APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 10, 2021

<b>MOTION:</b> M/s Kosel/Padian: Motion to accept the minutes as corrected.
<b>VOTE:</b> Ayes: Kosel, Stein, Padian, Nagel - <b>Noes:</b> None <b>Absent:</b> Dommer
Motion passed. <span style="float: right;"><b>Video Time Stamped: 5.30</b></span>

Director Stein mentioned the date and time were incorrect. They showed as February 20, and the meeting was on February 10. There were also a few misspellings with the resident's names and the law firm.

**NEW BUSINESS**

**4a. EMERGENCY PREPAREDNESS COORDINATOR:**

<b>MOTION:</b> M/s Padian/Kosel: Move to issue an RFP for consulting services to assist the KFPD General Manager with community emergency preparedness and to approve a budget amendment of \$17,000 for the remainder of FY2020-2021, with a commitment of \$100,000 for the pending FY2021-2022 budget, to fund the work.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None	
Motion passed unanimously.	<b>Video Time Stamped: 8.13</b>

GM Hansell reviewed the item and explained the Board recommended in the last meeting to have the committee and the GM talk to Chief Piloni to look at options for having El Cerrito provide staffing to fill this position. The committee also looked into comps in surrounding areas to get a sense of the position's duties and roles. GM Hansell's recommendation to the Board would be for the District to move forward with the proposal but that the District contract with a consultant instead of creating a full-time staff position.

VP Padian supported GM Hansell's recommendation and thanked Chief Piloni for getting back to the committee quickly.

Director Kosel pointed out on page 33, Item 10 states the coordinator will prepare budgets and oversee the expenditure of funds, combining both the EPC coordinator and the grant writer position. She stated that she views it as a future proposal because she is not inclined to continue funding this position for more than a year unless she sees dramatic results but suggests combining the two positions in the future.

Director Stein stated, based on Chief Piloni's email, that it will be a sworn position, and the job description listed after his email shows it as non-sworn and asked which it would be. GM Hansell explained that the job description attachments are only examples of Emergency Coordinator job descriptions from other agencies.

Public comment was made by Maybury Benson and Catherine De Neergaard.

Director Stein stated the way she understands this is that there may have been different options to cast this as an open contract position. Still, you are proposing this as a request for proposals. She assumes that whoever reads the RFP will see a cap on \$100k/year funding, but typically a proposal includes a budget. She believes that whoever applies will provide a cost of their own manpower and any other supplies or operating expenses. She said it's a multifaceted thing instead of seeing a job opening and applying for the job and asked GM Hansell if this was his intention, and he answered yes. She also asked what his plan was to get this proposal out to the public. GM Hansell replied he would post it on the CSDA website and other local job postings.

Director Dommer joined the meeting at 7:35 p.m.

**4b. GRANT WRITER:**

<b>MOTION:</b> M/s Padian/Dommer: Approve the proposal to issue an RFP for consulting grant writer services to assist the KFPD General Manager with grant applications and to approve a budget amendment of \$8,500 for the remainder of FY2020-2021, with a commitment of \$50,000 for the pending FY2021-2022 budget, to fund the work.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None	
Motion passed unanimously.	<b>Video Time Stamped: 36.10</b>

GM Hansell explained this item was a recommendation to request proposals for a grant writer, interview potential candidates, develop a contract, and hire a consultant on a limited contract basis with a not to exceed amount of \$50k a year. This was a proposal that was suggested and developed by the priorities list that was approved and accepted by the Board in the February 10, 2021 Board meeting. He noted that the amount of \$50k for consulting services seems appropriate and would be able to coordinate with the Emergency Coordinator position and the EPC committee along with the PSB plan.

Public comment was made by Catherine de Neergaard.

**4c. LONG TERM FINANCIAL ADVISOR:**

GM Hansell explained this item had been in the meeting packet for February 10, but it had been postponed to this meeting. His recommendation was to hold off on this item until the EPC position and or the grant writer positions were filled to see where they were in the budget and see which direction the Board decided to go with the Public Safety Building. He confirmed no action was recommended, just a proposal he was suggesting.

VP Padian stated he was fine to postpone the item but would like to revisit this and get someone on board as soon as possible.

Director Stein agreed this item should be postponed. She thinks it's important to have a strategic planning session. If you hire a financial planner, they want to know your goals. Without the District having a strategic plan, a position like this would be most effective when the District had a good sense of direction of what major capital projects the District would like to undertake.

President Nagel agreed with Director Stein. The District needs a strategic plan to come up with a financial plan. He thinks the Board should work on a strategic plan in either a special session or an upcoming Board meeting.

VP Padian thinks it should be done altogether to see what you have, know what you want, and then see what you can do.

Director Kosel thinks they should take care of the PSB first before moving forward, and Padian disagreed, saying they already have a limit on the building. They know what they are allowed to spend and cannot go over what the state allows. Stein responded that is only the case if they renovate within the existing footprint.

**5. FIRE CHIEF'S REPORT:**

Chief Pigoni reviewed the incident reports and calls that came in for the month. He discussed vegetation management and its dry season so far, so the department will start its annual vegetation inspection process earlier this year to beat the potential critical time period. They have mailed out courtesy letters regarding property owners and their possibility of abatement issues. The old engine was offered at \$75,500 and went to the Cordelia Fire District. The department is continuing to assist with COVID-19 vaccine clinics until the end of the month. He mentioned the state audit report on the city would be coming out this week and if anyone had any questions or concerns about the report, please contact him.

**6. GENERAL MANAGER'S REPORT:**

GM Hansell reviewed the report and highlighted the important items. The first item was the joint meeting scheduled for March 25. He spoke with Mallory Cusenbery with RDC to update what the District was doing and whether their services would be needed for the joint meeting. He spent time working with Maze, working with a new accountant at a lower hourly rate, and keeping track of the amount of money spent on accounting. The FY 2019/20 audit will be presented at the April 14 meeting, and it will be previewed at the Finance committee meeting on April 2<sup>nd</sup> at 10 a.m. He submitted a local hazard mitigation planning letter, applying for the CalOES and FEMA grant, and reminded the Board that Form 700's are due April 1.

Director Stein stated many people in town did not know about the joint meeting and asked if he would be making any public announcements more than the minimum required. GM Hansell responded he would.

Public comment was made by David Spath and Danielle Madugo.

**7. COMMITTEE & OUTSIDE AGENCY REPORTS**

- a. **Emergency Preparedness Committee:** VP Padian gave his report and mentioned a resident brought up the idea for evacuation signs at the intersection of Sunset and Arlington and was working with the Police Dept. to have them done. Director Stein mentioned having the phone number on a sticker that goes on the back of your cell phone was a great idea and made a lot of sense. Padian responded they were still working on the project as mailing and sticker costs were higher than expected.
- b. **Finance Committee:** Director Kosel gave an update and confirmed counsel reduced their charges by the amount considered unauthorized and about \$6,000 was related to a public information request.

<b>MOTION:</b> M/s Dommer/Stein: Approve to approve December 4 Special Meeting Minutes.	
<b>VOTE:</b> Ayes: Dommer, Stein - <b>Noes:</b> None	
Motion passed unanimously.	<b>Video Time Stamped: 1.33.25</b>

**c. Outside Agencies:**

- i. Contra Costa Special District's Association:** President Nagel reported the next meeting would be on March 15<sup>th</sup> and the guest speaker will be the Director from Contra Costa Airports Special Districts.
- ii. State Professional Development and Membership Services Committees:** Director Kosel had no report out.

**ADJOURNMENT:** The meeting adjourned at 8:36 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Board Secretary