



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

**DATE/TIME:** December 8<sup>th</sup>, 2021, 7:00PM

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Larry Nagel, Vice-President Kevin Padian, Secretary Janice Kosel, Director Don Dommer, Director Julie Stein  
Staff: GM Bill Hansell, Chief Michael Pigoni, EPC Johnny Valenzuela

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

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

### 2. PUBLIC COMMENT:

There was no public comment.

### 3. ADOPTION OF CONSENT ITEMS:

Director Stein requested that item 3a "Minutes of the Regular Board of Directors meeting of 11/10/2021" and item 3c "Monthly Transmittal 12/08/2021" be pulled for separate consideration. Director Padian stated he would like a modification to the minutes as well.

<b>MOTION:</b> M/s Kosel/Padian: Motion to Adopt the Consent Calendar except for items 3a and 3c.
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<b>VOTE:</b>
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Ayes: Dommer, Kosel, Nagel, Padian, Stein
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Nays: None
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Abstentions: None
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Absent: None
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Motion Passed 5-0-0
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<b>Video Time Stamped: 0:03:35</b>
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### 3a. Minutes of the Regular Board of Directors meeting of 11/10/2021:

Director Stein requested more detail on p.4 under item 7d, which should include the GM's answer that the budget amendment amount would be based on 24 hrs/wk. President Nagel confirmed the request and noted that the GM contract allows for additional hours, if necessary. GM Hansell added that in the meeting the final rate was stated to be \$109 per hour, but he confirmed the math afterward and it is actually \$108 per hour, which is what he has implemented.

VP Padian requested that a sentence be added on p.3 under item 7b to include his request that if any resident feels that the determinations on compliance with local, state, and federal regulations, as determined by the consultants, managers, and chiefs are incorrect, then they should go to the County to find reasons why, in which case those

could be agendized for discussion rather than airing speculations on NextDoor and in the Outlook.

<b>MOTION:</b> M/s Padian/Kosel: Motion to adopt the minutes of the regular Board of Directors meeting of 11/10/2021, as amended.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 0:12:15</b>

**3c. Monthly Transmittal 12/08/2021:**

Director Stein asked about the payment request for Marjang Architects and what period of services was covered by the bill. GM Hansell answered that it was for services for November and includes all of the sub-consultants work under the architect's contract, except for the structural engineers, ZFA, who did not submit an invoice for the month. Director Stein asked if work by Mack5 is included in Marjang invoices. GM Hansell said there is a different estimator, MicroEstimating, working under Marjang. He added that Mack5 will be used for estimating the Temporary Facilities project. Secretary Kosel asked if the billing amount is what was expected. GM Hansell said it was proportionally correct relative to the stage of their work, as they have fixed fees based on their bid.

<b>MOTION:</b> M/s Padian/Kosel: Motion to adopt the monthly transmittal dated 12/08/2021.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 0:16:15</b>

**4. OLD BUSINESS:**

**NONE**

**5. NEW BUSINESS:**

**5a. Election of Officers for Calendar Year 2022:**

President Nagel requested nominations for the position of President. VP Padian nominated President Nagel to continue. Director Stein nominated Secretary Kosel.

<b>MOTION:</b> Vote for the position of Board President for 2022
<b>VOTE:</b> Nagel: For Nagel Dommer: For Nagel Padian: For Nagel Kosel: For Kosel Stein: For Kosel
Nagel elected Board President for 2022 by 3-2 <b>Video Time Stamped: 0:18:00</b>

A public comment was made by Linnea Due. Director Stein, President Nagel, and VP Padian made comments regarding the history of agenda requests by directors.

President Nagel requested nominations for the position of Vice President. Director Stein nominated Secretary Kosel. President Nagel nominated VP Padian. There were no public comments.

<b>MOTION:</b> Vote for the position of Board Vice President for 2022
<b>VOTE:</b> Nagel: For Padian Padian: For Padian Dommer: For Padian Kosel: For Kosel Stein: For Kosel
Padian elected Board Vice President for 2022 by 3-2 <b>Video Time Stamped: 0:33:45</b>

President Nagel requested nominations for the position of Secretary. President Nagel nominated Secretary Kosel. VP Padian seconded the nomination. There were no public comments.

<b>MOTION:</b> Vote for the position of Board Secretary for 2022
<b>VOTE:</b> Nagel: For Kosel Padian: For Kosel Dommer: For Kosel Kosel: For Kosel Stein: For Kosel
Kosel elected Board Secretary for 2022 by 5-0 <b>Video Time Stamped: 0:34:00</b>

## 6. FIRE CHIEF'S REPORT (0:35:15):

Chief Pigoni presented his report. He noted that November was fairly mild in terms of calls. Since November was a drier month than October, it was more typical in terms of routine calls. Engine 65 did respond to a structure fire in Kensington within a residential garage. The Chief is continuing to work on fire check fees given the increased staff time spent on construction permits. The Chief attended the December EPC meeting to discuss evacuation drills and has reviewed material from other communities on their exercises. The target date is early next year.

The Toys for Tots collection continues up until December 18<sup>th</sup>, but donations will be accepted after that for the following year. The County started to relax COVID-19 regulations but the Omicron variant is now a concern. Nothing has changed in terms of protocols at the station or when staff are on calls.

The Chief described the recruitment activity for (2) Battalion Chiefs and noted an offer has been made to Charles "Chase" Beckman, a 21-year veteran of CalFire from Napa and Solano Counties. He has experience with evacuation and fire-safety in hill areas. He also has experience in vegetation management and fire-wise programs. The Chief hopes to have him on-board by the beginning of the new year.

The department continues to promote registration with the community warning system. President Nagel asked about the recent use of OES engine 413 instead of engine 65. Chief Pigoni said the engine 65 has required some work and availability of parts has delayed its return. Director Dommer asked if the work was under warranty, but the Chief noted that it was not since the engine is six years old. He said that the constant hill-use puts stress on the engine which caused failure of the head gasket.

GM Hansell thanked the public for the Toys for Tots donations.

## **7. EMERGENCY PREPAREDNESS COORDINATOR REPORT (0:49:30):**

President Nagel shared his condolences to EPC Coordinator Valenzuela upon the passing of a family member and thanked him for being present to give the report. Valenzuela summarized his report and activities since the last meeting. He completed a Listos "Train The Trainer" course, which was based on helping families prepare for disasters. On 12/5/2021, he coordinated having the firefighters at the Kensington Farmers Market and assisted residents with sign-ups for the emergency warning system. He received comments on the EP Workbook, although the majority of interaction was with Berkeley, El Cerrito, and Oakland residents. The neighborhood children enjoyed the interaction with the firefighters. In terms of community engagement, the district's publications and social media has helped but the direct interaction with community groups, such as the Kensington Improvement Club and National Night Out block parties, has been more successful. Valenzuela requested feedback on C.O.R.E.

objectives for the district, identified as *Culture, Opportunities, Registration, and Education*. His impression of Kensington *Culture* includes social consciousness, neighborly-values, family-oriented living, and the influence of academia. His opinion on the Kensington *Opportunities* category includes block parties, fire house brunches, National Night Out, Emergency Supply Sales, Toys for Tots, Shred & Meds events, and emergency fairs/carnivals. All will provide training and recruitment opportunities. The *Registration* category includes social media (the district website, NextDoor, Facebook, Instagram, Nixle, etc) and CWS Registration. The goal is to increase subscribers and registrations.

For *Education*, he would like to target three tiers of preparedness, including *Listos* (Household level), *Map Your Neighborhood* (Block level), and *CERT* (Community Level).

Secretary Kosel asked about bringing back Firefighter Training Cards. Valenzuela agreed that would be a great idea and will follow up on it. Kosel also asked that Valenzuela give some attention to reinvigorating CERT. Valenzuela agreed and thanked her for that suggestion.

Chief Pigoni said that CERT classes are being planned again.

Director Stein commented about reviewing future issues of the Emergency Workbook with the Board in advance of printing for feedback and suggestions. VP Padian complimented Valenzuela on his work, but noted that the coordinator's contract does not cover CERT training due to concerns about that scope coming under the obligations of El Cerrito FD. Padian noted that the Workbook draft was reviewed by the President, VP, GM, and others prior to publication. GM Hansell asked that the coordinator be able to attend to at least attend CERT events in order to promote other preparedness issues. VP Padian thought that would be OK as long as the

distinction is made. President Nagel said it is important to reach those who are CERT trained to make sure they are also be educated in general emergency preparedness.

GM Hansell suggested that EPC members think about the presentation this evening and contact Valenzuela directly if they have feedback on the *Community* character or other items covered by the C.O.R.E. slides.

Public comments were made by Peter Liddell, Mabry Benson, and Elaine Stolton.

## **8. GENERAL MANAGER'S REPORT (1:22:00):**

GM Hansell outlined his report. The FY2021 audit is moving along and the draft audit should be submitted in the February meeting with the mid-year review. For the PSB Renovation, the architecture and engineering team will be wrapping up the Design Development phase and has involved more detailed code coordination. The latest cost estimate has been uploaded to the website. The estimate is holding around the same level. In fact, it came down slightly. The next update on the estimate will be at 50% Construction Documents. The Temporary Facilities planning is moving along and the schedule has been included in the packet.

GM Hansell attended the East Bay Wildfire JPA formation meeting. There was an 80/20 split on interest in proceeding with the idea of a JPA, so another meeting will be scheduled. About 20% of attendees felt there would be duplication of efforts by a new JPA.

The grant writers are continuing to investigate options for the district.

Coordination continues with the KPPCSD support staff, who may have time outside of their part-time employment to provide some support.

GM Hansell noted that funds are being moved from Reserves to the General Fund to cover the dry revenue period prior to receipt of this year's taxes.

Director Stein asked for a clarification on the PSB Renovation/Temp Facility schedule and why it refers to "city" review. GM Hansell explained that the church parking lot is in the City of El Cerrito. He explained the difference between the Design/Bid/Build approach of the PSB Renovation versus the Design/Build process for the Temp Facility project. Design/Build is more appropriate for the latter given the nature of that work and faster delivery.

Director Stein asked about the approval schedule at this point for the design plans and financial package. To answer that question, GM Hansell showed the schedule from the October 13<sup>th</sup>, 2021 BOD meeting which listed benchmarks for both the PSB Renovation and the Temp Facility project. He described the critical path of all the steps needed to start construction. He also referred back to the November meeting where he noted that the PSB Renovation bidding is not allowed until after the grant award status is determined, therefore the schedule has moved back a couple of months.

In terms of the board approvals, GM Hansell said that the basic floor plans have not changed since the September meeting presentation and those were based on the November 2019 plan, which was referenced in the Spring 2021 approval by the board to proceed. Progress on the drawings will continue to updated at each board meeting, but the next decision points are around the February 2022 meeting for the Temp Facilities bidding, and then the bidding receipts for the PSB. He said there will be a planning approval for the variance due to the enclosure of the deck. Those documents will have public notifications by the Planning Dept. Any other discussions about design or layouts could happen at any time, but we have had the basic layout for months.

Director Stein assumed that the final design plans would come back for approval but now it sounds like the design has been settled without that. GM Hansell noted that it is natural in the conceptual phase to vote on multiple concepts and schemes, and that was done by the board previously, but moving forward into these later phases, e.g. Design Development and Construction Documents, the standard is to show the progress and ask about any concerns but not schedule further votes on direction. He said that if there is a consensus that a re-

consideration is needed, then the board should articulate that. VP Padian said that it made sense to have those board approvals in the earlier considerations of the site planning and occupancy planning, but that now detailed code questions should be handled by the staff. The board can't vote on legal requirements as they are mandates that have to be followed. GM Hansell showed the floor plans and reviewed the constraints on the layout to explain that there is not much discretion in the layout. Most of the plan is determined by code requirements and what already exists in the building.

## **9. EMERGENCY PREPAREDNESS COMMITTEE REPORT:**

### **9a. Emergency Preparedness Committee Meetings of December 2, 2021**

VP Padian thanked all of the committee members as well as the staff for their work over the past year. He noted that this is the only committee in Kensington that still has community members involved. VP Padian provided an update on the committee's last meeting, including the discussions re: red-flag day parking and evacuations. He emphasized Supervisor Gioia's interest and support for an evaluation of parking conditions, but said that the EPC is trying to facilitate the feedback even though the decision falls under the purview of the County. LT Harms of KPD has stated that he is looking at individual street situations carefully. The period of parking restrictions is also being discussed, e.g. if it should occur just on red-flag days, during all of fire season, or all year-round. There are a lot of possibilities to consider and opinions to gather. With regards to an evacuation drill, Chief Pigoni and LT Harms agreed that two uphill zones would be a place to start. He noted that help will be needed on education and support and that we can't do anything without the County, since it issues warnings and requires coordination with other districts and supervision. Examples of what other agencies have done are being considered and discussed.

GM Hansell stated that he had spoken with a Deputy Chief from Southern Marin Fire, who shared a lot of drill info they have collected over the years. They prefer small drills that target different neighborhoods rather than large drills that take six months of planning and include many volunteers. They collaborate with a research team from Google and are utilizing Zonehaven.

President Nagel suggested using El Cerrito High School parking lots for gathering locations. VP Padian said that Mill Valley utilized the Middle School parking lots to check-in residents during drills.

Chief Pigoni feels that seeing what the traffic flow would be like would be helpful and for residents to test how fast they can mobilize. He described the example that Moraga-Orinda did which went well but required many volunteers. During an actual event those volunteers will not be present. Therefore, the Chief would like to know what the Board is looking to achieve with the drill.

VP Padian believes that the drill has to be for the benefit of what the Fire Department and Police Department staff need to know. He noted that police will have to deal with traffic and they remain understaffed.

Public comments were made by Mabry Benson and David Spath.

## **10. OUTSIDE AGENCIES REPORTS:**

### **10a. Contra Costa Special Districts Association**

President Nagel reported that the next meeting is on Monday, January 24<sup>th</sup>, 2022. He shared that the bylaws were amended last month to add a Special District At Large

member, to raise the fees, and some other misc items. President Nagel submitted a vote on behalf of the district.

**10b. State Professional Development and Membership Services Committees**

Secretary Kosel stated that CSDA is continuing to provide educational programs for free. She asked GM Hansell to update the directors on the status of their education requirements, including ethics and sexual harassment training by CSDA and FEMA training by El Cerrito.

**11. ADJOURNMENT:** President Nagel wished everyone a happy holiday season and adjourned the meeting at 9:28 p.m.

The next Board of Directors meeting will occur on January 12<sup>th</sup>, 2022.

MINUTES PREPARED BY: Bill Hansell

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on January 12<sup>th</sup>, 2022.

Attest:

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Secretary of the Board