



**KENSINGTON FIRE PROTECTION DISTRICT**  
REGULAR MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE  
AGENDA

Thursday, March 27, 2025, 4:00 p.m.- 6:00 p.m.  
Kensington Community Center - Meeting Room 3,  
59 Arlington Avenue, Kensington, CA 94707 (and hybrid)

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment by emailing the Chair and Board Clerk by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org), by two hours prior to the meeting start time. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting (*regular meetings only*). Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, 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)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* 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).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/emergency-preparedness-committee>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

**Hybrid Meeting Option Internet Address:**

<https://us06web.zoom.us/j/89113236072?pwd=gb2dZLqMIMGm7UyVPvZ92MjsgQ4HBI.1>

**Telephone Access:**

(669) 444-9171 or (719) 359-4580 or (253) 205-0468

**Zoom Webinar ID:** 891 1323 6072

**Passcode:** 822885

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

Directors: Vice President Danielle Madugo, Director Paul

Public Members: Douglas Bevington, Lisa Caronna, Don Dommer, Katie Gluck, Adrienne Johnson,  
Peter Liddell, Annette McCoubrey, Paul Moss, David Spath

Staff: General Manager Mary Morris-Mayorga

Executive Assistant/Board Clerk Raychel Jackson

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

**2. PUBLIC COMMENT**

Under "Public Comment," the public may address the Committee on any subject not listed on the agenda. Please address your comments to the Committee and not to staff and/or the audience.

Each speaker may address the Committee once under Public Comment for a limit of three minutes.

The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Committee, no further comment from the public will be permitted unless authorized by the Committee. The Committee cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. Committee members will also have an opportunity to comment on items not on the agenda.

**3. ADOPTION OF CONSENT ITEMS**

a. **Approval of Minutes** for the meeting on 02/27/2025

**4. OLD BUSINESS – None**

**5. NEW BUSINESS**

a. **Clarification on the Brown Act Rules with Attendance Rules and Teleconference Rules –**  
Jackson

b. **Review the Hazardous Vegetation Removal Grant to determine whether refining/expansion**  
**may be warranted (Work Plan #2) –** Valenzuela

c. **Update Red Flag Parking Pilot Program (Work Plan #1) –** Valenzuela

d. **Update on Kensington Firewise Development and Upcoming Events (Work Plan #5) –**  
Valenzuela

e. **Wildfire Community Preparedness Day 2025 and Shredding Event –** Valenzuela

f. **Define WORK PLAN PROJECT GOALS, set milestones/tasks and timelines for completion**  
– Madugo

**6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT –** Valenzuela

**7. FUTURE AGENDA ITEMS**

The list of future agenda items discussed during the meeting will be summarized here.

**8. ADJOURNMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District is scheduled for April 24, 2025 at 4:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.



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

**DATE/TIME:** February 27, 2025, 4:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: Vice President Danielle Madugo and Director Paul  
 Public Members: Douglas Bevington, Lisa Caronna, Don Dommer, Katie Gluck, Paul Moss, David Spath  
 Staff: Executive Assistant/Board Clerk Raychel Jackson  
 Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

**ABSENT:** Public Members: Adrienne Johnson and Peter Liddell

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

Vice President Madugo called the regular meeting to order at 4:09 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:001:45)**

**3. ADOPTION OF CONSENT ITEMS**

**a. Approval of Minutes** EPC regular meeting: 01/23/2025

**Moved/Seconded:** Paul / Spath **Action:** Approved minutes of the 01/23/2025 meeting with correction of Item 5b and change date in Adjournment from February 28 to 27 **Ayes:** Bevington, Caronna, Dommer, Gluck, Paul, Madugo, Moss, Spath **Noes:** None **Abstain:** None **Absent:** Johnson and Liddell  
**Video Time Stamped: 00:17:59**

**4. OLD BUSINESS**

**5. NEW BUSINESS**

**a. Determine the Action Steps for the Approved 2025 EPC Work Plan (00:18:17)**

**b. Review EPC New Member Application to recommend for Board approval (00:55:34)**

**Moved/Seconded:** Spath / Gluck **Action:** Recommend to appoint Annette McCoubrey to be on the Emergency Preparedness Committee **Ayes:** Caronna, Gluck, Paul, Madugo, Moss, Spath **Noes:** None **Abstain:** Dommer **Absent:** Bevington, Johnson and Liddell  
**Video Time Stamped: 01:00:46**

**c. Launch campaign to aggressively promote Kensington resident enrollment in Nixle and correspondingly, solicit a KPD/KFD commitment to establish protocols for using this system in emergency situations (01:06:43)**

- No Action

**d. Promote use of the Watch Duty app for timely information about local wildfire activity (01:28:33)**

- No Action

**e. Discuss Berkeley's EMBER initiatives, incorporate ideas into Work Plan actions as necessary (01:35:26)**

- No Action

**f. Consider developing a grant program for house hardening in support of 2025 EPC Work Plan Project #3 (01:39:15)**

- No Action

**6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (01:41:51)**

**7. FUTURE AGENDA ITEMS**

**8. ADJOURNMENT:** Vice President Madugo adjourned the meeting at 6:03 p.m.

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on March 27, 2025 at 4:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.

MINUTES PREPARED BY: Raychel Jackson

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on March 27, 2025.

**Attest:** \_\_\_\_\_  
**Emergency Preparedness Committee Member**

**DATE:** March 27, 2025  
**TO:** Emergency Preparedness Committee  
**RE:** Remote and In-Person Attendance Policies for Committee Meetings  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager  
Raychel Jackson, Executive Assistant/Board Clerk

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**Recommended Action**

Review Government Code/Brown Act law and District policies regarding remote and in-person committee meeting attendance, ensuring compliance with applicable laws and maintaining effective governance.

**Background**

The Board of Directors and its committees play a crucial role in formulating policies and overseeing District operations. Regular attendance is vital for effective governance and decision-making where absenteeism can affect attaining a quorum along with operational efficiency.

Under Board *Policy 1091 Attendance at Meetings* (attached), Board members are expected to attend all regular and special meetings unless there is good cause for absence which the Board President must be notified of prior to the meeting. While committees are not specifically included in that policy, it is recommended that the same guidance be adhered to with notification to the committee chair. Board *Policy 1140 Committees of the Board of Directors* does not contain specific guidance on attendance.

Under the Brown Act, members of a legislative body (Board of Directors as well as Standing Committees since they are subject to the Brown Act) are required to be physically present in the same room for a meeting unless participating remotely under specific conditions. The Brown Act is designed to ensure transparency and public participation, and as such, members must be present to participate in deliberations and decisions, except where exceptions are allowed, such as under the following with additional detail in the attached *Board and Committee Member Remote Meeting Attendance*:

Remote Participation: A board or committee member may participate remotely if specific procedures are followed, such as notifying the Board President or Committee Chair, as applicable, and ensuring public access.

- Traditional Brown Act Teleconference (requires location noticed on agenda) *Gov't Code Section 54953(b)*
- AB 2449: due to "just cause" or "emergency circumstances" for no more than 3 consecutive months or more than 20% of the District's regular meetings which would be two meetings.

Quorum and Voting: The Brown Act requires that a quorum be present for any meeting to proceed. If absenteeism results in a lack of quorum, the meeting may not legally proceed.

Vacancy Due to Absences: While the Brown Act does not directly address absenteeism in terms of termination or vacancy, local agencies are encouraged to establish policies that address chronic absenteeism. In general, if a member is absent from more than three consecutive meetings or a set percentage within a year, it can be grounds for a vacancy or removal from a committee or Board position, in accordance with local policies (which is the case for the Board in *Policy 1091*).

**Fiscal Impact**

There is no fiscal impact.

**Attachments:** Board and Committee Member Meeting Attendance  
Board Policy 1091 Attendance at Meetings  
Board Policy 1140 Committees of the Board of Directors



## KENSINGTON FIRE PROTECTION DISTRICT

### Board and Committee Member Remote Meeting Attendance *(Last update - September 25, 2024)*

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#### Traditional Brown Act Teleconference *Gov't Code Section 54953(b)*

A meeting of individuals in different locations, connected by electronic means, through either audio or video, or both. Requires:

- at least a quorum of members must participate from locations within District;
- agendas are posted at teleconferencing location(s) specifying all locations;
- public access and opportunity to speak is provided at each location; and
- all votes are taken by roll call.

#### *Action needed by Board/Committee Member:*

1. Notify Board President/Committee Chair/GM prior to agenda preparation (or as soon as possible prior to posting).
2. Provide specific location for teleconference participation.
3. Confirm agenda posting ability, public access, and actual posting once completed.

#### AB 2449

The Board/Committee can use teleconferencing without noticing each teleconference location or making it publicly accessible, provided at least a quorum of the Board/Committee participates in person at a single physical location that is identified on the agenda, open to the public, and within the boundaries of the District, and provided that other requirements regarding accessibility are met. However, an individual member of the Board/Committee may participate remotely only in one of two circumstances:

1. With "just cause", the member can participate remotely after giving notice as soon as possible. AB 2449 defines "just cause" as (a) a family childcare or caregiving need; (b) a contagious illness; (c) a need related to a physical or mental disability that is not otherwise accommodated; or (d) travel while on official business. Under this provision, a member is limited to participating remotely in two meetings per calendar year.
2. In "emergency circumstances," defined as a physical or family emergency that prevents the member from attending in person, the member can participate remotely by requesting approval to do so from the Board/Committee. The Board/Committee may take action on the request as soon as possible, including at the beginning of the meeting, even if there was not sufficient time to place the request formally on the agenda.

Under either circumstance, the member must give a general description of the circumstances relating to their need to appear remotely, but need not disclose any medical diagnosis, disability, or other confidential medical information.

In addition, AB 2449 provides that a member cannot participate solely by teleconference under the new teleconference framework for more than 3 consecutive months or more than 20 percent of the District's regular meetings (two meetings if the Board/Committee meets fewer than 10 times per year).

#### *Action needed by Board/Committee Member:*

1. Notify Board President/Committee Chair/GM as soon as possible and which circumstance applies.

#### *Action needed by Board/Committee at Meeting:*

1. Announce and take action to approve the remote participation request.

## KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:**            **Attendance at Meetings**  
**POLICY NUMBER:**       **1091**

**1091.10** Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

**1091.20** Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

**1091.30** A Board Member who will be absent for good cause may notify the Manager by electronic transmission (email), telephone communication, or letter. The Manager shall notify the President and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

**1091.40** A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Committees of the Board of Directors

**POLICY NUMBER:** 1140

**1140.10** The Board President shall appoint such temporary committees as may be deemed necessary or advisable by President and/or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

**1140.11** A temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board members.

**1140.12** A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

**1140.13** A temporary advisory committee shall meet on an as-needed basis and shall not have a meeting schedule fixed by resolution or formal action of the Board.

**1140.20** The following shall be standing committees of the Board:

**1140.21** A Finance Committee composed of two members of the Board of Directors.

**1140.22** An Emergency Preparedness and Warning Systems Committee composed of two members of the Board of Directors, plus a supplemental number of members of the public as needed to fulfill the mission of the committee.

**1140.30** The Board President shall appoint and publicly announce the Board members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

**1140.31** New standing committees may be formed and announced at any time during the calendar year, subject to approval of the Board.

**1140.32** Standing committees attain a quorum when a simple majority of the committee members are present.

**1140.33** The President may appoint or remove members of the public at any time, subject to approval of the Board.

**1140.40** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**1140.50** The Board's standing Finance Committee shall be concerned with the financial management



of the District, including the preparation of an annual budget and major expenditures.

**1140.60.** The Board's standing Emergency Preparedness Committee shall be concerned with (1) recommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach; (2) identifying opportunities for articulation with community members and other agencies to reduce risk and enhance evacuation procedures and public safety; (3) development of public education initiatives to accomplish the first two goals; (4) articulation with the KPPCSD standing committee on Emergency Preparedness, as well as other Local, County, and State agencies, to achieve the previous goal.



KENSINGTON FIRE PROTECTION DISTRICT  
 Emergency Preparedness Committee  
 Approved by EPC on January 23, 2025

Approved by KFPD Board of Directors on February 19, 2025

2025 Emergency Preparedness Committee Work Plan			
Planned Projects	Assigned Members	Questions/Resources Needed	Action Steps
1. Red Flag Parking Pilot Program - adopt a program based on the success of the El Cerrito Pilot to raise awareness and improve evacuation readiness.	Rodney, Paul, David, Doug	<ul style="list-style-type: none"> <li>• Coordination needed with KPPCSD/KPD/County - establish a subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend streets</li> </ul>
2. Continue refining and expanding the Hazardous Vegetation Removal Reimbursement Grant.	Lisa, Paul, David	<ul style="list-style-type: none"> <li>• Plant types/photos</li> </ul>	<ul style="list-style-type: none"> <li>• Promote</li> </ul>
3. Develop and promote specific action items for House Hardening to citizens (e.g. fire screens, etc.)	Doug, Danielle, Annette	<ul style="list-style-type: none"> <li>• Public outreach</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations</li> </ul>
4. Address hazardous vegetation on fire evacuation routes.	Danielle and Rodney	<ul style="list-style-type: none"> <li>• County-right of way</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
5. Firewise development - to support Block Party organizations	Johnny (and all)	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
6. Determine next steps for Long Range Acoustic Devices (LRADs).	Katie, Danielle, Johnny	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
7. Evacuation Drills/Guidelines and Communication Plan	Paul, Katie, Peter, Annette	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate hazards</li> </ul>