



KENSINGTON

FIRE PROTECTION DISTRICT

Agenda Item 05a

DATE: April 16, 2025
TO: Board of Directors
RE: Requested approval of Kensington Community Center audio visual recommendations
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board consider authorizing the General Manager to proceed with audio visual (AV) recommendations for the Community Center in coordination with the KPPCSD Interim General Manager for network infrastructure and meeting room equipment, and to make this budget adjustment for installation and equipment in an amount not-to-exceed \$10,000 to be cost-shared with KPPCSD.

Background

As reported in March, we received a recommendation from City of San Pablo Information Technology (IT) team for network infrastructure and meeting room equipment with a total estimated cost of \$5,640 plus cabling; however, the current AV large room equipment is professional grade and not recommended for replacement.

The goals are to improve internet connectivity, meeting streaming quality, and mitigate small meeting room AV issues which David and I will work together to resolve. These infrastructure improvements should resolve the Wi-Fi performance issues; however, we can consider upgrading the internet service if they do not.

Advanced Systems Group (ASG) also provided quotes for the small and large meeting rooms which were \$4,323 (not including TV monitor and stand which would also be required) and \$7,392, respectively. San Pablo IT believes with resolving internet connectivity, staff reliance on assistance will be eliminated; however, they are able to assist at a rate of \$150/hour if needed during meetings. Our current rate with ASG recently increased to \$337.50/hour.

Fiscal Impact

The fiscal impact of \$10,000 to be cost-shared with KPPCSD will be processed as a budget amendment and funded in the operating budget.

Attachment

KPPCSD Agenda Item 13 - Discussion and Direction Regarding Improvements for the Community Center Regarding Audio/Visual/Internet Needs (April 10, 2025)



Date: April 10, 2025

To: Board of Directors

From: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding Improvements for the Community Center Regarding Audio/Visual/Internet Needs

Recommendation

I am asking the Board of Directors to approve the IGM working with the GM of the Fire District in making the necessary changes to improve the board and committee meetings in the Community Center and to reduce the monthly costs that each respective district pays by moving forward and working with The City of San Pablo IT staff.

Background

I have been serving the District and attending board meetings for over two years now. I think we would all agree that the quality of our board meetings both in house and over Zoom are not the best, and at times are downright embarrassing.

The General Manager from the Fire District, Mary and I have had a discussion about this and the Fire District's board specifically asked Mary to look into how to improve all board meetings held at the Community Center as well as committee meetings that are held in the smaller room in the Community Center.

We have had a few meetings with the IT people from the City of San Pablo who are currently serving all the KPPCSD's IT needs and who are knowledgeable about internet issues as well as audio visual needs, as these same individuals serve the City of San Pablo in that regard.

Attached you will find some information on recommended purchases and installations that would improve the quality of meetings. It should be noted that the District averages about \$8000 per year in payment to a company that oversees our board meeting.

Raymond, who oversees the IT department for San Pablo and is overseeing our IT operations for KPPCSD, believes that we can eventually get set up through San Pablo IT so that we would not need to pay for oversight. If that is the case, new equipment would pay for itself in the first year.

Should we need assistance San Pablo would charge less per hour than the current hourly rate of ASG.

You will find some quotes for equipment from ASG based on their thoughts on improving the monthly meetings and committee meetings in the community center. While that is appreciated the hourly rate of the City of San Pablo greatly outweighs the ASG rate.

Exhibits

- San Pablo Audio Visual Proposal
- ASG Audio Visual Proposal



MEMORANDUM

TO: David Aranda, Interim General Manager
 Mary Morris-Mayorga, General Manager

FROM: Raymond Mar, IT Manager

DATE: March 13, 2025

SUBJECT: Kensington Community Center Technology Setup

This memo is to provide an analysis and recommendations to address the technical issues being experienced at the Kensington Community Center (KCC). A number of issues were reported, including poor internet connectivity, streaming quality of board meetings, technical difficulties in using the two small conference rooms, and the need for assistive listening systems. City of San Pablo staff performed a walkthrough of the KCC and have the following recommendations.

Network Infrastructure

The KCC has a lack of network infrastructure. The equipment is old, insufficient to cover the physical space, and likely misconfigured which is causing a lot of the reported issues. It is recommended that the upgrade and expansion of the network infrastructure with a wireless access point in each room will ensure strong and consistent Wi-Fi performance throughout the building.

	Qty	Cost	Total
Ubiquiti Cloud Gateway	1	\$ 160	\$ 160
Ubiquiti 24-port Switch	1	\$ 900	\$ 900
Ubiquiti Wi-Fi 7 AP's	3	\$ 210	\$ 630
Labor	12	\$ 150	\$ 1,800
Total			\$ 3,490

Cabling is another component of the network infrastructure. A walkthrough is scheduled with a cabling vendor for March 18th with budgetary quotes to follow after.

ISP Services

Currently the KCC utilizes Comcast Small Business Internet service. The speeds are 150Mb download and 30Mb upload with a monthly cost of \$118. The speeds are sufficient for general use. The upload speed is an important factor for ensuring the streaming quality board meetings. 30Mb is sufficient in a vacuum, but may be insufficient when there is a large number of concurrent users, such as in a well attended board meeting. A quote for Comcast enterprise circuit was requested and came back with a cost of \$750/month for speeds of 200MBb down and up with a one-time installation fee of \$199.

Given the large price difference between the small business and enterprise class service, it is recommended that Kensington not make any changes for now maintain its existing level of service. With investment and reconfiguration of the network infrastructure, board meeting streaming traffic can be prioritized on the network. Updated network infrastructure will also provide a more consistent end user experience throughout the building. This item can be revisited if there continues to be performance issues after the network infrastructure upgrades.

A/V for Board Meetings

This is pending a walkthrough on March 18th. Recommendations for this will come at a later time.

A/V for Small Conference Rooms

There is a need for A/V setups to facilitate meetings in the two small conference rooms. A mobile A/V cart outfitted with a LCD TV and an all-in-one conferencing setup (camera, speakerphone) will allow users to seamlessly connect their laptops to the A/V cart screenshare and present and participate in Zoom/Teams meetings. A mobile A/V cart will also allow flexibility to move and use it in different spaces. Below is an estimate for one mobile A/V cart.

	Qty	Cost	Total
65 inch LCD TV	1	\$ 500	\$ 500
Mobile TV cart	1	\$ 500	\$ 500
Fanvil CA400 AIO Conference	1	\$ 400	\$ 400
Labor	5	\$ 150	\$ 750
<hr/>			
Total			\$ 2,150

Assistive Hearing Systems

It was reported that there is a need for assistive hearing devices. Assistive technology is not an area of expertise for City of San Pablo IT, however we recommend looking at and evaluating portable microphone systems that can pair with users' hearing aids. An example of this is the

Phonak Roger Table Mic that utilizes wireless remote mics that can then send the audio to a user's hearing aids. More information can be found on their website.

(<https://www.phonak.com/en-us/hearing-devices/microphones/roger-table-mic>)



Advanced Systems Group, LLC
 1226 Powell Street
 Emeryville, CA 94608-2618
 (510)654-8300

QUOTE
27638

BILL TO		SHIP TO			
COMPANY:	Kensington Fire Protection District	COMPANY:	Kensington Fire Protection District	DATE:	4/3/2025
ADDRESS:	217 Arlington Avenue Kensington CA 94707, CA 94707	ADDRESS:	217 Arlington Avenue Kensington CA 94707, CA 94707	SALES REP:	John Shike
CONTACT:	Mary A. Morris-Mayorga, MBA, CSDM	CONTACT:	Mary A. Morris-Mayorga, MBA, CSDM	PREPARED BY:	John Shike
PHONE:		PHONE:		PHONE:	(650)703-4906
EMAIL:	mmayorga@kensingtonfire.org	EMAIL:	mmayorga@kensingtonfire.org	EMAIL:	jshike@asgllc.com
				PAY TERMS:	NET 30
				EXP DATE:	5/3/2025

TITLE
KFPD_NEAT_ASG27634

SCOPE OF WORK
Neat Bar for small conference room use with integrated computer, camera, mics, and speakers system for Zoom meetings.
Requires TV monitor and monitor stand supplied separately. This quote is for equipment only.

LINE #	MFG	PART NO	PART DESCRIPTION	QTY	PRICE	EXT. PRICE	
1	NEAT		Neat Bar 2.0	1.00	\$3,975.00	\$3,975.00	
						Subtotal:	\$3,975.00
Shipping costs are additional and will be added to final invoice.						Freight:	\$0.00
						Tax:	\$347.82
						Total:	\$4,322.82

GENERAL TERMS AND CONDITIONS

Terms & Conditions:

Terms: Terms are subject to ASG credit approval. Prepayment terms, unless otherwise pre-arranged. All shipments are FOB vendor's factory. A finance charge of 1.5% per month will be charged on all past due invoices.

Domestic Orders: Freight is estimate only and may be billed separately.

NOTE: Unless otherwise noted, this proposal assumes you have proper rack space, power and cooling in place.

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN.

BUYER: _____ SIGNATURE: _____ TITLE: _____ DATE: _____
 (Print Name)



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QUOTE
27634

BILL TO		SHIP TO			
COMPANY:	Kensington Fire Protection District	COMPANY:	Kensington Fire Protection District	DATE:	4/3/2025
ADDRESS:	217 Arlington Avenue Kensington CA 94707, CA 94707	ADDRESS:	217 Arlington Avenue Kensington CA 94707, CA 94707	SALES REP:	John Shike
CONTACT:	Mary A. Morris-Mayorga, MBA, CSDM	CONTACT:	Mary A. Morris-Mayorga, MBA, CSDM	PREPARED BY:	John Shike
PHONE:		PHONE:		PHONE:	(650)703-4906
EMAIL:	mmayorga@kensingtonfire.org	EMAIL:	mmayorga@kensingtonfire.org	EMAIL:	jshike@asgllc.com
				PAY TERMS:	NET 30
				EXP DATE:	5/3/2025

TITLE
 KFPD_DTEN_ASG27634

SCOPE OF WORK
 DTEN integrated computer, camera, mics, speakers, and display system for Zoom meetings. This quote is for equipment only.

LINE #	MFG	PART NO	PART DESCRIPTION	QTY	PRICE	EXT. PRICE
1	DTEN	DBR1455E	D7X 55" Android Edition	1.00	\$4,250.00	\$4,250.00
2	DTEN		Mobile Stand	1.00	\$1,425.00	\$1,425.00
3	Starin	MISUPPORT255 OYR3	Three Year Unit Coverage Option	1.00	\$620.00	\$620.00

Three Year Unit Coverage allows advance replacement of covered failures

Three Year Unit Coverage Option is not included in the total shown.

Subtotal:	\$6,295.00
Freight:	\$600.00
Tax:	\$496.57
Total:	\$7,391.57

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IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN.

BUYER: _____ SIGNATURE: _____ TITLE: _____ DATE: _____
 (Print Name)

From: John Shike <jshike@asgllc.com>

Sent: Thursday, April 3, 2025 11:13 AM

To: mmayorga@kensingtonfire.org

Cc: David Aranda <DAranda@kppcsd.org>; Tom Caudle <tcaudle@asgllc.com>; Alex Haynes <ahaynes@asgllc.com>; Kelly MacDonald <kmacdonald@asgllc.com>

Subject: Upgrade of Audio Visual Equipment at Kensington Community Center

Mary,

Tom forwarded your email of yesterday which included suggestions from San Pablo IT for AV for the small conference rooms. Their letter did not address the large meeting room, have you had further recommendations from them? I am at a tradeshow this week (NAB Show) so I am at a bit of a limitation but will see what I can put together for you and David in the meantime. I had sent a list earlier this month, based on Tom Caudle's recommendations, where he has had considerable experience in working with the current AV system. If you have time to review with comments I will take them into consideration; otherwise I will get pricing or estimates for the scope of work below.

Tom Caudle's Recommendations

Tom Caudle went through his notes from his discussion with you regarding upgrading the equipment at Kensington and his personal observations. Based on this, I would like to review a scope of work (SOW) and proposed equipment with you which would be used to put together a quote.

1. Install acoustical panel materials in Conference Room 3 improve the sound quality (i.e., deaden the echo).
2. Install two loudspeakers (in addition to the two already installed) at midway positions from the front to improve the sound quality for the audience. Add amplifier to Audio Visual equipment cabinet.
3. Adjust the audio equalization in the digital signal processor.
4. Remount the ceiling camera so that it is more secure.
5. Install a wall plate decorator with HDMI, SDI, and Ethernet connections on the far wall, 15 feet from the front wall. This is to allow connection for clerk's laptop to

manage Zoom meeting and presentation (e.g., agenda). (Note, will protrude given the wall's composition. This will be instead of using the connection at the front of room. The Ethernet decorator will be to provide a wired connection to the Internet for better reliability with Zoom.

6. Add WIFI access point (WAP) in rear of room or in conference room 3 to improve WIFI connectivity.
7. Run wires from Audio Visual equipment cabinet to Wall Plate (item 5), WAP (item 6) and loudspeakers (item 2) along wall with Wiremold covering.

OTHER ITEMS TO CONSIDER

8. Adding a laptop at the Podium would enable the speaker to appear as another member of the Zoom meeting, with the dedicated camera of the laptop, and use its wireless WIFI connection.
9. Install acoustical panel materials in the main room improve the sound quality (i.e., deaden the echo).

Please review the list and let me know if you wish to include either of items 8 and 9. Following your review, I will put together a proposal.

John Shike

Advanced Systems Group, LLC (ASG)

1226 Powell St. Emeryville, CA 94608

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