



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

**DATE/TIME:** May 12, 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,

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

President Nagel called the meeting to order at 7:03 p.m. GM Hansell called roll.

### 2. PUBLIC COMMENT:

Public comment was made by Catherine de Neergaard, Mabry Benson, & Linnea Due  
President Nagel stated there was nothing to report out from closed session.

### 3. ADOPTION OF CONSENT ITEMS:

<b>MOTION:</b> M/s Padian/Kosel: Approve Consent Items 3b,c & d
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None
Motion passed unanimously. <b>Video Time Stamped: 11.34</b>

Director Stein pulled item 3a for discussion.

### 3a. APPROVAL OF MINUTES OF THE REGULAR BOARD OF DIRECTOR'S MEETING OF 4/14/21:

<b>MOTION:</b> M/s Kosel/ : Approve Consent Item 3a w/supplemental information
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None
Motion passed unanimously. <b>Video Time Stamped: 17.30</b>

Director Stein expressed concern about the audit report. She would like the minutes to include more details to reflect the auditor's conclusions, noting that it was a clean audit report and that the management issues were relatively minor and did not influence his opinion. In addition, she would like to address the 31 public comments submitted online and read by the Board Clerk. For the sake of parallelism and accuracy, at least eight names should be listed. She would also like to include people's last names who made a public comment at the meeting.

**NEW BUSINESS**

**4a. PUBLIC SAFETY BUILDING RENOVATION PROGRESS UPDATE:**

<b>MOTION:</b> M/s Kosel/Padian: Motion to Accept the report.
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None
Motion passed unanimously. <span style="float: right;"><b>Video Time Stamped: 32.00</b></span>

GM Hansell reviewed his report and explained that RFP's had been sent out for architectural and engineering services, and a recommendation would be made to the Board by June. The RFP's for as-built services were also sent out because the prior conceptual backgrounds were not measured. Additionally, he reviewed the fact sheet of questions and answers requested by both the Board and the public, seeking more information about the status of the building. He explained that the factsheet was available on the website and categorized into three sections. The first category included: questions, design, and code requirements; Second, the impact of code and space needs on the building occupancy; and third, current options and potential solutions. Reference links were added at the bottom of the page to each relevant prior report or document. Hansell reported out on the extensive conversation he had with Jason Lee from IDA Structural Engineers regarding their report about the performance level of the seismic evaluation of the Public Safety Building.

**4b. LEASE NEGOTIATIONS AND OPTIONS:**

<b>MOTION:</b> M/s Padian/Dommer: Motion to Accept the report.
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel – <b>ABSTAIN:</b> Stein
Motion passed 4-1 <span style="float: right;"><b>Video Time Stamped: 55.56</b></span>

GM Hansell stated there was not much to report as Marti Brown, KPPCSD General Manager, had not been appointed lead negotiator yet. He shared his correspondence with KPPCSD President Hacaj, stating he anticipated conversations regarding rental options for the police department, potentially with KFPD's support, for leasing or sub-leasing either short or long-term agreements to address the space needs for both the police and fire departments in order to benefit the whole community. He wanted to highlight the sincere invitation to work together on the overall occupancy problem.

Director Dommer said he noticed that the District had not hired a consultant to look at the projections and how the money would be spent and thinks this would be an essential thing to have. GM Hansell stated the Finance Committee would be meeting this Friday with El Cerrito regarding the contract amount, then have a preliminary budget in June. Once those were set, the next step would be to get proposals from financial analysts to come up with projections for the Public Safety Building.

**4c. COMMUNITY WARNING SYSTEM TEST:**

Chief Pigoni reported out on the community warning system test. He explained that they worked with the County Office of Emergency Services and started advertising the plan on April 14. It was posted through a variety of ways, such as NextDoor, the KFPD website, El Cerrito, and Constant Contact. After the word got out, several residents signed up for CWC phones and notifications. On May 2 at 8 a.m. CWS sent out test evacuation notices, which were done in three phases. The test warnings were sent out to cell phones as robotic calls, text messages for anyone registered, and reverse 911 for landlines. The phone calls had an 85% success rate, reverse 911 calls a 76% success rate, and the text messages had a 98% success rate.

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

Chief Pigoni reviewed the incident reports and calls that came in for the month. He stated a major decrease in calls over the last few months, most of which were a decrease in medical and public assistance. He reported out on the vegetation management plan. Inspections began last month, and they sent out sixty letters to residents so far and will come back to the Board in June or July to do the declaration of the people that have not complied. They sent four of their newest firefighters to Texas A&M for a week of fire training school at no cost to the District. Businesses safety inspections have begun again, and he concluded that everyone should register for the community warning system.

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

GM Hansell reported that, in March, he had revised the accounting and bookkeeping process and had spoken with the auditor to ensure the process was in place for a smooth audit the next time around. He was also able to get on the County's Electronic Deposit Program, which allows checks to be deposited straight into the county fund. He stated the RFPs for both the EP Coordinator and the Grant Writer were issued on April 22, 2021, with a due date of May 20, 2021. He updated the website by adding a Vegetation Management page, a Property Inspections notice, additional PSB documents, and a new RFP page. In addition to LAIF and the Annual Government Compensation Report, he talked about Sasha's work to update the Policy handbook and Operations manual, which will be placed for final review before the Board in the next few months.

**7. COMMITTEE & OUTSIDE AGENCY REPORTS:**

- a. Emergency Preparedness Committee:** VP Padian talked about how the Committee could help develop the new EP coordinator's priorities. They are still working on the refrigerator magnets and emergency radios project, provided information for the next edition of The Fireplug and updated the Committee's concern regarding the brush and clean-up around Tilden Park and the cameras that were placed in Vollmer Peak. President Nagel stated he was working with Curtis Cooper on updating a report submitted to the East Bay Regional Parks last year and presenting it to the Board at the next meeting.
- b. Finance Committee:** Next committee meeting was scheduled for May 21, 2021.
- c. Outside agencies:** President Nagel reported on the CCSDA meeting held on March 15, 2021, and the next meeting will be held on Monday, May 17, 2021.

*Board of Directors Meeting Minutes of May 12, 2021*

**ADJOURNMENT:** The meeting adjourned at 8:58 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