



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: January 18, 2023, 7:00PM

LOCATION: Via Zoom Teleconference

PRESENT: Directors: President Julie Stein, Director Don Dommer, Vice President
Director Daniel Levine, Director Larry Nagel, Director Jim Watt
Staff: GM Mary Morris-Mayorga and Fire Chief Eric Saylor

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:00 p.m. and confirmed the roll call. She announced there were 27 people on the Zoom call.

2. PUBLIC COMMENT (00:02:40)

Paul and Vida commented on the consolidation of the two districts in the Public Safety Building and voiced their concerns. David Spath commented on behalf of the Kensington Property Owners Association. He advocated that the KFPD and KPPCSD boards complete a comprehensive cost-benefit operations evaluation for the relocation of the KPPCSD before a vote is taken on a decision. David Fike commented on the consolidation of the two districts in the Public Safety Building and voiced his concerns. He also gave thanks to the KFPD and KPPCSD boards for establishing the Public Safety Building Temporary Committee and asked the board to comment on how it will keep the community informed of their efforts. Mark Constantini submitted a written public comment prior to the meeting.

Director Watt commented that the KFPD and KPPCSD ad hoc committee met Tuesday, January 10, 2023 and discussed the possibility of joint occupancy at the Public Safety Building.

President Stein commented that Director Nagel and Director Levine have formed the Information Technology Temporary Committee. She also confirmed that Director Dommer would not serve on the Public Safety Building Temporary Committee. She then reported out on the committee meeting that took place on January 10, 2023.

3. ADOPTION OF CONSENT ITEMS (00:28:39)

President Stein proposed to approve all consent items on the agenda with a single motion.

The board did not vote to remove any consent items and there was no further board discussion.

- a. Approval of Minutes of the Board of Directors meetings of 04/13/2022, 04/28/2022, 05/11/2022. President Stein requested to table this agenda item. No motion was taken.
- b. Acceptance of Incident Activity Report December 2022
- c. Approval of Monthly Transmittal 01/18/2023

d. Approval of Monthly Financial Reports 12/31/2022

MOTION: M/s Levine/Dommer: Motion to approve consent items 3b, 3c, and 3d.	
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:32:12

4. OLD BUSINESS (00:32:24)

a. Approval Of Monthly Financial Reports 11/30/2022

President Stein commented on the \$6.7M invested in UST bills and the Federal Home Loan Bank Securities and wanted to know if these two investments are part of the county portfolio. GM Morris-Mayorga confirmed.

President Stein then commented on the operational policy regarding the formatting of the monthly financial reports. Director Nagel recommended the Finance Committee take up the suggestion of GM Morris-Mayorga reformatting these reports.

David Spath commented on the NHA analysis that took place in July 2022 and asked if El Cerrito has provided any feedback. President Stein recommended the Finance Committee discuss this item.

There was no additional public or board comments.

MOTION: M/s Stein/Levine: Motion to approve monthly financial reports 11/30/2022	
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:38:55

b. General Manager Search

President Stein motioned to discuss and approve the BHI Management Consulting proposal. Director Nagel commented on Brent Ives' success in previously filling positions for KFPD.

Brent Ives commented on the BHI Management Consulting proposal and next steps.

President Stein and Director Nagel volunteered to serve on an ad-hoc committee to support the search for the permanent part-time general manager.

There was no additional public or board comments.

MOTION: M/s Nagel/Dommer: Motion to approve the BHI Management Consulting proposal
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
Motion passed 5-0-0 Video Time Stamped: 01:00:06

President Stein called for a motion to adjourn and to commence a special meeting (01:03:20)

MOTION: M/s Levine/Watt: Motion to adjourn the regular meeting to the special meeting
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
Motion passed 5-0-0 Video Time Stamped: 01:04:17

President Stein called the meeting back to order at 8:30 p.m. and confirmed the roll call. (01:29:42)

5. NEW BUSINESS (01:30:48)

a. Board Standing Committee Assignments

President Stein nominated herself and Director Watt to serve on the Finance Committee.

There was no public comment or board discussion on the nomination.

MOTION: M/s Dommer/Levine: Motion to nominate President Stein and Director Watt to the Finance Committee
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
Motion passed 5-0-0 Video Time Stamped: 01:32:51

Director Nagel commented that the current residents assigned to the KFPD Emergency Preparedness Committee (Lisa Corona, Katie Gluck, Peter Guerrero, Peter Lydell, Daneille Madugo, Paul Moss, and David Spath) will commit to an additional year of service.

Director Nagel and Director Dommer nominated themselves for this committee.

There was no public comment or board discussion on the nomination.

MOTION: M/s Watt/Levine: Motion to nominate Director Nagel, Director Dommer, and the named residents to the KFPD Emergency Preparedness Committee	
VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 01:37:30

b. Proposed Policy on Commendation for Board Member Service

Director Levine introduced the first reading of the proposed policy (1100.40).

At a regular meeting immediately following a director's departure from the board a resolution shall automatically be placed on the agenda as follows: "The Kensington Fire Protection District thanks Director [insert name] for their [insert time of service] to the Kensington community.

Subclause 1100.41: While the board is free to discuss the specific accomplishments and contributions of a board member during the discussion of the above resolution and pursuant to policy 1090.40 director's may request brief comments with their own attribution be included in the minutes thereby entering into the public record. No other language shall be added to the resolution nor shall additional resolutions thanking director's for their service be admissible.

Director Nagel opposed proposed policy 1100.40 and provided his reasoning. The board discussed the proposed policy.

Paul and Vida and David Spath commented on the proposed policy.

There was no additional public or board comments.

c. Proposed Resolution 2023-02 Commending the Service of Former Director Janice Kosel

MOTION: M/s Levine/Stein: Motion to adopt resolution 2023-02 Commending the Service of Former Director Janice Kosel	
VOTE: Ayes: N/A Nays: N/A Absent: N/A	
No vote, replaced by a separate motion	Video Time Stamped: 02:01:49

Director Levine commended former Director Janice Kosel for her service on the board. The board discussed the proposed policy and Director Nagel commented on the December 14, 2022 board meeting discussion of Janice Kosel's service.

Director Levine moved to amend the language of the resolution as stated in the recording (02:28:28).

MOTION: M/s Levine/Stein: Motion to adopt amended resolution 2023-02 Commending the Service of Former Director Janice Kosel
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VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
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Motion passed 5-0-0

Video Time Stamped: 02:14:25

David Ciaparra, department representative for Local 1230, provided a statement of gratitude for Janice Kosel.

There was no additional public or board comments.

6. FIRE CHIEF'S REPORT (02:15:09)

Fire Chief Eric Saylor presented the report as included in the packet. He noted the Behavior Health Unit (BHU) staff training, rebuilding of the CERT team, and the addition of BLS ambulances.

Director Nagel and David Spath asked for further discussion on minimal staffing at Station 65.

There was no additional public or board comments.

7. EMERGENCY PREP COORDINATOR'S REPORT (02:33:23)

Coordinator Johnny Valenzuela presented the report as included in the packet. He provided an update on the CPR/first aid training, the Wildcat Firewise program, and solicited items for the spring newsletter.

There was no additional public or board comments.

8. GENERAL MANAGER'S REPORT (02:38:00)

General Manager Mary Morris-Mayorga presented the report as included in the packet. She commented on her transition, the board clerk hire, and provided an update on the FY2021-2022 audit and actuarial report.

There was no additional public or board comments.

9. COMMITTEE REPORTS (02:41:26)

a. Emergency Preparedness Committee Meeting

Director Nagel noted the November and December meetings were canceled due to the holidays and the next committee meeting takes place on January 26, 2023.

b. Finance Committee Meeting

President Stein noted she will work with GM Morris-Mayorga to establish meeting dates. The committee will review the mid-year budget.

10. OUTSIDE AGENCIES REPORTS

a. **Contra Costa Special Districts Association (02:44:55)**

Director Nagel presented the report as included in the packet. He noted the next meeting is Monday, January 23, 2023 and any director is welcome to attend.

There were no additional comments by the board.

11. ADJOURNMENT: President Stein adjourned the meeting at 09:47:00 p.m.

The next Board of Directors meeting will occur on February 15, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 19, 2023.

Attest:



Secretary of the Board