



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

ITEM 3A

DATE/TIME: February 20, 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, Clerk Sasha Amiri-Nair

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:01 p.m. The clerk called roll.

2. PUBLIC COMMENT:

Director Kosel announced that Lamorinda CERT was selling emergency supplies that can be picked up at the El Cerrito corporate yard. Director Stein reminded the community that the Diablo Fire Safe Council was still active, and Kensington's special projects fund has \$62,000 available for juniper and vegetation removal. Residents can apply for these funds through the Diablo Fire Safe Council website. Stein also asked that approved meeting minutes be uploaded to the website and know how the typo would be corrected for the December 2020 meeting minutes.

Catherine de Neergaard made a public comment on a past statement by GM Hansell in which he used the phrase "police substation," which she found very unfortunate. She would like clarification on whether GM Hansell was acting as an architect during the recent PSB discussions. She also suggested that online CERT training be offered as the one in November was canceled due to COVID. She complimented the minute taker on the new minutes.

GM Hansell stated that the "substation" term was in a memo not written by him and that he hasn't used that term before. Despite his experience as an architect, he operates as the general manager, and discussions with operations staff have been in that capacity. An architect will be hired if the project proceeds.

3. ADOPTION OF CONSENT ITEMS:

MOTION: M/s Kosel/Padian: Approve Consent Items 3b,e,f,&g	
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None	
Motion passed unanimously.	Video Time Stamped: 10.29

Director Kosel pulled items 3c & 3d and Director Stein pulled item 3a.

3a. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2021 AND SPECIAL MEETING OF JANUARY 20, 2021

MOTION: M/s Padian/Nagel: Motion to accept the minutes as corrected.
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 14.10

Director Stein mentioned that it was nice and informative to have more detailed minutes though there were a few items that she thought were important and should be included in the January minutes. For the January 13th meeting, in the 2020 President's report, she would like the record to reflect that she thanked VP Padian in return for his valuable help in recruiting the Interim and permanent GM. For Item 6, Board reports, she recalled stating that it was important for the GM to know about the existence of the bank items and to have access himself. For Item 7.1, after the second motion was recorded, the minutes state that she mentioned "Police Chief," she thought she said "Fire Chief" and would like that to be confirmed. For Item 7.2, she would like the record to reflect that the purpose of that agenda item was to get signatures from the full Board. For Item 9, her recollection was to make one motion to accept all of President Nagel's appointments, including his dissolving the Building Committee, which was not reflected in the minutes. Regarding approving Director Kosel to continue in the State Professional Development and Membership Services Committee of the CSDA, she thought it was clarified that it was not a Presidential appointment for the Board to approve.

3c. ACCEPTANCE OF INCIDENT ACTIVITY REPORT JANUARY 2021

MOTION: M/s Kosel/Dommer: Motion to accept Incident Activity Report
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 24.30

Director Kosel requested to pull the item because she wanted to ask why street addresses were deleted for the first time.

Chief Pigoni stated that the ECFD was doing this and discussed it with the GM. Listing street addresses were too close to HIPAA violations. GM Hansell mentioned he had prior experience on this topic with another agency where privacy issues were raised, and the numbers were removed. Therefore, he checked with the Chief, who agreed.

3d. APPROVAL OF MONTHLY TRANSMITTAL JANUARY 2021

MOTION: M/s Kosel/Dommer: Motion to approve the transmittal minus Meyers Nave #50131
VOTE: Ayes: Kosel, Nagel - Noes: Dommer, Stein, Padian
Motion failed 2-3 Video Time Stamped: 27.55

Director Kosel pulled the item because she would like to know why the Meyers Nave bill was so high, who authorized the legal work, and what benefit they thought any of those services gave to the District. GM Hansell suggested that they pull the item off the transmittal and look into it further with a follow-up at the next meeting.

Director Stein asked about the checking account replenishment. She stated a potential breakdown on the payment approval process policy since she was not asked to sign off on prior electronic payments while on the Finance Committee. She said that if the former IGM was not authorized to make any payments on the bank account and the Finance Committee wasn't asked for signatures, how were the payments approved. She doesn't question their validity but suggested that the policy should be reviewed if the electronic payments continue. President Nagel indicated that one person creates the payment and a second person approves it and will have GM Hansell check the process and get back to the Board with an update. VP Padian agreed to have the payments reviewed because it helps catch unusual expenses. He does not think that two signatures should be required for EFT payments, such as PG&E or the phone bill, but it would make sense for contractor payments.

GM Hansell requested that the transmittal be approved as presented to pay the bills.

MOTION: M/s Padian/Stein: Approval of monthly transmittal
VOTE: Ayes: Dommer, Stein, Padian - Noes: Kosel, Nagel
Motion passed 3-2 Video Time Stamped: 48.34

4a. MID-YEAR BUDGET ADJUSTMENT:

MOTION: M/s Padian/Kosel: Approval of mid-year budget w/adjustments
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 49.38

Director Kosel reviewed line items in the revenue and expense budget and stated that if anyone had any particular budget requests for the coming fiscal year beginning July 1, notify the Finance Committee to be included in the proposed budget presented in June.

Director Stein asked if the actual year-to-date expenditure was presented on a cash flow or accrual basis? GM Hansell informed her that this report came from the Interim GM, which he then updated, but he cannot confirm that it was based on January 13 actuals. Both Director Kosel and GM Hansell agreed that it was based on cash flow accounting.

Public comment was made by Catherine de Neergaard, who complimented GM Hansell for the variety of financial documents presented and asked if he could include a report on the cash and investments section to show if the District was saving money in the long term.

4b. UPDATE ON JOINT KFPD & KPPCSD PUBLIC MEETING ON FACILITY OPTIONS:

GM Hansell reviewed his meeting with the new manager, Marti Brown, of the KPPCSD. He explained that she needed a little more time to catch up. She would like to do financial analysis for the KPPCSD and then meet after the March meetings. It was suggested that former IGM Bill Lindsay moderate the joint board meeting, and GM Hansell agreed it was a good suggestion.

A public comment was made by Abi Mondavi stating that he was concerned about the "police substation" phrase and was hoping that this would be cleared up in the joint meeting. He asked GM Hansell if he knew where the term came from and if there was any substance to it. GM Hansell responded that he was not sure where the phrase came from, but that phrase has not been a part of any management discussions. The discussion was about the shared division of

the PSB, percentages of needs for space by the department, and how that could be accommodated or any other options.

Director Stein expressed that the public was getting the idea of the "police substation" phrase from the last meeting, where GM Hansell reported that he had been working with Director Dommer. There were two options they were discussing. If the police dept. had to relocate temporarily and if there wasn't enough room to move them fully back into the PSB, the building itself could become a substation. The remainder of their functionality would stay in their temporary location. She asked why GM Hansell decided to have Bill Lindsay moderate the meeting and not himself. GM Hansell stated that the suggestion came from KPPCSD, and he agreed because Lindsay was familiar with the subject matter, and it would allow both managers to focus on the discussion. GM Hansell reiterated that he was not "working with Director Dommer." All of the conversations that generated the January joint report were between the managers, the Fire Chief, and the Police Chief. The focus was on the managers' and chiefs' consideration of space requirements.

4c. PRIORITIES LIST FOR THE EMERGENCY PREPAREDNESS COMMITTEE:

MOTION: M/s Kosel/Dommer: To accept the report from the EPC.	
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None	
Motion passed unanimously.	Video Time Stamped: 1.20.04

VP Padian reviewed the list of the EPC's recommended priorities and asked that the Board formally accepts the report on behalf of the committee.

4d. EMERGENCY PREPAREDNESS COORDINATOR – PILOT PROGRAM:

MOTION: M/s Padian/Nagel: ORIGINAL MOTION - Move to have the Board agree to establish the position of the Emergency Preparedness Coordinator description and advertisement and procedure to be developed as soon as possible by the GM.	
REVISED MOTION - Proposing that the Board agrees to establish the position of an Emergency Preparedness Coordinator with the details of process and job description and scope of work to be refined later by the GM in consultation with whoever is appropriate and that this procedure be implemented as soon as possible. To add the possibility of arranging the position through El Cerrito be considered and to delete advertising, obtaining, and identifying candidates.	
FINAL MOTION: The Board authorizes an Emergency Preparedness Coordinator position, whether employed by the District or by El Cerrito, with the details to be worked out by the GM.	
VOTE: Ayes: Dommer, Nagel Padian, Stein - Noes: Kosel	
Motion passed 4-1	Video Time Stamped: 1.37.50

VP Padian explained there was too much emergency prep work to be done in the committee beyond the work scope for the GM and the volunteers. Hence, the EPC proposes a pilot program for someone hired as Emergency Preparedness Coordinator. The report included several options on how much time the position would require, and the committee agreed that it

would be best to hire a full-time employee for two years. He thanked both David Spath and Lisa Caronna for writing the proposal that was being presented to the Board.

Director Dommer asked how this was going to be organized regarding the coordinator, the committee, and whom they would report to. VP Padian explained that the coordinator would report to the GM. The EPC would work with the coordinator and the GM to discuss any issues so the GM could set the priorities.

Director Kosel asked what the staffing was like at other districts and what they were doing for emergency preparedness. VP Padian stated that each agency was different. Most have a Battalion Chief doing the work, but there wasn't a place/position comparable to the size of the KFPD.

Director Stein said that comparables were usually presented when the District creates a new position in an organization. She thought it would be interesting to see how salaries scaled with the District's annual budgets and would like to see the GM attempt to survey the field. She asked if the individual would be an employee of the District or an independent contractor. If a motion was made, would it list one of the three possible models or have GM Hansell bring it back to the Board?

VP Padian responded that comparable roles depended on different communities' topography, population, structure, income, and other available operations. The EPC identified the most pressing needs to keep people safe. Most important thing was whether the Board wants to make a serious attempt to get the community ready, to be prepared, to evacuate in case of a fire, to shelter in place in case of an earthquake, to look out for their neighbors by informing them where to go for information, and to make sure that they were fulfilling KFPD's mission.

Public comment was made by Gail Feldman, Lisa Caronna, and Linnea Due.

Director Kosel asked if they could refer this item to GM Hansell and Chief Pigoni for their input and recommendation.

Chief Pigoni explained that El Cerrito had not given up CERT, and CERT programs were not available due to COVID-19. He said the most active CERT was the Lamorinda CERT, a volunteer and neighborhood-run program and a 501c non-profit organization. Pigoni clarified that the Lamorinda CERT program was not a Fire Dept. run program, and the El Cerrito training will come back when it is safe to do so. If there are services that the District wants over and above what the Fire Dept. was already doing, the District can contract the work out. If the District wanted the Fire Dept. to put a proposal together, he was more than happy to discuss it. He has the feeling that the public thinks that the ECFD does not want to provide certain services, which is not the case. The Fire Dept. is more than willing to add on and do whatever the District wants over and above what is already being provided.

GM Hansell appreciated the oversight to further look into this and explain why he supports the proposal. The proposal is to identify candidates, not do the actual hiring, and then come back to the Board with a specific individual proposal.

Director Kosel hopes that GM Hansell will discuss with Chief Pigoni the possibility of contracting some of these services with the El Cerrito Fire Dept.

Director Stein added that GM Hansell needs to lay out what the hiring process will be like from a practical matter. She asked if he would be conducting the hiring process himself, the screening, the interviewing, and making the selection, or would he suggest an Ad Hoc Committee work with him and then have the full Board screen the final candidates?

President Nagel commented that this item was being proposed as a pilot program, which means that they are making it up as they go. Until they formulate a program process, they can't answer those questions.

Public comment was made again by Gail Feldman and Mabry.

MOTION TO EXTEND THE MEETING TO 10:15 p.m.:

MOTION: M/s Padian/Nagel: To extend the meeting to 10:15 p.m.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 2.52.36

4e. LONG-TERM FINANCIAL ADVISOR:

MOTION: M/s Kosel/Nagel: Motion to postpone until the next meeting.
VOTE: Ayes: Dommer, Kosel, Nagel, Stein - Noes: Padian
Motion passed 4-1. Video Time Stamped: 2.53.32

5. FIRE CHIEF'S REPORT:

Chief Pigoni reviewed the incident reports and calls that came in for the month. The old engine advertisement has gone out, and the Chief asked if the Board would authorize the GM to work with him to review any bids that they receive and accept the best offer. The department has also been assisting with COVID-19 vaccine clinics and will continue to do so for another month. Everyone in the department has been vaccinated.

6. PRESIDENT'S REPORT:

President Nagel reported that the Board had a good regular meeting followed by an excellent special meeting reviewing goals and objectives. A Finance Committee meeting where finance goals were straightened out and a great EPC meeting confirmed January to be a success.

7. GENERAL MANAGER'S REPORT:

GM Hansell encouraged the public to look through the report in the packet, which covered the other activities that were not discussed.

8. COMMITTEE & OUTSIDE AGENCY REPORTS:

8a. Emergency Preparedness Committee:

President Nagel said there was no other additional information to report except to announce the next meeting, February 25.

8b. Finance Committee:

MOTION: M/s Dommer/Stein: To approve the December 4, 2020, FC regular meeting minutes w/amendments to section 4.3.	
VOTE: Ayes: Dommer, Stein - Noes: None	
Motion passed 3.02.48	Video Time Stamped:
MOTION: M/s Kosel/Nagel: To approve the January 29, 2021 FC regular meeting minutes as corrected.	
VOTE: Ayes: Kosel, Nagel - Noes: None	
Motion passed. 3.02.48	Video Time Stamped:

Director Stein requested that additional information be added to December 4, 2020, FC special meeting minutes and be brought back for approval.

Director Kosel informed everyone that they would be considering the audit at the April Board meeting with the auditors in attendance. There will be a Finance Committee meeting in late March to review the audit before it goes to the full Board.

8c. Outside Agencies:

President Nagel reported a CCSDA meeting in January, and the report was in the packet for review.

Director Kosel gave a few reminders for educational opportunities.

ADJOURNMENT: The meeting adjourned at 10:14 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