



KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA

Wednesday, September 18, 2024, 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. 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*). Directors will also have an opportunity to comment on matters not on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. 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 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/governance>. 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 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 via Zoom Internet Address:

<https://us06web.zoom.us/j/83111257473?pwd=0Xoxguk00yIsPsmZtERUUVnBbNrpJ7.1>

Telephone Access:

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

Webinar ID: 831 1125 7473

Passcode: 112233

1. CALL TO ORDER/ROLL CALL

President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt

2. PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board 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 Board, no further comment from the public will be permitted unless authorized by the Board. The Board 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.

Directors will also have an opportunity to comment on matters not on the agenda.

3. PUBLIC HEARING

a. Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses. Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony. The Board of Directors will then deliberate the matter and arrive at a decision.

Action = Adopt Resolution 2024-08 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (Adopt)

4. FISCAL YEAR 2022-23 ANNUAL AUDIT AND FINANCIAL STATEMENTS - Nigro & Nigro PC (Supporting Material)

Nigro & Nigro PC will present the update on this item for the Board to consider acceptance.
Action = Presentation, Discussion, and Motion

5. PRESENTATION OF THE KFPD FISCAL ANALYSIS – Ridgeline (Supporting Material)

Ridgeline will present this item for the Board to consider acceptance.
Action = Presentation, Discussion, and Motion

6. ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, it will be removed from the list of consent items and considered separately on the agenda.

- a. **Approval of Minutes** of the Board of Directors Regular and Special meetings of 08/21/2024 (Approve)
 - b. **Incident Activity Report** August 2024 (Accept)
 - c. **Monthly Transmittal** 09/18/2024 (Approve)
 - d. **Monthly Financial Reports** 06/30/2024, 07/31/2024 and 08/31/2024 (Accept)
7. **FIRE CHIEF'S REPORT** – Saylor (Supporting Material)
Action = Presentation/Discussion
8. **OLD BUSINESS**
- a. **Strategic Planning District Goals** – Morris-Mayorga (Supporting Material)
The revised wording for goals will be discussed for direction and potential action.
Action = Discussion, Direction, Motion
 - b. **Renewal of Contract For Emergency Preparedness Coordinator** - Morris-Mayorga/Valenzuela (Supporting materials)
The contract for FY 2024-25 contract renewal will be reviewed for the Board to consider approval.
Action = Discussion, Direction, Motion
 - c. **District of Distinction Certificate Status** – Morris-Mayorga (Supporting Material)
Action = For information only
 - d. **Emergency Prep Coordinator's Report** – Valenzuela (Supporting Material)
Action = Presentation/Discussion
9. **NEW BUSINESS**
- a. **Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025** – Morris-Mayorga (Supporting Material)
Staff will review updates which have also been incorporated into the financial forecast, included as part of the budget.
Action = Presentation, Discussion, Adopt
 - b. **Discuss Options for Working with East Bay Regional Park District (EBRPD) on Possible Fuel Reduction Between Kensington and the Park** – Morris-Mayorga
The Board will discuss approaches that were brought up at the September meeting to work with EBRPD on additional fuel mitigation along the EBRP hillside adjacent to Kensington such as formation of a subcommittee.
Action = Discussion, Direction, possible Motion
 - c. **Wildland Vegetation Management** – Morris-Mayorga (Supporting Material)
Clarification of the work performed by Teo Carlone will be presented.
Action = Presentation/Discussion
 - d. **Exterior Painting of the PSB** – Watt (Supporting Material)
PSB paint quotes and color schemes will be provided for Board consideration to address color and neighbor concerns including painting the roof to reduce light reflection.
Action = Discussion, Direction, possible Motion

e. Board Member “Verifier” for Bank Account Payment Approvals – Stein (Supporting Material)

Discuss and consider approving a payment approval procedure that involves adding a “verifier”, i.e., a board-appointed member of the board to be a second approver of invoices before payments are processed. The board member verifier will be responsible and accountable to ensure that each payment is a legitimate expense for the district and is properly documented.

Action = Discussion, Direction, possible Motion

10. GENERAL MANAGER’S REPORT - Morris-Mayorga (Supporting Material)

Action = Presentation/Discussion/Direction

11. EMERGENCY PREP COORDINATOR’S REPORT – Valenzuela (Supporting Material)

Action = Presentation/Discussion

12. PUBLIC SAFETY BUILDING PROJECT UPDATE – Morris-Mayorga (Supporting Material)

A brief progress update on the PSB Seismic Renovation for September will be presented including the plan for decommission of the temporary station.

Action = Presentation/Discussion

13. COMMITTEE REPORTS

Informational reports from Board members or staff covering the following assignments:

a. Emergency Preparedness Committee Meeting – Levine/Madugo (Supporting Material)

Report on the August 21, 2024 meeting

Action = Presentation/Discussion

b. Finance Committee Meeting – Watt/Artis (Supporting Material)

Report on the August 27, 2024 meeting

Action = Presentation/Discussion

14. OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association – Levine (No report)

15. ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, October 16, 2024 at 7:00pm at 59 Arlington Avenue unless otherwise noted. The deadline for agenda items to be included in the Board packet is Wednesday, October 2, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, October 9, 2024, by 1:00pm.