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

Date of Meeting: March 11, 2020

Time of Meeting: 7:00 p.m.

Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Janice Kosel, Kevin Padian and Julie Stein

Directors Absent: Larry Nagel

CALL TO ORDER:

President Stein called the meeting to order at 7:03 p.m. and called roll.

1. ADOPTION OF CONSENT ITEMS: Items 3, 4, 5, 6, & 7

MOTION: M/s Padian/Dommer. To adopt Consent Calendar Items 3 & 4			
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel			

Motion passed. Audio Time Stamped: 21.28

Director Kosel pulled Consent items 5, 6, & 7.

2. ORAL COMMUNICATIONS:

Commencement of Board member period for oral communications and public comments.

(17 on Agenda) FIRE CHIEF'S REPORT:

Battalion Chief Castrejon gave his report on behalf of Chief Pigoni.

(8 on the agenda) Consideration of Accepting Kensington Fire Protection District's FY2019 Audit and Financial Statements.

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 43.55

CC ITEM 5: APPROVAL OF MONTHLY FINANCIAL REPORT. February, 2020

MOTION M/ D	1' /D T	1 .1 1	C 1
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VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Nagel - Abstain - Kosel

Motion passed. Audio Time Stamped: 51.12

CC ITEM 6: APPROVAL OF MONTHLY TRANSMITTAL. February, 2020

MOTION: M/s Padian/Dommer: To approve the monthly transmittal.

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 58.19

CC ITEM 7: Approve a One-Year Extension of Contract with Mann, Urrutia, Nelson, CPA's & Associates, LLP for the Amount of \$17,500 to Complete the Kensington Fire Protection District Financial Statements FY2020.

MOTION: M/s Kosel/Padian: To approve a 1-year extension of the contract with MUN & Assoc.

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 59.21

(9 on the agenda) Request from the Kensington Improvement Club (KIC) for Funds in the amount of \$4,000 for Kiosk Project.

MOTION: M/s Kosel/Padian: To approve \$2,000

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 1.07.34

(10 on Agenda) Consideration to Offer Emergency Radios to Kensington Citizens Under a Voluntary Contribution Program.

MOTION: No Action

VOTE: No Action Audio Time Stamped: 1.38.23

(11 on Agenda) Extension of Agreement Through August 2020 with Regional Government Services (RGS) not to Exceed \$285,000.

MOTION: M/s Kosel/Padian: Approve RGS's proposal NTE \$285,000 through August 31, 2020

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 2.04.42

(12 on Agenda): Kensington Fire Protection District Mid-Year Budget Revisions.

FIRST MOTION: M/s Kosel/Dommer. Leave water system improvements at \$20,000 rather than the \$0 that is reflected in the handout.

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 2.35.55

SECOND MOTION: M/s Padian/Dommer. To approve the remaining line items in the budget.

VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel- Absent: Nagel

Motion passed. Audio Time Stamped: 2.41.44

(13 on Agenda) The Board will Consider Adopting Banking Resolutions and Authorizing the Board Secretary to Act on Behalf of the Dissrict on Banking Matters.

MOTION: M/s Padian/Dommer. To accept the banking resolutions and authorize the Board Secretary to act on behalf the District.

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 2.46.30

(14 on Agenda) Consider Authorizing Staff to Seek Cost and Fee Proposals from RossDrulisCusenberry and Mack5 for all Services and Costs to a) Complete a Renovation of the Public Safety Building and b) Establish Temporary Facilities for the Kensington Fire Protection District and Kensington Fire Station.

MOTION: M/s Padian/Dommer. To seek the cost and fee proposals

VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel

Motion passed. Audio Time Stamped: 2.50.49

(15 on Agenda) Proposals to Consider Options for Sponsoring a Public Meeting on April 11, 2020, for the Traffic Consultants to Present their Full Traffic Study Report.

MOTION: No Action

VOTE: No Action

MEETING EXTENSION

MOTION: M/s Padian/Dommer. To continue the meeting until 10:15 p.m.

VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel - Absent: Nagel

Motion passed. Audio Time Stamped: 3.10.00

(16 on Agenda) PRESIDENT'S REPORT:

President Stein gave the President's report.

(18 on Agenda) BOARD REPORTS:

Board members gave informational reports.

MOTION TO ADJOURN AT 10:15 WITHOUT COMPLETING THE AGENDA

MOTION: M/s Padian/Dommer. Adjourn without completing the agenda.

VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel - Absent: Nagel

Motion passed. Audio Time Stamped: 3.30.20

ADJOURNMENT: The meeting was adjourned at 10:15 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:



KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS MINUTES

Wednesday, June 10, 2020 7:00pm Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing https://zoom.us/j/94895469471 (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Oral communications will be taken on each agenda item. Each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, 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)).

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1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:02pm.

Present (Via Teleconference: President Stein, Vice President Pa

Present (Via Teleconference: President Stein, Vice President Padian, Directors Kosel and Nagel. Director Dommer arrived at 7:31 pm.

2. ORAL COMMUNICATIONS. This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

Director Kosel shared that La Morinda CERT Fire is offering water drums/fire extinguishers at cost. These items need to be ordered online by 6/18/20. Director Nagel stated that we

are in the middle of fire season and need to motivate the public. Director Padian would like announcements added to the website.

3. ADOPTION OF CONSENT ITEMS. Items 3.1 - 3.6 listed below are consent items, which are considered to be 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 on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and 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, that item will be removed from the list of consent items and considered separately on the agenda.

Moved/Seconded: Director Nagel/Director Padian **Action:** Passed a motion to approve consent items 3.1, 3.2, 3.4 – 3.6. **Ayes:** President Stein, Vice President Padian, Directors Kosel and Nagel **Noes:** None

3.1. Approval of Minutes of the regular meetings of March 11, and April 8, 2020 and special meetings of January 25, March 4, March 11, April 15, and May 1, 2020

Action: Approved Minutes

3.2. Acceptance of Incident Activity Report May 2020

Action: Accepted Report

3.3. Approval of Monthly Financial Report May 2020

Moved/Seconded: Director Kosel/Director Nagel Action: Removed from consent Ayes: President Stein, Vice President Padian, Directors Kosel and Nagel, Noes: None Board Discussion: Directors raised concerns on the accuracy of the report. Moved/Seconded: Director Kosel/Director Nagel Action: Rejected Report Ayes: President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian Noes: None

Concerns were raised regarding the April Financial Report – a few questions/concerns the board would like address are below:

- Revenue/expenses vs. actual income received.
- Is this accrual or cash basis?
- Why is interest income so much lower for the currently year?
- Clarification of what the \$29,000 expense for medical services is.
- Is the Battalion Chief car budgeted as \$59,000 expense (should this be reclassified as an asset)?
- Outside Professional Services (RFP Consultants)

3.4. Approval of Monthly Transmittal May 2020

Action: Approved Transmittal

3.5. Approval of Resolution 20-05 Establishing the Appropriations Limit for Fiscal Year 2020-2021

Action: Approved Resolution 20-05

3.6. Approval of Resolution 20-06 Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for Fiscal Year 2020-2021

Action: Approved Resolution 20-06

4. ADMINISTRATIVE ITEMS

4.1. Fire Services Contract Fee Proposal for Fiscal Year 2020-2021

Motion/Seconded: Director Kosel/Director Nagel **Action:** Accepted Fee Proposal **Ayes:** President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian

Noes: None

Fire Chief Pignoi presented the proposal. Reconciliation from 2018-2019 fiscal year was \$289,193.75. Three retirements unforeseen increased this reconciliation amount. Currently preliminary budget is \$3,518,174 including the reconciliation for 2020-2021 fiscal year. Fire Services is attempting to limit overtime by filling vacancies with the goal of reducing overtime to \$400,000. The goal is to minimize the reconciliation with a stable budget. Salary remains flat for 2020-2021 and Kensington's 10 year contract should protect Kensington from much budget fluctuations. 2019-2020 will have a reconciliation due to one retirement and a medical leave.

4.2. Adopt Resolution 20-07 Preliminary Fiscal Year 2020-2021 Budget

Motion/Seconded: Director Kosel/Director Nagel **Action:** Approved Resolution 20-07 **Ayes:** President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian **Noes:** None

Recommendation for additional monies for grant writer and IT/Website items

4.3. RGS April Invoice and Contract Completion

Motion/Seconded: Director Kosel/Director Nagel **Action:** Refuse to pay RSG bill and inform RSG we are seeking legal counsel for a best approach immediately and then call a special board meeting for discussion for a responsible resolution **Ayes:** President Stein, Directors Kosel and Nagel, Vice-President Padian

Noes: Director Dommer

4.4. Accept Consultant's Recommendation to Advertise the General Manager Position as Part-Time

Board Discussion: Discussion on the percentage considered part-time to advertise.

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Approve to advertise General Manager's Work Status as Part-Time up to 80% subject to policies of the board **Ayes:** President Stein, Vice-President Padian, Directors Nagel and Dommer **Noes:** Director Kosel

4.5. Proposed Amendment to Policy 130 Pay Periods

Motion/Seconded: Director Kosel/Vice President Padian **Action:** Approve proposed amendments to Policy 130 Pay Periods and hold first reading **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes**: None

4.6 – 4.8 will be moved to a future meeting after receiving readable copies for discussion.

Board Discussion: Safe working environment is the reason for the below policies.

4.6. Proposed Amendment to Policy 170 Discrimination, Harassment and Retaliation Prevention

Board Discussion: Much time and research was done by attorney.

Action: No action

4.7. Proposed Amendment to Policy 180 Complaint and Investigation Procedures

Board Discussion: Board requests better copy with attorney present for questions.

Action: No action

4.8. Proposed New Policy 185 Training Requirements

Action: No action

4.9. Provide direction to the Interim General Manager to divise cost-sharing arrangements with KPPCSD for the potential renovation and report back to the Board

Moved/Seconded: Director Kosel/Director Nagel **Action:** Directed the Interim General Manager to Divise Cost-Sharing with KPPCSD Interim General Manager and Report Back **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel

Noes: None

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Extended the meeting 15 minutes **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** Director Kosel

Director Kosel left the meeting at 10:00pm

4.10. Accept the Kensington Evacuation Research Project Final Report dated January 8, 2020 and refer implementation of recommendations to the

Emergency Preparedness Committee at a cost not-to-exceed \$5,000 with report back to Board of Directors.

Board Discussion: Vice President Padian to explain how population can be educated and coordinating signs for routes best to travel in evacuation. **Public Comment:** Very strong direction for this project and hope the momentum can continue. Great cooperation from Fire and Police Board and we hope we can continue this positive partnership. **Moved/Seconded:** Director Nagel/Vice President Padian **Action:** Accept Report and Refer Implementation to the EPC **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** None

5. President's Report

None

6. Fire Chief's Report

Happy with the Kensington Evacuation Research Project Final Report and all the positive work done.

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Extended the meeting 10 minutes **Ayes:** President Stein, Director Dommer, Director Padian, Director Nagel **Noes: None**

7. Interim General Manager's Report

7.1. KPPCSD Lease

IGM Morris-Mayorga reported that legal counsel drafted the lease extension and it has been provided to Bill Lyndsay/IGM, KPPCSD.

8. Board Reports

None

9. Adjournment

Moved/Seconded: Vice President Padian/President Stein **Action:** Adjourned the meeting at 10:17pm **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel

Noes: None

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on July 8, 2020.



KENSINGTON FIRE PROTECTION DISTRICT

SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES

Wednesday, May 27, 2020 3:15 – 5:15pm Via Zoom Teleconference

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1. CALL TO ORDER

President Stein called the meeting to order at 3:23pm. **Present:** Director Kosel, Vice President Padian and President Stein; Director Nagel (arrived late), and Director Dommer (arrived late).

2. Consideration of Approving an Agreement with RDC for a Board Workshop on the Public Safety Building Renovation Evaluation and Next Steps

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the RDC Extra Service Order (ESR007) which is for the Public Safety Building Special Meeting presentation and any next steps the Boards directs at that meeting. The Board clarified that direction would be provided to the Interim General Manager who will in turn provide direction to the architect. Public Comment: The question was asked whether this meeting will be open to the public and answered affirmatively. Moved/Seconded (10:20):

President Stein Director Dommer **Action:** Approved ESR007 to allow RDC to convene the special workshop for the Board. **Ayes**: President Stein, Vice President Padian, Directors Dommer and Kosel **Noes:** None

3. Consideratio of Approving an Agreement with MV Associates for Temporary Finance Support

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the proposal from MV Cheng & Associates for temporary accounting services. **Action:** Approved an agreement in an amount not-to-exceed \$15,000. **Moved/Seconded** (31:00): Director Kosel/Director Nagel **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel **Noes:** None

4. Consideration of Approving Payment to Regional Government Services for March

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the table of RGS billings and services provided stating that all appear to be within the scope of services along with some she specifically cited that were outside of normal day-to-day operations. The Board discussed concerns over the service received and the high price paid for. **Moved/Seconded** (23:31): Vice President Padian/Director Dommer **Action:** Approved payment **Ayes:** President Stein, Vice President Padian, Director Dommer **Noes:** Directors Kosel and Nagel

5. Discussion of General Manager Recruitment with Brent Ives, BHI Management

Presentation and Discussion: Brent Ives with BHI Management presented the recruitment process. **Action:** No action

6. Adjournment

The meeting was adjourned at 5:13pm.

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on Juy 8, 2020.

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KENSINGTON FIRE PROTECTION DISTRICT

SPECIAL MEETING OF THE BOARD OF DIRECTORS
MINUTES

Wednesday, June 3, 2020 3:00 – 5:00pm Via Zoom Teleconference

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1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 3:02 pm. Present: Directors Dommer, Kosel, and Nagel; Vice President Padian and President Stein

2. Consideration of Authorizing the Interim General Manager to Hire a Student Intern

Moved/Seconded: Director Kosel/Vice President Padian **Action:** Approved Authorization for Interim General Manager to Hire a Student Intern **Ayes:** President Stein, Vice President Padian, Director Dommer, Kosel and Nagel **Noes:** None

3. Consideration of Authorizing the Interim General Manager to Hire for Temporary Administrative Support from a Staffing Agency

Moved/Seconded: Director Kosel Director Nagel **Action:** Approved Authorization for Interim General Manager to Hire for Temporary Administrative Support from a Staffing Agency **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

4. Presentation on Public Safety Building Renovation Evaluation and Discussion of Next Steps Including Possible Selection of Design Alternative by Mallory Cusenbery/RossDrulisCusenbery Architecture, Inc.

Moved/Second: Director Padian Director Kosel **Action:** Move to no longer consider Option C, **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

Moved/Second: Director Padia Director Dommer **Action:** Rescind resolution to do negotiations with 2 X 2 committee to allow IGM to work with KPPCSD GM **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

Moved/Second: Director Padian/Director Dommer **Action:** Authorize RDC to take Option B to the County for interpretation with the understanding that Option A and B are still under active consideration by the Board. **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** Director Kosel

5. Adjournment time 5:21pm

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on July 8, 2020.