



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

**DATE/TIME:** September 8<sup>th</sup>, 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, EPC Johnny Valenzuela,

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

President Nagel called the meeting to order at 7:02 p.m. GM Hansell called roll.

### 2. PUBLIC COMMENT:

Public comment was made by Jim Watt and Linnea Due.

### 3. ADOPTION OF CONSENT ITEMS:

<b>MOTION:</b> M/s Kosel/Nagel: Motion to Adopt the Consent Calendar	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel, Stein - <b>Noes:</b> None	
Motion passed unanimously	<b>Video Time Stamped: 6.53</b>

### 4. OLD BUSINESS:

No old business to discuss.

### 5. NEW BUSINESS:

#### 5a. ADOPTION OF RESOLUTION 21-06 APROOVING THE FINAL COMBINED BUDGET FOR REVENUE, OPERATING EXPENDITURES, AND CAPITAL IMPROVEMENT EXPENDITURES FOR FY2021-2022

<b>MOTION:</b> M/s Kosel/Dommer: Motion to Approve the Enactment of 21-06	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel, Stein - <b>Noes:</b> None	
Motion passed unanimously	<b>Video Time Stamped: 18.39</b>

GM Hansell reviewed the item and listed the significant changes from his report. He explained how the budget is organized to distinguish between operating revenues and expenditures versus capital improvement costs. He stated the budget does not have the predicted fund balances yet because he is engaging a municipal advisor to properly estimate them and to include long-range planning. The final budget was included with a presentation letter describing the District's accomplishments in the last fiscal year and what has been done in the first three months of the new fiscal year. There is updated information on the District for historical records, strategic plans, and goals set back in 2015. He is also working with the grant writer on

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significant applications that will help with the budget, specifically for the seismic renovation and other projects.

Director Stein asked where the \$3.5 million set-aside for the City of El Cerrito contract, required to keep in reserve, is in the budget. GM Hansell stated that it was held within the three County funds, although it isn't very transparent since it is tracked in QuickBooks. After the audit is complete, he will work with Maze to make sure the funding and tracking structure for this is where it should be. Director Kosel mentioned the Finance Committee will be proposing a written policy about the reserve accounts to show more clearly what the District has set aside. Director Stein asked if the \$3.5 million was set-aside is part of the \$6.99 million showing in the budget, and GM Hansell said that is correct.

Director Stein asked GM Hansell if he has approached El Cerrito about releasing some of the District's reserves for use on the Public Safety Building. Secondly, if the city would be willing to contribute to the construction costs, since the District is going above and beyond what is in the contract. GM Hansell responded that he hasn't done that yet because he needs more information on the project's cost due to extreme inflation in the construction industry, but he will reach out once he has the information he needs.

VP Padian stated that if the renovation project contractors take up most of the reserves, there won't be anything left for an emergency. The Board needs to think about more than just renovating the Public Safety Building and saving for new engines, but must have funds left if there is a real emergency.

Public comment was made by Jim Watt

#### **5b. ADOPTION OF RESOLUTION 21-07 APPROVING PARTICIPATION IN NEGOTIATIONS & MEETINGS TO CONSIDER FORMATION OF A VEGETATION MANAGEMENT JOINT POWERS AGENCY (EBVMJPA) TO ADDRESS FIRE SAFETY IN THE EAST BAY AREA**

<b>MOTION:</b> M/s Kosel/Padian: Motion to Adopt Resolution 21-07 Approving Participation in Negotiations and Meetings to Consider Formation of a Vegetation Management Joint Powers Agency
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<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel, Stein - <b>Noes:</b> None
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Motion passed unanimously
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<b>Video Time Stamped: 53.48</b>
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GM Hansell presented the report. He explained that the formation committees of the JPA drafted the resolution, and it is to take part in talks, not to officially join the JPA. The draft was presented to the EPC committee, who approved a motion to recommend the resolution to the Board. Stein asked what the JPA charter will be, or if that is what the talks will be about? GM Hansell replied that it will be part of the discussion. She asked how this overlaps or is different from the emergency forum and why do we need this resolution? GM Hansell stated the resolution doesn't seem essential but will help notify everyone of something outside of his typical job description. Stein would like the resolution to specify the "GM" attend and not "staff".

Public comment was made by John Kaufman.

#### **5c. PUBLIC SAFETY BUILDING RENOVATION PROGRESS UPDATE**

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GM Hansell reviewed the report. He has been meeting with the architects and structural engineers weekly to plan and review the process and to quickly identify any issues that may not have been considered in prior discussions. It is essential to identify the challenges of the scope of the building and what we prefer not to have to touch so that we can keep the scope of work to a reasonable degree. He is also pursuing a FEMA grant, but the District needs to have the project designed and ready to be ahead of the other agencies to have a better chance of getting the grant. He continues to have talks with the Unitarian Universalist Church of Berkeley regarding the use of their space and lease, but he needs more information from the architects first. The parking lot falls under the City of El Cerrito's jurisdiction, so he will be working with them to move the project forward.

Director Stein asked what the difference is between the conceptual, schematic, and the actual design? Hansell stated that Schematic Design is a step up from what was done before. Schematic Design and Design Development will be part of the more detailed design process for making some discretionary decisions. Stein asked who was on the design team. Hansell replied that the team is led by MarJang Architects and ZFA Structural Engineers. The rest of the team includes mechanical, electrical, plumbing, and civil engineers, a site surveyor, and an estimator. Basically, all of the consultants on the project. Stein then asked for someone to address Linea Due's question regarding the relocation of the KPPCSD. Hansell stated that the closed session item for tonight's meeting would be discussing that topic to a degree. He mentioned that he has and will publicly state that he will continue to bring options that benefit the KPPCSD and the District. She would also like to address Jim Watt's comment at the beginning of the meeting regarding the letter from KPPCSD. She thinks we missed an opportunity of goodwill to work with them, whatever the outcome might have been. It was disappointing to her that they didn't invite the President to discuss their letter and have both Boards discuss it openly.

VP Padian said he had a different take on the letter. He thought the letter asked to rescind a decision made by the Board without providing any reasons. He thought the public and their Board members had an opportunity to attend their meetings and make a public comment, but they did not participate in the discussions. He thinks, until we know more from them, he sees no reason to reconsider a letter that was sent informally and not to the Board, and not proposed as an agenda item. He looks forward to constructive engagement when there was evidence that their Board is trying to figure out how to acquire space and finance it. Stein said it was not her desire to have anyone on the Board change their opinion, but raised this as a matter of public process and transparency. Hansell explained that the letters have been posted publicly on both websites and have been discussed in multiple meetings. The Board made its decision to move forward, and there is nothing outside of the Board's public actions on the issue that was raised in those letters. He would like to move forward.

Public comment was made by Jim Watt.

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

Chief Pignoni presented his report. The number of calls declined significantly in July, but picked up in August due to the Dixie fire. There were several smoke investigations, as well as several heat-related medical calls. Starting Sept. 17th, Contra Costa County will mandate public safety. All public safety workers would be subject to weekly testing and must show proof of vaccination. They have a PCR program set up through UC Berkeley, and they are receiving rapid tests through the county. Any employee who is not vaccinated, or who refuses to provide vaccination, will be tested at the beginning of their shift. Vaccinations must be completed by 4th

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of October for county employees. CERT training is expected to begin in the fall. The city hired a recruiter to find a new battalion chief. With regards to vegetation management, all properties have been cleared.

**7. EMERGENCY PREPAREDNESS COORDINATOR REPORT**

EPC Coordinator Valenzuela presented his report. There are two major campaigns currently underway, the National Preparedness Month campaign, which runs through September, and the Wildfire Preparedness Workbook. The campaign features weekly topics divided into four weeks. The website has links to resources for the communication that he provided. The Wildfire Preparedness workbook included a communication toolkit, which includes QR codes and links for community members to access and stay informed. The website also offers a link to sign up for the newsletter, with more subscriptions completed this month than in the first half of the year.

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

GM Hansell outlined his report. He wants to point out that he had a discussion with the third municipal advisor applicant. All three individuals and companies provide similar services and fit within the \$30,000 budget. The audit will begin in October and be finished in about four weeks. In addition to reducing workers' compensation insurance, Hansell was able to complete several reports, one of which was a special tax confirmation for the levy, which was approved. Since Sasha has mostly transitioned to her new job, Hansell has been traveling more to the PSB and, therefore, has developed relationships with the new Police Chief and Lieutenant, along with the Fire Department crews. He recently calculated his overall time allocation since the beginning of the year in order to review how his time has been focused. The focus will change since he now has two building projects to manage, as well as coordination with the EP Coordinator, the grant writer and the municipal analyst, which will pull him away from general operations. He said he would try his best to keep track of everything and stick within the allocated time but it will be challenging.

**9. EMERGENCY PREPAREDNESS COMMITTEE REPORT:**

VP Padian provided an update on the committee meeting. They had hoped to bring the Fire and Police Chiefs together for the August meeting to discuss the emergency warning systems that have been under study. He stated that the National Weather Service band, which provides marine forecasts for the coast and local areas is broadcasted from Monterey, so they can't warn the District about potential dangers. Local agencies can override the frequency on the weather bands, but talking with the chiefs is important because any device such as this would have to be controlled locally. Most of the time, though, it's local officials who decide when it's time to evacuate, so they have to work through these systems. By setting up a control mechanism, the Fire and Police Chiefs would be able to use the county to provide very specific, real-time information to Kensington residents. Padian also discussed weather radios. His only complaint is that they must be tested once a week, and he doesn't think people will accept having the device scream at them every week. In the next meeting, they will get more information about the radios and consider whether they will be an option to rely on.

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**10. OUTSIDE AGENCIES REPORTS:**

**10a. Contra Costa Special Districts Association**

President Nagel reported that the last meeting CCSDA had was a joint meeting with the Alameda County Special Districts Association. There was a speaker there, Dr. Simmons, who presented a one-pot chemical process they have developed, in which you put ground wood material in the top of the machine and methyl alcohol comes out at the bottom. There was an announcement about East Contra Costa County Fire District merging with Contra Costa County Fire District. There will be a meeting on September 20th if anyone is interested in learning more.

**10b. CA Special Districts Association 2021 Conference**

Director Kosel discussed how she participated in a seminar on reserve policies and how the Finance Committee will be creating a reserve policy that will be presented to the Board later this year. Additionally, she is going to suggest to President Nagel that the District change the rule arbiter for meetings, since many districts are now using Rosenberg's Rules, which are easier to follow. Also, some suggestions were made for contacts who might help with strategic planning.

President Nagel said there were many external agencies in attendance at the conference. FEMA provided excellent presentations on emergency preparedness and available grants. One thing he will discuss with GM Hansell will be securing contracts with mitigation companies and wildfire recovery companies. Next years conference will be in Palm Springs, sometime in August.

**11. ANNOUNCE AND ADJOURN TO CLOSED SESSION**

Meeting adjourned to closed session at 9:17 p.m.

**12. RECONVENE TO OPEN SESSION**

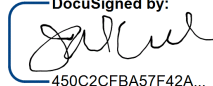
Meeting reconvened at 10:12 p.m.

**ADJOURNMENT:** The meeting adjourned at 10:13 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on October 13, 2021.

Attest:

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Secretary of the Board