



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

**DATE/TIME:** July 21, 2021 / 7:00pm

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Larry Nagel, Vice-President Kevin Padian, Director Don Dommer, Director Janice Kosel,  
Staff: GM Bill Hansell, Chief Michael Pigoni, Captain David Yun, EPC Johnny Valenzela, Board Clerk Sasha Amiri-Nair  
Absent: Director Julie Stein

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

President Nagel called the meeting to order at 7:03 p.m. Clerk called roll.

### 2. PUBLIC COMMENT:

There was no public comment.

### 3. FIRE HAZARD ABATEMENT HEARING ON THE DESIGNATION OF PROPERTIES CONTAINING FIRE HAZARDS:

The abatement started the first week in May. (61) notices were sent; (3) remain that have not taken care of their properties. For one of them, the resident is attending the meeting. They have been attending to the issue but have not been able to complete the work. Chief Pigoni stated there are two actions tonight, one would be for the Board to declare the properties as a nuisance and a fire hazard. Then, to open a public hearing, receive comments, close the hearing, and approve Resolution 21-04 so the staff can move forward with abatement. Director Kosel would like to make sure all (3) properties are included in the abatement notices.

<b>MOTION:</b> M/s Kosel/Padian: Motion to Approve Resolution 21-04 Declaring 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.
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<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel - <b>Noes:</b> None – <b>Absent:</b> Stein
Motion passed 4-0-1 <span style="float: right;"><b>Video Time Stamped: 15.20</b></span>

### 4. ADOPTION OF CONSENT ITEMS:

<b>MOTION:</b> M/s Kosel/Padian: Motion to Approve Consent Items
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel - <b>Noes:</b> None – <b>Absent:</b> Stein
Motion passed 4-0-1 <span style="float: right;"><b>Video Time Stamped: 17.50</b></span>

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**5. OLD BUSINESS:**

**5a. EMERGENCY PREPAREDNESS COMMITTEE REPORT**

**5ai. Emergency Preparedness Committee Meeting of April 22, 2021**

Combined with Item 9a.

**5a.ii: Emergency Preparedness Committee Meeting of May 27, 2021**

Combined with Item 9a.

**5b. FINANCE COMMITTEE REPORT:**

**5bi. Finance Committee Meeting Minutes of May 21, 2021**

<b>MOTION:</b> M/s Kosel/Nagel : Motion to Approve the May 21, 2021 Minutes	
<b>VOTE:</b> Ayes: Kosel, Nagel - <b>Noes:</b> None	
Motion passed unanimously	<b>Video Time Stamped: 22.18</b>

**5 bii. Next Finance Committee Meeting Date**

No need for a meeting before September. Next meeting will be in January.

**5c. Outside Agencies Reports:**

**5ci. Contra Costa Special Districts Association:**

President Nagel gave a report on the last two meetings. In the May meeting the guest speaker was James Hammock from Nerd Crossing. The following meeting was July 12<sup>th</sup>. There were two speakers. One was Dr. Blake Simmons, who was a researcher at Lawrence Berkeley National Laboratory. His laboratory has developed a new biochemical process, which converts wood into alcohol. A very promising project and hopefully they will be working with the EPA to get rid of some biomass. The other guest speaker was from the Contra Costa Water District, and they talked about how much water the reservoir will hold and how we need more reservoir space to help with the drought. President Nagel recommended Chad Davidson as the CSDA Board of Directors Election Ballot.

**5cii. State Professional Development and Membership Services Committees:**

Janice had a reminder that the CSDA has waived all fees for their educational programs this year.

**6. NEW BUSINESS:**

**6a. Introduction of Emergency Preparedness Coordinator Johnny Valenzuela:**

GM Hansell introduced the District's new Emergency Preparedness Coordinator, Johnny Valenzuela.

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EPC Valenzuela expanded on the introduction. He explained that he took a drive around the Kensington area with KPD Lieutenant Brad Harms to look at problematic evacuation areas. He completed the FirePlug, which was just sent out. He is working on the design of information magnets for distribution and KFPD social media platforms. He has established accounts and sent out red flag warnings communications.

Director Kosel hoped that he would give a monthly report so the Board would be aware of what is going on. She stated the Police Department has provided a list of vulnerable members of the community but doesn't know what to do with it. It's her understanding that they would welcome participation from us on developing solutions for individual vulnerable members. She asked if he could talk with the Police Department to help develop some solutions. Valenzuela said he would follow-up on that.

Public comment was by Danielle Madugo.

**6b. Public Safety Building Renovation Progress Update Including Architect Selection, Structural Engineer Selection, and Budget Amendment:**

GM Hansell presented the report. The recommended action was to enter into a services agreement on behalf of the District with MarJang Architecture and ZFA Structural Engineers to proceed with project design and engineering for the renovation of the PSB, and to amend the FY21/22 budget to include Capital Inlay from the reserves of up to \$484,252 to fund the estimated Capital Outlay costs describe in MarJang's and ZFA's proposals.

RFPs were sent out and three responses were submitted. All three were very qualified firms with relevant experiences. They all had very insightful comments on the project. All three walked through the building and were interviewed in person by GM Hansell, President Nagel, and Director Dommer. One architecture firm stood out from the others: MarJang. Not only does Karen Mar have excellent experience, she was also very sensitive to the concept of working together as a team and had a helpful communication style. She also provided a very complete cost proposal that was more advanced and comprehensive than the other two firms. The proposal she presented was very aggressive and will hopefully save the District a lot of money. GM Hansell conducted reference checks and MarJang received great recommendations. For the structural engineering RFP, two proposals were received: one from IDA and one from ZFA, with ZFA coming in lower by about 30%. ZFA is a highly regarded engineering firm and the architects had more experience with them. The combination appeared better to create the design team. The GM recommended the motion to engage with MarJang and ZFA. The next priority is to define the structural scope as quickly as possible in order to get an idea as to what that will cost. Capital inlay and outlay line-item categories, which included the hard and soft costs, were referred to from the preliminary budget. Moving forward, the Board will see that element of the budget line item and how it's being spent. The last piece of the puzzle will be the financial long term analysis and he hopes to get someone on board in the next month or two. By August or September, the District will have better information on how to use that info in their financial plan.

Director Kosel commended Bill on the report and the clarification on how the money will be spent.

Clerk of the Board read public comments that were submitted by email from KPOA President, Rob Firmin.

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GM Hansell explained his response to Firmin's letter.

<b>MOTION:</b> M/s Nagel/Padian: Motion to Direct the GM to Enter into Services Contract on Behalf of KFPD with MarJang Architecture and ZFA Structural Engineers to Proceed with Project Design and Engineering for the Renovation of the PSB in accordance with the approved motion detailed in Agenda Item 4c of the April 14, 2021 KFPD Board of Directors Meeting.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel - <b>Noes:</b> None – <b>Absent:</b> Stein	
Motion passed 4-0-1	<b>Video Time Stamped: 1.15.02</b>

<b>MOTION:</b> M/s Nagel/Dommer: Motion to Direct the GM to Amend the FY21/22 Budget to Include the Capital Inlay from the Reserves of up to \$484,252 to fund the estimated Capital Outlay costs described in MarJang's and ZFA's fee proposal.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel - <b>Noes:</b> None – <b>Absent:</b> Stein	
Motion passed 4-0-1	<b>Video Time Stamped:1.16.39</b>

### **6c. Transition Period from Virtual to In-Person Public Meetings:**

GM Hansell explained the Governor's current executive order expires on Sept. 30, 2021, so the District can continue with the virtual meetings up until that point. If we were to move to in-person meetings, we would need figure out exactly where they would happen and, technologically, how we would accommodate virtual participation.

For in-person meetings, Chief Pigoni stated that if attendees are vaccinated, they do not need to wear a mask, but if they are not then a mask would be mandated. If in-person meetings were to begin, based on the County Medical Director, everyone who attended the meeting would have to wear a mask. The Chief is ready to return to in person meetings, but he understood the hesitation for those who did not feel comfortable returning. He stated that El Cerrito planned to go back in-person meetings in September and have prepared for it by purchasing plexiglass between all of the city council members and obtaining additional technology to make sure the public would be included in the zoom calls. The potential issue for the District would be: is the community center still an option or not, or do they go back to using the Public Safety Building? There's also a lack of parking at the Fire station, so that may be a problem for the public.

GM Hansell said he spoke with GM Brown about the community center and she said she didn't have a problem with them returning but KPPCSD is lacking the staff to move forward with opening the buildings to the public. She would advocate for its use if the District wants to move forward, but it will take some time to get everything in place.

Director Kosel recommended that they hold another virtual meeting in September and discuss this again once they have more information about the Delta variant.

Clerk of the Board read public comments that were submitted by email from Katie Gluck and Mark Wegner.

GM Hansell will look into the technology to see what is available. It was agreed to hold the next meeting via Zoom in September.

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Chief Pigoni gave his report. The call volume shot up in the month of June, with 16 calls that increased from the previous month. No major fires or wrecks, just basic run of the mill type calls. We are now in the third week of the month and all of the stations have been fairly busy. People are calling 911 when they see smoke but don't see a fire, so they get concerned and call in. July 4<sup>th</sup> was forecasted to be a lot warmer weather than was originally predicted. They up staffed Engine 65 and had two engines on patrol for the holiday. There were no fires, but there were some reports of local fireworks, though they didn't find any and there were no incidents. There are numerous fires burning throughout the state. They have a few people out handling these fires. So far this year, Cal Fire reports that we have had about 5,000 incidents in the state and that 142k acres have burned. That is over 100k acres more than last year at the same. We are way ahead of calls and acres burned this year. For vegetation management, the staff is still working with homeowners to get their properties fixed. The Chief announced that if people are not signed up for the warning system they should do it as soon as possible.

**7a. Announcement: Retirement of Battalion Chief Joseph Grupalo**

In his remarks, Chief Pigoni praised Joseph Grupalo's service to the District and spoke about his history. President Nagel said he was sorry to see BC Grupalo go but knew it was for the best and wished him well at Zonehaven. Director Kosel, said BC Grupalo was a real treasure and he will definitely be missed and offered her congratulations. Director Padian, said he has learned so much from him and thanked him for everything.

<b>MOTION:</b> M/s Kosel/Padian: Motion to Approve Resolution 21-05	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel - <b>Noes:</b> None – <b>Absent:</b> Stein	
Motion passed 4-0-1	<b>Video Time Stamped:1.44.09</b>

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

GM Hansell gave his report. Originally, when the grant writer RFPs came in, there was only one qualified applicant. The GM worked on further outreach and eventually received a total of (3) proposals. He asked President Nagel and Director Kosel to join him in the interviews. Sudi Shoja of ESS came highly recommended by other Districts and seemed to match most closely the District's needs. She has extensive experience with FEMA grants and was very encouraging about applying for funding for the PSB project. She occasionally does studies on cost benefits or rate of return, and for every dollar spent on their grant writing, ESS generated two hundred dollars in grant money. GM Hansell decided to move forward with her based the outstanding nature of her recommendations and background. He has provided her with KFPD's consultant agreement and she has accepted it. On another note, GM Hansell will bring back the draft revisions of the Operational Manual to the board at a later date.

**9. EMERGENCY PREPAREDNESS COMMITTEE REPORT:**

VP Padian gave an update on the committee's progress. They discussed a public address system, the info magnets, and emergency radios. The most important task that they have

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accomplished was hiring Johnny Valenzuela. He has been doing amazing work. He published the FirePlug, which was a great help. The next plan is to put out a booklet for the community with information about emergency preparedness. Hiring a grant writer was terrific, and VP Padian is looking forward to working with her regarding the grant process. A main topic the EPC has investigated is a public address system or emergency warning system. A PA system could reach everyone. He asked if a PA system could be tied-in and controlled by our local Fire and Police Chiefs. If the Chiefs don't want to take on the additional system, then there is no point moving forward with this plan. A mailer could be sent out to provide a lot of information for the residents.

President Nagel stated the next meeting is scheduled for tomorrow.

**10. OUTSIDE AGENCIES REPORTS:**

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

President Nagel added that Sept. 20, 2021, is the next meeting.

**10b. State Professional Development and Membership Services Committees**

Report was given earlier in the meeting.

The next Board meeting will be scheduled for September.

President Nagel adjourned the meeting in honor of former KFPD Fire Chief Markert's. He noted Chief Markert's extensive service to the District and offered condolences to Chief Markert's family upon his passing.

**ADJOURNMENT:** The meeting adjourned at 9:21 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on September 9, 2021.

Attest:

DocuSigned by:  
  
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Secretary of the Board