



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

**DATE/TIME:** June 21, 2023, 7:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: President Julie Stein, Director Don Dommer, Vice President Director Daniel Levine, Director Larry Nagel, Director Jim Watt  
 Staff: Board Clerk Candace Eros Diaz, Interim GM Mary Morris-Mayorga, Fire Chief Eric Saylor, El Cerrito Fire Department Captain Travis Crumpacker.

**1. CALL TO ORDER/ROLL CALL**

President Julie Stein called the meeting to order at 7:09 p.m. and confirmed the roll call.

<b>MOTION:</b> M/s Nagel/Levine: Motion to approve the remote attendance of Director Don Dommer.	
<b>VOTE:</b> Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 00:02:06</b>

**2. PUBLIC COMMENT (00:02:18)**

A member of the public commented on the evacuation route on Sunset Drive and expressed concern about the amount of parking that takes place at this location. They suggested parking be limited to one side of this street.

There was no additional public comment or board discussion.

**3. PUBLIC HEARING (00:04:53)**

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

President Stein asked if anyone in the audience had objections to the designation of their property as containing fire hazards and to identify their property addresses. There were no objections from the public.

President Stein opened the public hearing. El Cerrito Fire Department Captain Travis Crumpacker presented the report as included in the packet. He noted approximately 50 letters were sent to residents as a result of his inspections, five (5) of which he recommends forced abatement.

Director Nagel noted that having only five (5) properties that require forced abatement is a tribute to the City of Kensington.

A member of the public commented that a vehicle parked on their neighbor's lawn was a

potential fire hazard and wanted to know if Captain Crumpacker had an opinion on the matter. Captain Crumpacker stated the issue should be reported to the Kensington Police Department.

There were no additional public comments. President Stein closed the public hearing and terminated public testimony.

President Stein proposed to amend the public hearing scheduled for August 16, 2023 at 7:00 p.m. be postponed until September 20, 2023. The board was in favor of this amendment.

Director Levine noted two corrections on the supporting documents related to this agenda item.

M/s Nagel/Levine: Motion to adopt Resolution 23-04 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.
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<b>VOTE:</b>
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Ayes: Levine, Dommer, Nagel, Watt, and Stein
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Nays: None
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Absent: None
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Motion passed 5-0-0
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Video Time Stamped: 00:16:10
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#### 4. ADOPTION OF CONSENT ITEMS (00:16:20)

President Stein proposed to approve all consent items on the agenda with a single motion. The board voted to remove Item 2j to allow for further discussion and overview.

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 5/17/2023
- b. **Acceptance of Incident Activity Report** May 2023
- c. **Approval of Monthly Transmittal** 06/21/2023
- d. **Approval of Monthly Financial Reports** 05/31/2023
- e. **General Manager Recruitment Report** - Brent Ives
- f. **Adoption of Resolution 2023-05 Establishing the Appropriations Limit of the Kensington Fire Protection District for FY2023-2024**
- g. **Adoption of Resolution 2023-06 Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2023-2024 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District**
- h. **FY 2023-24 Fee Schedule for El Cerrito-Kensington Fire Department Contract**
- i. **FY 2021-22 OPEB Actuarial Report**

<b>MOTION:</b> M/s Levine/Watt: Motion to approve consent items 2a-2i.	
<b>VOTE:</b> Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: None Abstain: Dommer	
Motion passed 4-0-0-1	<b>Video Time Stamped: 00:21:44</b>

**j. FY 2021-22 Annual Audit**

GM Morris-Mayorga presented a brief overview of the annual audit as included in the packet. She noted there may be increased fees associated with next year's audit and challenges for KFPD to get on the audit schedule in 2024 due to staffing shortages. The board discussed this agenda item. Director Nagel requested that the auditor present the FY 2021-22 annual audit to the board at a later date.

There was no public comment.

<b>MOTION:</b> M/s Levin/Watt: Motion to approve consent item 2j.	
<b>VOTE:</b> Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: Dommer	
Motion passed 4-0-1	<b>Video Time Stamped: 00:31:58</b>

**5. FIRE CHIEF'S REPORT (00:33:13)**

Fire Chief Saylor presented the report as included in the packet. In response to President's Stein's inquiry at the May 17, 2023 BOD meeting, Chief Saylor stated that board members are responsible for the public safety of Kensington residents within the jurisdiction by providing strategic guidance during and after emergencies. To do so effectively, board members must have a clear understanding of the National Incident Management System (NIMS) and meet minimum Incident Command System (ICS) training requirements, which he detailed. He also outlined board member roles and responsibilities in case of a national or local emergency.

A member of the public asked Chief Saylor if the KPPCSD board would follow the same instructions in case of an emergency. Chief Saylor stated that both agencies would go into unified command and chose a command post to conduct disaster operations, likely Station 55.

**6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:46:13)**

EP Coordinator Johnny Valenzuela presented the report as included in the packet. He noted the Community Emergency Preparedness survey is still open for submissions. He stated residents are able to register a block party for National Night Out until July 15, 2023. He then reviewed the priority initiatives for next year: 1) preparedness 2) evacuation readiness 3) prevention 4) community resilience.

A member of the public commented that Chief Mike Gancasz will assign a new KPPCSD liaison to

the EPC when Lt. Brad Harms retires on July 29, 2023.

**7. OLD BUSINESS**

There was no old business.

**8. NEW BUSINESS (00:57:25)**

**a. Updated Financial Forecast**

Interim GM Morris-Mayorga introduced this agenda item and commented on the report as included in the packet. She noted the Finance Committee met on June 6, 2023 where they discussed and revised the financial forecast. Consultant Bill Zenoni presented this updated financial forecast and covered the following: 1) the purpose of the forecast 2) fiscal responsibility 3) fiscal planning 4) identifying potential issues 5) developing corrective action plans 6) reducing risk of fiscal crisis.

The board discussed the item. Director Watt suggested the Finance Committee meet again to discuss any updates/changes and to factor in the costs of the Public Safety Building construction into the forecast.

There was no public comment.

**b. Adoption of Resolution 2023-07 Preliminary FY 2023-2024 Budget (01:38:09)**

Interim GM Morris-Mayorga presented the report as included in the packet. She asked for board feedback on whether or not to continue the EPC Coordinator position contract for FY 2023-2024. President Stein recommended moving to an hourly contract rather than a fixed-fee contract for the EPC Coordinator position. GM Morris-Mayorga confirmed she will pursue this route.

The board discussed the item. Director Nagel recommended keeping \$10,000 in the budget for water system improvements and provided his rationale.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine: Motion to adopt Resolution 2023-07 Preliminary FY 2023-2024 Budget with the modification to include \$10,000 for water system improvements.
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<b>VOTE:</b> Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: Dommer
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Motion passed 4-0-1
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<b>Video Time Stamped: 01:52:27</b>
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**c. Discussion of Updating the District Reserve Policy, With Possible Direction to the GM Leading to a First Reading of an Updated Policy (01:52:54)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Director Nagel asked to compare KFPD reserve policies to other district policies in the county. GM Morris-Mayorga confirmed she will conduct this research and bring it back to the Finance Committee for discussion.

The board took a break at 9:05 p.m. The board resumed the meeting at 02:03:07.

The board continued to discuss the item.

**d. Consideration of Proposed Resolution 2023-08 to Join the KPPCSD in Partnership in Conducting the LAFCO Standard Financial Analysis Required to Evaluate Consolidation or Reorganization of KPPCSD and KFPD (02:04:43)**

Director Levine presented the report as included in the packet and provided an overview of the proposed resolution. The board discussed the item.

<b>MOTION:</b> M/s Nagel/Watt: Motion to extend the meeting by 15 minutes to 10:15 p.m.
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<b>VOTE:</b>
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Ayes: Levine, Nagel, Watt, and Stein
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Nays: None
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Absent: Dommer
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Motion passed 4-0-1
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<b>Video Time Stamped: 02:44:47</b>
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KPOA President Rob Firmin submitted a written public comment prior to the meeting.

A member of the public, who is a KPPCSD board member, commented that that board intends to draft a request for proposal that would delineate the expectations for a contractor to conduct the LAFCO Standard Financial Analysis. The KPPCSD board would then ask the KFPD board for their review and comments on the proposal.

President Stein recommended taking no action on the proposed resolution. Director Nagel requested additional discussion with the KPPCSD board on the proposal in the form of a joint meeting.

The board chose not to make a motion on this agenda item. The board recommended scheduling a joint meeting between the KFPD and KPPCSD boards.

**e. Vote On 2023 Election For LAFCO Special District Seat (Alternate) (02:58:00)**

The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Stein: Motion to cast a ballot for Michelle Lee as the alternate for the 2023 Election For LAFCO Special District Seat.
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<b>VOTE:</b>
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Ayes: Levine, Nagel, Watt, and Stein
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Nays: None
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Absent: Dommer
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Motion passed 4-0-1
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<b>Video Time Stamped: 03:01:02</b>
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President Stein recommended the board adjourn to the July 19, 2023 BOD meeting.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine: Motion to adjourn the meeting and move all remaining agenda items to the July 19, 2023 BOD meeting.	
<b>VOTE:</b> Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: Dommer	
Motion passed 4-0-1	<b>Video Time Stamped: 03:02:13</b>

Note: Items 8f - 12c were the items referenced in the above motion.

- f. **Public Safety Building Project Update** – Morris-Mayorga (Supporting Material)
- 9. **PRESIDENT'S REPORT: UPDATE ON TEMPORARY COMMITTEES: NEW COMMITTEE(S) AND SUNSETTING OLD COMMITTEE(S)** (00:00:00) (Supporting Material)  
Action = Presentation/Discussion
- 10. **GENERAL MANAGER'S REPORT** (00:00:00) (Supporting Material)  
Action = Presentation/Discussion
- 11. **COMMITTEE REPORTS** (00:00:00)
  - a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (Supporting Material)
  - b. **Finance Committee Meeting** – Stein/Watt (No Report)
  - c. **Consolidation Liaison Temporary Committee** – Levine (Supporting Material)
  - d. **Information Technology Temporary Committee** – Levine/Nagel (No Report)
- 12. **OUTSIDE AGENCIES REPORTS** (00:00:00)
  - a. **Contra Costa Special Districts Association** – Nagel (Verbal Report)
- 13. **ADJOURNMENT:** President Stein adjourned the meeting at 10:10 p.m.

The next Board of Directors meeting will occur on July 19, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on July 19, 2023.

Attest:

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Secretary of the Board