



**KENSINGTON FIRE PROTECTION DISTRICT
EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

DATE/TIME: January 28, 2021 / 3:00pm to 5:00pm

LOCATION: Via Zoom

PRESENT: Directors: Larry Nagel and Kevin Padian
Committee: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell,
Danielle Madugo, Paul Moss, David Spath
Staff: GM Bill Hansell
Public: Gail Feldman, Chris Hilliard, Hal Graboske, K. J. Fitzsimmons,
Linnae Due, Lorika G.

1. CALL TO ORDER/ROLL CALL:

Director Padian called the meeting to order at 3:04 p.m. and called roll.

2. PUBLIC COMMENT:

- Gail Feldman commented on Tilden Park saying there were several trees down in Tilden Park near Memory Trail and asked the EPC to notify the Park Fire Department.
- Linnae Due asked why not all panelists were viewable on Zoom. Bill Hansell will investigate Zoom settings.

3. RECOMMENDATION TO ACCEPT MINUTES FROM PREVIOUS MEETINGS:

MOTION: M/s Caronna/Nagel: To accept minutes from previous meetings.
VOTE: Unanimous
Motion passed.

4. EPC COORDINATOR POSITION:

1. Review first attempt at worksheet / flow chart for EPC Priorities; discuss proposed EPC Coordinator position
 - Kevin reviewed a spreadsheet on proposed Fire District activities related to emergency preparedness, divided into one-time and continuing present and projected activities
 - Paul Moss and Lisa Caronna noted that the spreadsheet does not reflect priorities and therefore doesn't give a roadmap on how to proceed. This will be corrected.

- Regarding the potential item for an Emergency Warning System, Chris Hilliard noted he is interested in the Emergency One system as well as satellite systems for early warning. We are considering many options.
- Linnae Due asked why we need a Emergency Preparedness Coordinator when we have a CERT coordinator from EC/K Fire Department. (An item in the meeting packet is an email from Chief Pigoni stating that the EC Contract doesn't cover this kind of education and communication. This position is not a CERT Coordinator.) Linnea also likes the idea of a grant writer. Lin suggested that perhaps the job of an EC Coordinator and Grant Writer could be combined.
- Peter Guerrero echoed that the DFSC is defunct. He noted that it makes a lot of sense to have a grant writer. (We are not sure if it is defunct but it has at least temporarily lost its major funding.)
- David Spath noted that CalFire has grants for fuel reduction and fire prevention. The Cal Fire budget has increased and the money will be there, so we need to be ready with grant applications.
- Danielle Madugo suggested adding a timeline onto the spreadsheet. This will be considered.
- Kevin then reviewed the Emergency Preparedness Coordinator position, which was mainly developed by Lisa Caronna and Dave Spath. CERT began as Earthquake Preparedness but has evolved to include wildfires as well. The proposal suggests several options: this position might start off as full time and then be reduced to part time. This employee would report to the General Manager.
- Lisa Caronna noted that the exact duties of the Emergency Preparedness Coordinator need to be clearly defined, and here they are divided into three categories.
- Bill Hansell agreed that an Emergency Preparedness Coordinator would be a valuable addition and he noted the need for a long term strategic plan that incorporates additional positions. He said that this proposal is good in going from the general to the specific; that the PSB and other duties are taking up most of his time, so that this position would be welcome; and that it should be aggressively funded from the start.
- Danielle Madugo noted that there are other entities in Kensington that need to be involved including the Hilltop School, the churches, and child-care facilities. These will be incorporated into the proposal
- Gail Feldman noted that some of the activities could be accomplished. She thinks a lot of research needs to be done. There are other things that could be worked on. This proposal needs more work. Would like to see more effort on evacuation drill and vegetation management.
- There are three options for hiring an Emergency Preparedness Coordinator:
 - One-year of a full-time position
 - A year of full-time and a year of half-time
 - Two years of half-time

The consensus of the committee was option two, a year of full-time and a year of half-time.

5. LONG-TERM FINANCIAL PLANNER FOR THE KFPD

Brief discussion of possible long-term financial planner for the Fire District

- Kevin described the lack of a long-term financial plan and suggested the need for a professional planner to advise us on allocating, borrowing, financing, and planning.
- Lisa Caronna, Bill, and Kevin all stated that having a financial plan is important so that the EPC can plan a roadmap for EPC activities, but also so that the District can plan for major expenses such as the PSB, engines and other equipment, etc.
- Larry noted that the Special Board Meeting on January 20 set the goals for the GM, including a long-term strategic plan. There was consensus that this consultant would be important to developing that plan, and Bill agreed.

6. EMERGENCY RADIO PROGRAM:

Update on proposed emergency radio program

- Kevin described the status of providing emergency radios to residents. Chief Pigoni (supp info) confirmed that NOAA radios will likely not inform us of an approaching fire, because it is too local an event. Apparently, NOAA emergency warnings are too general to be of use. We may want to rethink the recommendation of specific radios.
- Peter Liddell noted that no one warning device will meet all of our needs, that radios are an important part of awareness, and that we should use as many as possible.
- Peter Guerrero noted that radios may be useful as an alert system. They are not a fire warning system. They are a good source of information. The most important warning systems are CWS and Nixle. Peter doesn't think we need to buy radios for the public, but we should encourage them to use the tools that are available. There also are early warning systems including AI and cameras as well as satellite. Peter noted that if we provide radios we may be suggesting that they would provide an alarm for local emergencies and they will not do that.
- Katie agreed with Peter L. and noted that she thinks it is most important that we keep an eye out for the most vulnerable members of our communities. Also, redundancy is important in emergency warning.
- Paul Moss noted that the most important systems are CWS and Nixle, and that radios may be of doubtful benefit. Paul noted that community organizing also provides a useful alerting system.

7. UPDATE ON PRELIMINARY INFORMATION ON EMERGENCY WARNING SYSTEMS

- Kevin reported there is a large range of options, and we have so far identified three vendors who will provide the kind of systems that meet our objectives. Much information has been gathered and it has to be organized into a spreadsheet, which has been delayed by holidays and other deadlines.

- Katie Gluck noted that she is anxious to get moving on this

8. PROPOSAL TO DEVELOP UPDATED REFRIGERATOR MAGNETS

- Kevin suggested having refrigerator magnets that would have all of the emergency numbers.
- Larry Nagel suggested that stickers for a cell phone might be more with the times than refrigerator magnets.
- Lorika G. suggested that these numbers also be put on the website.
- Chris Hilliard noted that maybe both magnets and sticker, and that information about Zones should also be distributed, along with radio frequencies, GMRS, FRS, etc.

9. UPDATE ON PATHS AND SOUTHERN MARIN FIRE DISTRICT VEGETATION MANAGEMENT PRACTICES

- Lisa requested this be held over to the next meeting

10. POSSIBLE FORMATION OF A SUB-COMMITTEE TO LOOK INTO GRANT OPPORTUNITIES FOR FIRE PREVENTION AND OTHER PROJECTS

- David noted that CalFire will be making grants available because of the increase in the CalFire budget. Dave's thought is that, if we do not get a grant writer, then we should form a sub-committee to get involved with grant writing. Dave thinks this is a golden opportunity for us and volunteered to be on the committee. Kevin will talk to Arrieta Chakos to help us. Kevin Padian and Lisa Caronna are willing to help.

11. BRIEF REPORTS FROM EPC MEMBERS ON ITEMS NOT ALREADY COVERED (e.g., Vollmer cameras)

- Kevin noted that the Vollmer camera status – the Site on Rifle Range has been tabled. Peter Guerrero noted the idea was abandoned because of privacy concerns. The other possible site is Thors Bay Rd and that is being investigated. There's also an old Nike base that is a candidate. The Vollmer top camera has been damaged but will be repaired.
- Chris Hilliard noted that he lives in the area and will talk to Peter Guerrero offline.
- Paul Moss noted that he spoke with Linnea Due about a column or small notices in the *Outlook* reminding people of small things they can do to prepare, as well as larger issues. Kevin asked if there was a price, and Paul said money was not discussed.
- Paul talked about the need to remind people constantly about preparing for emergency communication (CWS, Nixle), and updating them on "Right now, what evacuation plan do we have?", noting the ZoneHaven plan and how residents can familiarize themselves with it. He also noted that Hal Graboske has been very active in

KARO/ECHO and in CERT and could talk to the EPC on short notice. Hal was attending the meeting and stated that he would be happy to speak with the committee.

- Danielle Madugo noted that the planning of an evacuation is in progress with the principal and the teachers.

12. FUTURE AGENDA ITEMS TO BE PUT ON THE CALENDAR

- These will be solicited.

13. SCHEDULING NEXT MEETING

- Next meeting will be February 25, 2021.

14. ADJOURNMENT: The meeting was adjourned at 5:21 p.m.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on February 25, 2021.

Attest:



Emergency Preparedness Committee Member