



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/91368089032> (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)).

Please click the link below to join the webinar:

<https://zoom.us/j/91368089032>

Or iPhone one-tap :

US: +16699009128,,91368089032# or +12532158782,,91368089032#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1
301 715 8592 or +1 312 626 6799

Webinar ID: 913 6808 9032

International numbers available: <https://zoom.us/u/abp4vwVO7D>

1. CALL TO ORDER/ROLL CALL

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

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 devise 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 Devise 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 reviewed the list of current projects included in this item: Sunset View Cemetery gate; work with Officer Harms on (identification of community members to assist with access routes, directing traffic and other emergency functions; developing a series of public safety/evacuation procedures block meetings; assisting with costs for removal of bollards blocking access routes); and work with EBMUD on potential for residents to open Summit Reservoir access road for passage of emergency vehicles, replacing/mowing tall grass in that area, and assure adequate water supply for use as a temporary refuge for people who may need shelter). He also reviewed the committee recommendations: accept the report, general findings and recommendations, and to delegate exploration to the EPC; implement recommendations where feasible or low/no cost; and report back to the Board on research/implementation issues, policy direction, and budgetary issues. **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 the Recommendation of the Emergency Preparedness Committee to Spend an Amount Not-to-Exceed \$5,000 on Improvements as Recommended by the Traffic Study (2:57) **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



Board Secretary