



**KENSINGTON FIRE PROTECTION DISTRICT**  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
AGENDA

Wednesday, April 17th, 2024, 7:00pm  
Kensington Community Center, 59 Arlington Avenue,  
Kensington, CA 94707 (in-person and hybrid)

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, 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)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "\*9" (star, nine).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

**Hybrid Meeting Option via Zoom Internet Address:**

<https://us06web.zoom.us/j/88694802530?pwd=pYk3GeWubvFvwhfNBMTTDVrx2AGduw.0LFaDquJ-DAMFa-H>

**Telephone Access:**

(669) 444-9171 or (253) 205-0468 or (719) 359-4580

**Webinar ID:** 886 9480 2530

**Passcode:** 799874

**TIMING OF AGENDA ITEMS:** *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

**1. (7:00pm) CALL TO ORDER/ROLL CALL**

President Levine, Vice President Madugo, Director Stein, Secretary Watt

**2. (7:02pm) PUBLIC COMMENT**

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**3. (7:07pm) OATH OF OFFICE for Director Dean (Rick) Artis – Levine**

**4. (7:10pm) ANNOUNCE AND ADJOURN TO CLOSED SESSION**

- a. Closed Session: The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

Subject: PUBLIC EMPLOYMENT APPOINTMENT (GC54957)  
Title: General Manager

**5. (7:40pm) RECONVENE TO OPEN SESSION – Levine**

Report on action taken by the Board during closed session, if any, pursuant to California Government Code Section 54957.1

**6. (7:42pm) ADOPTION OF CONSENT ITEMS**

Items listed below are consent items, which are considered 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 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. (Supporting material)

- a. **Approval of Minutes** of the Board of Directors Regular meetings of 02/21/2024 and 03/20/2024 (Approve)
- b. **Acceptance of Incident Activity Report** February 2024, March 2024 (Accept)
- c. **Approval of Monthly Transmittal** 04/17/2024 (Approve)
- d. **Approval of Monthly Financial Reports** 03/31/2024 (Approve)

**7. (7:50pm) FIRE CHIEF'S REPORT – Saylor (Supporting Material)**

Action = Presentation/Discussion

**8. (8:00pm) EMERGENCY PREP COORDINATOR'S REPORT – Valenzuela (Supporting Material)**

The board will receive this monthly report and consider approving the emergency evacuation plan materials and cost for community distribution.

Action = Presentation/Discussion/Motion

**9. (8:10pm) OLD BUSINESS**

**a. Review Updated Sketch of a Combined Use PSB – Barry (Supporting Material)**

Directors will receive and discuss a sketch made with comments by Marjang Architects in response to a Board request for a cost estimate for a plan for a combined use Public Safety Building.

Action = Discussion/Direction to staff/Motion

**10. (8:40pm) NEW BUSINESS**

**a. Strategic Plan – Barry (Supporting Material)**

The board will discuss the strategic planning process and provide direction to staff.

Action = Discussion/Direction to staff/motion

**b. Elect New Board Secretary – Barry**

Director Watt has stepped down from the role of secretary. A new secretary will be selected.

Action = Discussion and motion

**c. Vote on LAFCO Special District Seat Election – Barry (Supporting Material)**

LAFCO received two nominations for the Special District seat, including nomination of the incumbent Michael R. McGill (Central Contra Costa Sanitary District) and nomination of John Mackenzie (Crockett Community Services District).

Action = Discussion/Motion

**11. (9:10pm) GENERAL MANAGER'S REPORT (Supporting Material)**

Action = Presentation/Discussion/Direction

**12. (9:20pm) Public Safety Building Project Update – Barry (Supporting Material)**

A brief progress update on the PSB Seismic Renovation will be presented.

Action = Presentation/Discussion

**13. (9:30pm) COMMITTEE REPORTS**

Informational reports from Board members or staff covering the following assignments:

**a. Emergency Preparedness Committee Meeting – Levine/Madugo (Supporting Material)**

Report and discussion on the revised EPC work plan, proposed for board approval. The EPC has recommended to appoint Adrienne Johnson as a citizen member to the committee.

Action = Discussion/motion to appoint citizen member

Action = Discussion/motion to approve EPC Work Plan

**b. Finance Committee Meeting – Stein/Watt**

**14. (9:40pm) OUTSIDE AGENCIES REPORTS**

**a. Contra Costa Special Districts Association – No report**

**15. (9:50pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 15, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, May 1, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, May 8, 2024, by 1:00pm.