



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

**DATE/TIME:** July 19, 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  
Consultant: EPC Coordinator Johnny Valenzuela

### 1. CALL TO ORDER/ROLL CALL

President Julie Stein called the meeting to order at 7:07 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT (unable to determine from audio)

There was no public comment.

### 3. ADOPTION OF CONSENT ITEMS (unable to determine from audio)

President Stein proposed to approve all consent items on the agenda with a single motion. The board did not move to remove any items.

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 6/21/2023
- b. **Acceptance of Incident Activity Report** June 2023
- c. **Approval of Monthly Transmittal** 07/19/2023
- d. **Approval of Monthly Financial Reports** 06/30/2023

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine: Motion to approve consent items 3a-3d.
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<b>VOTE:</b>
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Ayes: Dommer, Levine, Nagel, Stein, and Watt
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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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<b>Video Time Stamped: 00:04:22</b>
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### 4. PRESIDENT'S REPORT: UPDATE ON TEMPORARY COMMITTEES: NEW COMMITTEE(S) AND SUNSETTING OLD COMMITTEE(S) (unable to determine from audio)

President Stein presented the report as included in the packet.

### 5. FIRE CHIEF'S REPORT (00:10:06)

Fire Chief Eric Saylor presented the report as included in the packet. He highlighted administrative, operations, staff training, and civic engagement activities that took place since the June 2023 board of director's meeting.

There was no public comment.

## **6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:15:46)**

EP Coordinator Johnny Valenzuela presented the report as included in the packet. He highlighted community engagement events, district communications/publications, initiatives/deliverables, past meetings, and ongoing training/certifications.

There was no public comment.

## **7. OLD BUSINESS**

There was no old business.

## **8. NEW BUSINESS**

### **a. General Manager Recruitment Report (00:24:07)**

Brent Ives presented the report as included in the packet. He noted there are now 16 potential candidates as an update to the report in the packet.

There was no board discussion or public comment.

### **b. Possible Total Costs For Reconstruction Of The Public Safety Building**

This item was moved to be consecutive with Item 8e.

### **c. Presentation by the EPC Subcommittee on LRAD (Long Range Acoustic Device) Systems (00:35:28)**

David Spath presented the report as included in the packet and provided a set of recommendations to the board. The board discussed the item and noted the following:

- The committee recommends installing three (3) to four (4) sirens at approximately \$130,000 to \$140,000 each. An RFP process to select a contractor is required. A contractor would conduct an acoustic and topography analysis to determine the actual number of sirens needed, ideal installation locations, and provide a cost estimate.
- There is a possibility to use another agency's bid process and sole source if staff can confirm this is legally allowed; coordination with the City of Berkeley or El Cerrito may be possible as well. The board would like to engage legal counsel and Fire Chief Saylor in this discussion.
- Reaching out to the City of El Cerrito should be considered as the system may need to cover both jurisdictions.
- Residents must approve the installation of sirens on their property.
- Facilitating an education program to residents is recommended.
- The Emergency Preparedness Committee intends to pursue FEMA funding and suggests any future discussions include the elements of a strong FEMA grant application. It was noted that the City of El Cerrito can write grants on behalf of

Kensington as stated in the contract. It was also noted that the Hazard Mitigation Plan for Kensington must be updated before pursuing any FEMA funding.

Director Dommer left the meeting at 8:30 p.m.

A member of the public gave thanks and commended the excellent work of this committee.

Director Dommer returned to the meeting at 8:35 p.m.

The board discussed the item and made the following suggestions for next steps:

- The board unanimously affirmed pursuing the proposal.
- President Stein recommended the board have a discussion with Fire Chief Saylor about the proposal including the prospect of leveraging their grant writer.
- Director Levine suggested engaging the City of Berkeley and El Cerrito for a more streamlined and functional process and system.
- David Spath confirmed it will be a coordinated effort between the KFPD and KPPCSD to initiate an LRAD system when/if an event happens. He recommended the board engage with Chief Saylor as a first step.

d. **Discussion Of Possible August Meeting Cancellation** (01:36:10)

President Stein proposed and the board discussed the item. Director Nagel noted that the discussion about reorganization would need to be postponed until September 2023 if the August 2023 is canceled.

A member of the public recommended the board not cancel the August 16, 2023 meeting.

<b>MOTION:</b> M/s Watt/Stein: Motion to cancel the August 16, 2023.	
<b>VOTE:</b> Ayes: Dommer, Stein, and Watt Nays: Levine, Nagel Absent: None	
Motion passed 3-2-0	<b>Video Time Stamped: 01:41:43</b>

e. **Possible Total Costs For Reconstruction Of The Public Safety Building** (01:42:56)

Director Watt presented the report as included in the packet. President Stein asked that any attorney's fees related to the Public Safety Building project be represented as soft costs. Director Watt confirmed current legal fees incurred directly related to the completion of this project are approximately \$40,000. Director Nagel asked GM Morris-Mayorga to confirm the accounting reflected in the presentation. GM Morris-Mayorga confirmed the numbers in this report are updated estimates; the numbers she will take to the Finance Committee to review are lower. She will present updated change orders and agreements at the next Finance Committee meeting taking place in early September 2023.

A member of the public thanked the board for their work on this agenda item.

f. **Public Safety Building Project Update** (02:05:03)

GM Morris-Mayorga presented the report as included in the packet. She noted she is in the

process of compiling a list of all consultants associated with the Public Safety Building construction to incorporate into the budget that will be presented at the next Finance Committee meeting in early September 2023.

There was no public comment.

**9. GENERAL MANAGER'S REPORT (02:09:16)**

GM Morris-Mayorga presented the report as included in the packet, which included the June 21, 2023 report. President Stein inquired about the process for board members who wish to attend upcoming CSDA training. GM Morris-Mayorga confirmed that board members should reach out to her directly to coordinate.

There was no public comment.

**10. COMMITTEE REPORTS (02:16:23)**

**a. Emergency Preparedness Committee Meeting**

Director Nagel presented the report as included in the packet. He noted that Peter Guerrero is no longer a member of this committee. President Stein noted that any recommendation for a replacement of a standing committee member should be placed on an agenda to be approved by the board. She recommended that any recommended replacement complete an application in anticipation and submit it to GM Morris-Mayorga.

There was no public comment.

**b. Finance Committee Meeting**

There was no report.

**c. Consolidation Liaison Temporary Committee**

Director Levine presented the report as included in the packet, which included the June 21, 2023 report. President Stein noted this committee will be renamed the Reorganization Analysis Committee.

A member of the public commented they were concerned about workloads if the two boards had to reduce membership from 10 to five (5) members if consolidation occurs.

**d. Information Technology Temporary Committee**

There was no report.

**11. OUTSIDE AGENCIES REPORTS (02:27:50)**

**a. Contra Costa Special Districts Association**

Director Nagel stated that because of the last-minute cancellation of the July 2023 meeting, he is unsure when the next meeting will occur.

There was no public comment.

**12. ADJOURNMENT:** President Stein adjourned the meeting at 9:37 p.m.

The next Board of Directors meeting will occur on September 20, 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 September 20, 2023.

Attest:

  
Secretary of the Board