

**KENSINGTON FIRE PROTECTION DISTRICT
NOTICE OF A MEETING OF A STANDING COMMITTEE**

EMERGENCY PREPAREDNESS COMMITTEE

Date of Meeting: September 26, 2019
Time of Meeting: 3:00 p.m.
Place of Meeting: Arlington Community Church, Fireside Room
52 Arlington Avenue, Kensington, CA 94707

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office Administrator, 510/527-8395. Notification 48 hours prior to the meeting 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).

Committee Members: Kevin Padian, Larry Nagel
Lisa Caronna, Cortis Cooper, Katie Gluck, Paul Guerrero,
Peter Liddell, Paul Moss, David Spath
Staff: Brenda Navellier, Manager

AGENDA

1. Call To Order
2. Public Comment
3. Approval of August 28, 2019 Committee Minutes
4. Old Business
 - a. Review of activities needed and their interrelationships
 - b. Review of deployment of committee members on activities
 - c. Possible changes in hazard mitigation priorities along EBRPD ridgeline
 - d. Other concerns
5. New Business
 - a. Reports from committee members on activities
 - i. Traffic study: preliminary report; confirm County methodology (Padian)
 - ii. Paths (Caronna/Spath)
 - iii. County CWS control; cell towers; fire danger signs (Padian)
 - iv. CERT training (all)
 - v. FireWise communities (Guerrero, Cooper, & Moss)
 - vi. Sirens (Gluck, Liddell, all)
 - vii. Remote sensing devices (Cooper, Guerrero)
 - b. Next KPSC public meeting on emergency preparedness (Gluck, Liddell)
6. Consideration of a pilot program to distribute emergency radios to residents (Padian)
7. Agenda Items for Next Meeting
8. Scheduling Next Meeting
7. Adjourn

**MINUTES OF THE AUGUST 28, 2019 EMERGENCY PREPAREDNESS COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT:

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|---------------------------|--|
| <u>Directors:</u> | Kevin Padian and Larry Nagel |
| <u>Committee Members:</u> | Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Guerrero, Peter Liddell, David Spath |
| <u>Staff:</u> | Brenda Navellier, Manager |
| <u>Absent:</u> | Paul Moss |

CALL TO ORDER:

Director Padian called the meeting to order at 3:34 p.m. All members were present except Paul Moss who was excused.

ORAL COMMUNICATIONS:

None.

INTRODUCTIONS:

The Committee members introduced themselves.

FORMAT OF MEETINGS; BROWN ACT; COMMUNICATIONS:

The Committee discussed potential meeting places to accommodate the public. Navellier will create a directory of members.

Protocols of the Brown Act were discussed. One-way communication of information, listed as "for information only" is the only way to share findings with other committee members, and such communications cannot include recommendations for Committee or Board decisions. A quorum of the Committee is any five members. Regarding public communication, Committee members are encouraged to discuss their work and their findings with their neighbors; they do not discuss possible actions to be recommended to the Board; and they do not speak officially for the Committee or the Board. The Committee discussed a task-oriented system instead of subcommittees. Inquiries could be funneled to Padian and Nagel.

CHARGE OF THE COMMITTEE:

Director Padian read the relevant portion of KFPD Policy 1140 that included the committee's charge. It was noted that KPPCSD does not have an Emergency Preparedness Committee but one Director that serves as an Emergency Preparedness Coordinator.

DIRECTIONS OF ACTIVITIES NEEDED, AND INTERRELATIONSHIPS AMONG THEM:

The activities of the Committee to date were discussed as a prelude to the directions of future activities by the new Standing Committee, and the relationships among the activities. The EPC has been working on advertisements and letters in *The Outlook*, a traffic study and a resident parking flyer. Navellier will contact KPPCSD to encourage use of the parking flyer.

1. Traffic Study: commissioned for the Board by the EPC, the consultants will map and measure the streets of Kensington and immediately adjacent streets; compile data on vehicle loads, traffic flows, street directions, and parking orientations; make recommendations about possible changes in traffic flow directions, parking orientations, and evacuation routes (good and bad); and provide their data to the evacuation polygon project designers. Using these data and recommendations, the Committee will present actions to the Board; the Board may elect to recommend to the County such changes as will be deemed necessary to insure safer traffic flow in case of evacuation. Guerrero recommended the consultants check with the County to ensure that their methods are consonant with County standards, so that their eventual recommendations will be recognized as valid.

2. Paths: A long-standing concern of the community that will be addressed in more depth at the next meeting.
3. Warning Systems: These include but are not limited to cameras, sensors and sirens. Because Kensington is so small, its roads are narrow and overloaded with vehicles, and much of its population is in need of early warning, pre-evacuation is seen as the most important priority. However, the District cannot invest in technology until it is clear who will control it, what the criteria are for activating it and personnel are trained. Directors Padian and Nagel will consultant County officials for answers.
4. CERT training and the institution of FireWise communities: Because residents will be largely on their own in case of a major fire or earthquake, neighborhood groups and training are critical to public safety. The EPC could take the lead at the neighborhood level to educate, provide help, identify new leaders, and help to organize meetings to raise consciousness.
5. Earthquake Preparedness: Fire preparedness and earthquake preparedness share common features, there are also distinct characteristics of each. Fire poses a more tangible immediate danger but it is just as important to educate residents about dealing with an earthquake. This will be addressed at a future meeting.

DEPLOYMENT OF COMMITTEE MEMBERS ON ACTIVITIES:

Spath and Caronna will spearhead the initiative on Paths. Directors Padian and Nagel will work with the County and Supervisor Gioia's office on the traffic study methodology, warning systems criteria and a regional approach to hazard mitigation within East Bay Regional Park District property. Gluck and Moss will investigate the logistics of sirens. Director Padian will discuss the topic of cell towers with County personnel. Publicizing and propagating CERT neighborhoods and FireWise communities will be under the purview of Director Nagel, along with Liddell, Cooper and Guerrero. Contributions to these efforts are fluid but cannot comprise of more than four members before recommendations are discussed in an open meeting.

DISCUSSION OF OTHER CONCERNS:

Encouraging a shift in priorities for mitigation work in Tilden Park was addressed at both the local and regional level. The topic of Fire Danger signs, to be placed at the intersection of Grizzly Peak and Beloit, and on the median strip of the Arlington south of the Public Safety Building, was discussed and will be on the Board's September agenda. The topic of providing emergency radios to all Kensington households, starting with a pilot program, should be investigated by the Committee at its next meeting before a possible Board recommendation.

OBJECTIVES FOR NEXT MEETING

A report on the paths; a discussion of emergency radios; and progress on the assigned items.

SCHEDULE FUTURE MEETINGS:

Several members will be absent during September. The Committee will try to schedule for late September.

ADJOURNMENT: The meeting was adjourned at 5:38 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of September 26, 2019.

Attest:

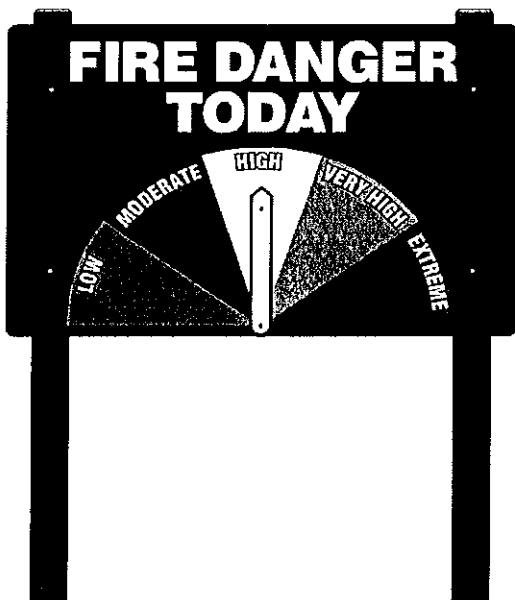
Emergency Preparedness Committee Member

Agenda Item. The Board will consider purchasing and mounting "Fire Danger Today" signs, to be placed in two locations: one (double sided) on the Arlington near the PSB, and the other at the intersection of Beloit and Grizzly Peak, both on County property (Action Item)

As described at a previous Board meeting, residents on south Lake Drive expressed the desire to mount a "fire danger today" sign, with a moveable arrow indicating the level of danger, on the corner of Beloit and Grizzly Peak (presumably NE or NW corner, on County property), which they would maintain daily. (There are several EPC members in the neighborhood.) A similar two-sided sign, which could be mounted in the median strip slightly south of the PSB, would have substantial visibility for drivers heading both north and south on the Arlington and would raise awareness for citizens who live all along this north-south axis to Richmond and beyond, and could be maintained by personnel in the PSB.

The signs are 45" x 32", available from SmokeyZone.com. This vendor was recommended by the Glen Ellen Forum citizens' group, which recently purchased a sign for their town after a search for a suitable vendor. The one to be mounted in the hills comes with two posts and hardware. The dual-sided sign to be mounted on the Arlington also comes with two posts and hardware, but they would need to be mounted higher than the posts for the sign in the hills. Additionally we recommend "riders" that can be mounted on the posts below the signs that say "RED FLAG DAY!", to be hung on appropriate days. The cost of the materials including shipping is about \$2200, and beyond this the signs would need to be mounted and sunk in concrete, with higher posts for the Arlington site, at an unknown cost for County services. (The 4x4" treated redwood posts provided are considered "breakaway" construction grade and are provided at the height required.)

MOTION: The Board authorizes up to \$2500 (including tax) for the purchase of these signs, plus the costs to be determined of mounting them.



INSTRUCTIONS FOR SETTING UP AND USING YOUR FOSPOWER EMERGENCY RADIO

PLEASE READ AND FOLLOW THESE INSTRUCTIONS RIGHT AWAY!

Power. – This device has four sources of power: (1) a rechargeable lithium-ion battery, (2) three AAA batteries (we supply the first set), (3) a hand crank, and (4) a solar battery panel (to be used only as a supplementary source to charge the Li-ion battery).

To get started, **FIRST YOU HAVE TO CHARGE THE LITHIUM-ION BATTERY.** To do this, hold the radio with the front panel (speaker face) toward you. In this view, the right end panel of the radio has a rubber cover over a USB port and a micro-USB port. You can charge the Li-ion battery by inserting the included cord into the micro-USB port (small end) and the other end of the cord into a USB port of your computer (or you can use a phone charger cord with a micro-USB port that plugs directly into an AC socket). The first charge takes overnight, and when fully charged the red light just to the left of the radio station spectrum turns green.

The Li-ion battery can be recharged in three ways: (1) plug it in as you did to charge it initially, (2) set it where the solar panels can receive sunlight, or (3) use the crank. The first way is fastest, but not possible if the electricity is out. You can preferentially use power from either the AAA batteries or the Li-ion battery (flip the switch at the bottom of the front panel either way). But it's better to use the Li-ion battery because you can recharge it (and also replace it). After you initially charge the Li-ion battery overnight, switch to that power source and check to make sure that the radio and lights work.

You can replace the Li-ion battery if it won't take a charge (it is supposed to last for years). The battery type is Li-18650 3.7V. Unscrew the cover on the bottom panel and replace.

Operation. – Even before your Li-ion battery is charged, you can operate the radio and check how it works. First, insert the AAA batteries on the back side of the radio. Switch to AAA power (front panel). On the front panel you'll see three bandwaves: AM, FM, and WB (the NOAA weather and emergency info). Open the on-off / volume dial and try each band in turn, twisting the tuning dial next to the volume dial. You'll find that FM and NOAA bands work better with the antenna extended; you can pull it out from the right panel of the radio. You should be able to receive the NOAA reports, which are broadcast constantly, on at least one or two points along the dial. **Make sure all bands work;** if they don't, return the radio to us.

Lights. – There are two lights. One is a flashlight beam on the left panel of the radio. Its on-off switch is on the top panel of the radio. You can turn the collar that rings the beam clockwise and counter-clockwise to make the beam more focused or diffuse. The second light is a reading light underneath the solar panel on top; just lift the panel from the back top panel of the radio and the reading light will come on. It is about 4x stronger than the flashlight beam.

(**Note:** the reading lights don't come on until the solar panel is raised above about 30 degrees. If you want to point the solar panels toward the sun to recharge, but you don't want to run the lights, just keep the angle below 30 degrees, or keep the panel closed and just tilt the whole radio toward the sun.)

Charging a phone or other device. – On the bottom panel of the radio is a three-position switch. If you flip it to "SOS" there will be a loud alarm. (This alarm does not alert any emergency agency and does not function as a 911 device; it just makes a loud noise to alert people nearby.) Normally the switch should be in the middle (blank) position. If you want to charge your cellphone or other device using the radio's power supply, flip the switch to the position that shows the electric bolt and cellphone icon. Plug your phone into the USB or micro-USB outlets on the right panel of the radio until it's charged; you can use the phone as you charge it. Remember to flip the switch back to the "blank" position when you're finished charging.

Here's an image of the device's user manual.

Select Li-ion battery or AAA battery before use.

- Turn the Volume dial clockwise to power on the radio and adjust volume.
- Select FM/AM/WB with radio band.
- Extend the antenna for better signal reception.
- Turn Tuning dial to select station. (Green "TUN" indicator turns on when the station selected is fully engaged.)

Note:

When battery is overloaded, it will automatically stop outputting. When battery voltage is lower than 2.5V, the radio will turn off automatically.

- Switch Radio to USB Charge on Bottom of Radio (Pic Of Phone and Lighting Bolt)
- Push the battery switch on front of radio to LI-ION position.
- Connect the USB devices to radio via USB cable.
- In addition to Li-ion Power Bank, USB device can be charged using the hand crank or AAA batteries if needed, but only as the last charging option.

Note:

Do not have the device attached to the radio while charging with the crank.

Please turn off the USB Charge button when you are using radio to receive the AM radio signal, as it may cause interference.

This feature is intended to only charge USB devices for emergency use, not a normal power bank.

A. Hand Crank

- Turn the Hand Crank for 3-5 minutes to activate the internal battery before initial use.
- Continuously turn the Hand Crank at speed of 130-150 RPM/min to generate power.
- Unit will be fully charged in 4 hours.
- One min of cranking supports 20 minutes of light, & 10-15 minutes of radio usage at medium volume.

B. Solar Power

- Expose the radio solar panel to direct sunlight.
- Solar panel will charge the entire device, including the radio, flashlight and SOS alarm.
- Used for maintaining and extending battery life.

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C. USB PORT CHARGING

- Recharge the radio via supplied Micro USB cable.
- Power indicator turns red during charging. Will turn off after being fully charged.
- It takes 4.5 hours to fully charge the internal 2000mAh Li-ion battery.

D. AAA BATTERY

- Remove battery cover.
- Load the batteries accordingly.
- Close battery door.
- Push the Battery Switch to AAA position.
- Please use AAA alkaline batteries only (not included).

- Press the torch switch to turn it On/Off.
- Adjust the torch bezel to change the light focus.

- Pull and Rotate antenna gently to get better reception
- Retract and store antenna properly when not in use to prevent damage.
- To clean radio surface use a soft, damp cloth.
- Do not clean with harsh abrasives/ solvents.
- Unit is not waterproof, only water-resistant. *DO* not submerge in water.
- When radio sits idle for over 60 days, hand crank for 3-5 minutes to activate the internal battery.

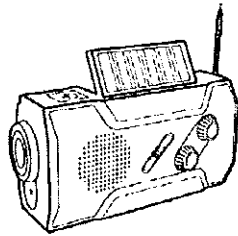
The Federal Communications Commission warns the user that changes or modifications to the unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This FosPower product includes a limited lifetime warranty. Please visit our FosPower website for more details.

To dispose of this product properly, please follow the recycling process regulated in your area.

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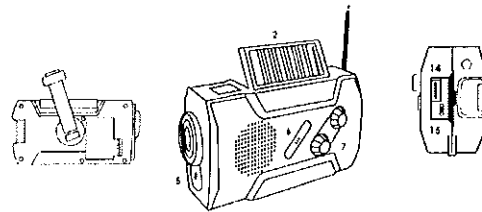
Thank you for purchasing this FosPower product. For optimum performance and safety, please read these instructions carefully before connecting, operating or using this product. Please keep this for future reference.

FosPower's Solar Crank Radio provides access to AM/ FM radio signals, while also providing access to emergency broadcast radio, and a 2000 mAh Li-Ion power bank. This device can be used indoors and outdoors. It is also water resistant, allowing you to use it while outdoors camping, hiking, boating and more.

FosPower shall not be liable to you or anyone else for any loss, injury, hearing damage or any damage relating to this product. FosPower is not liable for any damage or destruction to consumer electronic devices or other personal property that are contained inside or outside the FosPower product, including, without limitation, laptops, cellular phones, or other handheld devices, or any loss of data contained in the foregoing devices.

1x FosPower's Solar Crank Radio with Power Bank
1x Micro-USB Cable
1x Metal Carabiniere
1x User Manual

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|-------------------|---|
| Frequency range | AM 520-1710Khz FM 87-108MHz WB 162.400-162.550MHz |
| Dimensions | 157x74x53mm/6.2x2.9x2.1 in |
| Weight | 310g/0.681lb |
| Power consumption | 2W(MAX) |
| Working voltage | 2.7-4.2V |
| Power source | 2000mAh/3.7V Li-ion |
| Waterproof level | IPX-3 |
| LED flashlight | 1W/20LM |



1. Antenna
2. Solar Charged Light
3. Power On/Off Flashlight
4. I W Torch with Zoom
5. Emergency Flasher
6. AM/FM Weather Switch
7. Radio On/Off Volume
8. Tuning Knob
9. Manual Power Crank
10. Li-ion Battery Compartment
11. SOS-Emergency Alarm Switch
12. Radio On Switch
13. USB Power Back On Switch
14. USB Type-A Charging Port
15. Micro USB Radio Charging Port

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To access a clearer online version of the user's manual above, go to:

<https://www.fospower.com/user-manuals>

and select the download for FOSPW-2376 User Manual.

If you have other questions, contact the Kensington Fire Board at fire@kensingtonfire.org.

Thanks for using this device. Keep it handy and well maintained! Your alertness will help your neighbors as well as your household.