



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Continuation of June 8, 2022 Board of Director's Meeting

DATE/TIME: June 29, 2022, 7:00PM

LOCATION: Zoom Teleconference

PRESENT: Directors: Director Don Dommer, Secretary Janice Kosel, President Larry Nagel, Director Julie Stein
Staff: GM Bill Hansell, Interim Fire Chief Jose Castrejon
Absent: Vice President Kevin Padian

1. CALL TO ORDER/ROLL CALL

President Larry Nagel called the meeting to order at 8:28 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:01:09)

Secretary Janice Kosel asked GM Bill Hansell to confirm if all board members were in compliance with education requirements. GM Hansell confirmed this was not yet complete and will give an update at the August 2022 Board of Directors meeting. Director Stein asked that the board be polled for their availability when scheduling special meetings outside of the regular 7:00 p.m start time.

There was no additional public comment.

3. ADOPTION OF CONSENT ITEMS (00:00:00)

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 04/13/2022, 04/28/2022, and 05/07/2022
– REMOVED FROM CONSENT CALENDAR PENDING COMPLETION
- b. **Acceptance of Incident Activity Report** May 2022 (Accept)
– COMPLETED ON 06/08/2022
- c. **Approval of Monthly Transmittal** 06/08/2022 (Approve)
– COMPLETED ON 06/08/2022
- d. **Approval of Monthly Financial Reports** 05/31/2022 (Approve)
– COMPLETED ON 06/08/2022
- e. **Adoption of Resolution 2022-08 Re-Authorizing Remote Meetings** (Adopt)
– COMPLETED ON 06/08/2022
- f. **Adoption of Resolution 2022-09 Establishing the Appropriations Limit of the Kensington Fire Protection District for FY2022-2023** (Adopt)
– COMPLETED ON 06/08/2022
- g. **Adoption of Resolution 2022-10 Authorizing Contra Costa County to Place the**

Special Tax on the Tax Roll for Fiscal Year 2022-2023 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District (Adopt)

- COMPLETED ON 06/08/2022

- h. Adoption of Resolution 2022-11 Ordering the Even Year Board of Directors Election, Consolidation of Elections, and Specifications of the Election Order**

- COMPLETED ON 06/08/2022

- i. First Posting of Revised Policy 1170 Reserves to be Considered for Adoption at the July 13th, 2022 Board of Directors Meeting. (00:32:19)**

- TAKEN OUT OF ORDER AND DISCUSSED AFTER AGENDA ITEM 5G

Secretary Kosel presented the report as included in the June 8, 2022 packet. She noted that a building reserves policy is not included in the packet and recommended to keep this open until further cost assessments are completed.

Director Stein requested the reserve be expanded to include known contractual obligations, i.e., the general manager, auditor, accountant, and actuary. Secretary Kosel confirmed she would amend the policy to reflect these recommendations.

There was no public comment.

4. OLD BUSINESS (00:00:00)

There was no old business.

5. NEW BUSINESS (00:00:00)

- a. Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards**

- COMPLETED ON 06/08/2022

- b. Fire Services Contract Fee Proposal for FY 2022-2023**

- COMPLETED ON 06/08/2022

- c. Adoption of Resolution 2022-11 Preliminary FY 2022-2023 Budget**

- COMPLETED ON 06/08/2022

- d. Approval to Proceed with the PSB Seismic Renovation Project Based Upon Prior Findings Calling for Urgent Structural Remediation, 'Essential Services Facility' Building Code Compliance, and Fire Department Space Requirements**

- COMPLETED ON 06/08/2022

- e. PSB Seismic Renovation**

- COMPLETED ON 06/08/2022

- f. Temporary Facility Update**

- COMPLETED ON 06/08/2022

- AGENDA BELOW CONTINUED TO 06/29/2022

- g. Proposal for a Joint Public Meeting with the KPPCSD Board, the Police Chief, and the Fire Chief to Present the Legal Regulations and Space Requirements for the PSB**

Renovation, and the Resulting Needs of the Police Department and Fire Department
(00:04:47)

– PARTIALLY DISCUSSED ON 06/08/2022

GM Hansell reintroduced, discussed, and presented an addendum to the supporting document as included in the packet. The board and Interim Fire Chief Castrejon discussed the item. Director Stein requested that ZFA Structural Engineers give a presentation so that the board and the public can ask questions about the process.

A member of the public expressed their concern and opinion about the fault displacement of the Public Safety Building. Another member of the public noted the distinction between a “renovation” and a “remodel.”

6. FIRE CHIEF’S REPORT (00:46:40)

Fire Chief Castrejon presented the report as included in the June 8, 2022 packet. He noted a new firefighter hire, Jorge Arechiga. Director Kosel thanked Chief Castrejon for posting the training videos.

There was no public comment or board discussion.

7. EMERGENCY PREPAREDNESS COORDINATOR’S REPORT (00:51:46)

EPC Johnny Valenzuela presented the report as included in the June 8, 2022 packet. Secretary Kosel requested that EPC Valenzuela encourage residents to use the Zonehaven website. He confirmed this.

There was no public comment or board discussion.

8. GENERAL MANAGER’S REPORT (00:57:34)

GM Hansell presented the report as included in the June 8, 2022 packet.

There was no public comment or board discussion.

9. COMMITTEE REPORTS (01:02:13)

a. Emergency Preparedness Committee Meeting

President Nagel presented the report as included in the June 8, 2022 packet. He provided an update on surveying the community about installing an LRAD system and recommended GM Hansell to prepare an RFQ for an early warning system. He noted the letter to Supervisor Gioia was not sent out as an alternative recommendation is currently being considered. Secretary Kosel shared her concerns about the contents of the letter to Supervisor Gioia and asked that GM Hansell postpone the call for public safety building renovation proposals. Director Stein commented that the committee asking GM Hansell to prepare an RFQ may not be procedurally correct. She also requested the board be prudent about the allocation of resources in the budget after reviewing the last Finance Committee meeting and in light of the renovation costs.

A member of the public commented that although the committee did recommend GM Hansell prepare an RFQ, it was not expected to be done immediately and that the committee discussed obtaining grants for an early warning system because there wasn’t

money in the budget to purchase directly.

There was no additional public comment or board discussion.

b. Finance Committee Meeting of 05/25/2022 (01:19:56)

Secretary Kosel presented this report at the June 8, 2022 board meeting.

There was no public comment or board discussion.

10. OUTSIDE AGENCIES REPORTS (01:20:16)

a. Contra Costa Special Districts Association

Director Stein presented the report as included in the June 8, 2022 packet. She noted the next meeting will be July 11, 2022.

11. ADJOURNMENT: President Nagel adjourned the meeting at 9:54 p.m.

The next Board of Directors meeting will occur on July 13, 2022.

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