



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

**DATE/TIME:** April 17, 2024, 7:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: President Daniel Levine, Vice President Danielle Madugo,  
Director Rick Artis, Director Julie Stein, Director Jim Watt  
Staff: Interim GM Tim Barry, Board Clerk Candace Eros Diaz

### 1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:04 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT (00:00:55)

Catya D congratulated Director Artis on his appointment and commented on the subject of consolidation and on the board's relationship to the general manager.

Director Watt commented on the exterior color of the Public Safety Building.

Director Stein asked the general manager to order The Brown Act Compliance Handbook for Special Districts for board member education. Director Madugo suggested ordering the Best Practices Handbook as well.

There was no additional public comment.

### 3. OATH OF OFFICE for Director Dean (Rick) Artis (00:06:49)

President Levine administered the Oath of Office to Dean (Rick) Artis.

There was no public comment.

### 4. ANNOUNCE AND ADJOURN TO CLOSED SESSION (00:09:30)

**Subject:** Public Employment Appointment (GC54957)

Title: General Manager

### 5. RECONVENE TO OPEN SESSION (00:10:00)

The Board returned from Closed Session with no reportable actions. President Levine reconfirmed the roll call.

**6. ADOPTION OF CONSENT ITEMS (00:10:08)**

President Levine proposed to approve all consent items on the agenda with a single motion. Director Stein moved to remove both sets of minutes for agenda item 6a.

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

<b>MOTION:</b> M/s Magudo/Levine: Motion to approve consent items 6b-6d.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:12:24</b>

**7. FIRE CHIEF'S REPORT (00:13:00)**

Fire Chief Eric Saylor presented the report as included in the packet. He provided administrative practices, operations, public outreach, and training updates.

There was no board discussion or public comment.

**8. EMERGENCY PREP COORDINATOR'S REPORT (00:17:06)**

EP Coordinator Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings. The board discussed the item. EP Coordinator Valenzuela then presented the evacuation campaign. The board discussed this portion of the item.

Ciara Wood commented on the subject of evacuation.

Kay Reed from the 700 block of Coventry commented on the subject of evacuation and their role as a resident in the K6 Cert area of Kensington.

<b>MOTION:</b> M/s Madugo/Stein: Motion to approve the purchase and distribution of the brochure (1) with the amendments of adding "wildfire" and fixing typos, plus approving the campaign signage for high visible areas (3), at an estimated total project cost of \$4500.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:51:58</b>

A member of the public asked if the \$4500 included printing and distribution of the campaign to residents. EP Coordinator Valenzuela confirmed the estimate included printing and distribution/postage.

David Spath commented on the subject of the evacuation campaign materials.

There was no additional public comment.

## **9. OLD BUSINESS**

### **a. Review Updated Sketch of a Combined Use PSB (00:52:30)**

Interim GM Barry presented the report as included in the packet. The board discussed the item.

Ciara Wood commented on the subject of consolidation.

Andrew Reed commended the board for their work on this agenda item and commented on the subject of consolidation.

John Gaccioni commented on the subject of consolidation.

Sylvia commented on the subject of consolidation and the updated sketch included with this agenda item.

Gail Feldman commented on the subject of consolidation and the Public Safety Building redesigns.

Mark Wegner asked for the square footage of the KPPCSD temporary module. Director Watt confirmed it is 2280 square feet.

The board continued to discuss the item.

Director Watt motioned to ask Marjang to complete final modifications to the side plan in order to accommodate most police services in the PSB at any cost not to exceed \$5000.00. There was no second to this motion.

The board took a recess at 9:25 p.m. The board reconvened at 9:31 p.m.

## **10. NEW BUSINESS**

### **a. Strategic Plan (01:54:42)**

Interim GM Barry presented the report as included in the packet and asked for board direction. The board discussed the item. President Levine proposed directors bring forth strategic plan ideas at the April 24, 2024 special meeting and at a follow up meeting on or around May 6, 2024 at 6:30 p.m. where the board will discuss strategic planning. The board agreed on this date and time.

Kay Reed commented on the subject of strategies for strategic planning.

There was no additional public comment.

<b>MOTION:</b> M/s Madugo/Levine: Motion to approve extending the meeting until 10:15 p.m.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:19:40</b>

**b. Elect New Board Secretary (02:19:53)**

Interim GM Barry presented the report as included in the packet. The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Stein/Madugo: Motion to elect Director Rick Artis to board Secretary.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:20:34</b>

**c. Vote on LAFCO Special District Seat Election (02:20:42)**

Interim GM Barry provided background and presented the report as included in the packet. The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Stein/Levine: Motion to nominate Michael McGill for the LAFCO special district seat election.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:22:37</b>

**d. Approval of Minutes of the Board of Directors Regular meetings of 02/21/2024 and 03/20/2024 (02:23:19)**

The board discussed the item. Directors Stein and Artis requested to put the minutes policy discussion on an upcoming agenda.

There was no public comment.

<b>MOTION:</b> M/s Stein/Levine: Motion to approve minutes of 02/21/2024 and 03/20/2024.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein, and Watt	

Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:31:07</b>

**11. GENERAL MANAGER’S REPORT (02:31:08)**

Interim GM Barry presented the report as included in the packet. The board discussed the item and requested an East Bay Regional Parks representative attend and present at an upcoming board meeting.

A member of the public commented on the subject of a joint meeting with the KFPD and KPPCSD boards.

There was no additional public comment.

<b>MOTION:</b> M/s Artis/Madugo: Motion to continue the meeting to 10:30 p.m.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:36:16</b>

**12. PUBLIC SAFETY BUILDING PROJECT UPDATE (02:36:35)**

Interim GM Barry presented the report as included in the packet. The board discussed the item.

There was no public comment.

**13. COMMITTEE REPORTS**

**a. Emergency Preparedness Committee Meeting (02:37:45)**

President Levine presented the report as included in the packet. The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Madugo/Stein: Motion to appoint Adrienne Johnson as a citizen member of the Emergency Preparedness Committee.	
<b>VOTE:</b> Ayes: Artis, Levine, Madugo, Stein and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:42:06</b>

The board decided to table the motion to approve the EPC work plan at a later date.

**b. Finance Committee Meeting (02:44:34)**

Director Stein provided an update on this item.

There was no public comment.

**14. OUTSIDE AGENCIES REPORTS (02:45:33)**

**a. Contra Costa Special Districts Association**

There was no report.

**15. ADJOURNMENT:** President Levine adjourned the meeting at 10:16 p.m.

MINUTES PREPARED BY: Candace Eros Diaz

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on May 15, 2024.

Attest:

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Secretary of the Board

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