



**KENSINGTON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES**

**DATE/TIME:** April 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: Legal Counsel John Bakker/Meyers Nave, Board Clerk Candace  
Eros Diaz, GM Mary Morris-Mayorga, Fire Chief Eric Saylor

**1. CALL TO ORDER/ROLL CALL**

President Stein called the meeting to order at 7:02 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT**

There was no public comment.

**3. ANNOUNCE AND ADJOURN TO CLOSED SESSION**

President Stein adjourned the regular meeting and commenced the closed session meeting. (00:02:55)

- 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: Anticipated Litigation (GC54956.9)** – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case

**4. RECONVENE TO OPEN SESSION**

President Stein called the regular meeting back to order at 7:43 p.m. and stated there were no reportable actions taken. (00:45:22)

**5. ANNOUNCE AND ADJOURN TO THE SPECIAL MEETING**

President Stein requested to adjourn the regular meeting to commence the special meeting. (00:45:34)

**MOTION:** M/s Levine/Watt: Motion to adjourn the regular meeting to commence the special meeting.

**VOTE:**

Ayes: Levine, Dommer, Nagel, Watt, and Stein

Nays: None

Absent: None

Motion passed 5-0-0

**Video Time Stamped: 00:46:05**

President Stein reconvened the regular meeting at 8:39 p.m. and confirmed the roll call. (01:37:05)

**6. PUBLIC COMMENT (01:38:14)**

A member of the public commented on the March 15, 2023 Consolidation Liaison Temporary Committee report. President Stein responded to this public comment.

Director Nagel announced that Fire Chief Eric Saylor passed the defense of his dissertation and congratulated him.

**7. ADOPTION OF CONSENT ITEMS (01:42:43)**

President Stein proposed to approve all consent items on the agenda with a single motion.

The board did not vote to remove any consent items and there was no further board discussion.

- a. Approval of Minutes of the Board of Directors meetings of 1/18/2023 (regular and special), 2/15/2023, 2/22/2023, and 3/15/2023 minutes.
- b. Acceptance of Incident Activity Report March 2023
- c. Approval of Monthly Transmittal 04/19/2023
- d. Approval of Monthly Financial Reports 03/31/2023

<b>MOTION:</b> M/s Nagel/Dommer: Motion to approve consent items 7a, 7b, 7c, and 7d.	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 01:44:08</b>

**8. FIRE CHIEF'S REPORT (01:44:35)**

Fire Chief Saylor presented the report as included in the packet. He noted Executive Chiefs across the county came together to request Measure X funds in the amount of approximately \$1M to update radios. He added the county is renumbering engines and stations and that succession planning and CERT training continues. President Stein requested residents be notified of engine and station renumbering. Director Watt inquired how a resident would be taken to the hospital in the case of an emergency. Fire Chief Saylor provided a detailed explanation.

**9. EMERGENCY PREP COORDINATOR'S REPORT (01:54:16)**

EPC Johnny Valenzuela presented the report as included in the packet. He gave an overview of upcoming events and initiatives. He noted Wildcat Firewise was certified by the National Fire Protection Association (NFPA).

A member of the public asked why the med portion of the Shred & Med Event is no longer available. They also suggested signage by the parking lot of the Arlington Community Church to redirect residents to the Universalist Church parking lot. Director Nagel responded to the public comment. Residents commented on their emergency preparedness and requested suggestions. The board noted the next Emergency Preparedness Committee Meeting would address these concerns.

## 10. OLD BUSINESS

- a. **REPORT BACK ON COST PROPOSAL FROM MARJANG, DISTRICT'S ARCHITECT, ON THE POTENTIAL FIRST FLOOR REALIGNMENT OF THE RESTROOM AND KITCHENETTE (02:04:44)**

GM Morris-Mayorga presented the report as included in the packet. She requested any actions/approvals or further staff direction. She then reviewed the proposal in detail.

The board discussed the agenda item. Director Nagel noted the provided timeline did not account for the time required to obtain permits. Director Watt retracted his request to reconsider the location of the first-floor restroom; however, he requested to proceed with a redesign to accommodate a sink and mini-refrigerator. GM Morris-Mayorga provided information on possible next steps to incorporate a redesign request.

Members of the public provided their recommendations and opinions on the proposed motion.

<b>MOTION:</b> M/s Nagel/Watt: Motion to direct Marjang to bring back the design for the kitchenette which was part of the original design and submit it to the construction contractor.	
<b>VOTE:</b> Ayes: Levine, Nagel, Watt, and Stein Nays: None Abstains: Dommer Absent: None	
Motion passed 4-0-1-0	<b>Video Time Stamped: 02:13:53</b>

## 11. NEW BUSINESS

- a. **GENERAL MANAGER RECRUITMENT REPORT (02:14:23)**

GM Morris-Mayorga presented the report as included in the packet. She noted Brent Ives generated 13 interested candidates, is working on an advertisement for the position, and will provide an update at the May 17, 2023 meeting.

- b. **VOTE ON 2023 ELECTION FOR LAFCO SPECIAL DISTRICT SEAT (ALTERNATE) (02:16:03)**

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

Director Nagel motioned for President Stein to cast her ballot for Igor Skaredoff to the LAFCO Special District Seat (alternate).

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine: Motion to recommend Igor Skaredoff to the LAFCO Special District Seat (alternate).	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:19:03</b>

c. **PUBLIC SAFETY BUILDING PROJECT UPDATE (02:19:14)**

GM Morris-Mayorga presented the report as included in the packet. She noted the project is approximately 25% complete, reviewed daily/weekly activities, and reported on in progress/planned activities. She provided an update on the project expenses compared to the total overall project costs.

**12. GENERAL MANAGER'S REPORT (02:22:11)**

GM Morris-Mayorga presented the report as included in the packet. She provided an update on governance transitions, the annual audit, actuary report, and financial forecast. She plans to meet in May 2023 to discuss the financial forecast and 2024 preliminary budget with the board. President Stein requested an update on the status of the CSDA Leadership Academy and Transparency trainings at the May 17, 2023 meeting.

**13. COMMITTEE REPORTS**

a. **Emergency Preparedness Committee Meeting (02:25:45)**

Director Nagel presented the report as included in the packet. He noted the last EPC meeting was on March 23, 2023 where the following subcommittees were created: 1) volunteer recruitment 2) door hangers 3) evacuation drill 4) community wildfire preparedness/Firesafe. He also reported that David Spath will no longer be a part of the EPC committee.

There were no additional comments by the board.

b. **Finance Committee Meeting (02:33:53)**

President Stein presented the report as included in the packet. She noted the next meeting will take place at the end of April 2023 or the second week of May 2023.

There were no additional comments by the board.

c. **Consolidation Liaison Temporary Committee (02:34:09)**

Director Levine presented the report as included in the packet. He noted there will be a Special KFPD and KPPCSD Board Meeting on April 24, 2023 where Lou Ann Texeira will present on the consolidation of the two districts.

There were no additional comments by the board.

d. **Public Safety Building Temporary Committee (02:36:54)**

President Stein presented the report as included in the packet. She revisited Director Levine's motion presented at the April 19, 2023 Board of Directors Special Meeting for the KFPD to reject the option to lease in perpetuity, but to consider the KPPCSD proposal when additional details on the scope and price are presented, and that the proposal be reviewed by KFPD general counsel. The board discussed Director Levine's motion in relation to the discussion at the last Public Safety Building Temporary Committee meeting. Director Watt made a correction and noted the actual square footage that could be available to the KPPCSD is 1,200 square feet.

There were no additional comments by the board.

e. **Information Technology Temporary Committee (02:48:37)**

Director Levine presented the report as included in the packet. He recommended that anyone who experiences Zoom technical difficulties should email himself or Director Nagel.

There were no additional comments by the board.

**14. OUTSIDE AGENCIES REPORTS**

a. **Contra Costa Special Districts Association (02:49:08)**

Director Nagel presented the report as included in the packet. He noted the last Contra Costa Special Districts Association meeting was held on March 20, 2023 and reviewed the discussion items and presentations. He noted the next meeting will be held on May 22, 2023.

There were no additional comments by the board.

**15. ADJOURNMENT:** President Stein adjourned the meeting at 09:54 p.m.

The next Board of Directors meeting will occur on May 17, 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 May 17, 2023.

Attest:

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Secretary of the Board