



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

*These minutes will be supplemented by transcription software.*

**DATE/TIME:** August 21, 7:00PM

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

**PRESENT:** Directors: President Daniel Levine, Vice President Danielle Madugo,  
Secretary Rick Artis, Director Julie Stein, Director Jim Watt  
Staff: Consultant Mary Morris-Mayorga, Fire Chief Eric Saylor

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

President Daniel Levine called the meeting to order at 7:13 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:00:58)**

**3. PUBLIC HEARING (00:11:29)**

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

**Moved/Seconded:** Vice President Madugo/Rick Artis

**Action:** Adopted Resolution 2024-07 Declaring that Weeds, Rubbish, Litter or Other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:14:34**

**4. FISCAL YEAR 2022-23 ANNUAL AUDIT AND FINANCIAL STATEMENTS (00:24:03)**

This item was presented and will be brought back to the September Board of Directors meeting.

**5. ADOPTION OF CONSENT ITEMS (01:09:33)**

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 06/19/2024 and 07/17/2024 and Special meeting of 6/5/2024
- b. **Amendment of Minutes** of the Board of Directors Regular meeting of 07/13/2022
- c. **Acceptance of Incident Activity Report** July 2024
- d. **Approval of Monthly Transmittal** 08/21/2024
- e. **Approval of Monthly Financial Reports** 07/31/2024

Items A, B, D, and E were removed from Consent.

**Moved/Seconded:** Secretary Artis/Vice President Madugo

**Action:** Approved adopting Consent Item C **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 01:11:05**

**Moved/Seconded:** President Levine/Vice President Madugo

**Action:** Approved adopting Consent Item B **Ayes:** President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** Secretary Artis **Absent:** None

**Video Time Stamped: 01:11:37**

6. FIRE CHIEF'S REPORT (01:12:06)

7. BUDGET AMENDMENT FOR PURCHASE OF DEFIBRILLATOR AND EKG MONITORS IN THE AMOUNT OF \$149,371.80 (01:29:25)

**Moved/Seconded:** Director Stein/Secretary Artis

**Action:** Approved a budget amendment in the amount of \$149,371.80 for purchase of defibrillator and related components **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 01:31:11**

8. OLD BUSINESS

a. Employment Agreement for General Manager Position (01:32:17)

**Moved/Seconded:** President Levine/Vice President Madugo

**Action:** Approved the employment agreement for General Manager with Mary Morris-Mayorga with the following changes: B. corrected from "Interim General Manager" to "Consultant"; severance reduced from "three months" to "one month"; and where services will be provided, "majority of the services" will be removed in favor of "at least one day per week based on a five-hour workday" **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** Director Stein **Abstain:** None **Absent:** None

**Video Time Stamped: 01:32:29**

b. Possible capital expenditures of surplus available cash in fiscal year 2024-25 (01:37:26)

The Board will have an agenda item in September to discuss the best approach to work with East Bay Regional Parks District (EBRPD) on fuels mitigation along the EBRP hillside adjacent to Kensington.

*Item 9c was taken out of order.*

9. c. Hazardous Vegetation Removal Reimbursement Grant Program (02:22:55)

**Moved/Seconded:** Vice President Madugo/President Levine

**Action:** Approved creating the Hazardous Vegetation Removal Reimbursement Grant Program with change that all proposed projects come to the Board for final approval. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 02:38:16**

**Moved/Seconded:** Secretary Artis/President Levine

**Action:** Extended the meeting to 10:30pm. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Watt **Noes:** None **Abstain:** Director Stein **Absent:** None

**Video Time Stamped: 02:40:16**

*Item 5d was taken out of order.*

5. ADOPTION OF CONSENT ITEMS

d. Approval of Monthly Transmittal 08/21/2024 (02:45:21)

**Moved/Seconded:** Director Stein/Secretary Artis

**Action:** Approved the Monthly Transmittal dated 8/21/2024 with the condition that the Board President issues a retroactive review and approval of the consulting services invoice from Mary Morris-Mayorga in June 2024. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 02:55:57**

Board of Directors Regular Meeting Minutes of August 21, 2024

Item 5a was taken out of order.

**5. ADOPTION OF CONSENT ITEMS**

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 06/19/2024 and 07/17/2024 and Special meeting of 6/5/2024 (02:58:16)

**Moved/Seconded:** Director Stein/President Levine

**Action:** Approved the Minutes of the Board of Directors Regular meeting of 06/19/2024 and 07/17/2024 (with correction for 3b from “Coordination” to “Coordinator”, adding “Discussed and no action taken” to 8b, and listing motion seconded on 10:30pm meeting extension).

**Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt

**Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 03:02:54**

Item 9b was taken out of order.

9. b. **Renewal of Contract For Emergency Preparedness Coordinator** (03:03:58)

**Moved/Seconded:** Vice President Madugo/Secretary Artis

**Action:** Approved extending the (existing) Altivu contract another month **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 03:10:49**

**8. OLD BUSINESS**

- c. **General Manager’s Report** (03:13:37)

**Moved/Seconded:** Secretary Artis/Vice President Madugo

**Action:** Approved extending the meeting until 11:00pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein **Noes:** Director Watt **Abstain:** None **Absent:** None

**Video Time Stamped: 03:15:45**

- d. **Public Safety Building Project Update** (03:21:10)

e. **Committee Reports**

- i. **Emergency Preparedness Committee Meeting** (03:23:00)

- ii. **Finance Committee Meeting** (03:23:25)

f. **Outside Agencies Reports**

- i. **Contra Costa Special Districts Association** (03:39:02)

Item 12 was taken out of order

- 12. PUBLIC SAFETY BUILDING PROJECT UPDATE** (03:39:52)

**9. NEW BUSINESS**

- a. **Strategic Planning District Goals**

This item was adjourned to the next meeting.

- b. **Renewal of Contract For Emergency Preparedness Coordination** (see above 03:03:58)

- c. **Resolution 2024-08 Supporting Findings in the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System** (03:44:22)

This item may be brought back after the Board of Supervisors has the chance to respond.

**d. District of Distinction Certificate Status**

This item was adjourned to the next meeting.

**10. GENERAL MANAGER’S REPORT** (covered during 8c)

**11. EMERGENCY PREP COORDINATOR’S REPORT**

This item was adjourned to the next meeting.

**12. PUBLIC SAFETY BUILDING PROJECT UPDATE** (see above 03:39:52)

**13. COMMITTEE REPORTS**

**a. Emergency Preparedness Committee Meeting**

**b. Finance Committee Meeting** – No report

**14. OUTSIDE AGENCIES REPORTS**

**a. Contra Costa Special Districts Association** – No report

**15. ADJOURNMENT:** The meeting adjourned at 11:00 p.m.

**Moved/Seconded:** President Levine/Secretary Artis

**Action:** Approved adjourning the Strategic Planning District Goals, District of Distinction, and Emergency Preparedness Coordinator’s Report to the next Regular Board of Directors Meeting

**Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt

**Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 03:47:20**

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on September 18, 2024.

Attest:

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Secretary of the Board