



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

*These minutes will be supplemented by transcription software.*

**DATE/TIME:** October 16, 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: General Manager Mary Morris-Mayorga  
**ABSENT:** Staff: Fire Chief Eric Saylor

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

President Daniel Levine called the meeting to order at 7:06 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:01:15)**

**3. ADOPTION OF CONSENT ITEMS (00:10:15)**

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 09/18/2024 and Special meeting of October 1, 2024
- b. **Amendment of Minutes** of the Board of Directors Regular meeting of 08/21/24
- c. **Acceptance of Incident Activity Report** September 2024
- d. **Approval of Monthly Transmittal** 10/16/2024
- e. **Approval of Monthly Financial Reports** 09/30/2024
- f. **Approve List of Surplus Items for Disposal**
- g. **Request approval from the board for Director Stein to attend the CSDA Special District Leadership Academy training conference in San Rafael, CA, on November 3-6 2024, including any reimbursable expenses which may include: registration fees, mileage, lodging, reimbursement of meals and incidentals in accordance with District policy**

Items D, E, and F was removed from Consent.

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

**Action:** Approved adopting Consent Items A, B, C, and G. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:10:59**

**4. FIRE CHIEF’S REPORT (00:12:20)**

Chief Saylor was unable to attend this evening.

**5. OLD BUSINESS (00:15:05)**

- a. **Introduction and First Reading of Revised Board Policy 0010 Goals**  
The Board discussed and may hold a future special meeting on strategic planning.

Item 3 d, e, and f, pulled from Consent were taken next.

**6. NEW BUSINESS**

**3. ADOPTION OF CONSENT ITEMS**

- d. **Approval of Monthly Transmittal** 10/16/2024 (00:43:38)

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

**Action:** Approved Monthly Transmittal as revised in the packet **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:49:07**

**e. Approval of Monthly Financial Reports 09/30/2024 (00:50:00)**

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

**Action:** Approved Monthly Financial Reports **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:57:19**

**f. Approve List of Surplus Items for Disposal (00:50:00)**

**Moved/Seconded:** Vice President Madugo/Director Stein

**Action:** Approved the List of Surplus Items for Disposal **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 01:01:57**

**a. Adopt Resolution 2024-10 Public Entity Banking Resolution (01:03:09)**

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

**Action:** Adopted Resolution 2024-10 Designating Persons Authorized to Sign and Act on Matters Related to Mechanics Bank **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

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

**b. Introduction and First Reading of Revised Board Policy 1050 Board Meetings (01:39:37)**

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

**Action:** Accepted the first reading of revised Board Policy 1050 Board Meetings with the exception of striking the change of the Kensington Community Center to the Public Safety Building and striking the removal of Sections 1050.11 - 1050.12 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 01:46:52**

**c. Introduction and First Reading of New Board Policy 1165 Expense Authorization (Previously Operations Manual Policy 7 and 8 Checking Account) (01:51:08)**

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

**Action:** Accepted the first reading of new Board Policy 1165 Expense Authorization as written in the packet with the exception that "or Executive Assistant/Board Clerk" is stricken from 1165.12 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 02:21:06**

**d. Introduction and First Reading of New Board Policy 1175 OPEB Trust Fund**

This item will be on a future meeting agenda.

**e. Charter for Ad Hoc Committee Board member (02:22:24)**

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

**Action:** Accepted the first reading of new Board Policy 1165 Expense Authorization as written in the packet with the exception that "or Executive Assistant/Board Clerk" is stricken from 1165.12 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 02:21:06**

**Moved/Seconded:** Secretary Artis/Vice President Madugo  
**Action:** Extended the meeting until 10:15pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 02:53:14**

Item 9 was taken out of order

**9. PUBLIC SAFETY BUILDING BUDGET REVISION AND UPDATE (02:38:06)**

**Moved/Seconded:** Secretary Artis/Vice President Madugo  
**Action:** Approve the revised Public Safety Building project budget of \$9,731,964 to allow for final change order resolution and closing out the project **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 02:55:40**

- f. **Verifier role for approval of invoices and payments above a specific cost threshold to be discussed and determined by the board. This would involve creating a board member role for approving all invoices for payment that are above a certain threshold, regardless of the payment method, including invoices approved for payment by Mechanics Bank or by Contra Costa County. (02:57:26)**

This item was withdrawn.

- g. **Roles and Responsibilities in the KFPD check payment process and the KFPD checking account, to include: Resolution 20-01; implementation of Policy 8 Checking Account; paper check preparation and signature roles, electronic banking payment and check preparation, approval, and signature roles; ATM card and additional roles, creation of the required new role of District Treasurer, process for authorized user transitions (02:59:20)**

The General Manager will bring a plan forward at a future meeting.

**7. GENERAL MANAGER’S REPORT (00:00:00)**

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

This item will be taken at a future meeting.

**10. COMMITTEE REPORTS**

- a. **Emergency Preparedness Committee Meeting – September 26, 2024 meeting**  
This item will be taken at a future meeting.
- b. **Finance Committee Meeting – None**

**11. OUTSIDE AGENCIES REPORTS**

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

**12. ADJOURNMENT:** The meeting adjourned at 10:15 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on October 16, 2024.

Attest:

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Secretary of the Board