



KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
AGENDA

Monday, May 6th, 2024 6:30 p.m. - 8:30 p.m.
 Kensington Community Center, 59 Arlington Avenue
 Kensington, CA 94707 (in-person and hybrid)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment by emailing the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

In-person: At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

Via Zoom: If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

Directors will also have an opportunity to speak on matters not on the agenda.

Accommodations: To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email public.comment@kensingtonfire.org 48 hours prior to the meeting.

Agenda and supplemental materials: This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

PLEASE NOTE: The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

Hybrid Meeting Option via Zoom Internet Address:

https://us06web.zoom.us/j/86181177730?pwd=DIY5XsOmKyiVhScqQlf-usO27YUDcw.CYfHxw9bZ3_URdef

Telephone Access:

(669) 444-9171 or (719) 359-4580 or (253) 205-0468

Webinar ID: 861 8117 7730

Passcode: 181313

TIMING OF AGENDA ITEMS: *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

1. (6:30pm) CALL TO ORDER/ROLL CALL

President Levine, Vice President Madugo, Director Artis, Director Stein, Director Watt

2. (6:32pm) PUBLIC COMMENT

Under “Public Comment,” the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

Directors will also have an opportunity to comment on matters not on the agenda.

3. (6:40pm) Elect New Board Member to Finance Committee – Barry

The board will consider appointing a member to the Finance Committee due to the recent resignation of Director Stein from the committee.

Action = Discussion, motion

4. (6:50pm) STRATEGIC PLANNING – Barry (Supporting Material)

The board will discuss strategic planning for the district, including goal setting and any specific considerations for the process, consider hiring a facilitator, and give staff direction.

Action = Discussion, direction, and motion

5. (8:30pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 15, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, May 1, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, May 8, 2024, by 1:00pm.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 6, 2024
TO: Board of Directors
RE: Strategic Planning Facilitation
SUBMITTED BY: Tim Barry, Interim General Manager

At the board's April 24th Special Meeting, the discussion of whether the board wished to have their strategic planning facilitated by district staff or a contracted facilitator took place. The board asked me to contact Dmitry Semenov, principal of Ridgeline Municipal Strategies (the firm that is currently working on the fiscal study of current models of KFPD and KPPCSD as well as a model of consolidation of the two districts), to gauge his interest level in assisting the board with this project. I set up a zoom meeting with President Levine, myself and Mr. Semenov that took place on May 1st, when we discussed a scope and framework for Dmitry's services for our strategic plan.

He described that he is currently assisting KPPCSD with their strategic plan, is very much interested in facilitating our planning efforts, and suggested a similar approach which is scaled down from some of the full-blown strategic plan processes many of us have participated in and don't feel is the right fit for our purposes. We asked him for a proposal, and it is attached as Exhibit A for the board's consideration. He thought, with the board's acceptance and direction to proceed, that the 3-4 hour strategic planning workshop he lists in his scope could take place the afternoon of the board's regular meeting date of June.19th if that works for the board. Please let me know if you have any questions.

If it is the board's direction to proceed with Mr. Semenov, staff would prepare an agreement to execute this direction and work with him to schedule pertinent activities.

Attachment: Exhibit A Strategic Planning Facilitation Proposal from Ridgeline



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 6, 2024
TO: Board of Directors
RE: Strategic Planning 6 Goals Summary
SUBMITTED BY: Tim Barry, Interim General Manager

At the April 24th Special Board meeting, the board reviewed the attached district mission, goals and objectives (Exhibit A), discussed strategic planning and determined that it would be good for each director to put forward 6 goals important to them. I requested that directors send me those goals and I would present them back for this meeting. I found the goals to cover a few main categories of the district's business, so I listed them in those categories (not set in stone and in no particular order) with the director's initials who contributed the goal. This draft list is for discussion purposes.

1. Emergency Preparedness and Fire Prevention

- A. Vegetation management along Kensington's borders
 Develop a comprehensive plan, integrating EBRPD, El Cerrito, Berkeley, and Richmond as needed, which can be used as a basis for grant applications and actionable work.
 Establish a fund whereby citizens can make tax-deductible donations to promote the district's planned vegetation management. **DL**
- B. Strengthen the relationship and deepen the engagement between the Kensington Fire Protection District (KFPD) board of directors and the KFPD manager with the El Cerrito - Kensington Fire Chief in order to work together on relationships with East Bay Regional Park and other fire agencies with fire fuel threats and concerns similar to Kensington. **JS**
- C. Explore strategic synergies with El Cerrito Fire Department and other fire agencies for administrative and emergency coordination staffing, including possible inter-agency contracts, demonstration projects, or joint powers agreements. **JS**
- D. Identify and pursue appropriate certification and training, along with more robust board of director advisory oversight, for an ongoing emergency preparedness coordinator role. **JS**
- E. Review recent system improvements and determine next steps. **DL**
- F. Work with El Cerrito fire department on possible cost cutting measures and improvements in fire prevention in Tilden Park and reduced fire risk on Kensington residential properties. **JW**

- G. Establish a fire hazard reduction program with East Bay Regional Park District and budget at least \$100,000 annually to reduce fire risk **JW**
- H. Add additional fire hydrants adjacent to Tilden Park, better emergency vehicle access to the park and culdesac turn around at Lake Drive. **JW**
- I. Establish a path of travel for emergency access vehicles to reach the Tilden park interface. Budget sufficient money to widen streets used for emergency vehicles and Kensington home owner access. **JW**
- J. Install an emergency traffic signal at Arlington and Sunset and realign current access route. **JW**
- K. Take the necessary steps to obtain government grants for the reduction of fire risks similar to grants awarded nearby communities by Con Fire, Measure C and the Dept. of Forestry. **JW**
- L. That the district consider each natural hazard it faces proportionally to the risk: fire (including wildfire), earthquake, landslide, fire following earthquake, earthquake induced landslides, severe weather, flooding, etc. and do something every month about each one. **DM**
- M. Move EPC to a committee under both KPPCSD and KFPD with at least one director - and ideally two - from each board participating in it. **DM**
- N. Establish a “top-three” prioritized list for vegetation management issues to be reviewed at each board meeting (what, when, where, how) – propose two of these be ridgeline brush management and communication to upper Kensington property owners with vegetation management issues. **RA**
- O. Consider the formation of a dedicated subcommittee to establish and manage partnership of fire prevention efforts with EBRP and WCCCSO along the ridgeline. **RA**
- P. Approach KPPCSD with a goal of establishing a standing joint evacuation preparedness committee to enhance community ability to evacuate in the event of an emergency. **RA**

2. District Management

- A. To enhance the district’s reputation, aggressively pursue and continuously maintain the Kensington Fire Protection District of Distinction certificate through timely board member training and satisfaction of all administrative requirements. **JS**

- B. To recruit and retain top quality staff, strategically align the Kensington Fire Protection District staffing structure, including number of employees and desired expertise, with the District's strategic goals and objectives. **JS**
- C. Identify steps the district can take to promote insurance renewals. **DL**
- D. Develop and maintain a strong working relationship and active communication with the KPPCSD and hold at least two joint meetings/year. Discuss each district's needs and goals, financing issues, and how each district can support them all of them. **DM**
- E. Improving communication between GM and board with district news as it happens - say, update emails. **DM**
- F. Improve communication between board members, provide more ways to engage with each other without violating the Brown Act. Bulletin board? Jam board? **DM**
- G. Keep many goals already established in the policy handbook and specify how they can be accomplished. Communicate those goals and plans for their accomplishment to the public/engage the public more. **DM**
- H. Support Ridgeline Financial Analysis and engage in good faith in the near term with KPPCSD to provide necessary framing for a unified district structure. **RA**
- I. Revisit Policies and Procedures manual on the topic of volunteer participation on district subcommittees with a goal of expanding the use (if possible and prudent). **RA**
- J. Establish clear "rapid-response" mechanism for responding to grant opportunities. **RA**

3. Ambulance Service

- A. Make ambulance service improvements in the district. **DL**
- B. Explore strategic alliances with other fire and emergency medical agencies west of the East Bay Hills to strengthen ambulance service and integrate dispatch service, including across the West Contra Costa and the Alameda County line. **JS**

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Mission Statement

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Objectives

- Reducing loss of life and property and safeguarding Kensington by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
- Helping residents of Kensington reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;
- Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on District, private and other agencies' property; and
- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Goals

Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years.

Maintain a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.

Maintain enhanced personnel skill levels in wildland firefighting and incident command by continued participation in area-wide wildland fire response training exercises.

Maintain Fire Station No. 65's functional adequacy and seismic structural integrity.

Manage and implement capital projects to provide adequate fire flow throughout Kensington.

Provide a comprehensive maintenance and certification test program to ensure readiness of complex fire apparatus and equipment.

Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.

Maintain the earthquake and disaster preparedness program by supporting the Community Emergency Response Team (CERT).

Continuously update disaster planning by utilizing support from the City of El Cerrito and their planning process.

Continued implementation of upgraded computer-based systems for records and reports. Continuously improve access to and utilization of fire service weather information network.

Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.

Maintain a program to identify and obtain grant funding to support and enhance the District's fire protection services.

Prudently manage District funds.



Tim Barry <tbarry@kensingtonfire.org>

KFPD Strategic Planning Workshop

Dmitry Semenov <dsemenov@ridgelineuni.com>

Wed, May 1, 2024 at 12:20 PM

To: Tim Barry <tbarry@kensingtonfire.org>, "dlevine@kensingtonfire.org" <dlevine@kensingtonfire.org>

Tim and David,

It was a pleasure to talk with you today.

In terms of scope for the planning workshop, here is what I am thinking:

- Develop questionnaires for participants to work through prior to the workshop
- Hold a 3-4 hour workshop
- Document the results of the workshop in a brief memo

The following people should participate in the workshop:

- The board
- General Manager
- Fire Chief and any key members of the fire department, if the Chief thinks this would be valuable
- Any members of the public that you may want to include (only if they have valuable input – we are not looking for people coming to vent)

The goal of the effort is to set the qualitative decision framework for the District which will serve as the greater context for assessing the results of the fiscal analysis and determining on the further course of action.

As we discussed, the budget for this is \$2,500.

My thinking is that to be effective and efficient, the process outlined above is a good first step. A more serious planning effort is likely to be warranted once you determine on whether you are staying independent or consolidated – there is just too much uncertainty now.

Warmest regards,



Dmitry Semenov | Principal



Ridgeline Municipal Strategies, LLC

2213 Plaza Drive, Rocklin, CA 95765

(916) 250-1590 | dsemenov@ridgelineuni.com