



**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**
These minutes will be supplemented by transcription software.

DATE/TIME: June 19, 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: Consultant Mary Morris-Mayorga, Fire Chief Eric Saylor
Counsel: General Counsel John Bakker

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 (00:01:13)

3. ANNOUNCE AND ADJOURN TO CLOSED SESSION (00:14:05)

a. Closed Session

The Board adjourned to Closed Session at 7:18pm.

b. Reconvene to open session

The Board reconvened to Open Session at 8:01pm. President Levine reported that the Board decided to enter into contract negotiations with Mary Morris-Mayorga for the General Manager position, non-interim role) subject to contract approval at the July regular meeting.

4. PUBLIC HEARING (00:58:05)

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

Moved/Seconded: Director Stein/Vice President Madugo

Action: Adopted Resolution 2024-01 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:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:02:15

5. ADOPTION OF CONSENT ITEMS (00:06:26)

a. Approval of Minutes of the Board of Directors Regular meeting of 05/15/2024

b. Acceptance of Incident Activity Report May 2024

c. Approval of Monthly Transmittal 06/19/2024

Board of Directors Regular Meeting Minutes of June 19, 2024

- d. **Approval of Monthly Financial Reports 05/31/2024**
- e. **Adoption of Resolution 2024-02 Establishing the Appropriations Limit of the Kensington Fire Protection District for FY 2024-2025**
- f. **Approval of FY 2024-2025 Fee Schedule for El Cerrito-Kensington Fire Department Contract (taken prior to 9b)**
- g. **Adoption of Resolution 2024-03 Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2024-2025 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District (see 9b)**
- h. **Adoption of Resolution 2024-04 Ordering the Even Year Board of Directors Election, Consolidation of Elections, and Specifications of the Election Order**

Items 5a, 5c, 5f, and 5g were removed from Consent.

Moved/Seconded: Director Stein/Vice President Madugo
Action: Approved Consent Items 5b, 5d, 5e, and 5h **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:06:04

6. FIRE CHIEF'S REPORT (01:07:15)

7. EMERGENCY PREP COORDINATOR'S REPORT (01:12:45)

5c. Approval of Monthly Transmittal 06/19/2024 (pulled from Consent above)

Moved/Seconded: Director Stein/Vice President Madugo
Action: Approved Monthly Transmittal with the correction necessary for the payment of the El Cerrito contract and reimbursement of the revolving fund **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:32:26

5c. Approval of Minutes of the Board of Directors Regular meeting of 05/15/2024 (pulled from Consent above)

This item will be brought back to the Board at a future meeting with revisions.

8. OLD BUSINESS

- a. **Strategic Planning District Goals (01:40:44) (3:08:08)**
This item was adjourned to the next meeting.

9. NEW BUSINESS

- a. **At-Will Employment Agreement for Interim General Manager**
This item will not be taken at this meeting.

5f. Approval of FY 2024-2025 Fee Schedule for El Cerrito-Kensington Fire Department Contract

Moved/Seconded: Director Watt/Director Artis
Action: Approved FY 2024-2025 El Cerrito Contract Fee Schedule with any revisions from the Finance Committee to be brought back prior to the September adoption **Ayes:** Secretary

Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None
Abstain: None **Absent:** None **Video Time Stamped:** 01:50:54

b. Adoption of Resolution 2024-01 Preliminary FY 2024-2025 Budget (01:44:50)

Moved/Seconded: Director Stein/Vice President Madugo
Action: Adoption of Resolution 2024-05 (*numbering corrected from 03*) Preliminary FY 2024-2025 Budget **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None **Video Time Stamped:** 02:56:04

5g. Adoption of Resolution 2024-03 Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2024-2025 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District

Moved/Seconded: Director Stein/Director Watt
Action: Adoption of Resolution 2024-03 (*numbering corrected from 01*) Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2024-2025 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None **Video Time Stamped:** 02:57:51

c. FY 2024-25 Emergency Preparedness Committee Work Plan (02:58:49)

Moved/Seconded: Vice President Madugo/Director Stein
Action: Approved FY 2024-25 Emergency Preparedness Committee Work Plan with any additions to be brought back to the Board **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None **Video Time Stamped:** 03:04:04

Moved/Seconded: Secretary Artis/Director Stein
Action: Approved extending the meeting to 10:40 p.m. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None **Video Time Stamped:** 03:24:52

d. Renewal of Contract For Emergency Preparedness Coordination

This item was adjourned to the next meeting.

e. Public Safety Building Repainting

This item was adjourned to the next meeting.

10. GENERAL MANAGER'S REPORT

This item was adjourned to the next meeting.

11. PUBLIC SAFETY BUILDING PROJECT UPDATE

This item was adjourned to the next meeting.

12. COMMITTEE REPORTS

a. Emergency Preparedness Committee Meeting

This item was adjourned to the next meeting.

b. Finance Committee Meeting

This item was adjourned to the next meeting.

13. OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association

14. ADJOURNMENT: President Levine adjourned the meeting at 10:40 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on August 21, 2024.

Attest:

Secretary of the Board



**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**
These minutes will be supplemented by transcription software.

DATE/TIME: July 17, 2024, 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 7:04 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:41)

3. ITEMS ADJOURNED FROM THE MEETING ON 6/19/2024

a. Strategic Planning District Goals (00:14:15)

This item will be brought back to the August meeting.

b. Renewal of Contract For Emergency Preparedness Coordination (00:53:50)

Moved/Seconded: President Levine/Director Watt

Action: Approved Consultant Morris-Mayorga pursue with District counsel a time and materials contract or contract that provides similar accountability for the Emergency Preparedness Coordinator to bring back to the Board for consideration at the August regular meeting **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:37:50

Moved/Seconded: President Levine/Director Stein

Action: Approved a contract amendment to extend the Altivu previous contract for two months with an appropriate prorated amount **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:45:06

c. Public Safety Building Repainting (01:48:07)

Additional bids for painting three or four sides of the Public Safety Building in a lighter color and for possible color schemes that have been suggested to be brought to the Board at a future meeting.

4. ADOPTION OF CONSENT ITEMS (02:05:18)

a. Approval of Minutes of the Board of Directors Regular meeting of 05/15/2024 and Special meeting of 6/5/2024

b. Acceptance of Incident Activity Report June 2024

c. Approval of Monthly Transmittal 07/17/2024

d. Approval of Monthly Financial Reports 06/30/2024

e. Ratify Approval of the Change in Time of Regular Emergency Preparedness

Moved/Seconded: Director Stein/President Levine

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

Video Time Stamped: 02:05:46

5. FIRE CHIEF'S REPORT (02:06:13)

Moved/Seconded: President Levine/Director

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

Video Time Stamped: 02:48:00

6. EMERGENCY PREP COORDINATOR'S REPORT (02:53:06)

7. OLD BUSINESS - none

8. NEW BUSINESS

a. Employment Agreement for General Manager Position (03:02:00)

The Board will hold a Closed Session in August on this item.

b. Request Marjang modify the first floor of the PSB in accordance with the attached layout to provide police service as requested by Ridgeline (03:15:23)

c. Possible capital expenditures of surplus available cash in fiscal year 2024-25

This item was adjourned to the next meeting.

Moved/Seconded: Director Madugo/President Levine

Action: Approved extending the meeting to 10:50 p.m. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 03:40:43

d. Recording and Reporting on Board Meetings (item taken after 8e) (03:43:56)

Moved/Seconded: President Levine/Director Stein

Action: Adopt action minutes for the proceedings of the Kensington Fire Protection District for minutes that have not yet been produced and procure transcription software for those meetings **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 03:48:44

e. CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Bay Area Network (item taken prior to 8d) (03:41:20)

Moved/Seconded: Director Stein/Director Madugo

Action: Approved voting for Renee Fernandez-Lipp for the CSDA Board of Directors Seat A - Bay Area Network **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 03:42:19

Moved/Seconded: Director Artis/President Levine

Action: Approved extending the meeting to 10:55 p.m. **Ayes:** Director Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None

Absent: None

Video Time Stamped: 03:45:57

9. GENERAL MANAGER’S REPORT

This item was adjourned to the next meeting.

10. PUBLIC SAFETY BUILDING PROJECT UPDATE

This item was adjourned to the next meeting.

11. COMMITTEE REPORTS

a. Emergency Preparedness Committee Meeting

This item was adjourned to the next meeting.

b. Finance Committee Meeting

This item was adjourned to the next meeting.

12. OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association

This item was adjourned to the next meeting.

13. ADJOURNMENT: President Levine adjourned the meeting at 10:53 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on August 21, 2024.

Attest:

Secretary of the Board