



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

DATE/TIME: September 18, 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, Fire Chief Eric Saylor

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:01:00)

3. PUBLIC HEARING (00:04:48)

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

Moved/Seconded: Director Stein/Vice President Madugo
Action: Adopted Resolution 2024-08 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: 00:10:40

4. FISCAL YEAR 2022-23 ANNUAL AUDIT AND FINANCIAL STATEMENTS (00:11:33)

Moved/Seconded: Director Stein/Secretary Artis
Action: Accepted Fiscal Year 2022-23 Annual Audit and Financial Statements as prepared and presented by the audit firm Nigro & Nigro PC **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:30:23

5. PRESENTATION OF THE KFPD FISCAL ANALYSIS (00:31:08)

Moved/Seconded: Secretary Artis/Vice President Madugo
Action: Accept the KFPD Fiscal Analysis Report and Proceed with the Financial Analysis for the Combined District **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein **Noes:** Director Watt **Abstain:** None **Absent:** None
Video Time Stamped: 01:45:50

6. ADOPTION OF CONSENT ITEMS (01:57:52)

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 08/21/2024
- b. **Acceptance of Incident Activity Report** August 2024
- c. **Approval of Monthly Transmittal** 09/18/2024
- d. **Approval of Monthly Financial Reports** 06/30/2024, 07/31/2024 and 08/31/2024

Item C was removed from Consent.

Moved/Seconded: Vice President Madugo/Secretary Artis
Action: Approved adopting Consent Items A, B, and D **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 01:58:17

Item 9a was taken out of order

9. a. Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025 (01:58:51)

Moved/Seconded: Secretary Artis/President Levine
Action: Adopted Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 02:11:20

Item 8b was taken out of order

8. b. Renewal of Contract For Emergency Preparedness Coordinator (02:12:22)

Moved/Seconded: Secretary Artis/Vice President Madugo
Action: Approved the Contract for Emergency Preparedness Coordinator with inserting language that the General Manager is responsible for overseeing the contract and the individual performing the work would be Johnny Valenzuela **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 02:17:46

Item 6c (removed from Consent) was taken out of order

6. c. Approval of Monthly Transmittal 09/18/2024 (02:48:20)

Moved/Seconded: Secretary Artis/Vice President Madugo
Action: Extended the meeting until 10:15 pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 02:56:20

Moved/Seconded: Director Stein/Secretary Artis
Action: Approved the Monthly Transmittal with the condition that the General Manager brings an updated policy to the Board in October for managing invoice approval and payments made from the checking account **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 03:04:23

Moved/Seconded: Secretary Artis/President Levine
Action: Extended the meeting until 10:30 pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 03:08:00

7. FIRE CHIEF'S REPORT (03:08:15)

8. OLD BUSINESS

a. Strategic Planning District Goals

This item will be on the next meeting agenda.

b. Renewal of Contract For Emergency Preparedness Coordinator (see above 02:12:22)

c. District of Distinction Certificate Status (03:20:01)

d. **Emergency Prep Coordinator's Report** (03:24:08)

9. **NEW BUSINESS**

a. **Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025** (see above 01:58:51)

b. **Discuss Options for Working with East Bay Regional Park District (EBRPD) on Possible Fuel Reduction Between Kensington and the Park**

This item will be on the next meeting agenda.

c. **Wildland Vegetation Management**

This item will be on the next meeting agenda.

d. **Exterior Painting of the PSB**

This item will be on the next meeting agenda.

e. **Board Member "Verifier" for Bank Account Payment Approvals** (item withdrawn)

10. **GENERAL MANAGER'S REPORT**

This item will be on the next meeting agenda.

11. **EMERGENCY PREP COORDINATOR'S REPORT** (covered under 8d)

12. **PUBLIC SAFETY BUILDING PROJECT UPDATE**

This item will be on the next meeting agenda.

13. **COMMITTEE REPORTS**

a. **Emergency Preparedness Committee Meeting**

This item will be on the next meeting agenda.

b. **Finance Committee Meeting**

This item will be on the next meeting agenda.

14. **OUTSIDE AGENCIES REPORTS**

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

15. **ADJOURNMENT:** The meeting adjourned at 10:30 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:

Secretary of the Board