



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

PRESENTED BY: Danielle Madugo, Director and Chair for EPC

SUBJECT: Board Approval of the Emergency Preparedness Committee (EPC) Meeting Once Per Month as a Committee Under the Board of Directors and Approval of Appointing Laura Westphal to the EPC Committee as a Public Member

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### RECOMMENDATION:

There will need to be an updated verbal recommendation at the board meeting based on the outcome of the EPC meeting.

### BACKGROUND:

The EPC will meet on the afternoon of the 14<sup>th</sup> to determine the application of Laura Westphal and to discuss the possibility of meeting each month as a committee.

Based on the discussion and vote of the EPC on the afternoon of the 14<sup>th</sup>, this agenda item is being brought to the board for discussion, approval to appoint the public member, and move the meetings of the EPC to monthly.

### EXHIBIT(S):

- EPC Special Mtg Agenda Packet



**KENSINGTON COMMUNITY SERVICES DISTRICT**  
SPECIAL MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE

AGENDA

Thursday, May 14, 2026, 4:00 p.m.- 6:00 p.m.  
Kensington Community Center - Meeting Room 3,  
59 Arlington Avenue, Kensington, CA 94707 (and hybrid)

*Director Rodney Paul's location*  
*Holiday Inn & Suites, 506 W Harrison St.; Chicago IL 60607*

*Committee Member Paul Moss' location*  
1445 14th St, Los Osos, CA 93402

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment by emailing the Chair and Board Clerk by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). by two hours prior to the meeting start time. 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 (*regular meetings only*). 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).

**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](mailto: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/emergency-preparedness-committee>. 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 Internet Address:**

<https://us02web.zoom.us/j/83121387842?pwd=6sBjRanrd4whoYCE1xgHa9atubNSpt.1>

**Telephone Access:**

(669) 444-9171

**Zoom Webinar ID:** 831 2138 7842

**Passcode:** 815806

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

Directors: Director Madugo, Director Paul, Director Spath and Director Watt  
Public Members: Kay Blonz, Katie Gluck, Annette McCoubrey and Paul Moss  
Staff: David Aranda Interim General Manager  
Consultants: Mary Morris-Mayorga  
Raychel Jackson  
Johnny Valenzuela, Emergency Preparedness Coordinator

**2. PUBLIC COMMENT**

Under "Public Comment," the public may address the Committee on any subject not listed on the agenda. Please address your comments to the Committee and not to staff and/or the audience. Each speaker may address the Committee 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 Committee, no further comment from the public will be permitted unless authorized by the Committee. The Committee 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. Committee members will also have an opportunity to comment on items not on the agenda.

**3. ADOPTION OF CONSENT ITEMS**

a. **Approval of Minutes** for the meeting on March 26, 2026

**4. OLD BUSINESS – None**

**5. NEW BUSINESS**

a. **Review any New Applications for EPC Public Member Seats**

b. **Review and Update Emergency Preparedness Committee Protocols to Support Monthly Meetings**

**6. FUTURE AGENDA ITEMS**

The list of future agenda items discussed during the meeting will be summarized here.

**7. ADJOURNMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Community Service District is scheduled for May 28, 2026 at 4:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.



**KENSINGTON COMMUNITY SERVICES DISTRICT**  
**EMERGENCY PREPAREDNESS COMMITTEE**  
**REGULAR MEETING MINUTES**

**DATE/TIME:** March 26, 2026, 4:00PM

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

**PRESENT:** Directors: Director Madugo, Director Paul, Director Spath and Director Watt  
Public Members Kay Blonz, Katie Gluck, Annette McCoubrey, Paul Moss  
Staff: David Aranda, Interim General Manager  
Consultants: Mary Morris-Mayorga  
Raychel Jackson  
Johnny Valenzuela, Emergency Preparedness Coordinator

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

Director Madugo called the regular meeting to order at 4:07 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:00:52)**

**3. ADOPTION OF CONSENT ITEMS**

- a. **Approval of Minutes** EPC regular meeting: 2/26/2026
- b. **Approval of Minutes** EPC special meeting: 3/11/2026

**Moved/Seconded:** Paul / McCoubrey **Action:** Approved minutes of the 2/26/2026 and 3/11/2026 meetings **Ayes:** Paul, Madugo, Spath, Watt, Blonz, Gluck, Moss and McCoubrey **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:02:32**

**4. PRESENTATION**

- a. **Opportunities for Coordination presented by K6 (00:03:09)**

**5. OLD BUSINESS**

**6. NEW BUSINESS (00:30:55)**

- a. **Review 2026 EPC Work Plan Subcommittees**
- b. **Review status update on 2026 EPC Work Plan progress**
- c. **Discussion and approval to request that the KCSD Board of Directors approve the document that explains and provides direction regarding days that are declared “Red Flag Days”**

**Moved/Seconded:** Spath / Paul **Action:** Moves to recommend to the KCSD Board of Directors for consideration of the document that explains and provides direction regarding days that are declared “Red Flag Days” **Ayes:** Paul, Spath, Watt, Madugo, Blonz, Gluck, Moss and McCoubrey **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 01:26:54**

- d. **Review any new applications for EPC Public Member seats**

**7. FUTURE AGENDA ITEM**

**8. ADJOURNMENT:** Director Madugo adjourned the meeting at 5:34 p.m.

The next regular meeting of the Emergency Preparedness Committee of the Kensington Community Services District is scheduled for May 28, 2026 at 4:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.

MINUTES PREPARED BY: Raychel Jackson

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Community Services District on May 28, 2026.

**Attest:** \_\_\_\_\_  
**Emergency Preparedness Committee Member**



## KENSINGTON COMMUNITY SERVICES DISTRICT

### Application to Serve on the KCSD EMERGENCY PREPAREDNESS COMMITTEE

Please review the attached Emergency Preparedness Committee Protocols (draft) and Board and Committee Member Remote Meeting Attendance

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please do not supply private contact information; this document is accessible to the public.)*

- I am a Kensington resident aged 18 or over

#### Areas of interest (check all that apply):

- Evacuation preparation
- Emergency notification (remote sensing/cameras, sirens, cell towers, radios, phones)
- Path ownership, clearing, etc.
- Collaboration and coordination with other agencies (County, Parks, FireSafe Councils, other towns)
- Hazard mitigation (education about hazardous plants, house-hardening, etc.)
- CERT training and network formation
- Development of Firewise neighborhood designations
- Public education about emergency preparedness, earthquake and related topics
- Red Flag Day Parking Strategy
- Other \_\_\_\_\_

**Please explain your experience and current efforts in your areas of interest:**

**If named to the Committee, what goals and objectives would you recommend for the work plan?**

*Thank you for your interest. Applications will be considered annually and/or as the need arises.  
Committee size is limited to five (5) public members. Please email your application to  
[fire@kensingtonfire.org](mailto:fire@kensingtonfire.org).*

## **Laura Westphal EPC Committee Application**

***“Please explain your experience and current efforts in your areas of interest.”***

I bring a mix of operational, strategic, and community-based experience in emergency preparedness. I’m a combat-deployed OEF Air Force Veteran with a background in Logistics and Operations. I was trained to manage resources, work with gov’t contract vendors, coordinate under pressure, and make decisions in high-stakes environments. I also have training in combat first aid and have been CPR certified. I hold a degree in Sociology from UC Berkeley. Post-graduation, I became President of the Cal Veterans Alumni Association as well as volunteered full-time with the American Red Cross in the Oakland chapter, supporting HR administration operations, assisted in building a regional training program, and served as a disaster response caseworker at the community level.

Professionally, I have over 15 years of experience in Human Resources across public and private sectors, including higher education, nonprofit, FinTech, and MedTech organizations. I currently work as a Human Resources Business Partner, supporting six departments across all levels of the business, with a focus on employee centered trauma-informed practices, training and development, and organizational planning and response. As part of our Emergency Response Team (ERT), I was designated as the Officer Site Commander for my building, where I lead fire safety coordination, conduct drills, and ensure compliance with OSHA standards in partnership with our Employee Health and Safety Department.

At the community level, I am stepping into a volunteer CERT coordinator role for my neighborhood in Kensington (in Zone 5), focused on strengthening local preparedness through practical, relationship building based planning and engagement that is people-centered and actionable. I am also currently working toward my Technician-level HAM amateur radio license and learning on my YAESU VX-6R with the intent to join in to support resilient communication through the K6NN repeater network and participation in KARO-ECHO led community nets.

My perspective is shaped by lived experience growing up in rural California, including Boulder Creek and Paradise, where I experienced wildfires, mudslides, and the 1989 Loma Prieta earthquake firsthand. These experiences inform how I approach both evacuation and shelter-in-place realities, particularly in communities with diverse needs and constraints. I take a solution focused collaborative approach, grounded in listening and learning, with respect for the work already in place. I bring an analytical, systems-oriented mindset and thrive in diverse communities and across a range of cognitive styles. I’m motivated to strengthen and connect existing efforts in practical ways. As an engaged member of the community, service is foundational to who I am, and I believe I would be a strong value add to the committee.

***“If named to the Committee, what goals and objectives would you recommend for the work plan?”***

If selected, my recommended goal would be to support and strengthen the existing work plan, which I see as foundational and thoughtfully structured. I fully support the current subcommittee focus areas and would be interested in becoming more deeply engaged in the ongoing efforts, particularly in CERT, where I am actively working to build neighborhood-level engagement as a local coordinator.

One objective I would recommend, if not already in place, would be to strengthen coordination and visibility across CERT, Firewise, communication systems, and community education, as the framework of preparedness is similar up to a point or worse, cascading events (e.g., earthquake leading to fire). This could be supported to improve community engagement and buy-in, by simplifying participation through a clear “minimum preparedness standard,” through more consistent messaging, clearer and centralized access to information (such as website updates and local publications like the Kensington Outlook), and regular neighborhood-level touchpoints through neighborhood/zones, so residents experience these efforts as connected, relevant, and easier to engage with.

Another objective would be to continue improving community participation by focusing on low-barrier, locally grounded ways for residents to get involved. From what I understand, engagement is an ongoing challenge, and I would be interested in supporting approaches that make preparedness feel more practical, visible, and integrated into everyday community life, without adding complexity to the existing work. A final objective is to strengthen neighbor-to-neighbor support systems, ensuring that more vulnerable residents are identified, connected, and supported through existing community networks ahead of an emergency.

Overall, my recommendations focus on building on what is already in place, supporting alignment, increasing participation, and translating strong planning into actions residents can see, understand, and act on at the neighborhood level.



## Kensington Community Services District

**DATE:** May 14, 2026  
**TO:** Emergency Preparedness Committee  
**FROM:** David Aranda, KPPCSD Interim General Manager  
Mary A. Morris-Mayorga, Consultant  
**SUBJECT:** Review and Update Emergency Preparedness Committee Protocols to Support Monthly Meetings

### Emergency Preparedness Committee Protocols

#### Purpose

The Emergency Preparedness Committee has been established as a standing committee by the Board of Directors for the purpose of identifying, evaluating, and facilitating solutions to civic emergencies and hazards in the Kensington Community. The committee shall: establish and update an annual work plan for Board approval which serves as the foundation of the committee's work; evaluate and recommend initiatives which support the established work plan; and other functions as referred by the Board of Directors.

#### Composition, Appointment, and Term

The Emergency Preparedness Committee will be comprised of four Board directors and five public members who will be appointed annually (and as vacancies occur) for a term of one year by the Board President with approval by a majority of the Board of Directors.

#### Annual Reporting Requirement

Public members, like Board members, will be required to file a California Form 700 Statement of Economic Interest annually with the Fair Political Practices Commission which is facilitated through the NetFile website by the Board Clerk. Failure to file this form will result in removal of a public member from the committee.

#### Meetings and Staffing

Meetings will be held monthly on the fourth Thursday or as needed. Staff support will be provided by the General Manager (or Interim), board clerk or administrative staff/consultant, Emergency Preparedness Coordinator (consultant), and others as deemed necessary by the General Manager. Committees may not direct staff to perform specific duties unless authorized by the Board of Directors. Staff direction will be provided by the General Manager.

#### Meeting Attendance

Standing committees serve an important role in assisting to fulfill the District's mission and goals by supporting the work of Board of Directors. Regular meeting attendance by members is critical in establishing a meeting quorum and to the success of the committee. Members are allowed to miss two meetings per year and must notify the General Manager or their designee of the member's absence prior to the meeting, or as soon as practical. Remote attendance is possible provided that it complies with the Brown Act (see attached).

#### Committee Authority and Recommendations

Committee motions and recommendations shall be advisory to the Board of Directors. Committees do not have the authority to commit the District to any expenditure or obligation. Generally, committee members should reach a consensus on recommendations to present to the Board of Directors. When consensus is not reached, the committee is encouraged to work with the General Manager on a supported compromise; however, alternative recommendations can be forwarded to the Board of Directors through the General Manager for further direction if necessary.