

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 12, 2023

Special & Regular Meetings (Hybrid)

Kensington Community Center

59 Arlington Avenue, Kensington, CA

Special Meeting (Closed Session) – 6:00 p.m.

Call to Order [[TS 4:20](#)]

President Alexandria Aquino-Fike called the meeting to order at 6:07 p.m.

Roll Call [[TS 4:41](#)]

Director Cassandra Duggan, Vice-President Sarah Gough, Director Sylvia Hacaj, Director Eileen Nottoli, and President Alexandra Aquino-Fike were present at roll call.

Staff present included Interim General Manager Anthony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda Item Public Comments [[TS 5:02](#)]

No public comment.

1. Teleconference Meetings During State of Emergency. [[TS 6:48](#)]

- Motion by Vice-President Gough, seconded by Director Duggan, to adopt Resolution No. 2023-01 to continue holding remote meetings by teleconference, carried (5-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, Nottoli, and Aquino-Fike, (NOES) None; and (ABSENT) None.

Resolution No. 2023-01—A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Making Findings And Determining A Need To Continue Holding Remote Meetings By Teleconference.

Adjourn to Closed Session [[TS 8:13](#)]

2. The Board adjourned to Closed Session at 6:20 p.m. to discuss public employee appointment.

Regular Meeting - 7:00 p.m.

Call to Order [[TS 59:33](#)]

President Aquino-Fike called the meeting to order at 7:02 p.m.

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Roll Call [TS 59:34]

Director Director Cassandra Duggan, Director Sarah Gough, Director Sylvia Hacaj, Director Eileen Nottoli, and President Alexandra Aquino-Fike were present at roll call.

Staff present included Interim General Manager Anthony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Announcement from Closed Session [TS 59:52]

President Aquino-Fike announced that the Board adjourned the closed session meeting at 6:47 p.m., they made no decisions, and it gave direction to staff.

Public & Consent Calendar Comments [TS 1:01:48]

- Addressing the Board were the following persons: 1) Rob Firmin, President of the Kensington Property Owners Association (KPOA), read a letter from the association advocating that the KPPCSD and the Kensington Fire Protection District (KFPD) jointly conduct a comprehensive cost benefits analysis and operations evaluation on options to house the Police Department (PD) in the Public Safety Building (PSB); 2) Paul Dorroh commented on the financial reports and pointed out some areas were severely over budget, suggested more written commentary, and urged reconstituting the Finance Committee; 3) Andrew Reed suggested that the Board prepare and submit a letter of intent stating that KPPCSD wishes to have both police and fire protection in the PSB; 4) David Spath commented on the need to reconstitute the Finance Committee and recreate the Emergency Preparedness Committee; and 5) Lynn Wolter commented she was pleased to see the financial and a police reports, expressed concern about the smaller number of police officers, and urged more financial commentary.

Consent Calendar [TS 1:14:32]

- Motion by President Aquino-Fike, seconded by Director Hacaj, to adopt the Consent Calendar, carried (5-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, Nottoli, and Aquino-Fike; (NOES) None; and (ABSENT) None.
1. **Meeting Minutes for November 30 and December 8, 2022.**
 - Approved the Minutes as presented.
 2. **Financial Reports.**
 - Approved the Financial Reports for October 2022 and 1st Quarter 2022-2023.

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Discussion and Action [[TS 1:15:34](#)]

3. Formation of *Ad Hoc* Board Committees.

General Counsel Danforth provided an overview of the Board President's authority to establish *ad hoc* advisory committees. President Aquino-Fike provided the rationale for the establishment of the committees and their purpose. Board members commented on the recommendations.

- Addressing the Board were the following persons: 1) David Spath applauded the Board for looking at a cost benefits analysis for the PSB, expressed concern about precluding the land south of the Library for the police and administrative staff, and said the Bob Jones' architectural plan account for the operational needs of the PD; 2) Lynn Wolter commented on the splitting of the General Manager position and contracting out of the Police Department; 3) Mabry Benson urged the Board to review earlier reports and findings on the PD relocation, suggested looking at the Library parking lot for the PD, and asked about consulting with the chiefs on the Jones' architectural report; 4) Andrew Reed commented that we are not in a position to build a new building, the park has seismic issues, and supported working with the KFPD to make one building work; 5) John Gaccione commented that the Board should review the proposed PSB plans to see that the areas are too small.

President Aquino-Fike announced the establishment of the following temporary *ad hoc* advisory committees and made appointments as follows:

- (i) Kensington Police Department and KPPCSD permanent office location – President Aquino-Fike and Vice-President Gough
- (ii) Preliminary Kensington Park Replanting Strategy – Vice-President Gough and Director Duggan

4. Board Special Assignments. [[TS 1:45:59](#)]

President Aquino-Fike appointed the following board members to undertake the special assignments listed below:

- (i) Interim and Permanent GM Search – President Alexandra Aquino-Fike
 - (ii) KCC Contract Finalization – Director Sylvia Hacaj
 - (iii) Long-term legal protection of Kensington Park – Director Cassandra Duggan
 - (iv) Preliminary Board Representative on Consolidation – Director Sarah Gough
- Addressing the Board was the following person: 1) David Fike applauded the board members for taking on the assignments to work on the important community issues.

5. KCC Contract Update [[TS 1:50:31](#)]

Director Hacaj provided an update on the contract negotiations with Kensington Community Council (KCC), and said she anticipated having a final contract to present by February.

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- Addressing the Board was the following person: 1) Ann Forest, KCC board representative, said they had received the latest draft, will be holding a special meeting to review the contract, and they will report back to the KPPCSD following their board meeting.

6. **Proposed KPPCSD/KFPD Joint Meeting** [[TS 1:53:44](#)]

Interim General Manager Tony Constantouros reported on the recommended action to call a joint meeting between KPPCSD and the KFPD to hear a presentation on the LAFCO consolidation process from Lou Ann Texeira, Executive Officer of the Contra Costa Local Agency Formation Commission (LAFCO).

- Addressing the Board was the following person: 1) David Spath commented he was encouraged by the Board's efforts and offered KPOA's assistance to facilitate this.
- Motion by Director Duggan, seconded by Vice-President Gough, to call a joint meeting between KPPCSD and the KFPD to hear a presentation on the LAFCO consolidation process from Lou Ann Texeira, Executive Officer of the Contra Costa Local Agency Formation Commission (LAFCO), carried (5-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, Nottoli, and Aquino-Fike; (NOES) None; and (ABSENT) None.

7. **Strategic Plan** [[TS 1:57:31](#)]

Interim General Manager Tony Constantouros provided an overview on the following recommended actions: consider requesting a proposal from Mr. Martin Rauch of Rauch Communication Consultants to update the Strategic Plan; schedule the consultant to overview the process and answer any questions; schedule and updated strategic planning session; and utilize the current Strategic Plan as a basis to prepare an updated Strategic Plan.

Board members offered their perspectives on the recommended action (i.e. support for current version, revisiting this, scaling down the plan, tabling for later consideration, and setting priorities). Following considerable discussion, the Board gave direction to Interim General Manager Constantouros to speak with Martin Rauch about scaling down the proposal to one that establishing yearly goals.

8. **Pursue Engagement with Recruitment Firm** [[TS 2:11:42](#)]

President Aquino-Fike presented the recommended action to authorize General Manager Constantouros to negotiate and enter into a contract with BHI Management Consulting for the recruitment of the next Interim General Manager.

Board members offered their perspectives on the recommended action (i.e. time to move on, premature to select a new recruiter, listen to what the current firm has to say about the current pool, need for larger candidate pool, and relook at General Manager job description).

- Addressing the Board was the following person: 1) Mabry Benson expressed support for talking with the current recruiter about the candidate pool.

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- Motion by Director Duggan, seconded by Director Hacaj, to authorize Interim General Manager Constantouros to enter into a contract at a cost not to exceed \$10,000 with BHI Management Consulting for the recruitment of the next KPPCSD Interim General Manager, subject to approval of the General Counsel as to form, carried (4-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, and Aquino-Fike; (NOES) Nottoli; and (ABSENT) None.

Comments & Reports

9. Director Comments. [TS 2:22:13]

President Aquino-Fike commented that it was an honor to be elected by the community to the KPPCSD Board and selected by her peers to serve as President of the Board. She highlighted her campaign platform (civic engagement, protecting our park and recreation services, maintaining high quality police and fire services, fitting both departments in the PSB, and consolidating the two districts). In concluding, President Aquino-Fike remarked that she looked forward to working with the community to implement change.

Director Duggan thanked President Aquino-Fike for reiterating the new board members campaign platform. She praised KPOA for being leaders in this community. Director Duggan pointed out that 24 participants were on Zoom and 10 people were in the audience. She reassured Mr. Constantini that the Board received his letter and offered well wishes for his health. In concluding, she thanked everyone for participating and welcomed community involvement and expressed appreciation for the cooperative efforts between the KPPCSD and KFPD.

Director Gough gave assurance of the Board's willingness to work with the KFPD Board to resolve the KPPCSD office location. She commented that she was looking forward to learning more about the consolidation process and working on the Preliminary Kensington Park Replanting Strategy Ad Hoc Committee. In concluding, she thanked Interim General Manager Constantouros for his service to the District.

Director Hacaj commented that she was enjoying getting to know her new colleagues and is looking forward to working with them.

Director Nottoli wished everyone a happy new year.

10. General Manager's Report. [TS]

Interim General Manager Tony Constantouros provided updates on the following: tree work schedule, removal of a fallen tree that occurred during the December storm by Kensington Library, a possible review of human resource changes, the upcoming budget review process, and LAFCO information. He also reported that the KCC Recreation Office Report for January 2023 had been received.

- Addressing the Board was the following person: 1) Mabry Benson asked questions about the fallen tree by Kensington Library asked about the online General Manager's report.

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11. Police Chief Report. [[TS 2:51:46](#)]

Police Chief Mike Gancasz presented highlighted from the December 2022 Police Report. The Board expressed appreciation for the report and asked questions (i.e. speed signs, catalytic converter thefts, community vandalism, need for a generator for the PD in the event of a power failure, and personnel).

12. Board Correspondence. [[TS 3:06:06](#)]

None.

Adjournment [[TS 3:07:14](#)]

President Aquino-Fike adjourned the meeting at 9:11 p.m.

The next regular meeting is scheduled for February 9, 2023.

SUBMITTED BY:

DocuSigned by:

Lynelle M. Lewis

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: February 9, 2023

Tony Constantouros

Tony Constantouros, Interim General Manager

DocuSigned by:

Alexandra Aquino-Fike

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Alexandra Aquino-Fike, President of the Board

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