

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Thursday, November 9, 2023  
Special & Regular Meetings (Hybrid)**

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

Item #05

**Call to Order** [[TS 0:55](#)]

President Alexandra Aquino-Fike called the meeting to order at 6:03 p.m.

**Roll Call** [[TS 1:07](#)]

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

Staff present included Interim General Manager David Aranda and Clerk of the Board Lynelle M. Lewis.

**Special Meeting Agenda Item Public Comments** [[TS 1:28](#)]

None.

**Adjourn to Closed Session** [[TS 2:29](#)]

The Board adjourned to closed session at 6:05 p.m. to discuss existing litigation, conference with labor negotiators and public employee appointment.

**Announcements from Closed Session** [[TS 59:51](#)]

At 7:02 p.m., President Aquino-Fike announced that there were no reportable items from closed session.

**Regular Meeting - 7:00 p.m.**

1. **Call to Order** [[TS 1:00:23](#)]

President Aquino-Fike called the meeting to order at 7:03 p.m.

2. **Roll Call** [[TS 1:00:31](#)]

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

Staff present included Interim General Manager David Aranda and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments** [[TS 1:00:58](#)]

President Aquino-Fike had no comment.

4. **Public Comment** [[TS 1:01:11](#)]

- Addressing the Board was the following person: 1) A, Stevens Delk thanked the Board and Interim General Manager Aranda for giving attention to the Bayview services and rates.

**Consent Calendar** [[TS 1:02:23](#)]

Interim General Manager Aranda clarified the revenue numbers on the Financial Report.

- Motion by Director Hacaj, seconded by Director Duggan, to adopt the Consent Calendar, carried (5-0) by roll call vote.

5. **Approve Minutes for the Special and Regular Meeting of October 12, 2023.**

Approved.

6. **Receive and File Financial Reports and Ratify the October 2023 Bills Paid.**

Received and filed reports and ratified bills paid.

**Comments & Reports** [[TS 1:06:32](#)]

7. **Police Chief Report.**

Police Chief Mike Gancasz commented that the written monthly report had been submitted. He highlighted the results of a grant funded saturation patrol operations conducted on October 20<sup>th</sup>. Next Chief Gancasz pointed out that officers and community volunteers participated in the 25<sup>th</sup> annual shredding and drug take back day on October 28<sup>th</sup>.

8. **General Manager's Report.** [[1:15:39](#)]

Interim General Manager Aranda commented that the written General Manager's Report had been submitted. He noted that the District received a report about illegal dumping and that Bayview would be coming out to take care of this. The KCC Recreation Report for November 1, 2023 and the Parks Report also was submitted.

9. **Verbal Update from the Ad Hoc Consolidation Committee.** [[TS 1:16:24](#)]

Director Spath commented that his update would be combined with Item 13.

10. **Update by the Police Department and District Office Permanent Location Ad Hoc Committee.** [[TS 1:17:06](#)]

President Aquino-Fike reported that the 385 Colusa Avenue and 219 Arlington properties are no

longer being considered for a permanent location. She also reported that KPPCSD is moving forward with geotechnical studies for a possible new police and district office facility on the vacant parcel south of the Library on Arlington. Additionally, the Committee has had discussions with Contra Costa County to better understand the full process for developing a new building on that location. Next, Vice-President Gough reported on discussions regarding potential state funding grant opportunities for this construction.

11. **Director Comments.** [[TS 1:25:50](#)]

Director Duggan reported that she and Director Hacaj attended the California Special District's Association Leadership Academy in Santa Rosa. Next, she reported that she had put in a proposal to U.C. Berkeley School of Public Policy for a masters program student to assist with her in connection with creating a survey for identifying possible unmet needs of elderly and disabled individuals in Kensington.

Director Hacaj encouraged citizens to write to the Contra Costa County Public Works Department, Supervisor Gioia, and the Kensington Property Owners Association about the sidewalk south of the Library (i.e. 59 Arlington) which is falling in and covered with construction horses. She said this area is a safety hazard. Director Hacaj also encouraged residents to clean out gutters, sidewalks, and other areas as the rainy season is approaching.

**Discussion and Action**

12. **Approval to Accept \$41,000 in Grant Money from the Office of Traffic Safety for a Traffic Records Improvement Project.** [[TS 1:31:28](#)]

Chief of Police Gancasz provided background information on a traffic records improvement grant that provides funding for the purchase and implementation of traffic crash reporting systems as well as electronic citation equipment and software.

- Motion by Director Duggan, seconded by Director Hacaj, to accept \$41,000 in grant money from the Office of Traffic Safety to be used for a Traffic Improvement Project, carried (5-0) by roll call vote.

13. **Approve a Request for Proposal Regarding a Financial Study of KPPCSD and KFPD for Reorganization information.** [[TS 1:35:27](#)]

Director Spath, of the Reorganization Committee, reviewed the request for proposal that had been approved by the KFPD to obtain pricing from various vendors regarding a financial study of KPPCSD and KFPD in respect to reorganization. He pointed out that the consultant selected will be required to complete the following objectives: Objective I – Conduct a Fiscal Analysis of the KPPCSD and the KFPD, Objective II – Conduct a Fiscal Analysis of the KPPCSD and KFPD as a Combined District, and Objective III – Prepare a Report and Present the Fiscal Analysis separately to the Boards of the KPPCSD and KFPD. Upon acceptance by each district board, a public townhall meeting will be facilitated by the General Managers of each district. Proposals are due December 8, 2023. There was Board comment about advertising the proposal and the public hearings.

- Motion by Director Hacaj, seconded by Director Spath, that the Board approve the request for proposal to obtain pricing from various vendors regarding a financial study of the KPPCSD and KFPD in respect to reorganization, carried (5-0) by roll call vote.

14. **Introduction and Presentation of the Public Safety Camera Program Called FLOCK.**  
[\[TS 1:51:24\]](#)

Police Chief Mike Gancasz and Officer Lande provided background information on the FLOCK program. Representatives from FLOCK Safety presented information about the technology being used by police departments throughout the Bay Area to assist in various facets of police work. Board members asked questions about the cost, location of cameras, policies, data retention, case studies, training and information sharing. The next steps will be for staff to bring back cost information and a draft policy for review by the Board.

- Addressing the Board were the following persons: 1) John Gaccione asked about data retention of camera footage and asked about license plate readers; and 2) Paul Dorroh commented that this is a proactive step taken by the KPD.

**Adjournment** [\[TS 2:39:32\]](#)

President Aquino-Fike adjourned the meeting at 8:42 p.m. The next regular meeting is scheduled for December 14, 2023.

SUBMITTED BY:

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: December 14, 2023

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David Aranda, Interim General Manager

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Alexandra Aquino-Fike, President of the Board