



KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 28, 2024
TO: Board of Directors
RE: Board Vacancy Interviews of Candidates and Appointment of New Board Member
SUBMITTED BY: Tim Barry, Interim General Manager

Recommended Action

Staff recommends the Board follow the Interview and Selection Process, to include any modifications made by a vote of the Board, and appoint a new Board Member.

Background

At the Board of Directors Meeting held on November 15, 2023, the Board determined that the following would serve as the Interview and Selection Process to appoint a new Board Member. This was reviewed by legal counsel and confirmed that there is no violation of first amendment rights since the purpose is to establish a process which was approved by the Board. The Board, at a Special Meeting held March 18, 2024, followed this process and the result was a 2-2 tie vote, thus not making an appointment. At their March 20, 2024 Board Meeting, the Board directed staff to schedule a Special Board meeting to again interview and select one of the two candidates for the vacant Board seat. There was some discussion of possibly modifying the interview process and this would be an opportunity to discuss and determine if any changes should be made by a vote of the board.

Interview and Selection Process on March 28, 2024, Unless Amended By The Board

1. Prior to interviews, place candidates in a random drawing to determine the order in which they will be interviewed. After the first question this will then rotate among the candidates where each candidate will have the opportunity to answer a question first.
2. Place Board Members in a random drawing to determine the order in which they will ask questions.
3. Candidates may be present during interviews of other candidates.
4. Board members will ask all candidates one question that has not been disclosed prior to the meeting for a total of four questions for each candidate. Board members are encouraged to bring a list of several questions to select from in the event their question is the same as or similar to another Board member's question.
5. Candidates may make a closing statement in the order established by the random drawing.
6. Members of the public will then be offered the opportunity to provide comment only.
7. The Board will have the opportunity to discuss and deliberate candidates.
8. Following discussion, each Board member will submit their nomination to the Board Clerk (email or preprinted ballot).
9. The Board Clerk will share the list of candidates displaying Board member nominations.
 - a. The Board would have the opportunity to motion that the candidate who received the most nominations be appointed to the Board vacancy followed by a second and voting.
 - b. If this motion does not receive a first/second, the nominations will continue until a motion is supported by a majority of the Board.

Kensington Fire Protection District
Special Meeting on March 18, 2024
New Board Member Interview/Selection Process
Page 2 of 2

- c. In the case above or if there is a tie, the Board will discuss followed by a second ballot.
- d. If no candidate receives more nominations than any other candidate after Board discussion and second ballot, any Board member may move to appoint one of the candidates to the Board vacancy which would then require a second and majority vote.
- e. The selected candidate will take the Oath of Office at the March 20, 2024 meeting.

Attachments: Applications Received for Appointment to Fill A Vacancy on the KFPD Board