

**KENSINGTON FIRE PROTECTION DISTRICT  
AGENDA OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS**

Date of Meeting: April 15, 2020  
Time of Meeting: 4:00 p.m.  
Place of Meeting: **Via Zoom teleconference**  
<https://zoom.us/j/97644130291>

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**\* COVID-19 NOTICE \***

Consistent with Executive Orders No. -25-20 from the Executive Department of the State of California and the Contra Costa County March 16, 2020 Shelter in Place Order, the KFPD Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via Zoom Video Conferencing.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/97644130291> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Any member of the public who needs special accommodations should email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Telephone No. (510) 527-8395 Website: [www.kensingtonfire.org](http://www.kensingtonfire.org)

This meeting will be conducted via a virtual teleconference.

To participate go to: <https://zoom.us/j/97644130291>

Or iPhone one-tap :

US: +16699009128,,97644130291# or +13462487799,,97644130291#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or  
+1 646 558 8656 or +1 253 215 8782

Webinar ID: 976 4413 0291

International numbers available: <https://zoom.us/j/97644130291>

Please Note: Copies of the agenda and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at [www.kensingtonfire.org/meetings](http://www.kensingtonfire.org/meetings).

**4:00 p.m. CALL TO ORDER**

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian, and Julie Stein

1. Discussion and Consideration of Endorsing a Process to Secure an Interim General Manager, Including the Possibility of Naming an Ad-Hoc Committee to Work with BHI Management Consulting. (Supporting document.) (ACTION).

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on May 13, 2020 at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707 (location subject to change).

The deadline for agenda items to be included in the Board packet for the next regular meeting of 5/13/20 is Wednesday, 4/29/20 by 1:00 p.m. The deadline for agenda related materials to be included in the Board packet is Wednesday, 5/6/20 by 1:00 p.m., Fire Protection District Administrative Office, 217 Arlington Avenue, Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUE YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING.

***BHI MANAGEMENT CONSULTING***

"Organizational Efficiency for Public Agencies"

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**Board of Directors  
Kensington Fire Protection District**

**April 10, 2020**

**Subject: Review and Approval for Path forward for Interim GM placement and Permanent GM search processes**

**Interim GM** - BHI recommends that a temporary committee (2 board members) work with the consultant to work through the following tasks to secure an Interim General Manager.

1. Committee and consultant works together to define job parameters (hours-days of week-hourly salary, etc.)
2. Consultant will recruit qualified and interested candidates, share those with the committee, then facilitate a process to virtually meet and interview as many as necessary, then select one for placement.
3. Consultant will perform basic background and reference checks on selectee. This will include a clear understanding candidate related contracting needs.
4. Committee and consultant will present candidate credentials and particulars to the full Board in a Board meeting for approval of candidate and any contract particulars.
5. Board should then discuss the performance expectations for the interim GM

**Permanent GM** - Once the Interim GM is in place, BHI will begin working the details of the Permanent GM Recruitment. The first parts of which involves all of the Board members to assist in establishing specific job and personality detail to guide the search for the permanent GM. This could take place in later April/early May. That input will be used by the Consultant in the marketing stage for the executive. The temporary committee assists in narrowing the field and then brings finalists candidates back to a predetermined full Board selection process.

Review, guidance and endorsement of this process is sought from the Board.

Sincerely,

**Brent H. Ives**

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