



KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA

Wednesday, October 16, 2024, 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

Business Center, 325 West 33rd Street New York, New York 10001
(Remote location - Director Levine)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. 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*). Directors will also have an opportunity to comment on matters not on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. 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 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/governance>. 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 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 via Zoom Internet Address:

<https://us06web.zoom.us/j/83111257473?pwd=0Xoxguk00ylsPsmZtERUUVnBbNrpJ7.1>

Telephone Access:

(669) 444-9171 or (253) 205-0468 or (719) 359-4580

Webinar ID: 831 1125 7473

Passcode: 112233

1. CALL TO ORDER/ROLL CALL

President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt

2. PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board 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 Board, no further comment from the public will be permitted unless authorized by the Board. The Board 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.

Directors will also have an opportunity to comment on matters not on the agenda.

3. ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, it will be removed from the list of consent items and considered separately on the agenda.

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 09/18/2024 and Special meeting of October 1, 2024 (Approve)
- b. **Amendment of Minutes** of the Board of Directors Regular meeting of 08/21/24 (Approve)
The Public Hearing action was inadvertently omitted from the original minutes
- c. **Acceptance of Incident Activity Report** September 2024 (Accept)
- d. **Approval of Monthly Transmittal** 10/16/2024 (Approve)
- e. **Approval of Monthly Financial Reports** 09/30/2024 (Accept)
- f. **Approve List of Surplus Items for Disposal** (Approve)
- g. **Request approval from the board for Director Stein to attend the CSDA Special District Leadership Academy training conference in San Rafael, CA, on November 3-6 2024, including any reimbursable expenses which may include: registration fees, mileage, lodging, reimbursement of meals and incidentals in accordance with District policy** (Approval Requested)

4. FIRE CHIEF'S REPORT – Saylor (Supporting Material)

Action = Presentation/Discussion

5. OLD BUSINESS

- a. **Introduction and First Reading of Revised Board Policy 0010 Goals – Morris-Mayorga** (Supporting Material)

Staff will review policy revision for *Policy 0010 Goals* for discussion and first reading

Action = Presentation, Discussion, Direction, Motion

6. NEW BUSINESS

- a. **Adopt Resolution 2024-10 Public Entity Banking Resolution** – Morris-Mayorga (Supporting Material)
Staff will review and provide for Board signatures.
Action = Presentation, Discussion, Direction, Motion
- b. **Introduction and First Reading of Revised Board Policy 1050 Board Meetings**– Morris-Mayorga (Supporting Material)
Introduce by title only and waive first reading of policy revisions for meeting location.
Action = Presentation, Discussion, Direction, Motion
- c. **Introduction and First Reading of New Board Policy 1165 Expense Authorization (Previously Operations Manual Policy 7 and 8 Checking Account)** – Morris-Mayorga (Supporting Material)
Staff will review proposed policy revisions which reflect recommended practices for Board consideration.
Action = Presentation, Discussion, Direction, Motion
- d. **Introduction and First Reading of New Board Policy 1175 OPEB Trust Fund** – Morris-Mayorga (Supporting Material)
Staff will review this proposed new policy to document the OPEB Trust.
Action = Presentation, Discussion, Direction, Motion
- e. **Charter for Ad Hoc Committee** – Watt/Artis (Supporting Material)
The charter for this ad hoc committee (created 10/1 by President Levine) will be presented.
Action = Board discussion and approval
- f. **Board member Verifier role for approval of invoices and payments above a specific cost threshold to be discussed and determined by the board. This would involve creating a board member role for approving all invoices for payment that are above a certain threshold, regardless of the payment method, including invoices approved for payment by Mechanics Bank or by Contra Costa County.** – Stein/Watt (Supporting Material)
Action = board discussion, possible action, and possible direction to staff.
- g. **Roles and Responsibilities in the KFPD check payment process and the KFPD checking account, to include: Resolution 20-01; implementation of Policy 8 Checking Account; paper check preparation and signature roles, electronic banking payment and check preparation, approval, and signature roles; ATM card and additional roles, creation of the required new role of District Treasurer, process for authorized user transitions.** – Stein (Supporting Material)
Action = board discussion, possible action, and possible direction to staff.

7. GENERAL MANAGER'S REPORT - Morris-Mayorga (Supporting Material)
Action = Presentation/Discussion/Direction

8. EMERGENCY PREP COORDINATOR'S REPORT – Valenzuela (Supporting Material)
Action = Presentation/Discussion

9. PUBLIC SAFETY BUILDING BUDGET REVISION AND UPDATE – Morris-Mayorga (Supporting Material)
Action = Presentation, Discussion, and Motion

10. COMMITTEE REPORTS

Informational reports from Board members or staff covering the following assignments:

- a. **Emergency Preparedness Committee Meeting** – Levine/Madugo (Supporting Material)
September 26, 2024 meeting
Action = Presentation/Discussion

- b. **Finance Committee Meeting** – Watt/Artis (No report)

11. OUTSIDE AGENCIES REPORTS

- a. **Contra Costa Special Districts Association** – Levine (Supporting Material)

12. ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 20, 2024 at 7:00pm at the Kensington Community Center, 59 Arlington Avenue. The deadline for agenda items to be included in the Board packet is Wednesday, November 6, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, November 13, 2024, by 1:00pm.