



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** February 21, 2024  
**TO:** Board of Directors  
**RE:** Board Member Vacancy and Appointment Process  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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### **Recommended Action**

Staff recommends the Board take the following actions by motion:

- Accept Director Larry Nagel's letter of retirement;
- Approve the vacancy posting;
- Approve posting the information and application online for interested parties to apply; and
- Approve placing the interviews and appointment selection on the March \_\_, 2024 special meeting agenda.

### **Background**

At the meeting on January 17, 2024 Director Larry Nagel announced his retirement from the Board of Directors and provided his letter to staff. In accordance with Government Code Section 1780, the vacant director position may be filled by: appointment by the remaining directors within 60 days; special election; or appointment by the County Board of Supervisors. The second and third options would not be recommended given the cost and lack of Board control in the process.

Recommended steps to initiate the appointment process are listed below for Board discussion, consideration, staff direction, and/or approval:

1. Establish dates for application deadline and board meeting for interviews.
2. Post notice of vacancy as attached or with modifications as determined by the Board.
3. Follow the process established in October 2023.

### **Fiscal Impact**

There is no additional cost in filling this vacancy utilizing the Board appointment process.

**Attachments:** Director Larry Nagel's Letter of Retirement  
Board Member Vacancy and Appointment Process  
Notice of Vacancy  
Application For Appointment to Fill A Vacancy on the KFPD Board



Board of Directors  
President Julie Stein  
Daniel Levine  
Laurence Nagel  
Jim Watt

**Date:** January 11, 2024

**From:** Laurence Nagel, President  
[Kensington Fire Protection District](#)  
217 Arlington Ave  
Kensington CA 94707  
Email: [lnagel@kensingtonfire.org](mailto:lnagel@kensingtonfire.org)

**To:** Mary Morris-Mayorga, General Manager  
[Kensington Fire Protection District](#)  
217 Arlington Ave  
Kensington CA 94707  
**Email:** [mmayorga@kensingtonfire.org](mailto:mmayorga@kensingtonfire.org)

**Re: My Retirement Effective January 31, 2024**

It is with very mixed feelings that I am informing you that I will be retiring from the position of Director of the Kensington Fire Protection District, effective January 31, 2024. My wife and I will be moving to Santa Rosa shortly and I therefore will no longer be eligible to be a Director.

I have found my almost thirteen year tenure as Director of KFPD, including three years serving as the Board President, to be immensely challenging, enjoyable, and rewarding. I am proud to have been a part of the District and to have participated in so many projects that have made the District stronger and more resilient, especially the seismic retrofitting of Station 55 and the establishment of the KFPD Emergency Preparedness Committee. I am grateful for the many friends I have made in the fire community in Contra Costa County. It has been my privilege to work with the wonderful firefighters in the El Cerrito/Kensington Fire Department who put their life on the line every time they respond to a call.

I wish everyone in the District the best of luck for the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Laurence Nagel".

Laurence Nagel,  
Director



## KENSINGTON FIRE PROTECTION DISTRICT

### Board Member Vacancy and Appointment Process

October 31, 2023

The appointment process as determined by the Board will be as follows:

1. Candidates are required to submit an application and may include a candidate statement (maximum words 500). District applications are required, or the candidate will be disqualified.
2. The board may encourage members of the public to apply. All board communications with the public regarding any of the candidates shall strictly adhere to all elements of the Brown Act.
3. Applications may be withdrawn at any time; however, if not withdrawn prior to the KFPD website publishing date will remain on the website and not be removed.
4. Candidate interviews will be held in person at a board meeting which will be held on March \_\_, 2024. Board members may determine one question to ask all candidates that would not be disclosed prior to the meeting which would result in four questions for each candidate. Candidates may make a closing statement.
5. The nomination and voting process will be used from the December 7, 2023 meeting.

**Attachments:** Notice of Vacancy  
Application For Appointment to Fill a Vacancy on the KFPD Board



## KENSINGTON FIRE PROTECTION DISTRICT

### NOTICE OF VACANCY ON KENSINGTON FIRE PROTECTION DISTRICT BOARD

#### **Kensington Fire Protection District Notice of Vacancy and Intent to Appoint Director**

The community served by the Kensington Fire Protection District is hereby notified pursuant to Government Code §1780 that there is a vacancy on the Board of Directors due to the retirement of Director Larry Nagel. The Kensington Fire Protection District Board of Directors intends to fill the vacancy by appointment made at a special Board meeting to be held on \_\_\_ day, March \_\_, 2024, at \_\_:00 p.m. The appointee will represent the community served by the Kensington Fire Protection District as a Board Director. The position to be filled will serve the remaining term beginning March 2024 and ending November 2024.

**To apply, candidates must submit an application and may include a candidate statement to the Kensington Fire Protection District, attention Candace Eros-Diaz [cerosdiaz@kensingtonfire.org](mailto:cerosdiaz@kensingtonfire.org) by Monday, March 11, 2024 at 2:00 PM. Alternatively, application materials may be dropped off at 10940 San Pablo Avenue, Building B, El Cerrito, CA 94530.**

#### **Eligibility:**

Any person who is 18 years of age or older, a registered voter, residing in the Kensington community, and who is not disqualified by the Constitution or laws of the state from holding office, is eligible to be appointed a member of the Board of Directors. Board members are subject to the Conflict of Interest Policy: [Policy 1040 Conflict of Interest \(Amended 2020\)](#)

#### **Interviews:**

The Board of Directors will interview prospective candidates in person at a public meeting on March \_\_, 2024, accept oral or written public comment at that time, and select the appointee by a majority vote.



## KENSINGTON FIRE PROTECTION DISTRICT

### Application For Appointment to Fill a Vacancy on the Kensington Fire Protection District (KFPD) Board

Application must be completed and submitted to KFPD by **March 11, 2024 at 2 p.m.**

#### Application Process:

1. Candidates are required to submit an application and may include a candidate statement (maximum words 500). Applications are required, or the candidate will be disqualified.
2. All communications with board members shall strictly adhere to all elements of the Brown Act.
3. Applications may be withdrawn at any time; however, if not withdrawn prior to the KFPD website publishing date (expected to be March 13, 2024) will remain on the website and not be removed.
4. Candidate interviews will be held in person at a special board meeting on March \_\_, 2024. Board members will ask each candidate one question for a total of four questions. Candidates may make a closing statement.

Please complete the following information:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Business or Mailing address: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently at least 18 years of age, a registered voter, and residing in Kensington?  Yes  No

Note: Board members are subject to the Conflict of Interest Policy: [Policy 1040 Conflict of Interest](#)

Please answer the following questions on a separate page with a maximum of 350 words each:

1. Why did you decide to apply?
2. How do you consider the sufficiency of Fire District revenues for expenditures over the next five years?
3. What is your position on consolidating the two districts?
4. If appointed to the Board of Directors, what will be your priorities for the Fire District in the next year?
5. Consistent with the mission of the Fire District, what do you think needs to be done to prepare Kensington better for a catastrophic emergency (wildfire, earthquake, severe weather, landslide)?

I certify that the information contained in this application is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_