



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 21, 2023
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

- 1. Governance Transition** – Staff has identified onboarding/refresher training for all Directors which is in the planning stages for the July or other meeting as time permits. This will be incorporated into a New Board Member packet for future use as well.
- 2. FY2022-2023 Audit** – The FY 2021-22 Audit was the final under contract with MUN CPAs so staff is in the process of identifying a plan for the next audit. MUN CPAs has notified the District that staffing/calendar availability may be a challenge with potential increased fees for future audits. We will provide an update in the coming months.
- 3. Maze & Associates Firm and Staffing Change** – Maze & Associates is splitting operations into two firms with Krisch & Company taking over the District's accounting activities. The current accountant will remain with Krisch & Company serving the District, so staff will be evaluating any future recommended change in the coming months.
- 4. District Policy Updates** – It was discussed at the Finance Committee that District Policies are contained in a combined manual: Policy Handbook, Employee Handbook and Operations Manual. Some policies within this document are operational in nature; therefore, should be considered to be fluid allowing internal change to occur at the discretion of the General Manager. Staff will work on a recommended plan to separate these for Board consideration.
- 5. Board/Committee Meeting Videos** – (*continuing*) While these are currently stored on the District's website and allow public access, there is an alternative method of storing these on a YouTube channel which can improve access. Staff is in the process of implementing this change.