

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

Date of Meeting: January 8, 2020
Time of Meeting: 7:00 p.m.
Place of Meeting: **Building E in Kensington Park**
59 Arlington Avenue, Kensington, CA 94707

Please Note: Copies of the agenda bills 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.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Manager, 510/527-8395. Notification 48 hours prior to the meeting 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).

7:00 p.m. **CALL TO ORDER**

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation “CC” are consent items, which are considered to be 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 on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and 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, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors’ table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meetings of November 13, 2019, December 11, 2019 and special meeting of December 11, 2019 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** December 2019 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** November/December 2019 (APPROVE)
- CC 6. **APPROVAL OF MONTHLY TRANSMITTAL.** December 2019 (APPROVE)
7. Approve Extension of Contract with Regional Government Services Contract to \$101,000. Revise District Budget to Reallocate \$65,000 to Regional Government Services Line Item. (to be presented by Glenn Lazof, Director of Finance Services, RGS). (ACTION)

8. Proposed Amendments to policy 1070.11-13 regarding the role of the President. (FIRST READING)
9. Proposed District Manager job description; and staffing structure options (to be presented by Allison Picard, Lead Human Resources Advisor, RGS). (ACTION)
10. **APPROVAL OF SIGNATORIES.** Authorizing Credit Card users, appointing the Finance Committee as bank, investment and Contra Costa County signatories, removing former District Manager and consultants as needed during transition. (APPROVE)
11. **APPROVAL TO APPROPRIATE FUNDS.** Appropriate \$8,500 to New Line Item Information Technology (APPROVE)
12. **PRESIDENT'S REPORT**
 - a. Update on shared use of conference room
 - b. Temporary committee and representative appointments
 - c. On the Horizon – District Manager Office and KPPCSD Lease Expiration
13. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

OLD BUSINESS

14. Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest Committees of the Board (ACTION - Second reading for vote, Policy 1040)

NEW BUSINESS

15. Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program. (ACTION)
16. Request to the Kensington Police Protection and Community Service District (KPPCSD) Board to participate in a joint committee concerning the future housing of the Kensington Police and Fire Departments. (ACTION)
17. Appointment of Directors to standing committees for Calendar Year 2020. (ACTION)
 - a. Finance Committee
 - b. Emergency Preparedness Committee

BOARD REPORTS

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

- a. Building Committee (Dommer/Nagel)
- b. Emergency Preparedness Committee
- c. Finance Committee
- d. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, February 12, 2020, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 2/12/20 is Wednesday, 1/29/20 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Tuesday, 2/5/20 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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