



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

Wednesday, September 20th, 2023 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (and hybrid)

This meeting will be held in-person in the Kensington Community Center, 59 Arlington Avenue, Kensington CA 94707. Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized. 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.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting can simply raise their hand to be recognized. 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). 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. 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)).

Any member of the public who needs special accommodations should email 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).

This agenda is available on the KFPD website under the relevant meeting date at: <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 and/or materials may be presented at the meeting itself.

Hybrid Meeting Option Internet Address:

<https://us06web.zoom.us/j/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

Telephone Access:

(720) 707-2699 or (346) 248-7799 or (253) 215-8782

Zoom Webinar ID: 878 6439 4594

Passcode: 112233

TIMING OF AGENDA ITEMS: *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

1. (7:00pm) CALL TO ORDER/ROLL CALL

President Stein, Vice President Levine, Director Dommer, Director Nagel, Director Watt

2. (7:01pm) ANNOUNCE AND ADJOURN TO CLOSED SESSION

a. **Closed Session:** The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

Subject: Conference with Labor Negotiators (GC54957.6) – Agency designated representatives: President Julie Stein and Secretary Larry Nagel; Unrepresented employee: General Manager.

3. (7:20pm) RECONVENE TO OPEN SESSION Report on action taken by the Board during closed session, if any, pursuant to California Government Code Section 54957.1

4. (7:22pm) EMPLOYMENT AGREEMENT FOR GENERAL MANAGER POSITION

Action = Discuss and consider approval of an Employment Agreement for General Manager with associated FY 2023-24 budget adjustments for terms as needed.

5. (7:30pm) PUBLIC COMMENT

Under “Public Comment,” the public may address the Board on any subject not listed on the agenda. 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.

6. (7:40pm) 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, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

a. **Approval of Minutes** of the Board of Directors regular meetings: 06/08/2022, 06/29/2022, 07/13/2022, 7/19/2023; and special meetings: 06/29/2022, 09/05/2023 (Approve)

b. **Acceptance of Incident Activity Report** July and August 2023 (Accept)

c. **Approval of Monthly Transmittal** 08/31/2023 and 09/20/2023 (Approve)

d. **Approval of Monthly Financial Reports** 07/31/2023 and 08/31/2023 (Approve)

e. **Development of New Purchasing Policy for Future First Reading** (Approve)

7. (7:45pm) FIRE CHIEF’S REPORT (Supporting Material)

Action = Presentation/Discussion

8. **(7:55pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT** (Supporting Material)
Action = Presentation/Discussion
9. **(8:05pm) OLD BUSINESS – None**
10. **(8:05pm) NEW BUSINESS**
 - a. **(8:05pm) Public Safety Building Budget Revision/Project Update** (Supporting Material)
Action = Review, discuss, direct staff, and/or approve
 - b. **(8:20pm) Resolution 2023-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2023-2024** (Supporting Material)
Action = Presentation, discuss, adopt Resolution 2023-09, and/or direct staff
Staff will review updates which have also been incorporated into the financial forecast, included as part of the budget.
 - c. **(8:35pm) RFP for Financial Analysis Evaluating Reorganization** – Levine and Nagel
Action = Presentation, discuss, action to approve issuance, and/or direct staff
The joint RFP with KPPCSD will be presented and discussed with potential approval to issue the RFP and/or other action as determined by the Board.
 - d. **(8:50pm) Reserves Policy Potential Revisions** (Supporting Material)
Action = Review, discuss, and direct staff
Draft updates to the existing Reserves Policy including samples from other agencies are provided for discussion and feedback to bring back to a future meeting.
11. **(9:00pm) GENERAL MANAGER'S REPORT** (Supporting Material – current and prior month)
Action = Presentation/Discussion
12. **(9:10pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:
 - a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (Supporting Material)
 - b. **Finance Committee Meeting** – Stein/Watt (No Report)
 - c. **Reorganization Analysis Temporary Committee** – Levine/Nagel (No Report)
 - d. **Information Technology Temporary Committee** – Levine/Nagel (No Report)
13. **(9:30pm) OUTSIDE AGENCIES REPORTS**
 - a. **Contra Costa Special Districts Association** – Nagel (Supporting Material)
14. **(9:40pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, October 18, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, October 11, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, October 4, 2023, by 1:00pm.