



KENSINGTON FIRE PROTECTION DISTRICT

Supporting Material for Agenda Item 9

UPDATE THE BOARD ON THE PRESIDENT'S APPOINTMENT OF TEMPORARY COMMITTEES – JUNE 2023

1. INFORMATION TECHNOLOGY (Daniel Levine and Larry Nagel)

- Project scope includes: provide policy support to Interim GM and board members for matters requiring information technology expertise including but not limited to effective execution of hybrid meetings, new applications of information technology solutions to further streamline district operations, e.g., voice recognition transcription of audio to minutes. Liaise with KFPD's information technology service provider as needed.

2. RECRUITMENT COMMITTEE FOR PERMANENT KFPD GM (Larry Nagel and Julie Stein)

- Work with BHI Consulting on the recruitment process and associated materials.
- Participate in preliminary introductions to candidates, as needed, and make recommendations for board meeting agenda items.
- Be available as needed to provide feedback to BHI Consulting

3. CONTRA COSTA COUNTY SPECIAL DISTRICT ASSN. REPRESENTATIVE (Larry Nagel)

- Project scope includes: Attend chapter meetings of the Contra Costa Special District Association whenever possible and report to the Interim GM and the board on relevant developments and items requiring board action.

4. CONSOLIDATION OR REORGANIZATION ANALYSIS (Danial Levine and Larry Nagel)

DRAFT committee charge, subject to feedback, updates, and recommended revisions by the temporary committee members, to include but not limited to:

- Report to the KFPD board on significant developments in the KPPCSD's discussions and actions related to consolidation or reorganization of KPPCSD and KFPD.
- Develop a clear statement of the proposed problem that is being addressed by consolidation or reorganization and, if applicable, consider developing alternative approaches for consideration by the KFPD board.
- Ensure the use of official and standard LAFCO terminology and methods during the course of the independent analysis and any associated outreach.
[E.g., see, Glossary of LAFCO Terms recommended by Contra Costa County LAFCO: <https://www.sdlafco.org/resources/extras/glossary-of-lafco-terms>].
- To the extent feasible, research and respond to issues and concerns raised by the KFPD board at board meetings about the analysis and related matters.
- Identify factors relevant to consolidation or reorganization that may not be considered in the LAFCO standard independent financial analysis.
- Consult with fire protection and fire safety service providers and stakeholders as needed.
- Recommend agenda items for regular or special KFPD board meetings as applicable.
- Recommend public meetings as needed, including public meetings between this committee and any related committee formed by the KPPCSD and outreach meetings with the public and stakeholders.

TEMPORARY COMMITTEES FORMED AND SUNSETTED IN CY 2023

Sunsetted committees have accomplished their objectives or the scope of work has been superseded by an updated scope.

1. PUBLIC SAFETY BUILDING (Julie Stein and Jim Watt) – SUNSETTED IN MAY 2023

- Project scope includes: Liaise with counterparts on the KPPCSD board, if applicable, and with KFPD's interim GM and other staff, consultants, contractors, and constituents related to progress, occupancy options, and financial updates on the seismic renovation of the Public Safety Building.

2. CONSOLIDATION LIAISON (Danial Levine) – SUNSETTED IN JUNE 2023

- Project scope includes: report to the KFPD board on any significant developments in the KPPCSD board's discussions and actions related to consolidation or unification of KPPCSD and KFPD ("consolidation"). Recommend agenda items for KFPD board meetings when applicable. For background, refer to KPPCSD board meeting action on the topic of consolidation at the December 2022 regular meeting. This liaison role (temporary committee of one board member) may be expanded to a committee of two-board members in the future.