

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

Date of Meeting: March 11, 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 & 7
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 December 11, 2019, January 8, 2020 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** February 2020 (ACCEPT)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** February 2020 (APPROVE)

CC 6. **APPROVAL OF MONTHLY TRANSMITTAL.** February 2020 (APPROVE)

CC 7. Approve a one-year extension of contract with Mann, Urrutia, Nelson, CPAs & Associates, LLP for the Amount of \$17,500 to complete the Kensington Fire Protection District financial statements FY 2020. Regional Government Services (supporting documents) (APPROVE)

8. Consideration of accepting Kensington Fire Protection District's FY2019 Audit and Financial Statements. (to be presented by Bilal Malik, MUN CPAs, LLP and Glenn Lazof, RGS) (ACTION) (*supporting documents*) *Regional Government Services*
9. Request from the Kensington Improvement Club (KIC) for funds in the amount of \$4,000 for kiosk project. (to be presented by Sarah Paul, Director KIC). (APPROVE) (*supporting documents*)
10. Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program. (ACTION) *Padian*
11. Extension of Agreement through August 2020 with Regional Government Services (RGS) not to exceed \$285,000. (to be presented by Glenn Lazof, Finance RGS) (ACTION) (*supporting documents*) *Regional Government Services*
12. Kensington Fire Protection District mid-year budget revisions (to be presented by Glenn Lazof, Finance RGS) (ACTION) (*supporting documents*) *Regional Government Services*
13. The Board will consider adopting banking resolutions and authorizing the Board Secretary to act on behalf of the District on banking matters. (ACTION) *Stein*
14. Consider authorizing staff to seek cost and fee proposals from RossDrulisCusenberry and Mack5 for all services and costs to a) complete a renovation of the Public Safety Building and b) establish temporary facilities for the Kensington Fire Protection District and Kensington Fire Station. (ACTION) *Stein*
15. Proposal to consider options for sponsoring a public meeting on April 11, 2020, for the traffic consultants to present their full traffic study report. (ACTION) *Padian*
16. **PRESIDENT'S REPORT**
 - a. Update on recruitment for a KFPD General Manager and possible special meeting to discuss engaging a recruitment firm
 - b. Designation as an additional charge of the temporary committee of Dommer and Stein, who were appointed as an "ad hoc" committee to discuss with KPPCSD's ad-hoc committee the future housing of the Kensington Police and Fire Departments.
 1. discuss with KPPCSD's designated representatives the lease from KFPD to KPPCSD for KPPCSD's police department and administrative space in the Public Safety Building. The current lease expires on 30 June 2020.
 - c. Philosophy of calling special meetings (non-emergency) of the board of the directors.
 - d. Regional Government Services Activity Report
 - e. Simplified guide to board motions under "The Standard Code of Parliamentary Procedure" by Alice Sturgis ("Sturgis Code").
 1. See, attached "Parliamentary Procedure at a Glance."
 2. Note: A two-thirds vote of a five-member board requires four members to vote in favor of passing the motion.
17. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

18. **BOARD REPORTS**

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

- a. 2x2 Committee (Dommer/Stein)
- b. Finance Committee (Dommer/Stein)
- c. Code of Conduct Committee (Kosel, Nagel)
- d. Anti-harassment policy update (Kosel)
- e. Building Committee (Dommer/Nagel)
- f. Emergency Preparedness Committee (Padian/Nagel) (supporting documents)
- g. Information Technology Committee (reporting: Glenn Lazof, Director of Finance Services, RGS) (Nagel/Stein/Lazof)
- h. 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, April 8, 2020, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707 (location subject to change).

The deadline for agenda items to be included in the Board packet for the next regular meeting of 4/8/20 is Wednesday, 3/25/20 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/1/20 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