



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

Wednesday, May 13, 2020 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://us02web.zoom.us/j/89081925699> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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).

Oral communications will be taken on each agenda item. Each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, 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)).

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89081925699>

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Webinar ID: 890 8192 5699

International numbers available: <https://us02web.zoom.us/j/89081925699>

CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:05pm.

Present: President Stein, Directors Dommer, Kosel, Nagel, and Vice President Padian

- 1. 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.

In a closed session Special Board meeting prior to this meeting, the Board approved the employment contract of Mary Morris-Mayorga. **Ayes:** President Stein, Vice President Padian Directors Dommer, and Nagel. **Noes:** Director Kosel

2. **ADOPTION OF CONSENT ITEMS.** Items 3-6 listed below 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.

Moved/Seconded: Director Dommer Director Nagel **Action:** Passed a motion to approve consent items 3, 4, 6 **Ayes:** Director Stein, Director Kosel, Director Nagel, Vice President Padian **Noes:** None

3. **Approval of Minutes** Approval of the action minutes of the regular meeting of October 9, October 17, November 13, 2019 and February 12, 2020.

Action: Approved Minutes

4. **Acceptance of Incident Activity Report April 2020**

Action: Accepted Report

5. **Approval of Monthly Financial Report April 2020**

Moved/Seconded: Director Kosel Director Nagel **Action:** Pulled from consent by Director Kosel, Directors asked questions on report. Approved report. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel **Noes:** None

6. **Approval of Monthly Transmittal April 2020**

Action: Approved Transmittal

7. **Adoption of Resolution 20-02 Establishing Expectations for Interim General Manager**

Moved/Seconded: Director Nagel Director Dommer **Action:** Adopted Resolution 20-02 **Ayes:** President Stein, Directors Dommer, Kosel, and Nagel, Vice President Padian **Noes:** None

8. **Adoption of Resolution 20-03 Ratifying Employment Agreement for Interim General Manager**

Discussion: There was discussion regarding the verbiage of 30 hours or 20 hours up to a maximum of 30 hours specified in the contract. **Moved/Seconded:** Vice President Padian Director Nagel **Action:** Adopted Resolution 20-03 **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel, **Noes:** Director Kosel

9. **Authorization of Board President to Terminate Consultant Agreement Dated May 6, 2020 with consent by Mary Morris-Mayorga**

Moved/Seconded: Director Nagel Vice President Padian **Action:** Authorized President Julie Stein to terminate consultant agreement dated May 6th, 2020 with consent by Mary Morris-Mayorga **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

10. **Report from BHI Management Consulting on the Search for a Permanent General Manager**

Brent Ives has asked for more clarification for salary and hours required for Permanent General Manager. There will be a 60 day recruitment period before interviews.

- 11. Adoption of Resolution Approving Amendments to Policy 1070.11-12 Regarding the Role of the President and Addition of Section 1190 General Manager**
Discussion: This policy would vest the General Manager as the chief administrative officer to empower and speak for the organization. **Moved/Seconded:** Director Nagel Vice President Padian **Action:** Adopted Resolution Approving Amendments to Policy 1070.11-12 Regarding the Role of the President and Addition of Section 1190 General Manager
Ayes: President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel,
Noes: None
- 12. Regional Government Services Invoice, Transmittal Request, and Supporting Report**
Discussion: Board members gave feedback on concerns on the much higher expenses than in previous years that RGS has invoiced. There are errors on the invoices monthly and President Stein is spending many hours to dispute. The contract through August had a maximum of \$248,000 and in April \$215,000 has been spent. Mary has been tasked with looking at the RSG invoices, working to transition work from RGS and will give an update on next steps. **Moved/Seconded:** Director Kosel Director Nagel **Action:** Motion to postpone payment of RGS March invoice until Mary can review and recommend action
Ayes: President Stein, Vice President Padian, Directors, Kosel and Nagel (Dommer absent) **Noes:** None
- 13. Review and Discussion of Budget Development Guiding Principles**
Mary Morris-Mayorga recommended practices, strategic plans, and a long term financial plan. This will be presented with the Budget for approval in June and final adoption in September.
- 14. Authorization of the Board President to Sign a Letter of Intent to Lease Office Space at 289-291 Arlington**
Discussion: There has been no discussion with the full Kensington Fire District Board on this topic and questions such as who will occupy the building and communication will be needed with both districts prior to addressing this agenda item. **Moved/Seconded:** Director Nagel Director Kosel **Action:** Motion to postpone indefinitely until the full board can review all options for renovation and more discussion on the financial responsibility for renovation between the two districts **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None
- 15. Review of Policy to Replace the Existing Board Policy 1020 Code of Conduct**
Moved/Seconded: Vice President Padian Director Dommer **Action:** Motion to postpone policy and request that the Code of Conduct be presented in proper form. **Ayes:** President Stein, Vice President Padian, Directors Dommer **Noes:** Directors Kosel and Nagel
- 16. President's Report**
RGS has sent a letter to terminate their contract on June 4th. President Stein has shared the letter with the Board and the Interim General Manager Mary Morris-Mayorga.
- 17. Fire Chief's Report**
There is concern on the reduction of phone and engine calls through the county by fifty percent due to fear of contracting the COVID 19 virus. There was a full search and rescue

of a missing person on Grizzly Peak and the drone was deployed. Fortunately, the person was located. This was a good collaboration with the police department. We are medically screening our employees for the virus – taking temperature and documenting all people who are in contact with our personnel. Hiring is on hold due to Corona Virus. There will be complaints on second growth of grass and asking residences to take care of their properties.

18. Board Reports

- a. 2x2 Committee
Don is researching if an elevator is needed in the new building. The board needs to hear feedback from Chief Pagoni on the options for the new building.
- b. Anti-harassment Policy
Director Kosel believes the policy will be ready at the next meeting.
- c. Building Committee
- d. Finance Committee
- e. Emergency Preparedness Committee
Director Nagel has positive feedback on the traffic study.
- f. Informational Technology Committee
Email is switching over this week.
- g. California Special Districts Association Representatives:
 - a) County (Nagel)
 - b) State Professional Development and Membership Services Committees (Kosel)

Adjournment 10:00pm

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 12, 2020.



Board Secretary