



## KENSINGTON FIRE PROTECTION DISTRICT

December 18, 2024

Board of Directors

**RE:** Report on CSDA Leadership Academy

**PRESENTED BY:** Julie Stein, Director

**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### Recommended Action

Staff recommends that the Board receive a presentation by Director Stein.

### Overview

Attendees at this returning track of the CSDA Leadership Academy included both elected special district board members and appointed managers with various titles, e.g., General Manager, District Manager, other working titles for districts that are not community service districts. Most of the districts represented at the training were not community service districts, and included sanitary and wastewater districts, East Bay Regional Parks District, harbor districts, and other fire protection districts.

### Topics to be reported on:

1. Budget: best practices and red flags.
2. Financial Statements and Reports: best practices and red flags.
3. Audits: What to expect in terms of testing and board member interactions with the auditor.
4. Reserves.
5. Board member involvement in administrative affairs, does and don'ts including separation of duties, and resources for board members.
6. General Counsel relationship to the board and the district: best practices, risks, and public training for the board.
7. Other comments in general from interactions at the meeting with other special district elected board members and managers.

### Fiscal Impact

There is no fiscal impact from this item.