

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

Date of Meeting: May 11, 2016  
Time of Meeting: 7:00 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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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/agenda/index.shtml](http://www.kensingtonfire.org/agenda/index.shtml).

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:      Joe de Ville, Don Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

1.      **ADOPTION OF CONSENT ITEMS.** Items 3, 4 & 5

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 MONTHLY A/P VOUCHER - TRANSMITTAL #11 (APPROVE)**

CC      4.      **APPROVAL OF MONTHLY FINANCIAL REPORT.** March/April 2016 (APPROVE)

5.      **FIRE CHIEF'S REPORT**

- a.      Review of operations.
- b.      Regional issues and developments.

6.      **PRESIDENT'S REPORT**

- a.      Update on RFP Process for Architectural Master Planning Services
- b.      KPOA Annual Meeting on 5/14/16

**NEW BUSINESS**

7.      Proposed Revision to Policy Handbook, Policy #1050 – Board Meetings. Inclusion of 1050.80 – Posting of Board Meeting Recordings (ACTION)

**8. BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer):
- b. Public Safety Building (de Ville/Dommer):
- c. Education (Kosel): Report on shredding event and pharmaceutical drop off
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on 4/18/16 meeting
- e. Diablo Fire Safe Council/Interface (Staff/Nagel):

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 8, 2016, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 6/8/16 is Wednesday, 5/25/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 6/1/16 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

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# **CONSENT CALENDAR**

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County.  
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

KENSINGTON FPD		PY/CY:			
TRANSMITTAL - APPROVAL		BATCH #:	2170		
Invoices		DATE:	5/6/2016		
		LOCATION #:	13		
		FILENAME:	KENSINGTON		
00982	Delta Dental	5/1/2016	BE001597554 May dental	7840 1061	1,189.07
01406	KFPD	4/8/2016	Reimburse revolving fund	7840 2490	15,697.15
01169	CalPERS	04/14/16	7072901257 June medical	7840 1061	7,945.90
01634	Vision Service Plan	04/21/16	001027770001 May vision	7840 1061	346.72
01817	Your Safety Place	04/21/16	147666 - 24hour kits	7840 2490	3,220.19
02120	City of El Cerrito	05/01/16	May fire protection	7840 2328	193,265.48
04152	Mail Stream Corp	04/08/16	520221 - newsletter	7840 2490	1,394.29
11111	Mack5	04/29/16	3233 - setup/needs assess	7840 2490	11,778.00
50096	Diablo Fire Safe Council	05/01/16	2016 membership	7840 2490	1,000.00
50126	Shred-It	04/16/16	9410286319 - shredding	7840 2490	1,086.30
50131	Meyers Nave	04/19/16	2016030431 - legal	7840 2490	1,054.62
	AA Office	05/03/16	514680 copier/scanner	7840 2490	4,647.06
<b>TOTAL</b>					<b>242,624.79</b>

Kensington FPD Approval

Date: 5/1/16

Date: 5/6/16

*[Signature]*

May 7, 2015

**Attachment to Transmittal 0515**

Kensington Fire Protection District Revolving Fund 01406

Detailed invoice for reimbursement to the Revolving Fund for payment of the following expenditures:

<u>INVOICE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
4/1/2015	Terminix - pest control	113.00
4/6/2015	EBMUD - water/wastewater	446.67
4/7/2015	PG&E - electric	804.41
4/7/2015	PG&E - gas	102.52
4/4/2015	Russell - Dec-Mar accounting	796.44
4/7/2015	Meyers Nave - legal counsel	131.76
4/17/2015	Payroll processing	54.50
4/17/2015	Payroll - 4/1-4/15/15	2,412.62
4/17/2015	Withholding payroll taxes 4/1-4/15/15	1,086.18
5/1/2015	Payroll processing	54.50
5/1/2015	Payroll - 4/16-4/30/15	2,412.62
5/1/2015	Withholding payroll taxes 4/16-4/30/15	1,086.18
4/30/2015	Mechanics Bank fees	70.00
5/5/2015	Kurt Koessel - goal setting dinner	262.80
4/28/2015	Kel-Aire - maint.	607.33
5/1/2015	Bay View Refuse - May-Aug	346.40
4/28/2015	Shred-It - mobile shredding event	1,065.00
5/5/2015	KIC - signboard	10.00
4/9/2015	Sprint - telephone	65.12
4/5/2015	AT&T - telephone	583.21
4/10/2015	Mechanics Bank - oven repair	330.93
4/15/2015	Pagepoint - website updates	21.00
5/1/2015	Stericycle - medical waste	239.24
4/22/2015	Comcast - internet	108.95
5/1/2015	All-Ways Green Services - janitorial	105.00
5/5/2015	ICMA-RC -Mar deferred comp	915.68
	<b>Total</b>	<b>14,232.06</b>

Please complete the enclosed deposit ticket and mail in the attached envelope to The Mechanics Bank.

**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 12, 2016

	Apr 12, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	8,176.13
General Fund	77,713.71
Special Tax Fund	2,258.94
Capital Fund	6,971.77
<b>Total Checking/Savings</b>	95,320.55
Accounts Receivable	
Due from County for Reimb.	16,751.33
Advance on Taxes	1,610,323.71
Advance on Supplemental Taxes	48,540.85
<b>Total Accounts Receivable</b>	1,675,615.89
<b>Other Current Assets</b>	
Prepaid Services - EC	592,382.45
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	996,162.41
Investments	
Capital Replacement Funds	1,210,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	199,623.14
<b>Total Investments</b>	3,779,918.14
<b>Total Other Current Assets</b>	5,378,040.92
<b>Total Current Assets</b>	7,148,977.36
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
Current Capital Outlay	
Fire Engine Type I	349,688.92
Firefighters Qtrs/Equip	5,580.41
Apparatus Bay Construction	359,517.41
Needs Assess/Feasibility Study	5,000.00
Storage Room Emergency Repair	33,526.89
<b>Total Current Capital Outlay</b>	753,313.63
<b>Total Fixed Assets</b>	2,580,974.47
<b>TOTAL ASSETS</b>	9,729,951.83
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	65,899.42
<b>Total Accounts Payable</b>	82,650.75
<b>Other Current Liabilities</b>	
EI Cerrito Service Contract Pay	592,382.45
<b>Total Other Current Liabilities</b>	592,382.45
<b>Total Current Liabilities</b>	675,033.20
<b>Total Liabilities</b>	675,033.20



**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 12, 2016

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	Apr 12, 16
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	2,427,213.98
Net Income	1,415,085.39
	<hr/>
Total Equity	9,054,918.63
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,729,951.83</b>
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**Kensington Fire Protection District  
Revenue & Expense Prev Year Comparison**

July 1, 2015 through April 12, 2016

05/05/16

	Jul 1, '15 - Apr 12, 16	Jul 1, '14 - Apr 12, 15	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,393,096.84	3,198,245.01	194,851.83	6.1%
Special Taxes	200,345.40	200,345.40	0.00	0.0%
Other Tax Income	13,132.72	13,661.67	-528.95	-3.9%
Lease Agreement	1.00	0.00	1.00	100.0%
Interest Income	3,028.31	4,352.85	-1,324.54	-30.4%
Salary Reimbursement Agreement	37,758.15	37,271.07	487.08	1.3%
Miscellaneous Income	2,231.51	13,408.57	-11,177.06	-83.4%
<b>Total Income</b>	<b>3,649,593.93</b>	<b>3,467,284.57</b>	<b>182,309.36</b>	<b>5.3%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	31,287.66	30,981.86	305.80	1.0%
El Cerrito Contract Fee	1,777,147.58	1,811,503.89	-34,356.31	-1.9%
Water System Improvements	220,000.00	110,000.00	110,000.00	100.0%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,491.00	11,523.00	-32.00	-0.3%
<b>Professional Fees</b>				
Accounting	3,062.07	2,080.00	982.07	47.2%
Actuarial Valuation	3,400.00	0.00	3,400.00	100.0%
Audit	13,000.00	13,000.00	0.00	0.0%
Legal Fees	2,718.36	2,937.06	-218.70	-7.5%
<b>Total Professional Fees</b>	<b>22,180.43</b>	<b>18,017.06</b>	<b>4,163.37</b>	<b>23.1%</b>
Wildland Vegetation Mgmt	630.00	3,045.00	-2,415.00	-79.3%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,065,037.78</b>	<b>1,986,867.26</b>	<b>78,170.52</b>	<b>3.9%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	19,808.40	16,641.68	3,166.72	19.0%
Delta Dental	2,129.10	2,129.18	-0.08	0.0%
Vision Care	579.10	579.18	-0.08	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>22,516.60</b>	<b>19,350.04</b>	<b>3,166.56</b>	<b>16.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	5,491.50	7,068.99	-1,577.49	-22.3%
Comm. Pharmaceutical Drop-Off	71.90	1,251.08	-1,179.18	-94.3%
CERT Emerg Kits/Sheds/Prepared	1,028.20	0.00	1,028.20	100.0%
Open Houses	1,127.07	253.51	873.56	344.6%
Community Shredder	1,623.40	0.00	1,623.40	100.0%
DFSC Matching Grants	4,225.00	0.00	4,225.00	100.0%
Community Sandbags	4,037.64	0.00	4,037.64	100.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>17,604.71</b>	<b>8,573.58</b>	<b>9,031.13</b>	<b>105.3%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	604.44	0.00	604.44	100.0%
Firefighters' Expenses	9,038.21	1,793.99	7,244.22	403.8%
Staff Appreciation	1,264.27	1,366.31	-102.04	-7.5%
Professional Development	3,937.57	3,736.41	201.16	5.4%
<b>Building Maintenance</b>				
Janitorial Service	1,050.00	1,050.00	0.00	0.0%
Medical Waste Disposal	2,198.91	2,100.40	98.51	4.7%
Building alarm	1,444.44	1,696.00	-251.56	-14.8%
Gardening service	530.00	720.00	-190.00	-26.4%
Miscellaneous Maint.	7,528.91	5,038.35	2,490.56	49.4%
<b>Total Building Maintenance</b>	<b>12,752.26</b>	<b>10,604.75</b>	<b>2,147.51</b>	<b>20.3%</b>
<b>Building Utilities/Service</b>				
Garbage	346.40	682.68	-336.28	-49.3%
Gas and Electric	5,596.79	4,771.13	825.66	17.3%
Water/Sewer	1,291.58	1,218.88	72.70	6.0%
<b>Total Building Utilities/Service</b>	<b>7,234.77</b>	<b>6,672.69</b>	<b>562.08</b>	<b>8.4%</b>
Election	0.00	399.18	-399.18	-100.0%
Memberships	6,309.00	5,888.00	421.00	7.2%
<b>Office</b>				
Office Expense	2,823.23	2,070.53	752.70	36.4%
Office Supplies	1,261.63	943.88	317.75	35.8%
Telephone	5,603.03	5,704.83	-101.80	-1.8%
<b>Total Office</b>	<b>9,707.89</b>	<b>8,719.24</b>	<b>988.65</b>	<b>11.3%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>50,848.41</b>	<b>39,180.57</b>	<b>11,667.84</b>	<b>29.8%</b>
<b>Staff</b>				
Wages	58,584.96	56,331.24	2,253.72	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	704.12	135.41	568.71	420.0%
Medical/dental ins compensation	5,850.00	5,850.00	0.00	0.0%
Retirement Contribution	4,452.48	4,281.10	171.38	4.0%
Payroll Taxes	5,353.67	4,846.39	507.28	10.5%
Workers Compensation/Life Ins	1,453.77	1,209.55	244.22	20.2%
Payroll Processing	1,102.04	1,107.40	-5.36	-0.5%

**Kensington Fire Protection District**  
**Revenue & Expense Prev Year Comparison**  
 July 1, 2015 through April 12, 2016

	Jul 1, '15 - Apr 12, 16	Jul 1, '14 - Apr 12, 15	\$ Change	% Change
Total Staff	78,501.04	74,761.09	3,739.95	5.0%
Total Expense	2,234,508.54	2,128,732.54	105,776.00	5.0%
Net Ordinary Income	1,415,085.39	1,338,562.03	76,533.36	5.7%
Other Income/Expense				
Other Income				
Transfers In - Capital	70,000.00	201,615.00	-131,615.00	-65.3%
Transfers In - General	354,525.48	2,106.57	352,418.91	16,729.5%
Total Other Income	424,525.48	203,721.57	220,803.91	108.4%
Other Expense				
Transfers Out - Capital	229,525.48	2,106.57	227,418.91	10,795.7%
Transfers Out - Special	125,000.00	199,000.00	-74,000.00	-37.2%
Transfers Out - General	70,000.00	2,615.00	67,385.00	2,576.9%
Total Other Expense	424,525.48	203,721.57	220,803.91	108.4%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,415,085.39	1,338,562.03	76,533.36	5.7%

**Kensington Fire Protection District  
Revenue & Expense Budget vs. Actual**

July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,393,096.84	3,328,995.00	64,101.84	101.9%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	13,132.72	13,500.00	-367.28	97.3%
Lease Agreement	1.00	1.00	0.00	100.0%
Interest Income	1,465.81	4,500.00	-3,034.19	32.6%
Salary Reimbursement Agreement	37,758.15	38,689.48	-931.33	97.6%
Miscellaneous Income	2,231.51	0.00	2,231.51	100.0%
<b>Total Income</b>	<b>3,648,031.43</b>	<b>3,586,030.48</b>	<b>62,000.95</b>	<b>101.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	31,287.66	32,495.00	-1,207.34	96.3%
El Cerrito Contract Fee	1,777,147.58	1,777,147.48	0.10	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
<b>Professional Fees</b>				
Accounting	2,421.25	3,375.00	-953.75	71.7%
Actuarial Valuation	3,400.00	3,500.00	-100.00	97.1%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	2,718.36	22,500.00	-19,781.64	12.1%
<b>Total Professional Fees</b>	<b>21,539.61</b>	<b>42,375.00</b>	<b>-20,835.39</b>	<b>50.8%</b>
Wildland Vegetation Mgmt	630.00	7,499.98	-6,869.98	8.4%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,064,396.96</b>	<b>2,065,807.46</b>	<b>-1,410.50</b>	<b>99.9%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	19,808.40	16,035.02	3,773.38	123.5%
Delta Dental	1,916.19	2,051.27	-135.08	93.4%
Vision Care	579.10	558.73	20.37	103.6%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>22,303.69</b>	<b>18,645.02</b>	<b>3,658.67</b>	<b>119.6%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	5,469.00	9,749.98	-4,280.98	56.1%
Comm. Pharmaceutical Drop-Off	71.90	500.00	-428.10	14.4%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	1,028.20	30,000.00	-28,971.80	3.4%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	1,623.40	2,250.00	-626.60	72.2%
DFSC Matching Grants	4,225.00	4,000.00	225.00	105.6%
Demonstration Garden	0.00	1,250.00	-1,250.00	0.0%
Community Sandbags	4,037.64	6,000.00	-1,962.36	67.3%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>17,582.21</b>	<b>54,699.98</b>	<b>-37,117.77</b>	<b>32.1%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	0.00	750.00	-750.00	0.0%
Firefighters' Expenses	9,038.21	7,499.98	1,538.23	120.5%
Staff Appreciation	1,264.27	2,500.00	-1,235.73	50.6%
Professional Development	3,937.57	4,175.00	-237.43	94.3%
<b>Building Maintenance</b>				
Janitorial Service	945.00	1,125.00	-180.00	84.0%
Medical Waste Disposal	2,198.91	2,999.98	-801.07	73.3%
Building alarm	1,444.44	2,000.00	-555.56	72.2%
Gardening service	530.00	1,500.02	-970.02	35.3%
Miscellaneous Maint.	7,410.91	9,375.02	-1,964.11	79.0%
<b>Total Building Maintenance</b>	<b>12,529.26</b>	<b>17,000.02</b>	<b>-4,470.76</b>	<b>73.7%</b>
<b>Building Utilities/Service</b>				
Garbage	346.40	720.00	-373.60	48.1%
Gas and Electric	5,596.79	5,625.00	-28.21	99.5%
Water/Sewer	1,291.58	1,265.00	26.58	102.1%
<b>Total Building Utilities/Service</b>	<b>7,234.77</b>	<b>7,610.00</b>	<b>-375.23</b>	<b>95.1%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	6,309.00	6,230.00	79.00	101.3%
<b>Office</b>				
Office Expense	2,823.23	2,825.02	-1.79	99.9%
Office Supplies	1,281.63	1,874.98	-593.35	68.4%
Telephone	5,491.91	6,341.23	-849.32	86.6%
<b>Total Office</b>	<b>9,596.77</b>	<b>11,041.23</b>	<b>-1,444.46</b>	<b>86.9%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>49,909.85</b>	<b>58,606.23</b>	<b>-8,696.38</b>	<b>87.9%</b>
<b>Staff</b>				
Wages	58,584.96	58,578.02	6.94	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	704.12	974.98	-270.86	72.2%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,850.00	5,850.00	0.00	100.0%
Retirement Contribution	4,452.48	4,450.50	1.98	100.0%

**Kensington Fire Protection District  
Revenue & Expense Budget vs. Actual**

July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Payroll Taxes	5,353.67	5,280.00	73.67	101.4%
Workers Compensation/Life Ins	1,453.77	1,800.00	-346.23	80.8%
Payroll Processing	1,044.81	1,128.77	-83.96	92.5%
<b>Total Staff</b>	<b>78,443.81</b>	<b>79,062.27</b>	<b>-618.46</b>	<b>99.2%</b>
Contingency				
General	0.00	18,749.98	-18,749.98	0.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>18,749.98</b>	<b>-18,749.98</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>2,232,636.52</b>	<b>2,293,770.94</b>	<b>-61,134.42</b>	<b>97.3%</b>
<b>Net Ordinary Income</b>	<b>1,415,394.91</b>	<b>1,292,259.54</b>	<b>123,135.37</b>	<b>109.5%</b>
<b>Other Income/Expense</b>				
Other Income				
Transfers In - Capital	70,000.00	0.00	70,000.00	100.0%
Transfers In - General	354,525.48	0.00	354,525.48	100.0%
<b>Total Other Income</b>	<b>424,525.48</b>	<b>0.00</b>	<b>424,525.48</b>	<b>100.0%</b>
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	229,525.48	0.00	229,525.48	100.0%
Transfers Out - Special	125,000.00	0.00	125,000.00	100.0%
Transfers Out - General	70,000.00	0.00	70,000.00	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>424,525.48</b>	<b>0.00</b>	<b>424,525.48</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>1,415,394.91</b>	<b>1,292,259.54</b>	<b>123,135.37</b>	<b>109.5%</b>

# **CHIEF/PRESIDENT REPORTS**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

May 2016

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Homeland Security Grant Award**

I am happy to report that the Fire Department has been awarded \$180,540.00 from the State Homeland Security Grant Program. These funds will be used to train personnel in the areas of Low Angle Rope Rescue, Rope Tech I and II, Confined Space Rescue, Trench Rescue, and Rescue Systems I and II. There is no cost share requirement with this grant and the funds will be used to hire instructors, supplies for teaching, backfill costs, and overtime. We will continue to participate with other West County Fire Departments, so they too can benefit from this training.

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**UPDATE: Cost share assistance up to \$5,000 available to reduce hazardous fuels around homes**

We are excited to report that last month we had three Kensington properties apply for this cost share grant program, 33 Edgecroft Rd, 10 Kensington Court, 152 Highland Blvd., and 614 Cannon Dr. I applaud these citizens for coming forward and applying for these grants to increase the level of fire safety within our community. For this reason, I am again including the information below to make sure the word about these grants continues to be spread in the community of Kensington.

For El Cerrito and Kensington residents with hazardous wildfire fuels around their homes or in adjacent open space, Diablo Fire Safe Council has a cost share program. Up to \$5,000 per project is available to groups or groups of individuals to hire a contractor to reduce fuel loads and create defensible space on your property.

Projects can include:

- Chipping or green waste removal of homeowner cut material,
- Mowing or "weed whacking" (as a part of a larger project)
- Tree thinning (cutting of small trees) or "limbing-up"
- Brush cutting or cutting of juniper

Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council. Download an application at [www.diablofiresafe.org/pdf/Cost-Share\\_2015-16\\_application\\_package.pdf](http://www.diablofiresafe.org/pdf/Cost-Share_2015-16_application_package.pdf)

If you have a project idea contact Cheryl Miller, (510) 282-1265 or email [DFSCMiller@comcast.net](mailto:DFSCMiller@comcast.net) to discuss details.

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REQUEST FOR PROPOSAL

for

ARCHITECTURAL MASTER PLANNING SERVICES

**KENSINGTON FIRE STATION**

KENSINGTON, CALIFORNIA

April 21, 2016



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### APPENDICIES:

- A. STANDARD FORM PROFESSIONAL SERVICES AGREEMENT**
- B. Existing studies**
- C. As Built Drawings as available**
- D. Existing plans or drawings**
- E. Topographic surveys**



## ***I. BACKGROUND***

The Kensington Public Safety Building is approximately 5,800 square feet and was constructed in 1971. Though, the building has been renovated several times over the last 45 years, the Kensington Fire Protection District (KFPD) is soliciting proposals for a Needs Assessment to determine the requirements of a 21<sup>st</sup> century public safety building and how the District can achieve those goals.

The Kensington Fire Protection District (KFPD), which owns the Kensington Fire Station #65, recognizes that in order continue serving the community the station will require substantial renovation, possibly expansion, replacement or possible relocation.

The KFPD is undertaking the first steps of this renovation with a Feasibility Study and Concept Design.

Through this Request for Proposal (RFP), Kensington Fire Protection District (Client) is seeking an experienced and qualified master-planning consultant with extensive fire station design and programming experience to provide programming and master planning services for a revitalized Kensington Fire Station.

The purpose of the Kensington Fire Station Project (Project) is, once approved, to design and construct the new site to reflect the vision of the Kensington Community.

## **II. ANNOUNCEMENT**

The Kensington Fire Station Project (Project) is organized and managed by the Kensington Fire Protection District (KFPD). The District announces a Request for Proposal for a Master Plan Architect to develop alternate plans for the remodel and potential expansion of the Kensington Fire Station. The Project will be financed by public funds.

The Master Plan Architect will be expected to provide Master Planning services. The project budget has not been determined. The building is expected to be in the 7,000 to 10,000 square foot range.

The selection process consists of evaluation of responses to this RFP and interviews with the short-listed teams. The Selection Committee consists of project team members from KFPD and mack5.

The successful RFP candidate will be required to execute a standard form Professional Services Agreement that includes, among other items, living wage requirements. (See appendix A).

Responses to this RFP shall require six (6) bound copies no larger than 8 1/2" x 11" in size.

Deadline for the receipt of response is **2:00 PM, May 17, 2016**. Submit responses to:

Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707  
Attn: Master Plan RFP

Further information may be obtained via email at [pbeamer@mack5.com](mailto:pbeamer@mack5.com) or calling Paul Beamer, KFPD's agent for this process, at (510) 595-4727.

Interviews are scheduled for Tuesday May 24, 2016, at KFPD's offices. Specific interview times will be determined later.

Clarifications must be requested in writing. Please provide your name, your company name, telephone number and email address where you can be reached. Verbal responses, explanations, or interpretations do not govern the RFP. If a response is necessary and not already contained in the RFP, the Client will issue it in writing. The deadline for receipt of written questions is ten (10) business days before the submittal deadline, or by May 17, 2016.

### **III. INTRODUCTION**

The existing building and site require upgrades to address confined space requirements, modernization, code compliance and architectural integration to the Master Plan

It is anticipated that newly designed building, circulation, orientation, site branding and site utilities including sustainable / energy conservation elements will be part of the program. In addition, the existing building has deferred maintenance and possible code deficiencies that must be evaluated and addressed as part of the Master Plan development effort.

The Master Plan Architect is expected to provide programming and architectural services adequate to provide a Master Plan for the site or an alternative site, if needed. The first phase of the project will entail a period of programming with the Client. The Master Plan consultant must show experience in outreach in the programming phase of the work.

The Master Plan Architect may be a single entity or a joint venture. The Master Plan Architect will hold a contract directly with the Client, and all firms within the Master Plan Architects contract shall be sub-consultants to the Master Plan Architect. In addition, the Master Plan Architect may be required to work with and co-ordinate design efforts with other consultants under separate contract with or employed directly by the Client. Candidates and their teams shall be qualified to provide any of the services described herein.

The Master Plan Architect is not an exclusive role and the participant firm may be considered for participation throughout the duration of the design and construction process.

Whenever the Client determines that it would be in the best interests of the Project, it reserves the right to 1) enter into separate contracts with consultants supplying specialized services, 2) use qualified staff to provide services, or 3) direct the Master Plan Architect to integrate qualified staff into the Project Team.

Note that the Project, and any contracts awarded in connection herewith, may be contingent upon the approval of an EIR. The Client will contract separately with consultants for preparing an EIR, if needed. The Client shall not be liable to any prospective consultant or sub-consultant for the failure to secure an approval of an EIR. The Master Plan Architect will be expected to coordinate with, contribute to, and supply information for the Client's consultants during any necessary EIR process.

The Client intends, if required, to issue separate contracts for hazardous materials consultants, environmental engineering and others. The Master Plan Architect will be

expected to coordinate with and supply adequate design information for the Client's consultants in order for them to fully assess, survey, budget, specify and monitor abatement.

These separate agreements described above do not reduce the Master Plan Architect's overall responsibility for design coordination and Master Planning.

#### ***IV. PROPOSED SCHEDULE***

The Project as currently proposed, including design and construction, is anticipated to occur over a 2 – 3 year period. Master Planning is expected to become complete by Summer 2016.

Issue RFP:	April 21, 2016
Site Meeting:	May 3, 2016
Submittals Due:	May 17, 2016
Interviews:	May 24, 2016
Selection:	May 31, 2016

#### ***V. SCOPE OF SERVICES***

The Master Plan Architect shall be fully responsible for all design efforts required to provide a new Master Plan for the existing Kensington Fire Station. The Master Plan shall include new building(s) or a renovated building, and site development or an alternative site. Approval of the Master Plan by the Client will mark the conclusion of this effort.

In the preparation of the master plan, the Master Plan Architect will work with, advise, and make timely and researched recommendations to the District as to the best options that satisfy the needs and concerns of the Client. The Master Plan Architect will interact with the Design and Construction Committee Members of the District staff, of which the Project Manager is part, on a day-to-day basis.

The Master Plan Architect will establish design direction for the Project team, develop a Master Plan satisfactory to the Client, assure coordination between disciplines and meet schedules and budget performance as typically required of a design entity. As described above in the Introduction section, the Client may contract separately for certain consultants or may use qualified staff to assist in the design process. The Master Plan Architect will be required to review and coordinate all design efforts toward a complete, efficient, functional and operational master plan and will assist in developing a budget and schedule for executing the approved master plan.

The Master Plan Architect shall demonstrate the expertise and available resources to provide planning, programming and design service of the highest quality. The Master

Plan Architect's sub-consultants shall be the resource of the Master Plan Architect providing any design disciplines necessary to achieve project goals. The Client retains the right to approve the Master Plan Architect's proposed sub-consultants prior to entering into an agreement. The Master Plan Architect shall retain full responsibility for all design and planning efforts.

The scope of the project shall include, but is not limited to the existing building and site.

Work with, coordinate and assist professional services provided by the Owner:

- Project Management
- Cost Planning, Sequencing, Scheduling and Management Plan
- Geotechnical engineering

In broad terms, the scope of work is defined by goals of the master plan effort:

1. Assessment of existing conditions
2. Assessment of client and user values and needs
3. Program definition
4. Developing concepts
5. Project budget, sequence and schedule
6. Management plan for implementation
7. Approved master plan

The professional tasks to be completed and work products to be delivered may include, but are not limited to, the following:

## PLANNING PHASE

### Planning Phase: Tasks and Deliverables

Duration: 1 to 2 month

#### **Task 1: Startup and Work Program**

The Master Planning Architect in partnership with KFPD, will affirm the study goals, objectives, and project site and developing a more detailed scope, workplan, and budget.

Deliverables:

- Complete and detailed workplan and budget.
- Team kick-off meeting.

#### **Task 2: Existing Needs and Conditions**

The Architect will collect, compile, and review studies, projects, and land use context relevant to the Kensington Fire Station (e.g., existing conditions reports, shadow studies, zoning, and other studies and reports likely to have information that is relevant to the Kensington Fire Station project).

The Architect will interview KFPD Chief, KFPD staff, ECFD staff and KCSD (lessee) staff about the facility and programming needs to meet future fire station growth.

Deliverables:

- Relevant studies memorandum, which will summarize and highlight the most applicable information from relevant studies, and include plans, photos, diagrams, etc., where appropriate.

The Architect will also review the location and condition of the site and facility's physical features, programming, and operations. The Architect will map the following physical assets within the site and facility, such as building layout, furnishings, apparatus equipment, landscaping, and safety, among others. The Architect will survey and describe the condition of all existing infrastructure. The Architect will review all available as-builts, drawings, or site-specific reports/research and document any relevant code analysis, including ownership, jurisdiction, rights of way, and easements.

The Architect will quantify and map the following operational elements within the site, including but not limited to: list of key hours of operations, response times and verify all assumptions regarding operations.

The Architect will conduct interviews and perform surveys among relevant staff members to gather an inventory of the site conditions and current and desired programming.

Deliverables:

- A determination of the facility's infrastructure life-cycle utility (overall life expectancy of the building's systems and structure).
- Summary of data collection efforts and master inventory of acquired data mentioned.

### **Task 3: Best Practices Research**

The Architect will provide an in-depth operational analysis of three fire stations similar to the Kensington Fire Station throughout the Bay Area, that are widely perceived as having implemented innovative solutions to operational challenges. Identify the key design and operational similarities, differences, issues, and best practices that led to their successes and examine what types of site and facility designs work best with these specific types of fire stations.

Deliverables:

- A best-practices memorandum.

### **Task 4: Analysis/Reports**

The conclusion of this phase will yield a visually engaging analysis that will highlight the strengths and challenges of the Kensington Fire Station. The study will include all the spaces



within the fire station, based on the existing reports, data, and surveys conducted, and provide a thoughtful analysis of variables to consider from a sustainability and low-impact design perspective. These reports include a seismic evaluation by our structural engineer that recommends major seismic upgrades or replacement.

This phase will be accompanied by an order-of-magnitude cost estimate (by mack5) for the range of options KFPD might take (i.e., upgrades to the existing building, expand upon the existing building, build a new building if it were more cost effective, move to a different site) and determine the parameters of the concept design. This direction will allow the Design Team to set appropriate expectations with the community during the concept design workshop and enable us to design to a target budget range that we collectively think is feasible.

**Deliverables:**

- A visually engaging report summarizing the strengths and opportunities at the Kensington Fire Station. The Architect will support the District's submittal of a draft report for review by the community and incorporate comments into the final report.

## CONCEPT PHASE

### Concept Phase: Tasks and Deliverables

Duration: 1 to 2 months

#### **Task 5: Community Engagement**

Incorporating input from KFS and the District, the Architect and its consultant team will develop an outreach strategy and engage the community in the fire station design by conducting 1 - 2 public meetings, as appropriate. The information gathered at these meetings will inform the concept design.

Deliverables:

- Community meetings and documentation.
- Preferred design.

#### **Task 6: Development Documents**

The Architect will prepare concept level design documents. KFPD can use these documents to identify funding sources and eventually apply them to the future Phase Three for construction documentation and construction of the fire station.

Deliverables:

- Concept level design documents.
- Concept level cost estimates.
- Phasing plan.

#### **Task 7: CEQA Initiation**

The Architect will help prepare the necessary CEQA application documents, which KFPD will need to initiate construction.

Deliverables:

- CEQA application.

**V. SELECTION PROCESS**

The Selection Committee will make selections from the Proposals submitted and the interviews. The short listed teams were selected based on the following:

- Successful experience in producing Master Plans incorporating fire station projects
- Diversity, Management and Organization of the Project Team including the use of Bay Area firms
- Proven ability to successfully work on public projects.
- References

In addition to the above, the following criteria will form the basis of selection:

- Project Team makeup
- Understanding and grasp of project requirements, vision
- Methodology employed
- Creativity
- Chemistry

---

**VII. CONTENTS OF THE RFP RESPONSE**

***Specific information must be provided in the order requested below (using number sequence). Please be advised that failure to follow this format will result in a lower ranking.***

**1. COVER LETTER**

A letter summarizing proposal and vision for providing services, as it relates to the Vision Statement and, highlighting the key points of the response. (Maximum one page)

**2. PROPOSAL**

This section shall include the following:

- A. Full name of the prime firm, or each member firm if the prime firm is a joint venture, proposed for the Master Plan Architect.
  - 1. Identify major, significant sub-consultants. Briefly describe the services of these sub-consultants and how they are relevant to the Project and this RFP response.
- B. Identify Significant Project Team Members  
Identify individuals assigned to the project including using one-third page maximum per person:
  - a. Name
  - b. Role and Responsibilities
  - c. Experiential background
- C. A description or organizational chart of the significant team members. (one page maximum)
  - 1. Project team including in-house and consulting services.
  - 2. If a joint venture, explain roles and responsibilities of each joint venture partner.
  - 3. Describe how the workload might be organized, divided or assigned.
- D. Fee, in separate envelope.

### **VIII. INTERVIEW PROCESS**

Interviews held on site.

- 45 minute interviews with 30 minutes in between.
- Format
  - Introductions and preliminary remarks (5 min)
  - Team Overview (10 minutes)
  - Case Study (10 minutes)
  - How does the site / project inspire your team? (5 minutes)
  - Questions and Answers (10 minutes)
  - Closing Remarks (5 minutes)
- Candidate Selection

Based on RFP responses, interviews, rankings and open discussion, the Selection Committee will make a selection within one week.

Should the Selection Committee be unable to decide on one team, a follow up interview may be scheduled within a one week period.

### **XI. STAFF PARTICIPATION AND PROJECT ORGANIZATION**

Existing Documentation

- a. Once the Master Plan Architect has been selected the Owner will provide all existing documentation on the project including the following as they presently exist:
  - i. As Built Drawings may or may not be available
  - ii. Existing plans or drawings
  - iii. Topographic surveys not previously provided
  - iv. Existing utilities on site

# **NEW BUSINESS**

# KENSINGTON FIRE PROTECTION DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 1050

**1050.10** Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**1050.20** Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

**1050.21** All Directors, the Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

**1050.22** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code § 54950 through § 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable.

**1050.23** An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

**1050.24** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**1050.30** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

**1050.31** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**1050.40** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

**1050.50** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

**1050.60** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**1050.70** The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

**1050.80** *Board meeting recordings shall be posted to the District website to allow for public access.*