



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Introduction and First Reading of Revised Board *Policy 1050 Board Meetings*
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Following introduction by title only, staff recommends the Board consider approving revisions to *Policy 1050 Board Meetings* and waive the first reading.

Background

With the upcoming move back into the Public Safety Building, the meeting room will be available to hold Board meetings. *Policy 1050 Board Meetings* lists the location of Board meetings as the Kensington Community Center so will require update to reflect this.

In reviewing *Policy 1050 Board Meetings*, there are additional recommended updates:

- change “second” Wednesday to “third” Wednesday;
- add “or as determined due to a change in District needs and circumstances.” at the end of 1150.10 in the event this occurs in the future;
- remove 1050.11 (definition which could be added to *Policy 1090 Members of the Board of Directors*);
- remove 1050.12 covered in Brown Act listed earlier in policy;
- add “General” before Manager;
- add “and posted to the agency’s website” to the end of 1050.21;
- add “electronic” before mailing and remove “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”.
- Correct Policy “5020” to “1060” and combine 1051.24 with 1050.23; and
- Remove 1050.90 as this is listed in *Policy 1140 Committees of the Board of Directors* (1140.40).

If policy revisions are approved, next steps are:

- second reading and policy adoption on November 20, 2024
- revised *Policy 1050 Board Meetings* becomes effective on December 20, 2024

Fiscal Impact

Holding meetings in the Public Safety Building will utilize the renovated facility with anticipated savings in audio visual assistance as the equipment is user-friendly.

Attachments: *Policy 1050 Board Meetings (clean and redline)*



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1050
Policy Title	Board Meetings
Last Revision Date	/ /202 , 05/01/2018

1150.10 Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00 p.m. in the Public Safety Building, 217 Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or as determined due to a change in District needs and circumstances.

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 General 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, and posted to the agency's website.

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 Brown Act shall be notified by an electronic mailing.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #1060 and shall be delivered with the notice of the special meeting to those specified above. 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 General 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 General 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. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

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



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1150.10 Regular meetings of the Board of Directors shall be held on the ~~third~~^{second} Wednesday of each calendar month at 7:00 p.m. in the ~~Public Safety Building~~^{Kensington Community Center}, ~~21759~~ Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926). The date, time and place of regular Board meetings ~~may~~^{shall} be reconsidered annually at the annual organizational meeting of the Board, or as determined due to a change in District needs and circumstances.

~~1050.11 Member of the Board includes newly elected and appointed officials prior to assuming office.~~

~~1050.12 Meetings through the use of intermediaries, serial communications, or emails are prohibited.~~

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1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy ~~#10605020~~ 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.

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~~1050.90 Committees created by formal action of the Board shall comply with the Brown Act.~~