



**KENSINGTON FIRE PROTECTION DISTRICT**  
AGENDA OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
**Wednesday, June 3, 2020 3:00 – 5:00pm**  
**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://zoom.us/j/94895469471> (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](mailto: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](mailto: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://zoom.us/j/94895469471>

Or iPhone one-tap :

US: +16699009128,,94895469471# or +13462487799,,94895469471#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1  
312 626 6799 or +1 646 558 8656

Webinar ID: 948 9546 9471

International numbers available: <https://zoom.us/j/94895469471>

**1. CALL TO ORDER/ROLL CALL**

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian, and Julie Stein

**2. Consideration of Authorizing the Interim General Manager to Hire a Student Intern**  
(Supporting Document) (ACTION)

**3. Consideration of Authorizing the Interim General Manager to Hire for Temporary Administrative Support from a Staffing Agency** (Supporting Document) (ACTION)

**4. Presentation on Public Safety Building Renovation Evaluation and Discussion of Next Steps Including Possible Selection of Design Alternative by Mallory Cusenbery/RossDrulisCusenbery Architecture, Inc.** (ACTION)

**5. Adjournment**



**TO:** Board of Directors  
Kensington Fire Protection District

**DATE:** June 3, 2020

**RE:** Consideration of Authorizing the Interim General Manager to Hire  
a Student Intern to for General Office Functions

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

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**Recommended Action**

Consider Authorizing the Interim General Manager to Hire a Student Intern for general office functions with an annual budget maximum of \$7,500.

**Background**

The Interim General Manager has identified the opportunity to secure assistance with general office functions through the hiring of a temporary Student Intern. These functions are critical to maintaining the flow of work as the District transitions from the current service provider. General office functions include, but are not limited to: greeting the public through telephone or email contact; general office tasks such as collecting/distributing mail, copying and binding; posting agenda and other documents in public locations; performing website updates and posting online alerts (meetings, events, etc.); and pick-up and delivery of District documents.

In support of *Expectations and Responsibilities of the Interim General Manager, No. 9*, hiring a Student Intern would present a cost-saving measure in covering functions that would otherwise be performed by staff at higher rates of pay. The proposed hourly rate for a Student Intern is \$18 to \$20 per hour and would allow a local student the opportunity to gain exposure to fire protection services and public administration as per the attached Job Description. It is estimated the number of weekly hours will be approximately 5-10 and will fluctuate with District needs.

**Fiscal Impact**

The annual estimate of \$7,500 will be included in the Fiscal Year 2020-2021 Salaries and Wages budget with the Fiscal Year 2019-2020 estimate of \$200 funded by savings in Professional Consulting Services.

**Attachments:** Job Description, Job Announcement

# ***Kensington Fire Protection District***



Position: Student Intern (temporary/part-time)  
Salary: \$18 - \$22 per hour  
Filing Deadline: Open until filled  
*Posted: 06/XX/20*

The Kensington Fire Protection District has an opening for a temporary/part-time Student Intern to assist with general office functions. The District is seeking an individual who is dependable, independent, and passionate about serving the community. If you are interested in a flexible schedule serving on a team committed to providing high quality and innovative fire protection services, apply today!

### **The Position**

Dedicated, punctual, energetic...if those terms describe you, please read on. Specific responsibilities will include, but are not limited to:

- Greeting the public, elected officials, and staff in person, telephone, and by email with general District inquiries
- Posting agenda and other documents in public locations
- Performing website updates and posting meetings, events, alerts online
- Pick-up and delivery of District documents
- Providing general office support to staff and elected officials (copying, binding)

### **Qualifications**

- Current enrollment in a Bachelor's or Master's degree program from a accredited college or university in communications, public/business administration, computer science or related field
- Possession of a valid California Driver's License

### **Application Process**

Submit a resume and cover letter to the District via email to [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org). First review of resumes will be on June 10, 2020.

# Kensington Fire Protection District



<b>Position Title</b>	Student Intern
<b>Status</b>	Part-time/Temporary, No benefits
<b>Hourly Rate</b>	\$18 - \$22 per hour

### Definition

Under direction of the General Manager or administrative staff, incumbents perform general office functions.

### Distinguishing Characteristics

This is a temporary, part-time classification in which students with current enrollment in college can gain experience in assisting District staff in the performance of professional administrative or technical duties.

### Supervision Received and Exercised

Receives supervision from the General Manager or administrative staff; does not supervise.

### Examples of Essential Duties

- Greet the public, elected officials, and staff in person, telephone, and by email with general District inquiries
- Post agenda and other documents in public locations
- Perform website updates and post meetings, events, alerts online
- Pick-up and delivery of District documents
- Provide general office support to staff and elected officials (copying, binding)
- Perform related duties as assigned

### Minimum Qualifications

*Any combination of equivalent education and experience is qualifying, typically including:*

Education:

Current enrollment in a Bachelor's or Master's degree program from an accredited college or university in communications, public/business administration, computer science or related field.

Experience:

None required; however, prior general office experience is highly desirable.

### Knowledge and Abilities

Working knowledge of:

- Effective methods of communication
- Basic computer applications and general office machines

Ability to:

- Communicate effectively, orally and in writing
- Work cooperative with coworkers, outside agencies and the general public
- Demonstrate proficiency in computer data entry and word processing.

### License or Certificate

Possession of a valid California Driver's License



**TO:** Board of Directors  
Kensington Fire Protection District

**DATE:** June 3, 2020

**RE:** Consideration of Authorizing the Interim General Manager to Hire  
for Temporary Administrative Support from a Staffing Agency

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

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**Recommended Action**

Consider authorizing the Interim General Manager to hire temporary administrative support from a staffing agency with an annual budget maximum of \$21,000.

**Background**

As the District completes the transition from the current administrative support provider, the Interim General Manager has identified the need for temporary administrative support with items such as: performing complex administrative tasks; responding to telephone calls and emails; assisting with preparation of meeting agendas and minutes; and recording Board actions during meetings.

Hiring an Administrative Assistant in the short-term will allow the Interim General Manager the ability to assess long-term staffing or sourcing needs pursuant to *Expectations and Responsibilities of the Interim General Manager, No. 9*. A temporary employee would present a cost-saving measure in covering functions that would otherwise be performed by staff at higher rates of pay. The anticipated hourly rate would be approximately \$35 to \$50 per hour depending upon qualifications. It is estimated the number of hours per week will range from 5 - 10.

**Fiscal Impact**

The annual estimate of \$21,000 will be included in the Fiscal Year 2020-2021 Salaries and Wages budget with the Fiscal Year 2019-2020 estimate of \$800 funded by savings in Professional Consulting Services. The total currently proposed for all staffing and sourcing including the General Manager, accounting/administrative support, and student intern would be \$145,000 per year; however, this is still under evaluation and a formal plan will be provided to the Board in the coming months.

**Attachment:** Administrative Support Description

## Kensington Fire Protection District



Position: Administrative Assistant (contract/temporary)  
Salary: DOE  
Filing Deadline: Open until filled, first review June XX, 2020 at 5:00 p.m.  
*Posted: 06/XX/20*

The Kensington Fire Protection District has an opening for a contract/temporary part-time Administrative Assistant to support the Interim General Manager. The District is seeking an individual who is dependable, independent, proactive, and resourceful to serve in this temporary role while the District evaluates future staffing needs. If you are interested in a flexible schedule serving on a team committed to providing high quality and innovative fire protection services, apply today!

### The Position

Detail-oriented, excellent communication skills, outstanding organizational skills...if those terms describe you, please read on. Specific responsibilities will include, but are not limited to:

- Assist with agenda and minutes preparation
- Execute official District documents
- Provide administrative support to staff and elected officials
- Assist the public, elected officials, and staff in person, telephone, and by email with inquiries regarding District activities
- Respond to public records requests
- Perform a variety of complex administrative tasks

### Qualifications

Any combination of education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way would include:

- Associates or degree in a related field.
- Three years (3) of increasingly responsible administrative experience involving the maintenance of official records and documents with two (2) of those years of experience preferably in municipal government

### Application Process

Submit a resume and cover letter to the District via email to [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org). First review of resumes will be on June XX, 2020.



**TO:** Board of Directors  
Kensington Fire Protection District

**DATE:** June 3, 2020

**RE:** Presentation on Public Safety Building Renovation Evaluation and Discussion of Next Steps by Mallory Cusenbery of RossDrulisCusenbery Architecture, Inc. (RDC)

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

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### **Recommended Action**

Review and discuss the Public Safety Building Renovation Evaluation as presented by Mallory Cusenbery, RDC. Provide staff direction on next steps including possible selection of design alternative.

### **Background**

At the Board of Director's Meeting on May 27, 2020 the Board of Directors approved Extra Service Request (ESR007) with RDC for presentation of the Public Safety Building Renovation Evaluation and Next Steps in order to provide staff direction.

The presentation will be provided by RDC at the Special Meeting held on June 3, 2020.

### **Fiscal Impact**

None at this time; depending upon staff direction there may be an estimate of the Public Safety Renovation provided to the Board at a future meeting.