



KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL JOINT MEETING OF THE BOARD OF
DIRECTORS AND THE KENSINGTON POLICE
PROTECTION AND COMMUNITY SERVICES DISTRICT
(KPPCSD)

Wednesday, June 5th, 2024, 6:30pm - 8:30pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues on the agenda will be taken at the beginning of the meeting. Directors will also have an opportunity to comment on matters on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, 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)).

In-person: At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

Via Zoom: If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

Accommodations: To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email public.comment@kensingtonfire.org 48 hours prior to the meeting.

Agenda and supplemental materials: This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information or materials may be presented at the meeting itself.

PLEASE NOTE: The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

Hybrid Meeting Option via Zoom Internet Address:

<https://us02web.zoom.us/j/82052715447?pwd=U1d6SFZlZWlMxSnZTSMF3SnFiZUJwQT09>

Telephone Access:

(669) 900-9128 or (253) 215-8782 or (719) 359-4580

Zoom ID: 820 5271 5447

Passcode: 085803

1. CALL TO ORDER/ROLL CALL

President Levine, Vice President Madugo, Director Artis, Secretary Stein, Director Watt

2. PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

3. DISCUSSION ONLY (Supporting Materials)

The Board of Directors of KFPD and the Board of Directors of KPPCSD will discuss an administrative structure in a hypothetical combined district.

Action = Discussion

4. ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 19, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, June 5, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, June 12, 2024, by 1:00pm.

DRAFT

KFPD & KPPCSD

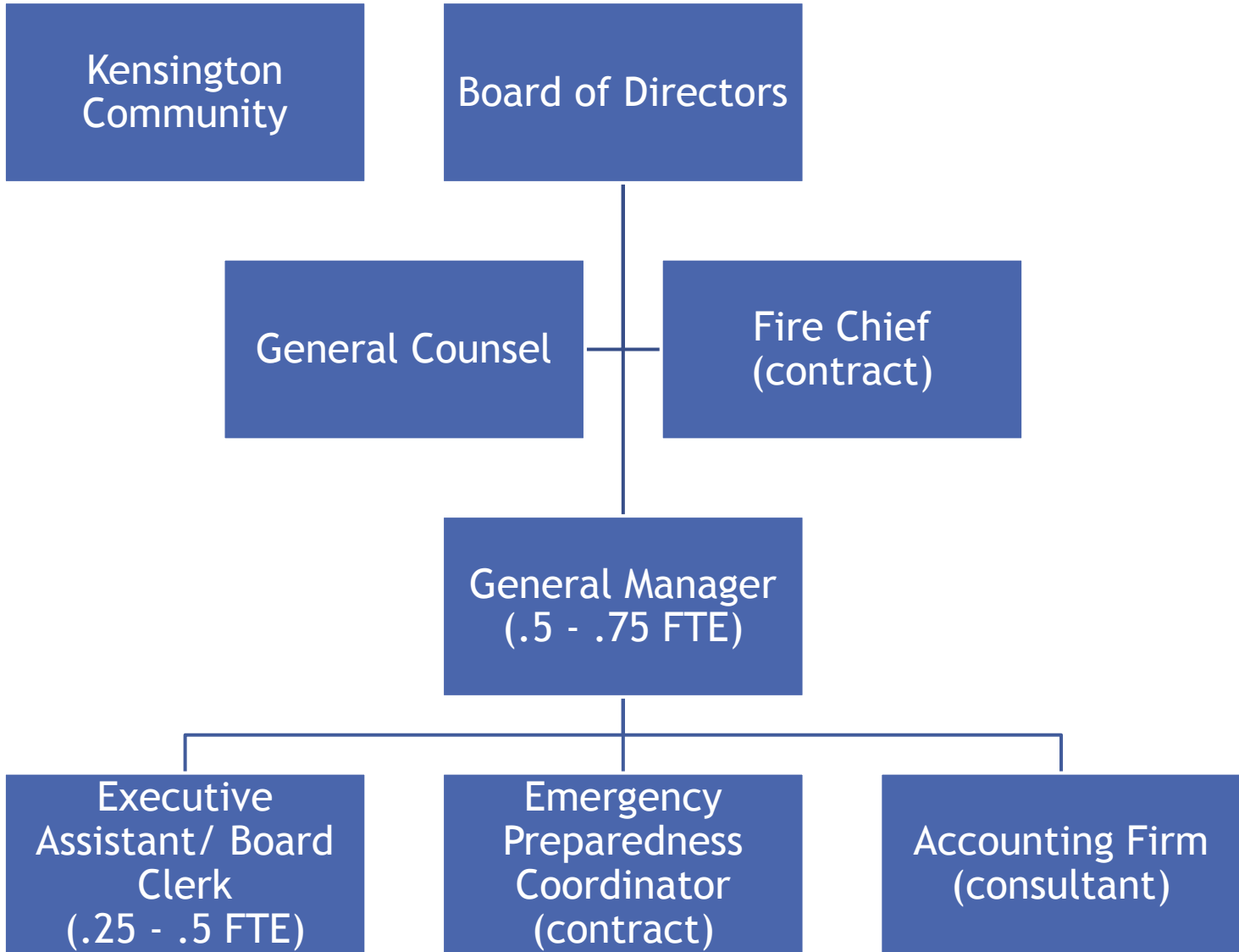
Administrative Structure in a Hypothetical Combined District

Purpose of Presentation

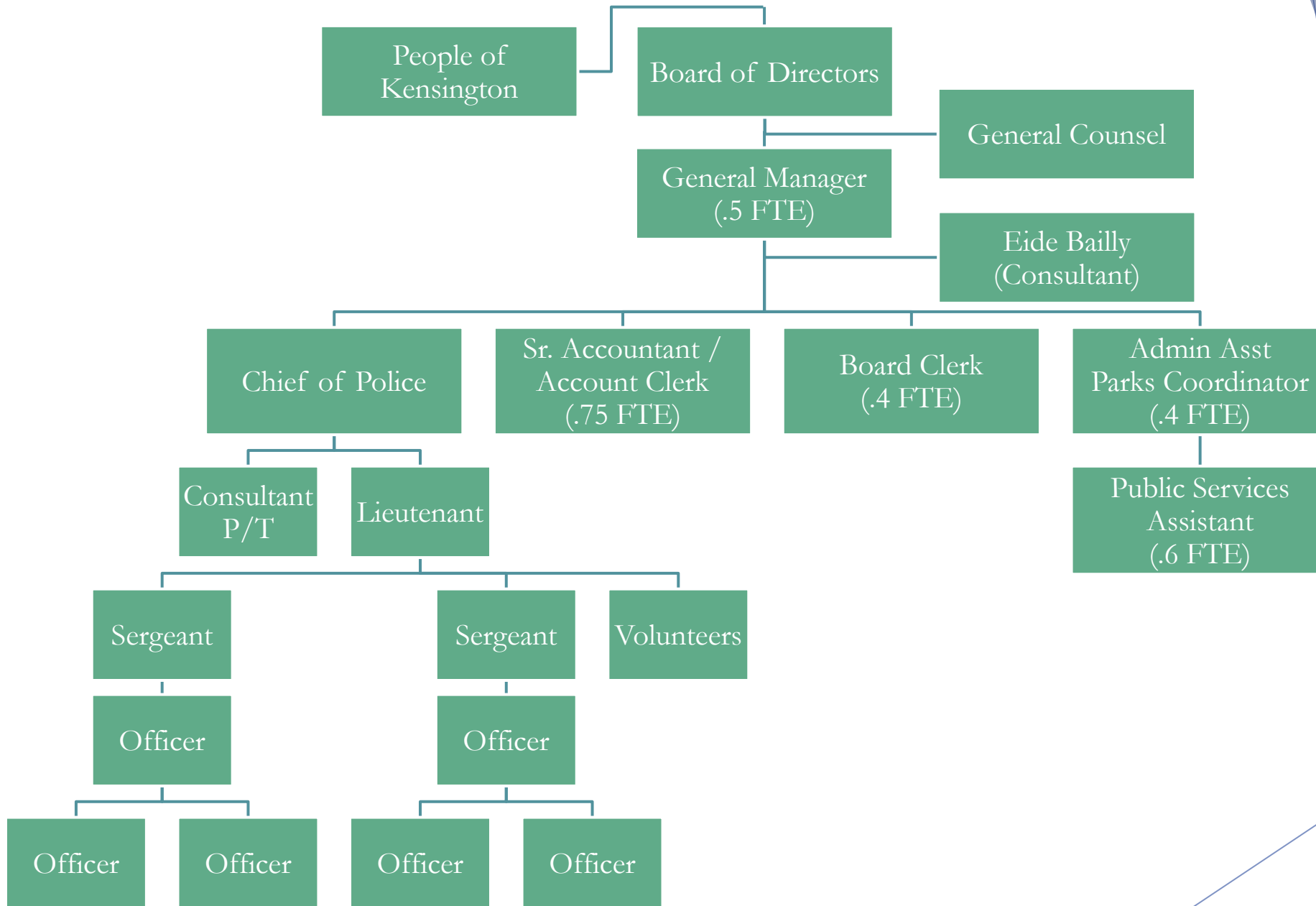
- ▶ KFPD & KPPCSD are currently in progress on a fiscal analysis to determine the impact of combining to form one organization
- ▶ For purposes of the fiscal analysis, the staffing requirements are needed to assess the financial impact
- ▶ The general managers for each organization identified administrative staffing needs to arrive at a combined administrative staffing structure
- ▶ This administrative staffing structure is being presented in order to gain feedback prior to providing Ridgeline with the information that is needed for the fiscal analysis

Process - What Steps Did We Take?

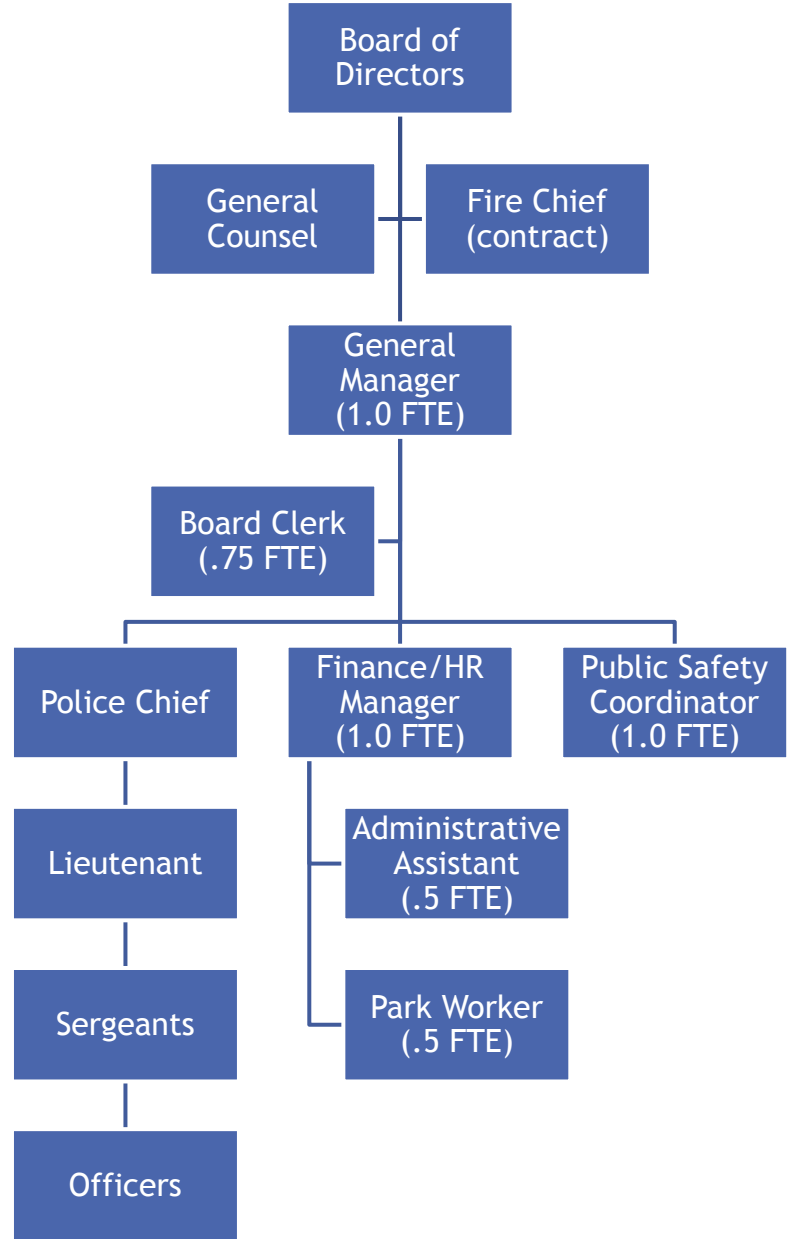
- ▶ January - Board Presidents and General Managers from Districts met to review the fiscal analysis project for timing (data, report, Board Meetings)
- ▶ General Managers reviewed ideas on the administrative structure that would be needed for staffing requirements (other areas are easier to define - utilities, supplies, etc.)
- ▶ Board Presidents provided initial feedback and General Managers continued work on over the next few months
- ▶ A hypothetical administrative structure has been drafted in the form of an organizational chart



Organization Chart - KFPD



Organization Chart - KPPCSD



Organization Chart (hypothetical)
KFPD & KPPCSD Combined Agency

Administrative Structure Functions

- ▶ Board of Directors - combined, reduces in conjunction with terms
- ▶ General Counsel - combined, no significant impact on needs
- ▶ Administration - changes to staffing and consulting needs
- ▶ Fire (contract) - no change
- ▶ Police - no change

Administration - Staffing

- ▶ General Manager
 - ▶ 1.0 FTE - some workload shifted to Finance/HR Manager
- ▶ Board Clerk
 - ▶ .75 FTE - some workload shifted to Administrative Assistant
- ▶ Finance/HR Manager
 - ▶ 1.0 FTE - eliminates consulting services, workload from GM
- ▶ Administrative Assistant
 - ▶ .50 FTE - workload from Board Clerk
- ▶ Park Worker
 - ▶ .50 FTE - building/grounds janitorial, converts from contract to allow flexibility cleaning up after events
- ▶ Public Safety Coordinator
 - ▶ 1.0 FTE - converts from consulting, manages grants, assists GM