

**KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
MINUTES**

Date of Meeting: January 25, 2020

Time of Meeting: 1:00 p.m.

Place of Meeting: Arlington Community Church, 52 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

CALL TO ORDER:

President Stein called the meeting to order at 1:01 p.m. and called roll.

1. Discussion and possible decision on a future staffing model for the Kensington Fire Protection District and identification of impacts to existing policies and procedures.

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| FIRST MOTION: M/s Nagel/Kosel: To adopt Option 3 in the Kensington Fire Protection District and Organizational Structure and further instruct RGS to come up with policy alterations to support Option 3. |
| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None |
| Motion passed unanimously. Audio Time Stamped: 58.46 |
| SECOND MOTION: M/s Kosel/Dommer: RGS to prepare a draft job description of a GM and an Admin support staff, based on input from the committee of Kevin & Don and that RGS give them time required for each position and salary ranges for each position. |
| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None |
| Motion passed unanimously. Audio Time Stamped: 1.26.24 |

2. Discussion and possible decision on adopting the summary minute format, also known as discussion minutes or anecdotal minutes, for the District's regular monthly board meetings.

3. Discussion and possible decision on adopting the summary minute format, also known as discussion minutes or anecdotal minutes, for the District's standing committee meetings and special board meetings.

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| MOTION: M/s Kosel/Dommer: Effective Feb. 1 they will direct the President to select 1 model of minutes from 2019 as a model for further minutes of the Board and it's committees. |
| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None |
| Motion passed unanimously. Audio Time Stamped: 1.39.25 |

4. Discussion and possible decision to authorize the board president to seek proposals for governance and structural recommendations for the Kensington Fire Protection District.

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| MOTION: M/s Kosel/Padian: Table Item 4 pending receipt of RGS's proposal changes on the policy manual relating to the interrelationship of the President and the General Manager. |
| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None |
| Motion passed unanimously. Audio Time Stamped: 1.42.28 |

ADJOURNMENT: The meeting was adjourned at 2:48 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

A handwritten signature in blue ink, appearing to be "Sasha Amiri-Nair", written over a horizontal line.

Board Secretary