



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 18, 2024
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary Morris-Mayorga, General Manager

For August and September, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items. My timing this month was a bit limited due to my mother's final days and passing so I am working to catch up on some items.

Resolution of Neighbor Complaints of PSB Roof Stack Reflection

Tim Barry is assisting with getting paint quotes for the roof stack. This was recommended by the design team as resolution of the reflection issues raised by neighbors along with some potential screening that is being researched and evaluated (this may have been included in the renovation plan). We will complete this within the existing PSB budget.

PSB Exterior Painting Quotes

Painters who are quoting on the roof stack will also provide quotes for painting three or four sides of the building to bring back to the Board in October if not sooner.

General Manager Job Description, Goals, Performance Metrics, and Key Performance Indicators

While the District worked with Brent Ives in the past on general manager recruitments, the District has not developed a job description for the position. In addition, development of goals, performance metrics, and key performance indicators is a recommended practice. I have a background in human resources so can develop these for Board feedback if that is acceptable to the Board.