



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 2, 2025
TO: Board of Directors
RE: Board Member Vacancy and Appointment Process
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends the Board take the following actions by motion:

- Approve the board member vacancy posting;
- Approve posting the information and application online for interested parties to apply; and
- Approve placing the interviews and appointment selection on the January __, 2025 special meeting agenda.

Background

On December 20, 2024, Julie Stein resigned from the Board of Directors. In accordance with Government Code Section 1780, the vacant director position may be filled by: appointment by the remaining directors within 60 days; special election; or appointment by the County Board of Supervisors. The second and third options would not be recommended given the cost and lack of Board control in the process.

Recommended steps to initiate the appointment process are listed below for Board discussion, consideration, staff direction, and/or approval with a calendar noting options below:

1. Establish application deadline date: January 21, 2025
2. Establish special board meeting date for interviews.
3. Post notice of vacancy as attached or with modifications as determined by the Board.
4. Follow the process originally established in October 2023.

January

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- Holiday
- Application due date
- Potential special meeting dates
- Deadline for KFPD BOD to appoint

Fiscal Impact

There is no additional cost in filling this vacancy utilizing the Board appointment process.

- Attachments:** Director Julie Stein’s Resignation
 Board Member Vacancy and Appointment Process
 Notice of Vacancy
 Application For Appointment to Fill A Vacancy on the KFPD Board



Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

Resignation from KFPD board effective immediately

Julie Stein <jstein@kensingtonfire.org>

Fri, Dec 20, 2024 at 8:06 AM

To: Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

December 20, 2024

To whom it may concern:

With this email, I hereby resign as a Director of the Kensington Fire Protection District (KFPD) effective immediately. The circumstances leading up to and during the KFPD board meeting held on November 7, 2024 led me to conclude that participation in Kensington governance is not a good fit for me at this time. Following that November 7 meeting, I decided to resign my KFPD director position at the end of the 2024 calendar year. However, I see no reason to wait until the calendar year ends to tender my resignation.

Please take care of communicating my resignation with the effective date of December 20, 2024 to the proper authority in Contra Costa County.

Please also expedite the processing of my recent claim for reimbursement and let me know if any further action is required from me to finalize the claim. The claim includes costs for my SLDF Special District Leadership Certificate, mileage and bridge tolls related to my attendance at the CSDA Leadership Academy, and production of board meeting booklets for Director Watt and myself for the December 2024 regular board meeting. All of those reimbursable expenses were incurred in good faith and for district business, including my board approved attendance at the CSDA Leadership Conference, which took place on November 4 and 5 before the board meeting on November 7 that was pivotal in leading to my decision to resign.

Thank you very much for your assistance on these two matters.

Sincerely,
Julie Stein

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Julie Stein
Director
Kensington Fire Protection District
www.kensingtonfire.org



KENSINGTON FIRE PROTECTION DISTRICT

Board Member Vacancy and Appointment Process

January 2, 2025 (est. October 2023)

The appointment process as determined by the Board will be as follows:

1. Candidates are required to submit an application and may include a candidate statement (maximum words 500). District applications are required, or the candidate will be disqualified.
2. The board may encourage members of the public to apply. All board communications with the public regarding any of the candidates shall strictly adhere to all elements of the Brown Act.
3. Applications may be withdrawn at any time; however, if not withdrawn prior to the KFPD website publishing date will remain on the website and not be removed.
4. Candidate interviews will be held in person at a board meeting which will be held on January __, 2025. Board members may determine one question to ask all candidates that would not be disclosed prior to the meeting which would result in four questions for each candidate. Candidates may make a closing statement.
5. The nomination and voting process will be used from the December 7, 2023 meeting.

Attachments: Notice of Vacancy
Application For Appointment to Fill a Vacancy on the KFPD Board



KENSINGTON FIRE PROTECTION DISTRICT

NOTICE OF VACANCY ON KENSINGTON FIRE PROTECTION DISTRICT BOARD

Kensington Fire Protection District Notice of Vacancy and Intent to Appoint Director

The community served by the Kensington Fire Protection District is hereby notified pursuant to Government Code §1780 that there is a vacancy on the Board of Directors due to the resignation of Director Julie Stein. The Kensington Fire Protection District Board of Directors intends to fill the vacancy by appointment made at a special Board meeting to be held on ___ day, January __, 2025, at __:00 p.m. The appointee will represent the community served by the Kensington Fire Protection District as a Board Director. The position to be filled will serve the remaining term beginning January 2025 and ending November 2026.

To apply, candidates must submit an application and may include a candidate statement to the Kensington Fire Protection District, attention Raychel Jackson rjackson@kensingtonfire.org by Tuesday, January 21, 2025 at 2:00 PM. Alternatively, application materials may be dropped off at 10940 San Pablo Avenue, Building B, El Cerrito, CA 94530.

Eligibility:

Any person who is 18 years of age or older, a registered voter, residing in the Kensington community, and who is not disqualified by the Constitution or laws of the state from holding office, is eligible to be appointed a member of the Board of Directors. Board members are subject to the Conflict of Interest Policy: [Policy 1040 Conflict of Interest \(Amended 2020\)](#)

Interviews:

The Board of Directors will interview prospective candidates in person at a public meeting on January __, 2025, accept oral or written public comment at that time, and select the appointee by a majority vote.

This notice will be posted in three places at least 15 days prior to the anticipated appointment on January __, 2025.



KENSINGTON FIRE PROTECTION DISTRICT

Application For Appointment to Fill a Vacancy on the Kensington Fire Protection District (KFPD) Board

Application must be completed and submitted to KFPD by **January 21, 2025 at 2 p.m.**

Application Process:

1. Candidates are required to submit an application and may include a candidate statement (maximum words 500). Applications are required, or the candidate will be disqualified.
2. All communications with board members shall strictly adhere to all elements of the Brown Act.
3. Applications may be withdrawn at any time; however, if not withdrawn prior to the KFPD website publishing date (expected to be January 22, 2025) will remain on the website and not be removed.
4. Candidate interviews will be held in person at a special board meeting on January __, 2025. Board members will ask each candidate one question for a total of four questions. Candidates may make a closing statement.

Please complete the following information:

Date: _____

Name: _____

Home address: _____

Business or Mailing address: _____

Phone (daytime): _____ Phone (evening): _____

Email: _____

Are you currently at least 18 years of age, a registered voter, and residing in Kensington? Yes No

Note: Board members are subject to the Conflict of Interest Policy: [Policy 1040 Conflict of Interest](#)

Please answer the following questions on a separate page with a maximum of 350 words each:

1. Why did you decide to apply?
2. How do you consider the sufficiency of Fire District revenues for expenditures over the next five years?
3. What is your position on consolidating the two districts?
4. If appointed to the Board of Directors, what will be your priorities for the Fire District in the next year?
5. Consistent with the mission of the Fire District, what do you think needs to be done to prepare Kensington better for a catastrophic emergency (wildfire, earthquake, severe weather, landslide)?

I certify that the information contained in this application is true and correct.

Signature _____ Date _____