



DATE: May 14, 2026
TO: Emergency Preparedness Committee
FROM: David Aranda, KPPCSD Interim General Manager
Mary A. Morris-Mayorga, Consultant
SUBJECT: Review and Update Emergency Preparedness Committee Protocols to Support Monthly Meetings

Emergency Preparedness Committee Protocols

Purpose

The Emergency Preparedness Committee has been established as a standing committee by the Board of Directors for the purpose of identifying, evaluating, and facilitating solutions to civic emergencies and hazards in the Kensington Community. The committee shall: establish and update an annual work plan for Board approval which serves as the foundation of the committee's work; evaluate and recommend initiatives which support the established work plan; and other functions as referred by the Board of Directors.

Composition, Appointment, and Term

The Emergency Preparedness Committee will be comprised of four Board directors and five public members who will be appointed annually (and as vacancies occur) for a term of one year by the Board President with approval by a majority of the Board of Directors.

Annual Reporting Requirement

Public members, like Board members, will be required to file a California Form 700 Statement of Economic Interest annually with the Fair Political Practices Commission which is facilitated through the NetFile website by the Board Clerk. Failure to file this form will result in removal of a public member from the committee.

Meetings and Staffing

Meetings will be held monthly on the fourth Thursday or as needed. Staff support will be provided by the General Manager (or Interim), board clerk or administrative staff/consultant, Emergency Preparedness Coordinator (consultant), and others as deemed necessary by the General Manager. Committees may not direct staff to perform specific duties unless authorized by the Board of Directors. Staff direction will be provided by the General Manager.

Meeting Attendance

Standing committees serve an important role in assisting to fulfill the District's mission and goals by supporting the work of Board of Directors. Regular meeting attendance by members is critical in establishing a meeting quorum and to the success of the committee. Members are allowed to miss two meetings per year and must notify the General Manager or their designee of the member's absence prior to the meeting, or as soon as practical. Remote attendance is possible provided that it complies with the Brown Act (see attached).

Committee Authority and Recommendations

Committee motions and recommendations shall be advisory to the Board of Directors. Committees do not have the authority to commit the District to any expenditure or obligation. Generally, committee members should reach a consensus on recommendations to present to the Board of Directors. When consensus is not reached, the committee is encouraged to work with the General Manager on a supported compromise; however, alternative recommendations can be forwarded to the Board of Directors through the General Manager for further direction if necessary.