



KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA

Wednesday, May 17th, 2023 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (and hybrid)

5 Island View Way, Sea Bright, NJ
(Remote location – Director Levine)

This meeting will be held in-person in the Kensington Community Center, 59 Arlington Avenue, Kensington CA 94707. Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized. 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.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting can simply raise their hand to be recognized. 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). Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. 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)).

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

This agenda is available on the KFPD website under the relevant meeting date at: <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 and/or materials may be presented at the meeting itself.

Hybrid Meeting Option Internet Address:

<https://us06web.zoom.us/j/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

Telephone Access:

(720) 707-2699 or (346) 248-7799 or (253) 215-8782

Zoom Webinar ID: 878 6439 4594

Passcode: 112233

TIMING OF AGENDA ITEMS: *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

1. (7:00pm) CALL TO ORDER/ROLL CALL

President Stein, Vice President Levine, Director Dommer, Director Nagel, Director Watt

2. (7:01pm) PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. 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. (7:10pm) ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

a. **Approval of Minutes** of the Board of Director's regular meetings of: 10/12/2022, 11/9/2022, 4/19/2023; and special meetings of: 11/29/2022, and 4/24/2023 (Approve)

b. **Acceptance of Incident Activity Report** April 2023 (Accept)

c. **Approval of Monthly Transmittal** 05/17/2023 (Approve)

d. **Approval of Monthly Financial Reports** 04/30/2023 (Approve)

4. (7:15pm) FIRE CHIEF'S REPORT (Supporting Material)

Action = Presentation/Discussion

5. (7:25pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (7:35pm) OLD BUSINESS

a. **Report from Phase 1 Work With the KPPCSD Temporary Committee on Housing the Kensington Police Department and Status of Committee** – Stein/Watt (Supporting Material)

Action = Presentation/Discussion with potential determination on future status/direction of the Committee

7. (7:55pm) NEW BUSINESS

a. **(7:55pm) GENERAL MANAGER RECRUITMENT REPORT** – Brent Ives (Supporting Material)

Action = Presentation/Discussion

- b. **(8:05pm) PUBLIC SAFETY BUILDING PROJECT UPDATE** – Morris-Mayorga
(Supporting Material)
8. **(8:20pm) GENERAL MANAGER’S REPORT** (Supporting Material)
Action = Presentation/Discussion
9. **(8:30pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:
- a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (Supporting Material)
 - b. **Finance Committee Meeting** – Stein/Watt (No Report)
 - c. **Consolidation Liaison Temporary Committee** – Levine (Supporting Material)
 - d. **Information Technology Temporary Committee** – Levine/Nagel (No Report)
10. **(9:10pm) OUTSIDE AGENCIES REPORTS**
- a. **Contra Costa Special Districts Association** – Nagel (Supporting Material)
11. **(9:20pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 21, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, June 7, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, June 14, 2023, by 1:00pm.



**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

DATE/TIME: October 12, 2022, 7:00PM

LOCATION: Zoom Teleconference

PRESENT: Directors: President Larry Nagel, Director Janice Kosel, Director Julie Stein,
Director Don Dommer (arrived late at 7:14 p. m.)
Staff: GM Bill Hansell

ABSENT: None

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:07 p.m. and confirmed the roll call, with Director Dommer arriving late at 7:14 p. m.

2. ADOPTION OF RESOLUTION 2022-22 RE-AUTHORIZING REMOTE MEETINGS

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| MOTION: M/s Kosel/Nagel: Motion to adopt Resolution 2022-22 re-authorizing remote meetings. | |
| VOTE: Ayes: Nagel, Kosel, Stein, and Dommer Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:01:31 |

The Board and GM Hansell discussed the future of meetings once remote meetings are no longer allowed, noting that the November meeting may be in person.

3. ANNOUNCE AND ADJOURN TO CLOSED SESSION (00:12:12)

4. RECONVENE TO OPEN SESSION (00:32:05)
There was nothing to report from Closed Session.

5. PUBLIC COMMENT:
There was no public comment at this time.

- 6. ADOPTION OF CONSENT ITEMS (0:34:02):**
- a. Approval of Minutes of the Board of Director's meetings of 04/13/2022, 04/28/2022, 05/11/2022, 06/08/2022, 06/29/2022 (Continued), 06/29/2022 (Special), 07/13/2022, 09/14/2022, 09/21/2022 (Continued) *(These were removed from the agenda)*
 - b. Acceptance of Incident Activity Report September 2022 (Accept)
 - c. Approval of Monthly Transmittal 10/12/2022 (Approve)
 - d. Approval of Monthly Financial Reports 09/30/2022 (Approve)

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| MOTION: M/s Kosel/Dommer: Motion to adopt Consent items 6b, 6c, 6d. | |
| VOTE: Ayes: Nagel, Kosel, Dommer and Stein Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:35:15 |

7. OLD BUSINESS – None

8. NEW BUSINESS (00:36:13)

a. Fire Chief Eric Saylor's Presentation on KFPD Strike Team Requirements

Chief Saylor presented this item by reviewing some of the background, why it exists, and how they operate.

b. Construction Update on the PSB Seismic Renovation and Temporary Facilities Projects

GM Bill Hansell made a verbal report on this item noting that the team is working hard on the temporary station. The pre-construction meeting was held and many material orders have begun. Security fencing and signage will be placed at the building including contact information of construction managers. Payments will begin for construction with the anticipated completion estimated for 18 months.

9. FIRE CHIEF'S REPORT (01:01:07)

Fire Chief Saylor presented this report as included in the packet.

10. EMERGENCY PREP COORDINATOR'S REPORT (01:05:46)

Emergency Preparedness Coordinator Johnny Valenzuela presented this report as included in the packet.

11. GENERAL MANAGER'S REPORT (01:10:10)

GM Bill Hansell made a verbal presentation on recent activities: investments, building loan, audit (noting that the auditors communicated a delay in the audit due to staffing shortage), and pending recruitment for the Executive Assistant/Board Clerk.

12. COMMITTEE REPORTS (01:16:20)

a. Emergency Preparedness Committee Meeting

President Nagel noted that the packet contains meeting minutes noting the next evacuation drill will be in January. The Board discussed several items (LRAD, grant writer) from the minutes and the committee vacancy due to Director Padian's resignation.

b. Finance Committee Meeting - None

13. OUTSIDE AGENCIES REPORTS (01:52:14)

a. Contra Costa Special Districts Association

14. ADJOURNMENT: President Nagel adjourned the meeting at 9:00 p.m.

The next Regular Board of Directors meeting will occur on November 9, 2022 at 7 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Regular Board Meeting of the Kensington Fire Protection District on May 17, 2023.

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

DATE/TIME: November 9, 2022, 7:00PM

LOCATION: Unitarian Universalist Church of Berkeley and Hybrid

PRESENT: Directors: President Larry Nagel, Director Janice Kosel, Director Don Dommer (left early due to illness (7:53 p.m.), Director Julie Stein arrived late (7:45 p.m.)
Staff: GM Bill Hansell

ABSENT: None

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:00 p.m. and confirmed the roll call.

2. ANNOUNCE AND ADJOURN TO CLOSED SESSION (00:01:39)

3. RECONVENE TO OPEN SESSION (00:01:54)

The Board reconvened at 7:45 p.m. and Director Julie Stein joined the meeting.

The Board reported that they are extending the General Manager's employment contract which currently expires on November 11, 2022 to December 31, 2022 with all existing conditions including a cost of living increase and awarding a \$2,500 per year merit increase due to exemplary performance. They also plan to retain Mr. Hansell as a consultant after 1/1 @ \$150 per hour.

Note: Item 7c was taking out of order to allow Director Dommer to leave as he was not feeling well

7. NEW BUSINESS (00:04:55)

- c. **At-Will Employment Agreement for General Manager – Consideration of Amended Employment Agreement (00:04:55)** *Item was moved out of order following Closed Session.*

MOTION: M/s Kosel/Dommer: Motion to extend the General Manager's employment contract through December 31, 2022 and amend contract to include cola provision as required by current contract and award merit \$2500/year. Beginning January 1st available as needed at \$150/hour as a consultant.

VOTE:

Ayes: Nagel, Kosel, Dommer and Stein

Nays: None

Absent: None

Motion passed 4-0-0

Video Time Stamped: 00:05:47

4. PUBLIC COMMENT: (00:09:30)

Directors Kosel and Stein congratulated and welcomed new Board members.

Public comment was received on Director Kosel's history and accomplishments with KFPD.

5. ADOPTION OF CONSENT ITEMS (0:18:47):

- a. Approval of Minutes of the Board of Director's meetings of 04/13/2022, 04/28/2022, 05/11/2022, 06/08/2022, 06/29/2022 (Continued), 06/29/2022 (Special), 07/13/2022, 09/14/2022, 09/21/2022 (Continued), 10/19/2022 (Special) *(These were removed from the agenda)*
- b. Acceptance of Incident Activity Report October 2022 (Accept)
- c. Approval of Monthly Transmittal 11/09/2022 (Approve)
- d. Approval of Monthly Financial Reports 10/31/2022 (Approve)
- e. Appointment of Director Stein to the Emergency Preparedness Committee (Approve)

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| MOTION: M/s Kosel/Stein: Motion to adopt Consent items 5b, 5c, 5d, 5e. | |
| VOTE: Ayes: Nagel, Kosel, and Stein Nays: None Absent: Dommer | |
| Motion passed 3-0-1 | Video Time Stamped: 00:20:17 |

6. OLD BUSINESS – None

7. NEW BUSINESS (00:21:09)

a. Emergency Preparedness Review Including Emergency Warning Systems, Grants, Red Flag Day Parking Restrictions, and Evacuation Drills

Chief Saylor presented this item as included in the packet. The Board discussed the process and potential cost that would require additional research noting that a professional technical assessment would be needed. The Emergency Preparedness Committee could develop an overall plan for how to approach.

b. Construction Update on the PSB Seismic Renovation (00:58:48)

GM Bill Hansell presented this item as included in the packet.

c. At-Will Employment Agreement for General Manager – Consideration of Amended Employment Agreement *Item was moved out of order following Closed Session (see above)*

d. Request KPPCSD Board to Approve Use of the Kensington Community Center on the Second Wednesday of Each Month for KFPD Board Meetings (01:08:10)

GM Bill Hansell discussed future meeting date/location and the conflict with the Fly Fishers in the Community Center. Policy 1050 specifically states this location so would require a policy change. The Board discussed then directed GM Hansell to schedule the December meeting at the Unitarian Universalist Church of Berkeley and to request the KPPCSD place this request to use the Community Center on their agenda.

8. FIRE CHIEF'S REPORT (01:29:04)

Fire Chief Saylor presented this report as included in the packet.

9. EMERGENCY PREP COORDINATOR'S REPORT (01:30:10)

Emergency Preparedness Coordinator Johnny Valenzuela presented this report as included in the packet.

10. GENERAL MANAGER'S REPORT (01:37:35)

GM Bill Hansell presented this item as included in the packet.

11. COMMITTEE REPORTS (01:41:56)

a. Emergency Preparedness Committee Meeting

The November and December meetings will be cancelled due to holidays and there will be a special meeting on December 8th.

b. Finance Committee Meeting - None

12. OUTSIDE AGENCIES REPORTS (01:42:52)

a. Contra Costa Special Districts Association – the next meeting is on 11/21/2022

13. ADJOURNMENT: President Nagel adjourned the meeting at 9:30 p.m.

The next Regular Board of Directors meeting will occur on November 9, 2022 at 7 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Regular Board Meeting of the Kensington Fire Protection District on May 17, 2023.

Attest:

Secretary of the Board



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

DATE/TIME: April 19, 2023, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

PRESENT: Directors: President Julie Stein, Director Don Dommer, Vice President
Director Daniel Levine, Director Larry Nagel, Director Jim Watt
Staff: Legal Counsel John Bakker/Meyers Nave, Board Clerk Candace
Eros Diaz, GM Mary Morris-Mayorga, Fire Chief Eric Saylor

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:02 p.m. and confirmed the roll call.

2. PUBLIC COMMENT

There was no public comment.

3. ANNOUNCE AND ADJOURN TO CLOSED SESSION

President Stein adjourned the regular meeting and commenced the closed session meeting. (00:02:55)

- a. **Closed Session:** The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

Subject: Anticipated Litigation (GC54956.9) – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case

4. RECONVENE TO OPEN SESSION

President Stein called the regular meeting back to order at 7:43 p.m. and stated there were no reportable actions taken. (00:45:22)

5. ANNOUNCE AND ADJOURN TO THE SPECIAL MEETING

President Stein requested to adjourn the regular meeting to commence the special meeting. (00:45:34)

MOTION: M/s Levine/Watt: Motion to adjourn the regular meeting to commence the special meeting.

VOTE:

Ayes: Levine, Dommer, Nagel, Watt, and Stein

Nays: None

Absent: None

Motion passed 5-0-0

Video Time Stamped: 00:46:05

President Stein reconvened the regular meeting at 8:39 p.m. and confirmed the roll call. (01:37:05)

6. PUBLIC COMMENT (01:38:14)

A member of the public commented on the March 15, 2023 Consolidation Liaison Temporary Committee report. President Stein responded to this public comment.

Director Nagel announced that Fire Chief Eric Saylor passed the defense of his dissertation and congratulated him.

7. ADOPTION OF CONSENT ITEMS (01:42:43)

President Stein proposed to approve all consent items on the agenda with a single motion.

The board did not vote to remove any consent items and there was no further board discussion.

- a. Approval of Minutes of the Board of Directors meetings of 1/18/2023 (regular and special), 2/15/2023, 2/22/2023, and 3/15/2023 minutes.
- b. Acceptance of Incident Activity Report March 2023
- c. Approval of Monthly Transmittal 04/19/2023
- d. Approval of Monthly Financial Reports 03/31/2023

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| MOTION: M/s Nagel/Dommer: Motion to approve consent items 7a, 7b, 7c, and 7d. | |
| VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None | |
| Motion passed 5-0-0 | Video Time Stamped: 01:44:08 |

8. FIRE CHIEF'S REPORT (01:44:35)

Fire Chief Saylor presented the report as included in the packet. He noted Executive Chiefs across the county came together to request Measure X funds in the amount of approximately \$1M to update radios. He added the county is renumbering engines and stations and that succession planning and CERT training continues. President Stein requested residents be notified of engine and station renumbering. Director Watt inquired how a resident would be taken to the hospital in the case of an emergency. Fire Chief Saylor provided a detailed explanation.

9. EMERGENCY PREP COORDINATOR'S REPORT (01:54:16)

EPC Johnny Valenzuela presented the report as included in the packet. He gave an overview of upcoming events and initiatives. He noted Wildcat Firewise was certified by the National Fire Protection Association (NFPA).

A member of the public asked why the med portion of the Shred & Med Event is no longer available. They also suggested signage by the parking lot of the Arlington Community Church to redirect residents to the Universalist Church parking lot. Director Nagel responded to the public comment. Residents commented on their emergency preparedness and requested suggestions. The board noted the next Emergency Preparedness Committee Meeting would address these concerns.

10. OLD BUSINESS

- a. **REPORT BACK ON COST PROPOSAL FROM MARJANG, DISTRICT'S ARCHITECT, ON THE POTENTIAL FIRST FLOOR REALIGNMENT OF THE RESTROOM AND KITCHENETTE (02:04:44)**

GM Morris-Mayorga presented the report as included in the packet. She requested any actions/approvals or further staff direction. She then reviewed the proposal in detail.

The board discussed the agenda item. Director Nagel noted the provided timeline did not account for the time required to obtain permits. Director Watt retracted his request to reconsider the location of the first-floor restroom; however, he requested to proceed with a redesign to accommodate a sink and mini-refrigerator. GM Morris-Mayorga provided information on possible next steps to incorporate a redesign request.

Members of the public provided their recommendations and opinions on the proposed motion.

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| MOTION: M/s Nagel/Watt: Motion to direct Marjang to bring back the design for the kitchenette which was part of the original design and submit it to the construction contractor. | |
| VOTE: Ayes: Levine, Nagel, Watt, and Stein Nays: None Abstains: Dommer Absent: None | |
| Motion passed 4-0-1-0 | Video Time Stamped: 02:13:53 |

11. NEW BUSINESS

- a. **GENERAL MANAGER RECRUITMENT REPORT (02:14:23)**

GM Morris-Mayorga presented the report as included in the packet. She noted Brent Ives generated 13 interested candidates, is working on an advertisement for the position, and will provide an update at the May 17, 2023 meeting.

- b. **VOTE ON 2023 ELECTION FOR LAFCO SPECIAL DISTRICT SEAT (ALTERNATE) (02:16:03)**

President Stein presented the report as included in the packet. The board discussed the agenda item.

Director Nagel motioned for President Stein to cast her ballot for Igor Skaredoff to the LAFCO Special District Seat (alternate).

There was no public comment.

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| MOTION: M/s Nagel/Levine: Motion to recommend Igor Skaredoff to the LAFCO Special District Seat (alternate). | |
| VOTE: Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None | |
| Motion passed 5-0-0 | Video Time Stamped: 02:19:03 |

c. **PUBLIC SAFETY BUILDING PROJECT UPDATE (02:19:14)**

GM Morris-Mayorga presented the report as included in the packet. She noted the project is approximately 25% complete, reviewed daily/weekly activities, and reported on in progress/planned activities. She provided an update on the project expenses compared to the total overall project costs.

12. GENERAL MANAGER'S REPORT (02:22:11)

GM Morris-Mayorga presented the report as included in the packet. She provided an update on governance transitions, the annual audit, actuary report, and financial forecast. She plans to meet in May 2023 to discuss the financial forecast and 2024 preliminary budget with the board. President Stein requested an update on the status of the CSDA Leadership Academy and Transparency trainings at the May 17, 2023 meeting.

13. COMMITTEE REPORTS

a. **Emergency Preparedness Committee Meeting (02:25:45)**

Director Nagel presented the report as included in the packet. He noted the last EPC meeting was on March 23, 2023 where the following subcommittees were created: 1) volunteer recruitment 2) door hangers 3) evacuation drill 4) community wildfire preparedness/Firesafe. He also reported that David Spath will no longer be a part of the EPC committee.

There were no additional comments by the board.

b. **Finance Committee Meeting (02:33:53)**

President Stein presented the report as included in the packet. She noted the next meeting will take place at the end of April 2023 or the second week of May 2023.

There were no additional comments by the board.

c. **Consolidation Liaison Temporary Committee (02:34:09)**

Director Levine presented the report as included in the packet. He noted there will be a Special KFPD and KPPCSD Board Meeting on April 24, 2023 where Lou Ann Texeira will present on the consolidation of the two districts.

There were no additional comments by the board.

d. **Public Safety Building Temporary Committee (02:36:54)**

President Stein presented the report as included in the packet. She revisited Director Levine's motion presented at the April 19, 2023 Board of Directors Special Meeting for the KFPD to reject the option to lease in perpetuity, but to consider the KPPCSD proposal when additional details on the scope and price are presented, and that the proposal be reviewed by KFPD general counsel. The board discussed Director Levine's motion in relation to the discussion at the last Public Safety Building Temporary Committee meeting. Director Watt made a correction and noted the actual square footage that could be available to the KPPCSD is 1,200 square feet.

There were no additional comments by the board.

e. **Information Technology Temporary Committee (02:48:37)**

Director Levine presented the report as included in the packet. He recommended that anyone who experiences Zoom technical difficulties should email himself or Director Nagel.

There were no additional comments by the board.

14. OUTSIDE AGENCIES REPORTS

a. **Contra Costa Special Districts Association (02:49:08)**

Director Nagel presented the report as included in the packet. He noted the last Contra Costa Special Districts Association meeting was held on March 20, 2023 and reviewed the discussion items and presentations. He noted the next meeting will be held on May 22, 2023.

There were no additional comments by the board.

15. ADJOURNMENT: President Stein adjourned the meeting at 09:54 p.m.

The next Board of Directors meeting will occur on May 17, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on May 17, 2023.

Attest:

Secretary of the Board



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

DATE/TIME: November 29, 2022, 2:00PM

LOCATION: Zoom Teleconference

PRESENT: Directors: President Larry Nagel, Director Janice Kosel, Director Julie Stein
Staff: GM Bill Hansell

ABSENT: Director Don Dommer

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 2:02 p.m. and confirmed the roll call, with Director Dommer absent.

2. ADOPTION OF RESOLUTION 2022-23 RE-AUTHORIZING REMOTE MEETINGS

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| MOTION: M/s Kosel/Stein: Motion to adopt Resolution 2022-23 re-authorizing remote meetings. | |
| VOTE: Ayes: Nagel, Kosel, and Stein Nays: None Absent: Dommer | |
| Motion passed 3-0-1 | Video Time Stamped: 00:01:50 |

3. PUBLIC COMMENT:

There was no public comment at this time.

4. ENUMERATION OF TASKS THAT NEED TO BE PERFORMED IN PREPARATION OF THE EXPIRATION OF GENERAL MANAGER BILL HANSELL'S EMPLOYMENT CONTRACT ON DECEMBER 31, 2022 (0:03:08):

GM Bill Hansell presented this item as included in the packet and described the transition process that occurred in 2020 as he became General Manager. He noted that a consulting services agreement begins in January to facilitate any time needed for transition and the public safety building. He described the activity on the project noting that the contract with Mack5 is helpful though there are still several tasks to manage. He reviewed the transition task list, noting the status of items that are in progress such as leases, temporary station, procedures, files, and audit. Director Kosel would like to add investment of reserve funds and district of distinction status. Director Stein needs a specific priority list with December due date, designate Board member (Nagel) with passwords and noted the prior transition process. GM Hansell discussed the payment process noting many payments being automated along with the transmittal which is approved by the BOD each month.

Public comment was received: to consider a consultant for period of time; suggested extending GM Hansell's contract; and suggested hiring a financial or administrative consultant.

5. INTERIM-GENERAL MANAGER RECRUITMENT & GENERAL MANAGER SEARCH

President Nagel introduced Brent Ives of BHI Management Consulting. Mr. Ives presented this item as included in the packet noting the immediate need to locate an interim general manager and reviewed his proposal. He estimated that it may take 4-5 weeks to sign a contract with an

interim and described the process for securing an interim versus a permanent general manager given the current job market. His proposal breaks this work out into two phases; therefore, allowing the new Board to approach Phase II with his firm or another that provides this type of service. He inquired about the Board's expectations. Director Kosel inquired about the proposal cost. President Nagel clarified that he believes the best approach would be to authorize Phase I and let the future Board determine work on Phase II.

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| MOTION: M/s Nagel/Kosel: Motion to direct the General Manager to negotiate a contract with Brent Ives/BHI Management Consulting for \$9,750 to perform the search for an Interim General Manager (Phase I). |
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| VOTE: |
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| Ayes: Nagel, Kosel, and Stein |
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| Nays: None |
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| Absent: None |
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| Motion passed 3-0-1 |
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| Video Time Stamped: 00:58:10 |
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Public comments were received clarifying the current GM's contract along with the possibility of an extension and noting the potential impact of a future consolidation of KFPD and KPPCSD.

President Nagel appointed the Ad Hoc Committee for the search of an Interim General Manager with BHI Consulting as Director Stein and President Nagel.

6. ADJOURNMENT: President Nagel adjourned the meeting at 3:26 p.m.

The next Regular Board of Directors meeting will occur on December 14, 2022 at 7 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Regular Board Meeting of the Kensington Fire Protection District on May 17, 2023.

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

DATE/TIME: April 19, 2023, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707
(and hybrid)

PRESENT: Directors: President Julie Stein, Director Don Dommer, Vice President
Director Daniel Levine, Director Larry Nagel, Director Jim Watt
Staff: Legal Counsel John Bakker/Meyers Nave, Board Clerk Candace
Eros Diaz, GM Mary Morris-Mayorga, Fire Chief Eric Saylor

1. CALL TO ORDER/ROLL CALL

President Stein called the special meeting to order and confirmed the roll call. (00:46:37)

2. PUBLIC COMMENT (00:47:32)

There were multiple objections to and various opinions expressed about the proposal for consolidation.

3. RECOGNIZE RECEIPT OF THE LETTER FROM KPPCSD REQUESTING THAT KFPD OFFER THE OPTION TO LEASE THE FIRST FLOOR (00:56:15)

Consideration of KPPCSD's letter requesting the option to lease the first floor of the public safety building upon completion of construction.

President Stein summarized the letter submitted by Director Alexandra Aquino-Fike to lease the first floor of the public safety building upon completion of construction (see agenda packet).

The board discussed the agenda item. Director Nagel requested Fire Chief Eric Saylor's opinion on the agenda item. President Stein wanted clarification on whether the board could vote on the request. Legal Counsel John Bakker noted the request was unusual and provided further explanation. Director Watt requested he and President Stein reconvene on the agenda item at the June 20, 2023 board meeting.

Director Levine proposed a motion for the KFPD to consider the KPPCSD proposal when additional details on the scope and price are presented. Additionally, he recommended the board reject the option to lease in perpetuity. Director Nagel amended the proposed motion to include that the proposal be reviewed by KFPD general counsel.

The board discussed the proposed motion.

Members of the public recommended the KFPD and KPPCSD boards be consolidated and provided their understanding of the history of and their opinions about the agenda item. Director Nagel responded to public comments.

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| MOTION: M/s Levine/Nagel: Motion for the KFPD to reject the option to lease in perpetuity, but to consider the KPPCSD proposal when additional details on the scope and price are presented, and that the proposal be reviewed by KFPD general counsel. |
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| VOTE: |
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| Ayes: Levine, Nagel, Watt, and Stein |
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| Nays: Dommer |
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| Absent: None |
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| Motion passed 4-1-0 |
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|-------------------------------------|
| Video Time Stamped: 01:36:13 |
|-------------------------------------|

4. ADJOURNMENT TO REGULAR MEETING

President Stein adjourned the special meeting. (01:36:49)

The next Board of Directors meeting will occur on May 17, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on May 17, 2023.

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

DATE/TIME: April 24, 2023, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707
(and hybrid)

PRESENT: Directors: President Alexandra Aquino-Fike, Director Cassandra Duggan, Director Sylvia Hacaj, Vice President Sarah Gough, Director David Spath, President Julie Stein, Director Don Dommer, Director Daniel Levine, Director Larry Nagel, Director Jim Watt
Staff: Legal Counsel John Bakker/Meyers Nave, GM Mary Morris-Mayorga, Fire Chief Eric Saylor

1. CALL TO ORDER/ROLL CALL

President Alexandra Aquino-Fike of the KPPCSD Board of Directors opened the special meeting at 7:20 p.m. and noted there were 60 participants on the Zoom call. Board Clerk Lynelle Lewis confirmed the roll call for KPPCSD.

Director Julie Stein of the KFPD called the special meeting to order at 7:21 p.m. and confirmed the roll call for KFPD.

Directors welcomed and thanked Executive Director Lou Ann Texeira of the Local Agency Formation Commissions (LAFCO) for her participation and provided opening remarks.

2. PUBLIC COMMENT

President Aquino-Fike announced the board would take public comment after agenda item 3.

3. PRESENTATION ON CONSOLIDATION OF DISTRICTS BY LOCAL AGENCY FORMATION COMMITTEE CHIEF EXECUTIVE – Lou Ann Texeira (00:06:37)

LAFCO Executive Director Lou Ann Texeira gave a presentation on the potential consolidation of KFPD and KPPCSD.

She provided the history and organizational background of LAFCO. She reviewed and provided answers to previously submitted questions by Kensington Board of Directors and residents. (See supplemental document)

Directors asked the following questions: (00:16:22)

- Can you describe the difference between consolidation and reorganization?
- Do districts lose tax revenue if they reorganize?
- If dissolution occurs, does KPPCSD have to propose to expand the board?
- Does the Board of Supervisors have a negotiating role with regards to the district's property taxes?
- Is it true that whether there is consolidation or a reorganization that for a period of time

Board of Directors Special Meeting Minutes of April 24, 2023

the districts would automatically have 7, 9 or 11 board members? Is there a reason Contra Costa LAFCO has completed hundreds of reorganizations and only a few consolidations?

- Is there any functional difference between consolidation and a dissolution/annexation?
- Are there any boundary issues associated with a consolidation or a dissolution?
- Do you have a recommendation as to how many board members there should be?
- Do you recommend the same firm conduct the fiscal analysis and municipal services review?
- Are you aware of any community service district that runs both a police and fire department?
- What would happen to the existing contracts held with each district?
- Do you see any downsides to consolidation or reorganization?
- How long will this process take to complete?

Executive Director Texeira provided further explanation and answers to the above questions.

4. PUBLIC COMMENT (00:38:49)

Members of the public commented on the presentation and on consolidation in general, and asked the following questions:

- Does consolidation require a fiscal review? How much time and what are the costs associated with hiring a consultant? If the boards were not able to fund consolidation from their general funds, could the community fundraise to pay for the process?
- Does the money received by the county change? Does either process require residents to vote? Which process takes longer and costs more? If all directors stay, how many years will it be until new board members are elected?
- How many community service districts are there in Contra Costa County?
- Should the KFPD and KPPCSD search for general managers be put on hold while consolidation is under consideration?
- Is it correct that if the two boards chose to consolidate, FICA must approve unless there is a 25% petition filed by voters? If the boards choose to reorganize, is there a corresponding provision that would allow for a public vote?
- How do you intend to assess community approval of consolidation? Is a ballot measure or referendum necessary? Should CALPers benefits be standardized?
- How long does it take for the protest petition to be generated and what form does it take? Does the petition need to be complete by the first LAFCO hearing?
- Do current directors have the time to manage both boards?
- Is the process of consolidation and reorganization the same?
- Should there be an advisory committee for outreach and education?

Executive Director Texeira and board members provided further explanation and answers to the above questions. Executive Director Texeira noted that questions about taxes should be directed to the auditor's office. Director Levine shared information he received from the auditor controller's office in this regard. Director Stein asked if the Ad Valorem taxes would go into one general fund to be used for any purpose in the districts or if the tax revenues would remain for the purpose it was originally voted on? Director Levine confirmed the latter. Executive Director Texeira provided more information about the general process and timing of completing a LAFCO application that includes providing a fiscal analysis, a plan for services, and, preferably, resolutions from both districts. Director Watt asked how LAFCO would evaluate a negative financial analysis of the districts. Executive Director Texeira noted this would be of concern and recommended fiscal viability be confirmed prior to submitting an application to

consolidate/reorganize.

Director Spath noted the community can review the Ad Hoc Committee for Governance and Operations Structure report on the KPPCSD website.

5. ADJOURNMENT TO REGULAR MEETING

President Aquino-Fike adjourned the special meeting at 8:51 p.m.

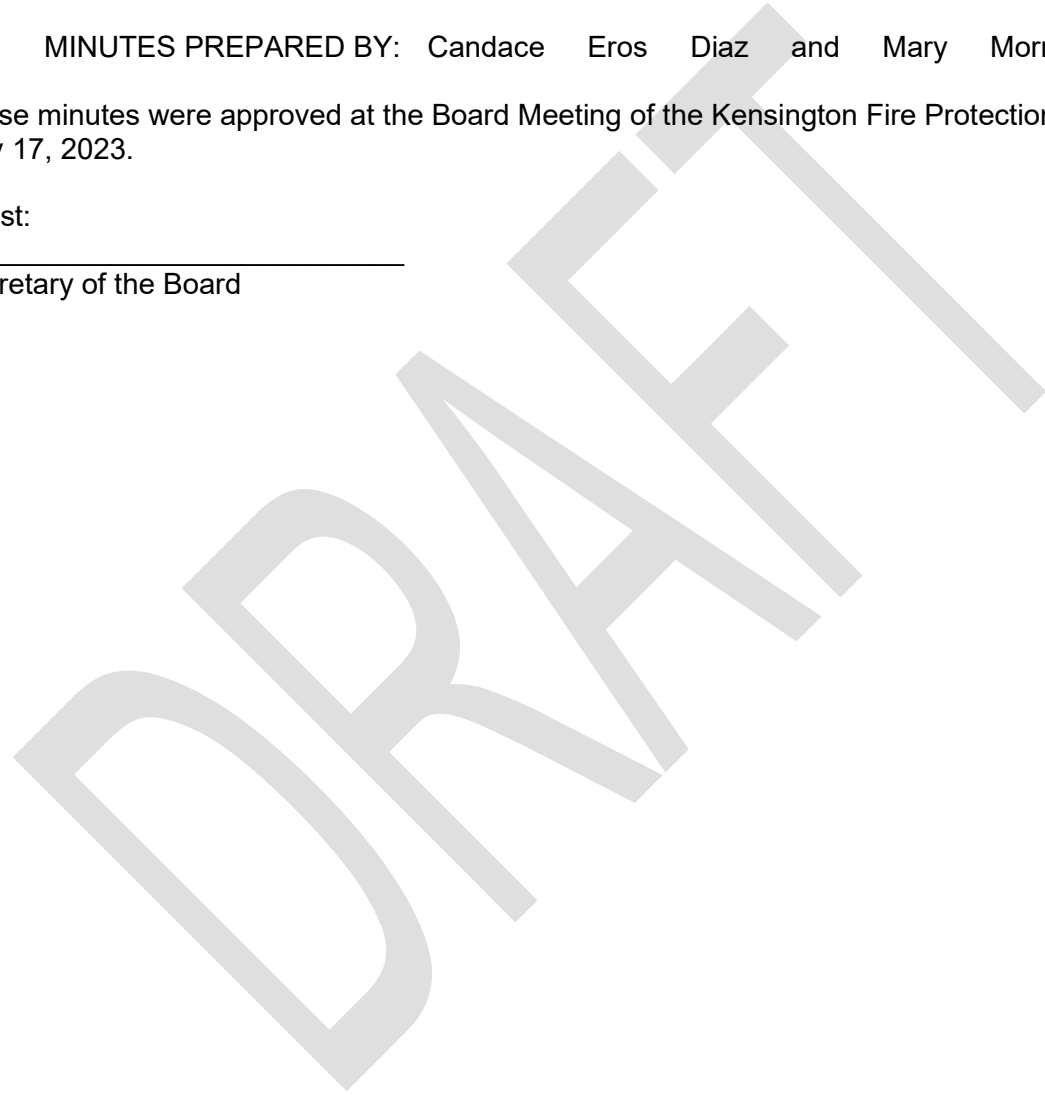
The next KFPD Board of Directors meeting will occur on May 17, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on May 17, 2023.

Attest:

Secretary of the Board



Short Answers (see below for long, fuller answers)

What is LAFCO?

The agency which approves or denies consolidation or reorganization applications

What is “consolidation” vs “reorganization”?

A consolidation and a reorganization are functionally equivalent but use two different processes. In the former, a new CSD is formed from combining the two districts. In the latter, the existing CSD is used to combine the two districts. Throughout CA, the latter is much more common.

What does LAFCO perceive as the benefits to consolidation/reorganization?

Economies of scale, including board members, staff, operational efficiencies

What happens to the boards?

The existing boards would be combined and run the new district together.

What is the timeline for the election of new board members in the event of consolidation or reorganization?

As terms expire, one seat will be up in the next election until the board has 5 members. No current director will serve longer than their current elected term without facing re-election.

What happens to existing contracts (such as the KPPCSD with KCC and the KFPD with El Cerrito Fire)?

The successor district would assume all contracts and liabilities of the predecessor districts. The contracts would be unchanged.

What happens to the tax revenue from the districts? Would the consolidated/reorganized district keep at least the same revenue as the two districts separately?

Yes, they would probably be combined in full in the new district.

Are there any restrictions on how the combined district could spend its funds?

Yes, for legal and contractual reasons, a combined district (whose annual revenue would be ~\$10M), would need to spend at least \$4M/year on fire service and at least \$1.38M/year on police services.

Are there any boundary issues since the KPPCSD and the KFPD differ slightly in boundaries?

No, it's one unoccupied parcel (the EBMUD reservoir on Grizzly Peak Blvd).

Are there other CSDs that provide fire and police in CA? in Contra Costa County?

Yes, Mountain House CSD and Lake Shastina CSD. None of the other 5 CSDs in Contra Costa County do.

What does LAFCO require for an application to consolidate/reorganize?

A Plan for Services (how service will be provided) and a financial analysis (showing fiscal viability).

How long is consolidation/reorganization process?

6-12 months once the application is made.

What is the process for protesting a consolidation/reorganization?

After the districts submit their application to LAFCO, there is a hearing where any landowner or voter may protest. If there is a protest, then a second hearing approximately 30-60 days later occurs. In the interval, protest signatures are collected. If more than 25% of voters or landowners protest, there is a special election to determine the outcome.

What are checkpoints during the process when the consolidation/reorganization can be stopped?

Besides the protest process, there are certain points in the reorganization process where the application can be withdrawn. This includes after the transfer of property taxes to the new district was confirmed.

If the Kensington districts would like to continue investigating consolidation/reorganization, what is the next logical step?

Get the financial analysis for the hypothetical combined district.

Long Answers

What is LAFCO?

The Local Agency Formation Commission is a group created by state law to manage local governments throughout the state. Each county has its own LAFCO. Contra Costa LAFCO is the agency which approves or denies consolidation or reorganization applications from Kensington special districts.

What is “consolidation” vs “reorganization”?

A consolidation and a reorganization are functionally equivalent but use two different processes. In both cases, the current two Kensington special districts would become one Community Service District (CSD) providing fire, police, parks, and trash service. In both cases, the current set of directors of both boards would become the directors of the new district and the same process is used to combine the tax revenue of both districts into the successor district.

“Consolidation” would mean the combination of the two districts into a **newly created** special district and the old KPPCSD and KFPD would be dissolved. A “Reorganization” would mean the combination of the two districts into the **already existing** CSD. This would involve the annexation of the KFPD by the KPPCSD and the dissolution of the KFPD.

In the history of Contra Costa LAFCO (since 1963) there have been 9 consolidations with the last in 2002. In contrast, there have been 100s of reorganizations and that last was last year. According to Lou Ann, consolidation is rare statewide. Consolidation is a bit longer of a process and few are familiar with the details. Lou Ann and consensus of the other county LAFCO Executive Officers thinks consolidation is “antiquated”. Since the outcomes of the two processes are functionally equivalent, Lou Ann gently promotes reorganization as “more common”, but leaves the decision to the boards.

What does LAFCO perceive as the benefits to consolidation/reorganization?

Lou Ann suggests that there are “economies of scale, including board members, staff, operational efficiencies”. When asked about downsides, Lou Ann suggested that was a question for the community but that recent reorganizations have been very successful.

What happens to the boards?

Once consolidated/reorganized the board of the directors of the successor district will be expanded to 7, 9, or 11 directors as needed. Thus, all current board members would become directors of the new, combined district.

What is the timeline for the election of new board members in the event of consolidation or reorganization?

This is governed by GC 61030. All the current directors have 4 year terms and this would be unaffected by consolidation/reorganization; all directors would continue their terms on the combined board. Four directors terms expire in 2024, six in 2026. As to how elections would work once the districts are combined:

If consolidation/reorganization takes effect between now and election day 2024, the terms of the four directors whose terms expire in 2024 will expire, leaving 6 directors on the board. Since this is more than

5, the size of the board would be 7 and one seat would be up for election in 2024. If consolidation/reorganization takes effect between election day 2024 and election day 2026, six directors terms will expire, leaving four directors and the size of the board will be 5. One seat will be up for election in 2026.

What happens to existing contracts (such as the KPPCSD with KCC and the KFPD with El Cerrito Fire)?

The successor district would assume all contracts and liabilities of the predecessor districts. The contracts would be unchanged.

What happens to the tax revenue from the districts? Would the consolidated/reorganized district keep at least the same revenue as the two districts separately?

Director Levine reached out to the County Auditor-Controller's office on this topic. They indicated that, in the hypothetical consolidation or dissolution/annexation combining the KFPD and KPPCSD, the property taxes could be transferred to the successor district, whether that is a new CSD or the existing CSD. If the CSD is assuming the fire response liability from KFPD, under Government Code section 57500 "The consolidated district succeeds to all of the powers, rights, duties, obligations, functions, and properties of all predecessor districts". The County can negotiate if they choose, but assuming the County does not push back the property tax allocation would be transferred in full. Informal conversations with Supervisor Gioia indicate his support for the taxes being transferred in full.

Are there any restrictions on how the combined district could spend its funds?

There are two kinds of tax levies that fund Kensington's special districts: ad valorem property taxes (the taxes that are based on the value of the property) and special/parcel taxes (these are the same for all Kensington single family homes). The former taxes are unrestricted but the latter are. Kensington has a few major special/parcel tax levies that are earmarked for the purpose that the voters approved the tax for, the largest being: a fire service special tax (about \$200k/year which must be used for fire services), two police special taxes (about \$1.38M/year which must be used for police services). These special taxes must continue to be used for these services in a combined district.

The remaining tax revenue (the KFPD's total annual revenue is about \$5.5M and the KPPCSD's is about \$4.5M) would enter a General Fund and be nominally unrestricted. However, the El Cerrito contract for Fire Services, which would automatically be assumed by the combined district, is currently about \$4M/year. As such, the combined district would be contractually obligated to spend at least ~\$4M/year on fire service (and maintain a ~\$2M reserve per the EC contract). That is, in a combined district, whose annual revenue would be ~\$10M, at least \$4M/year must be spent on fire service and at least \$1.38M/year must be spent on police service. As a note, based on the 2023 budgets on the respective districts websites, the KPPCSD currently spends about \$3.1M on police services and the KFPD spends about \$4M on fire services (not including contributions to reserves for either district).

Are there any boundary issues since the KPPCSD and the KFPD differ slightly in boundaries?

No, it's one unoccupied parcel (the EBMUD reservoir on Grizzly Peak Blvd). Lou Ann does not think this would present any difficulty in reorganization/consolidation.

Are there other CSDs that provide fire and police in CA? in Contra Costa County?

At least two CSDs which provide both fire and police services are known: Mountain House CSD (just over the border from Contra Costa County) and Lake Shastina CSD. None of the other 5 CSDs (soon to be 4, as Knightsen CSD is in the process of dissolving) in Contra Costa County do.

What does LAFCO require for an application to consolidate/reorganize?

LAFCO requires a Plan for Services (explaining what services will be provided by the combined district and how those services will be provided) and financial analysis (to check for financial viability of the combined district). A shortlist of consultants that have worked with Contra Costa LAFCO in the past has been provided to the districts for doing the financial analysis (the Plan for Services is comparatively simple). Lou Ann does not think a full Municipal Service Review (MSR) would be required.

How long is consolidation/reorganization process?

6-12 months. This does not include time to carry out financial analyses or prepare application package, only the time from when the complete application is presented to LAFCO.

What is the process for protesting a consolidation/reorganization?

After the districts submit their application to LAFCO, there is a hearing. If any landowner or voter protests at that hearing, there is a second protest hearing approximately 30-60 days later. In the interval between these hearings, protesters may collect signatures from district voters/landowners. If more than 25% of one of those groups protest via this process, there will be a special election with this question placed on the ballot (the election is paid for by the Kensington districts).

What are checkpoints during the process when the consolidation/reorganization can be stopped?

Besides the protest process, there are certain points in the reorganization process where the application can be withdrawn. This includes after the transfer of property taxes to the new district was confirmed.

If the Kensington districts would like to continue investigating consolidation/reorganization, what is the next logical step?

Undertaking the financial analysis is both required for LAFCO application and would help inform discussion about the value of consolidation to Kensington. Obtaining this detailed financial analysis should be the next step.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
 (510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org

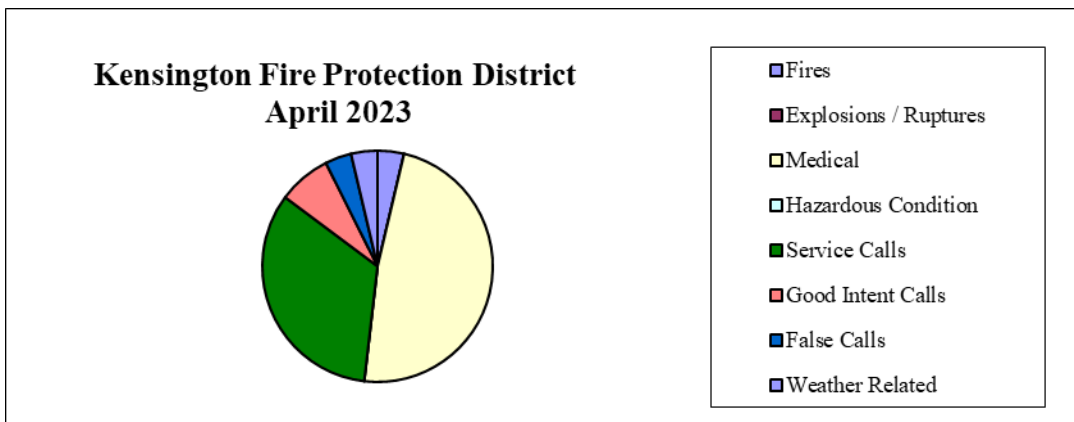


DATE: May 4, 2023
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Battalion Chief
RE: Incident Activity Reports for the Month of April 2023

Twenty-seven incidents occurred during the month of April in the community of Kensington. This is a decrease of thirty-five incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 155 responded to sixty-six calls for service, a decrease of nineteen incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 1,441 calls for service so far this year.

The chart below shows the seven incident response types tracked by the State and National fire incident reporting systems. The following is the number of responses for each type, the percentage of the total calls for each type, and all the responses in the community of Kensington.

| | | | Percentages |
|---------------|---|-----------|----------------|
| 1: | Fires <i>(Structure, Trash, Vehicles, Vegetation Fires)</i> | 1 | 3.70% |
| 2: | Explosions / Ruptures <i>(Over Pressure/Ruptures, Explosions, Bombs)</i> | 0 | 0.00% |
| 3: | Medical <i>(EMS, Vehicle Accidents, Extrication Rescue)</i> | 13 | 48.15% |
| 4: | Hazardous Condition <i>(Chemical Spills, Leaks, Down Power Lines)</i> | 0 | 0.00% |
| 5: | Service Calls <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 9 | 33.33% |
| 6: | Good Intent Calls <i>(Cancelled En Route, Wrong Location)</i> | 2 | 7.41% |
| 7: | False Calls <i>(Wrong Company/Unit Dispatched)</i> | 1 | 3.70% |
| 8: | Weather Related <i>(Flooding, wind, lightning)</i> | 1 | 3.70% |
| Totals | | 27 | 100.00% |



**Kensington Responses
April 2023**

| # | incident | date | type | street | type | city | apparatus |
|----|------------|--------------------|------|------------|------|------------|-----------|
| 1 | 0023038156 | 01-Apr-23 13:07:17 | 611F | Yale | AVE | Kensington | E155 |
| 2 | 0023039428 | 04-Apr-23 16:42:28 | 735 | Rugby | AVE | Kensington | E155 |
| 3 | 0023039734 | 05-Apr-23 11:20:29 | 321 | Arlington | AVE | Kensington | E155 |
| 4 | 0023039869 | 05-Apr-23 16:16:34 | 5000 | Arlington | AVE | Kensington | E155 |
| 5 | 0023040844 | 07-Apr-23 23:44:14 | 321 | Ocean View | AVE | Kensington | E151 |
| 6 | 0023040929 | 08-Apr-23 08:21:53 | 321 | Sunset | DR | Kensington | E155 |
| 7 | 0023040997 | 08-Apr-23 11:52:14 | 5000 | Franciscan | WAY | Kensington | E155 |
| 8 | 0023041206 | 08-Apr-23 21:56:29 | 321 | Kingston | RD | Kensington | E155 |
| 9 | 0023041373 | 09-Apr-23 12:07:46 | 550 | Ocean View | AVE | Kensington | E155 |
| 10 | 0023041832 | 10-Apr-23 12:13:36 | 321 | Beloit | AVE | Kensington | E155 |
| 11 | 0023042491 | 11-Apr-23 20:51:22 | 322 | Arlington | AVE | Kensington | E155 |
| 12 | 0023042715 | 12-Apr-23 12:12:06 | 321 | Beloit | AVE | Kensington | E155 |
| 13 | 0023042802 | 12-Apr-23 15:46:23 | 622 | Los Altos | DR | Kensington | E155 |
| 14 | 0023043260 | 13-Apr-23 16:37:33 | 321 | Highgate | RD | Kensington | E155 |
| 15 | 0023043263 | 13-Apr-23 16:42:17 | 500 | Arlington | AVE | Kensington | E151 |
| 16 | 0023043406 | 14-Apr-23 01:30:42 | 321 | Beverly | RD | Kensington | E155 |
| 17 | 0023044238 | 16-Apr-23 03:12:20 | 554 | Ocean View | AVE | Kensington | E155 |
| 18 | 0023044432 | 16-Apr-23 16:43:30 | 321 | Stratford | RD | Kensington | E155 |
| 19 | 0023044610 | 17-Apr-23 05:04:56 | 554 | Franciscan | WAY | Kensington | E155 |
| 20 | 0023044667 | 17-Apr-23 08:48:42 | 5000 | Ocean View | AVE | Kensington | E151 |
| 21 | 0023045125 | 18-Apr-23 11:04:16 | 321 | Norwood | AVE | Kensington | E151 |
| 22 | 0023045950 | 20-Apr-23 10:38:37 | 812 | Highland | BLVD | Kensington | E155 |
| 23 | 0023046279 | 21-Apr-23 02:55:22 | 553 | Ocean View | AVE | Kensington | E151 |
| 24 | 0023046755 | 22-Apr-23 09:25:32 | 113 | Beloit | AVE | Kensington | E155 |
| 25 | 0023047996 | 25-Apr-23 11:26:21 | 321 | Kensington | RD | Kensington | E155 |
| 26 | 0023048406 | 26-Apr-23 10:43:22 | 321 | Yale | AVE | Kensington | E155 |
| 27 | 0023049862 | 29-Apr-23 19:26:09 | 550 | Ocean View | AVE | Kensington | E151 |

**E155 Responses
April 2023**

| # | incident | date | type | prefix | street | type | city | apparatus |
|----------|-----------------|--------------------|-------------|---------------|---------------|-------------|-------------|------------------|
| 1 | 0023038156 | 01-Apr-23 13:07:17 | 611F | | Yale | AVE | Kensington | E155 |
| 2 | 0023039275 | 04-Apr-23 11:46:28 | 611 | | Central | AVE | Richmond | E155 |
| 3 | 0023039428 | 04-Apr-23 16:42:28 | 735 | | Rugby | AVE | Kensington | E155 |
| 4 | 0023039696 | 05-Apr-23 10:03:37 | 412 | | Balra | DR | El Cerrito | E155 |
| 5 | 0023039734 | 05-Apr-23 11:20:29 | 321 | | Arlington | AVE | Kensington | E155 |
| 6 | 0023039869 | 05-Apr-23 16:16:34 | 5000 | | Arlington | AVE | Kensington | E155 |
| 7 | 0023040179 | 06-Apr-23 11:13:50 | 444 | | Shevlin | DR | El Cerrito | E155 |
| 8 | 0023040655 | 07-Apr-23 13:37:10 | 5000 | | Fairmount | AVE | El Cerrito | E155 |
| 9 | 0023040676 | 07-Apr-23 14:32:37 | 5000 | | El Cerrito | PLZ | El Cerrito | E155 |
| 10 | 0023040717 | 07-Apr-23 17:00:13 | 5000 | | El Cerrito | PLZ | El Cerrito | E155 |
| 11 | 0023040929 | 08-Apr-23 08:21:53 | 321 | | Sunset | DR | Kensington | E155 |
| 12 | 0023040997 | 08-Apr-23 11:52:14 | 5000 | | Franciscan | WAY | Kensington | E155 |
| 13 | 0023041190 | 08-Apr-23 21:20:42 | 321 | | Seaview | DR | El Cerrito | E155 |
| 14 | 0023041206 | 08-Apr-23 21:56:29 | 321 | | Kingston | RD | Kensington | E155 |
| 15 | 0023041213 | 08-Apr-23 22:42:43 | 746 | | Everett | ST | El Cerrito | E155 |
| 16 | 0023041373 | 09-Apr-23 12:07:46 | 550 | | Ocean View | AVE | Kensington | E155 |
| 17 | 0023041832 | 10-Apr-23 12:13:36 | 321 | | Beloit | AVE | Kensington | E155 |
| 18 | 0023041909 | 10-Apr-23 14:56:53 | 400 | | Seaview | DR | El Cerrito | E155 |
| 19 | 0023042282 | 11-Apr-23 11:58:56 | 321 | | San Pablo | AVE | Richmond | E155 |
| 20 | 0023042466 | 11-Apr-23 19:28:30 | 321 | | Contra Costa | DR | El Cerrito | E155 |
| 21 | 0023042491 | 11-Apr-23 20:51:22 | 322 | | Arlington | AVE | Kensington | E155 |
| 22 | 0023042680 | 12-Apr-23 10:52:09 | 321 | | Clayton | AVE | El Cerrito | E155 |
| 23 | 0023042715 | 12-Apr-23 12:12:06 | 321 | | Beloit | AVE | Kensington | E155 |
| 24 | 0023042802 | 12-Apr-23 15:46:23 | 622 | | Los Altos | DR | Kensington | E155 |
| 25 | 0023042936 | 12-Apr-23 20:57:33 | 113 | | Liberty | ST | El Cerrito | E155 |
| 26 | 0023043099 | 13-Apr-23 10:03:43 | 321 | | Potrero | AVE | El Cerrito | E155 |
| 27 | 0023043260 | 13-Apr-23 16:37:33 | 321 | | Highgate | RD | Kensington | E155 |
| 28 | 0023043406 | 14-Apr-23 01:30:42 | 321 | | Beverly | RD | Kensington | E155 |
| 29 | 0023043685 | 14-Apr-23 17:09:30 | 321 | | Civic Center | ST | Richmond | E155 |
| 30 | 0023044238 | 16-Apr-23 03:12:20 | 554 | | Ocean View | AVE | Kensington | E155 |
| 31 | 0023044432 | 16-Apr-23 16:43:30 | 321 | | Stratford | RD | Kensington | E155 |

E155 Responses
April 2023

| | | | | | | | | |
|----|------------|--------------------|------|---|------------|------|------------|------|
| 32 | 0023044610 | 17-Apr-23 05:04:56 | 554 | | Franciscan | WAY | Kensington | E155 |
| 33 | 0023044823 | 17-Apr-23 16:20:00 | 611F | S | 52nd | ST | Richmond | E155 |
| 34 | 0023044843 | 17-Apr-23 17:20:36 | 651 | | Richmond | ST | El Cerrito | E155 |
| 35 | 0023045168 | 18-Apr-23 12:03:35 | 611F | W | Richmond | AVE | Richmond | E155 |
| 36 | 0023045368 | 18-Apr-23 22:16:06 | 611 | | Berkeley | WAY | Berkeley | E155 |
| 37 | 0023045402 | 19-Apr-23 00:34:44 | 736 | | Everett | ST | El Cerrito | E155 |
| 38 | 0023045479 | 19-Apr-23 08:08:58 | 321 | | Baron | CT | El Cerrito | E155 |
| 39 | 0023045540 | 19-Apr-23 11:38:11 | 321 | | Arbor | DR | El Cerrito | E155 |
| 40 | 0023045950 | 20-Apr-23 10:38:37 | 812 | | Highland | BLVD | Kensington | E155 |
| 41 | 0023045988 | 20-Apr-23 11:49:59 | 743 | | Arlington | BLVD | El Cerrito | E155 |
| 42 | 0023046481 | 21-Apr-23 15:24:27 | 522 | | Shevlin | PL | El Cerrito | E155 |
| 43 | 0023046543 | 21-Apr-23 18:16:14 | 5000 | | King | DR | El Cerrito | E155 |
| 44 | 0023046613 | 21-Apr-23 21:50:35 | 554 | | Balra | DR | El Cerrito | E155 |
| 45 | 0023046755 | 22-Apr-23 09:25:32 | 113 | | Beloit | AVE | Kensington | E155 |
| 46 | 0023046785 | 22-Apr-23 10:36:40 | 5000 | | Balra | DR | El Cerrito | E155 |
| 47 | 0023047142 | 23-Apr-23 10:12:50 | 522 | | Craft | AVE | El Cerrito | E155 |
| 48 | 0023047261 | 23-Apr-23 16:34:58 | 321 | | Galvin | DR | El Cerrito | E155 |
| 49 | 0023047476 | 24-Apr-23 06:35:41 | 611M | | Marina | WAY | Richmond | E155 |
| 50 | 0023047485 | 24-Apr-23 07:40:52 | 743 | | Carlson | BLVD | El Cerrito | E155 |
| 51 | 0023047512 | 24-Apr-23 09:19:09 | 611U | | Rydin | RD | Richmond | E155 |
| 52 | 0023047532 | 24-Apr-23 10:02:50 | 5000 | | Seagull | CT | Richmond | E155 |
| 53 | 0023047541 | 24-Apr-23 10:39:15 | 552 | | Marina | WAY | Richmond | E155 |
| 54 | 0023047561 | 24-Apr-23 11:30:52 | 5000 | | MACDONALD | AVE | Richmond | E155 |
| 55 | 0023047585 | 24-Apr-23 12:30:04 | 5000 | | Maine | AVE | Richmond | E155 |
| 56 | 0023047996 | 25-Apr-23 11:26:21 | 321 | | Kensington | RD | Kensington | E155 |
| 57 | 0023048017 | 25-Apr-23 12:02:34 | 321 | | Gelston | PL | El Cerrito | E155 |
| 58 | 0023048406 | 26-Apr-23 10:43:22 | 321 | | Yale | AVE | Kensington | E155 |
| 59 | 0023048508 | 26-Apr-23 14:51:20 | 321 | | Devonshire | DR | El Cerrito | E155 |
| 60 | 0023048536 | 26-Apr-23 16:02:55 | 321 | | James | PL | El Cerrito | E155 |
| 61 | 0023048980 | 27-Apr-23 17:53:00 | 611X | | Cutting | BLVD | El Cerrito | E155 |
| 62 | 0023049238 | 28-Apr-23 09:36:00 | 611X | | Kearney | ST | El Cerrito | E155 |
| 63 | 0023049289 | 28-Apr-23 12:04:43 | 611X | | Ashbury | AVE | El Cerrito | E155 |

E155 Responses

April 2023

| | | | | | | | |
|----|------------|--------------------|------|---------|------|------------|------|
| 64 | 0023049355 | 28-Apr-23 14:49:03 | 5000 | Terrace | DR | El Cerrito | E155 |
| 65 | 0023049380 | 28-Apr-23 15:51:28 | 554 | Leneve | PL | El Cerrito | E155 |
| 66 | 0023049850 | 29-Apr-23 18:47:32 | 700 | Carlson | BLVD | Richmond | E155 |

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 5/17/2023
LOCATION #: 13
FILENAME: KENSINGTON

| VEND # | VENDOR NAME | INVOICE DATE | DESCRIPTION | FUND /ORG | SUB-ACCT | TASK | OPT. | ACTIVITY /WORK AUTH. | ENCUMB (P.O.) / Invoice # | P/C | PAYMENT AMOUNT |
|--------|---------------------------------|--------------|-------------------------------------|-----------|----------|------|------|----------------------|---------------------------|-----|-------------------|
| 50151 | El Cerrito | 5/1/2023 | Fire Protection Services 05/01/2023 | 7840 | 2328 | | | | | | 330,554.02 |
| | Applied Materials & Engineering | 5/8/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 1220810-0423 | | 9,240.00 |
| 50131 | Meyers Nave | 4/19/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 204642 | | 12,235.86 |
| 50359 | ZFA Structural Engineers | 4/28/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 61826 | | 7,840.92 |
| 50358 | Marjang Design | 5/12/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 2106-18 | | 18,415.34 |
| 50180 | Mack5 | 4/30/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | (pending update) | | 23,265.00 |
| 50390 | CWS | 4/30/2023 | PSB Renovation Hard Costs | 7847 | 2310 | | | | Pmt App #6 | | 116,434.57 |
| 50147 | KFPD Revolving Fund | 5/17/2023 | Reimburse Revolving fund | 7840 | 2490 | | | | | | 189,641.09 |
| | TOTAL | | | | | | | | | | 707,626.80 |

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 May 17, 2023

Transactions:

| Payee | Date | Expenses | Description |
|---|------------|---------------|--|
| VSP | 04/03/2023 | \$ 323.10 | VSP Payment |
| Google | 04/05/2023 | \$ 324.00 | Email Service |
| M Morris-Mayorga | 04/07/2023 | \$ 5,738.19 | Payroll |
| Fed/State | 04/07/2023 | \$ 2,890.41 | Payroll Tax Withholding |
| Heartland Payroll | 04/07/2023 | \$ 98.61 | Payroll Processing Fee |
| CalPERS | 04/10/2023 | \$ 4,365.77 | Retiree Health |
| Vistaprint | 04/12/2023 | \$ 916.46 | Signs and Door Hangers |
| Nerd Crossing | 04/17/2023 | \$ 41.25 | IT Services - Non-Maintenance Work |
| Nerd Crossing | 04/17/2023 | \$ 250.00 | IT Services - February |
| Nerd Crossing | 04/17/2023 | \$ 250.00 | IT Services - March |
| Mailstream | 04/18/2023 | \$ 671.10 | Spring Newsletter Deposit |
| Uprinting | 04/18/2023 | \$ 969.26 | Magnets |
| Stericycle | 04/19/2023 | \$ 323.56 | Disposal Services |
| M Morris-Mayorga | 04/21/2023 | \$ 5,702.43 | Payroll |
| Fed/State | 04/21/2023 | \$ 2,802.11 | Payroll Tax Withholding |
| Heartland Payroll | 04/21/2023 | \$ 98.61 | Payroll Processing Fee |
| EBMUD | 04/21/2023 | \$ 241.06 | Water/Sewer |
| Copy Central | 04/24/2023 | \$ 268.28 | Board Packets |
| Comcast | 04/24/2023 | \$ 201.60 | Internet |
| PG&E | 04/25/2023 | \$ 10.18 | Gas service |
| Zoom | 04/06/2023 | \$ 140.00 | Zoom Payment |
| Hulu | 04/19/2023 | \$ 69.99 | Monthly TV Subscription for Temp Facility |
| CrashPlan | 04/20/2023 | \$ 9.99 | Monthly Payment for Cloud Backup |
| Ooma, Inc. | 04/24/2023 | \$ 81.29 | Office Telephone |
| Unitarian Church of Berkeley (Check #995191) | 04/04/2023 | \$ 3,900.00 | Temp Facility Lot Rental |
| Mack 5 (Check #995194) | 04/10/2023 | \$ 17,890.00 | PSB Renovation Const Mgmt (missed in transition) |
| Hansell Design (Check #995196) | 04/10/2023 | \$ 3,112.50 | Project Management/Management Transition |
| ZFA Structural Engineers (Check #995197) | 04/11/2023 | \$ 3,822.41 | PSB Renovation Engineering |
| BHI Management Consulting (Check #995198) | 04/18/2023 | \$ 4,500.00 | GM Recruitment (Feb) |
| BHI Management Consulting (Check #995199) | 04/25/2023 | \$ 3,375.00 | GM Recruitment (March) |
| Maze & Associates (Check #995200) | 04/24/2023 | \$ 3,000.00 | Accounting Services |
| Mun CPAs (Check #995201) | 04/18/2023 | \$ 12,500.00 | Audit and State Controller's FTR |
| Fernando Herrera (Check #995202) | 04/17/2023 | \$ 140.00 | Temp Facility Relocation - Waste Removal |
| Meyers Nave (Check #995203) | 04/19/2023 | \$ 4,332.42 | Legal Services |
| BKF Engineers (Check #995204) | 04/18/2023 | \$ 114.00 | Temp Facility Engineering |
| Hansell Design (Check #995205) | 04/20/2023 | \$ 5,025.00 | Project Management/Management Transition |
| Corovan Moving & Storage (Check #995206) | 04/25/2023 | \$ 872.51 | Fire Station Storage |
| Rex Key & Security (Check #995207) | 04/27/2023 | \$ 270.00 | Temp Facility Deadbolt |
| Increase to Checking Account Funding Per Board Policy | 05/17/2023 | \$ 100,000.00 | Operations Manual Policy 8 - Checking Account |

(Note: \$100k funding is being requested adequately manage flow of invoices/payments while waiting for County to process reimbursement)

Net Withdrawals for Replenishment \$ 189,641.09
 \$ -

Replenishment Adjusted for Monthly Bills \$ 189,641.09

Board President _____ Date

General Manager _____ Date

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$200,000. The General Manager or their designee shall request replenishment of this fund from the County through its accounts payable process.

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as receipts and/or invoices shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of April 30, 2023**

Current Cash and Investments

| Cash Balance | | <u>Comments</u> |
|--|----------------------------|--|
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 62,416.11 | Balance as of 4/30/2023 |
| General Fund | 1,272,190.09 | Balance as of 4/30/2023, Pending Reconciliations |
| Special Tax Fund | 116,340.87 | Balance as of 4/30/2023, Pending Reconciliations |
| Capital Fund | <u>1,539,886.22</u> | Balance as of 4/30/2023, Pending Reconciliations |
| Total Cash Balance | <u>2,991,033.29</u> | |
| | | |
| Investments | | |
| US T-Bills - 4/20/23 | 3,000,000.00 | Balance as of 4/30/2023, Pending Reconciliations |
| Fed Home Lon Bk Fixed Securities - 9/27/23 | 3,500,000.00 | Balance as of 4/30/2023, Pending Reconciliations |
| LAIF Balance | <u>18,366.98</u> | Balance as of 4/30/2023, Pending Reconciliations |
| Total Investments | <u>6,518,366.98</u> | |
| | | |
| Total Current Cash and Investments | <u>9,509,400.27</u> | |

Kensington Fire Protection District

Profit & Loss Budget vs. Actual

July 2022 through April 2023

| | <u>Jul '22 - Apr 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------------|-------------------------|---------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 5,113,488.61 | 4,739,500.00 | 373,988.61 | 107.89% |
| Special Taxes | 200,436.70 | 200,752.00 | -315.30 | 99.84% |
| Other Tax Income | 12,079.28 | 24,000.00 | -11,920.72 | 50.33% |
| Lease Agreement | 3,050.25 | 3,050.00 | 0.25 | 100.01% |
| Interest Income | 37,040.85 | 20,000.00 | 17,040.85 | 185.2% |
| CERBT Reimbursement | 18,088.02 | 80,000.00 | -61,911.98 | 22.61% |
| Miscellaneous Income | 163.18 | 0.00 | 163.18 | 100.0% |
| Total Income | <u>5,384,346.89</u> | <u>5,067,302.00</u> | <u>317,044.89</u> | <u>106.26%</u> |
| Expense | | | | |
| Staff | | | | |
| Wages | 121,510.83 | 144,416.00 | -22,905.17 | 84.14% |
| Vacation Wages | 5,271.36 | 5,272.00 | -0.64 | 99.99% |
| Medical/dental ins compensation | 7,000.00 | 7,000.00 | 0.00 | 100.0% |
| Payroll Taxes | 9,689.22 | 13,000.00 | -3,310.78 | 74.53% |
| Workers Compensation/Life Ins | 1,760.33 | 1,761.00 | -0.67 | 99.96% |
| Payroll Processing | 2,041.30 | 2,500.00 | -458.70 | 81.65% |
| Total Staff | <u>147,273.04</u> | <u>173,949.00</u> | <u>-26,675.96</u> | <u>84.66%</u> |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 40,251.94 | 51,450.00 | -11,198.06 | 78.24% |
| Delta Dental | 9,487.90 | 11,817.00 | -2,329.10 | 80.29% |
| Vision Care | 2,907.90 | 3,877.00 | -969.10 | 75.0% |
| CalPERS Settlement | 0.00 | 0.00 | 0.00 | 0.0% |
| Total RETIREE MEDICAL BENEFITS | <u>52,647.74</u> | <u>67,144.00</u> | <u>-14,496.26</u> | <u>78.41%</u> |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Operational Consultant | 2,362.50 | 19,000.00 | | |
| Crime Insurance Policy | 689.22 | | | |
| Nixle Fee | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Long Term Financial Planner | 3,162.50 | 5,000.00 | -1,837.50 | 63.25% |
| Emergency Prep Coordinator | 78,899.94 | 105,200.00 | -26,300.06 | 75.0% |
| Accounting | 24,000.00 | 36,000.00 | -12,000.00 | 66.67% |
| Actuarial Valuation | 0.00 | 5,600.00 | -5,600.00 | 0.0% |
| Audit | 12,500.00 | 16,000.00 | -3,500.00 | 78.13% |
| Bank Fee | 25.00 | 25.00 | 0.00 | 100.0% |
| Contra Costa County Expenses | 55,919.09 | 38,000.00 | 17,919.09 | 147.16% |
| El Cerrito Contract Fee | 3,202,902.59 | 3,843,483.00 | -640,580.41 | 83.33% |
| El Cerrito Reconciliation(s) | 102,637.59 | 123,165.00 | -20,527.41 | 83.33% |
| IT Services and Equipment | 2,910.00 | 15,000.00 | -12,090.00 | 19.4% |
| Fire Abatement Contract | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Fire Engineer Plan Review | 1,000.13 | 3,000.00 | -1,999.87 | 33.34% |
| Grant Writer/Coordinator | 0.00 | 31,000.00 | -31,000.00 | 0.0% |
| Risk Management Insurance | 0.00 | 21,258.00 | -21,258.00 | 0.0% |
| LAFCO Fees | 1,558.61 | 5,000.00 | -3,441.39 | 31.17% |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through April 2023

| | Jul '22 - Apr 23 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|---------------|
| Legal Fees | 15,374.34 | 20,000.00 | -4,625.66 | 76.87% |
| Recruitment | 20,935.00 | 38,900.00 | -17,965.00 | 53.82% |
| Water System Improvements | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Website Development/Maintenance | 2,719.88 | 4,500.00 | -1,780.12 | 60.44% |
| Wildland Vegetation Mgmt | 2,500.00 | 7,600.00 | -5,100.00 | 32.9% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,530,096.39 | 4,356,731.00 | -826,634.61 | 81.03% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 11,417.37 | 30,000.00 | -18,582.63 | 38.06% |
| EP Coord Expense Account | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Comm. Pharmaceutical Drop-Off | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| CERT Emerg Kits/Sheds/Prepared | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Open Houses | 718.88 | 1,800.00 | -1,081.12 | 39.94% |
| Community Shredder | 5,755.45 | 5,000.00 | 755.45 | 115.11% |
| Firesafe Planting Grants | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Community Sandbags | 3,940.05 | 1,900.00 | 2,040.05 | 207.37% |
| Volunteer Appreciation | 0.00 | 500.00 | -500.00 | 0.0% |
| Community Center Contribution | 0.00 | 500.00 | -500.00 | 0.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 21,831.75 | 72,200.00 | -50,368.25 | 30.24% |
| DISTRICT ACTIVITIES | | | | |
| Professional Development | 595.00 | 10,000.00 | -9,405.00 | 5.95% |
| Office | | | | |
| Mtg Room Rentals | 80.00 | | | |
| Internet | 1,750.80 | | | |
| Office Equipment | 1,189.03 | | | |
| Office Expense | 3,870.12 | 5,000.00 | -1,129.88 | 77.4% |
| Office Supplies | 268.28 | 2,000.00 | -1,731.72 | 13.41% |
| Telephone | 8,457.87 | 8,695.00 | -237.13 | 97.27% |
| Office- Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total Office | 15,616.10 | 16,195.00 | -578.90 | 96.43% |
| Election | 5,579.18 | 5,580.00 | -0.82 | 99.99% |
| Firefighter's Apparel & PPE | 1,264.02 | 2,000.00 | -735.98 | 63.2% |
| Firefighters' Expenses | 28,581.68 | 30,000.00 | -1,418.32 | 95.27% |
| Staff Appreciation | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Memberships | 9,505.00 | 9,505.00 | 0.00 | 100.0% |
| Building Maintenance | | | | |
| Gardening service | 140.00 | 4,000.00 | -3,860.00 | 3.5% |
| Building alarm | -396.10 | 1,500.00 | -1,896.10 | -26.41% |
| Medical Waste Disposal | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Janitorial Service | 806.24 | 2,000.00 | -1,193.76 | 40.31% |
| Miscellaneous Maint. | 9,364.70 | 9,000.00 | 364.70 | 104.05% |
| Total Building Maintenance | 9,914.84 | 24,000.00 | -14,085.16 | 41.31% |
| Building Utilities/Service | | | | |
| Refuse Collection | 1,654.24 | | | |
| Gas and Electric | 8,138.83 | 13,000.00 | -4,861.17 | 62.61% |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through April 2023

| | <u>Jul '22 - Apr 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|----------------------------|--------------------------|----------------------------|-----------------------|
| Water/Sewer | 2,223.42 | 4,000.00 | -1,776.58 | 55.59% |
| Building Utilities/Service - Other | 349.95 | | | |
| Total Building Utilities/Service | <u>12,366.44</u> | <u>17,000.00</u> | <u>-4,633.56</u> | <u>72.74%</u> |
| Total DISTRICT ACTIVITIES | 83,422.26 | 117,280.00 | -33,857.74 | 71.13% |
| Contingency | | | | |
| General | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Total Contingency | <u>0.00</u> | <u>25,000.00</u> | <u>-25,000.00</u> | <u>0.0%</u> |
| Total Expense | <u>3,835,271.18</u> | <u>4,812,304.00</u> | <u>-977,032.82</u> | <u>79.7%</u> |
| Net Ordinary Income | 1,549,075.71 | 254,998.00 | 1,294,077.71 | 607.49% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Discount on US TBills | 61,625.00 | | | |
| Discount on Fixed Security | 143,060.07 | | | |
| Total Other Income | <u>204,685.07</u> | | | |
| Net Other Income | <u>204,685.07</u> | <u>0.00</u> | <u>204,685.07</u> | <u>100.0%</u> |
| Net Income | <u><u>1,753,760.78</u></u> | <u><u>254,998.00</u></u> | <u><u>1,498,762.78</u></u> | <u><u>687.76%</u></u> |

Kensington Fire Protection District Profit & Loss

05/10/23

Accrual Basis

July 2022 through April 2023

| | Jul '22 - Apr 23 | Jul '21 - Apr 22 | \$ Change | % Change |
|--|---------------------|---------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 5,113,488.61 | 4,640,921.96 | 472,566.65 | 10.2% |
| Special Taxes | 200,436.70 | 204,417.70 | -3,981.00 | -2.0% |
| Other Tax Income | 12,079.28 | 12,233.76 | -154.48 | -1.3% |
| Lease Agreement | 3,050.25 | 33,552.75 | -30,502.50 | -90.9% |
| Interest Income | 37,040.85 | 20,294.31 | 16,746.54 | 82.5% |
| CERBT Reimbursement | 18,088.02 | 40,282.11 | -22,194.09 | -55.1% |
| Miscellaneous Income | 163.18 | 388,159.01 | -387,995.83 | -100.0% |
| Total Income | 5,384,346.89 | 5,339,861.60 | 44,485.29 | 0.8% |
| Expense | | | | |
| Staff | | | | |
| Wages | 121,510.83 | 106,752.75 | 14,758.08 | 13.8% |
| Vacation Wages | 5,271.36 | 9,182.25 | -3,910.89 | -42.6% |
| Medical/dental ins compensation | 7,000.00 | 10,000.00 | -3,000.00 | -30.0% |
| Payroll Taxes | 9,689.22 | 9,222.17 | 467.05 | 5.1% |
| Workers Compensation/Life Ins | 1,760.33 | 576.40 | 1,183.93 | 205.4% |
| Payroll Processing | 2,041.30 | 1,631.42 | 409.88 | 25.1% |
| Total Staff | 147,273.04 | 137,364.99 | 9,908.05 | 7.2% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 40,251.94 | 46,905.61 | -6,653.67 | -14.2% |
| Delta Dental | 9,487.90 | 9,487.90 | 0.00 | 0.0% |
| Vision Care | 2,907.90 | 3,231.00 | -323.10 | -10.0% |
| CalPERS Settlement | 0.00 | 10,472.88 | -10,472.88 | -100.0% |
| Total RETIREE MEDICAL BENEFITS | 52,647.74 | 70,097.39 | -17,449.65 | -24.9% |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Operational Consultant | 2,362.50 | 0.00 | 2,362.50 | 100.0% |
| Crime Insurance Policy | 689.22 | 0.00 | 689.22 | 100.0% |
| Nixle Fee | 0.00 | 3,182.70 | -3,182.70 | -100.0% |
| Long Term Financial Planner | 3,162.50 | 14,981.25 | -11,818.75 | -78.9% |
| Emergency Prep Coordinator | 78,899.94 | 83,333.30 | -4,433.36 | -5.3% |
| Accounting | 24,000.00 | 31,045.00 | -7,045.00 | -22.7% |
| Actuarial Valuation | 0.00 | 3,000.00 | -3,000.00 | -100.0% |
| Audit | 12,500.00 | 16,000.00 | -3,500.00 | -21.9% |
| Bank Fee | 25.00 | 25.00 | 0.00 | 0.0% |
| Contra Costa County Expenses | 55,919.09 | 53,552.53 | 2,366.56 | 4.4% |
| EI Cerrito Contract Fee | 3,202,902.59 | 2,938,225.42 | 264,677.17 | 9.0% |
| EI Cerrito Reconciliation(s) | 102,637.59 | 159,208.01 | -56,570.42 | -35.5% |
| IT Services and Equipment | 2,910.00 | 22.78 | 2,887.22 | 12,674.4% |
| Fire Engineer Plan Review | 1,000.13 | 688.00 | 312.13 | 45.4% |
| Grant Writer/Coordinator | 0.00 | 6,547.50 | -6,547.50 | -100.0% |
| LAFCO Fees | 1,558.61 | 0.00 | 1,558.61 | 100.0% |
| Legal Fees | 15,374.34 | 5,802.14 | 9,572.20 | 165.0% |
| Recruitment | 20,935.00 | 0.00 | 20,935.00 | 100.0% |
| Website Development/Maintenance | 2,719.88 | 2,707.40 | 12.48 | 0.5% |
| Wildland Vegetation Mgmt | 2,500.00 | 0.00 | 2,500.00 | 100.0% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,530,096.39 | 3,318,321.03 | 211,775.36 | 6.4% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 11,417.37 | 14,136.96 | -2,719.59 | -19.2% |
| Open Houses | 718.88 | 0.00 | 718.88 | 100.0% |
| Community Shredder | 5,755.45 | 4,142.19 | 1,613.26 | 39.0% |
| Community Sandbags | 3,940.05 | 1,728.57 | 2,211.48 | 127.9% |
| Volunteer Appreciation | 0.00 | 449.69 | -449.69 | -100.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 21,831.75 | 20,457.41 | 1,374.34 | 6.7% |
| DISTRICT ACTIVITIES | | | | |
| Equipment | 0.00 | 1,696.98 | -1,696.98 | -100.0% |
| Professional Development | 595.00 | 3,323.58 | -2,728.58 | -82.1% |

Kensington Fire Protection District

Profit & Loss

July 2022 through April 2023

05/10/23

Accrual Basis

| | Jul '22 - Apr 23 | Jul '21 - Apr 22 | \$ Change | % Change |
|---|---------------------|---------------------|--------------------|---------------|
| Office | | | | |
| Mtg Room Rentals | 80.00 | 0.00 | 80.00 | 100.0% |
| Internet | 1,750.80 | 0.00 | 1,750.80 | 100.0% |
| Office Equipment | 1,189.03 | 0.00 | 1,189.03 | 100.0% |
| Office Expense | 3,870.12 | 3,251.86 | 618.26 | 19.0% |
| Office Supplies | 268.28 | 694.33 | -426.05 | -61.4% |
| Telephone | 8,457.87 | 5,706.36 | 2,751.51 | 48.2% |
| Total Office | 15,616.10 | 9,652.55 | 5,963.55 | 61.8% |
| Election | 5,579.18 | 0.00 | 5,579.18 | 100.0% |
| Firefighter's Apparel & PPE | 1,264.02 | 0.00 | 1,264.02 | 100.0% |
| Firefighters' Expenses | 28,581.68 | 0.00 | 28,581.68 | 100.0% |
| Staff Appreciation | 0.00 | 93.49 | -93.49 | -100.0% |
| Memberships | 9,505.00 | 7,615.00 | 1,890.00 | 24.8% |
| Building Maintenance | | | | |
| Gardening service | 140.00 | 2,275.00 | -2,135.00 | -93.9% |
| Building alarm | -396.10 | 1,264.44 | -1,660.54 | -131.3% |
| Medical Waste Disposal | 0.00 | 2,140.61 | -2,140.61 | -100.0% |
| Janitorial Service | 806.24 | 1,816.79 | -1,010.55 | -55.6% |
| Miscellaneous Maint. | 9,364.70 | 5,498.72 | 3,865.98 | 70.3% |
| Total Building Maintenance | 9,914.84 | 12,995.56 | -3,080.72 | -23.7% |
| Building Utilities/Service | | | | |
| Refuse Collection | 1,654.24 | 0.00 | 1,654.24 | 100.0% |
| Gas and Electric | 8,138.83 | 9,346.09 | -1,207.26 | -12.9% |
| Water/Sewer | 2,223.42 | 3,256.92 | -1,033.50 | -31.7% |
| Building Utilities/Service - Other | 349.95 | 0.00 | 349.95 | 100.0% |
| Total Building Utilities/Service | 12,366.44 | 12,603.01 | -236.57 | -1.9% |
| Total DISTRICT ACTIVITIES | 83,422.26 | 47,980.17 | 35,442.09 | 73.9% |
| Total Expense | 3,835,271.18 | 3,594,220.99 | 241,050.19 | 6.7% |
| Net Ordinary Income | 1,549,075.71 | 1,745,640.61 | -196,564.90 | -11.3% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Discount on US TBills | 61,625.00 | 0.00 | 61,625.00 | 100.0% |
| Discount on Fixed Security | 143,060.07 | 0.00 | 143,060.07 | 100.0% |
| Total Other Income | 204,685.07 | 0.00 | 204,685.07 | 100.0% |
| Net Other Income | 204,685.07 | 0.00 | 204,685.07 | 100.0% |
| Net Income | 1,753,760.78 | 1,745,640.61 | 8,120.17 | 0.5% |

Kensington Fire Protection District
Trial Balance
As of April 30, 2023

05/10/23
 Accrual Basis

| | Apr 30, 23 | |
|--|--------------|--------------|
| | Debit | Credit |
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 84,546.95 | |
| General Fund | 1,272,190.09 | |
| Special Tax Fund | 116,340.87 | |
| Capital Fund | 1,539,886.22 | |
| Accounts Receivable | 4,805.80 | |
| Advance on Taxes | 2,406,187.12 | |
| Advance on Supplemental Taxes | 86,245.26 | |
| Prepaid Services - EC | 0.07 | |
| Prepaid Exp. | 2,587.29 | |
| Prepaid CERBT - Retiree Trust | 420,105.48 | |
| Investments:LAIF Balance | 18,366.98 | |
| Investments:US TBills - 4/20/23 | 3,000,000.00 | |
| Investments:Fed Home Loan Bk - 9/27/23 | 3,500,000.00 | |
| Land | 5,800.00 | |
| Equipment | 1,793,886.43 | |
| Accumulated Depreciation-Equip | | 813,762.41 |
| Building and Improvements | 2,391,581.26 | |
| Accumulated Depreciation - Bldg | | 1,276,205.07 |
| Current Capital Outlay:PSB Renovation Soft Costs | 790,675.11 | |
| Current Capital Outlay:PSB Renovation Hard Cost | 716,963.78 | |
| Current Capital Outlay:Temp Facilities - Soft Costs | 207,544.62 | |
| Current Capital Outlay:Temp Facilities - Hard Costs | 595,392.92 | |
| Current Capital Outlay:Temp Facilities - Lot Rental | 9,900.00 | |
| Current Capital Outlay:Temp Facilities - Modular | 24,699.52 | |
| Current Capital Outlay:Temp Facilities - Admin Sublet | 21,946.95 | |
| Current Capital Outlay:Temp Facilities - Relocation | 32,509.54 | |
| Current Capital Outlay:Fire Engine Type I | 104.40 | |
| Current Capital Outlay:Firefighters Qtrs/Equip | 210.00 | |
| Deferred Outflow of Res. - OPEB | 6,527.00 | |
| Due to Revolving Acct - Gen Fnd | | 517,792.44 |
| Due to Other - Issued by CCC | | 21,880.77 |
| Accounts Payable | | 1,605.34 |
| PSB Renovation Loan | | 1,539,460.63 |
| Wages & PR Taxes Payable | | 6,424.55 |
| EI Cerrito Reconciliation Liab. | | 233,481.39 |
| Postretirement Health Ben Liab | | 0.14 |
| Fund Equity - General | | 3,889,496.00 |
| Fund Equity - Capital Projects | | 3,213,698.00 |
| Fund Equity - Special Revenue | | 109,075.00 |
| Fund Equity - Gen Fixed Asset | | 2,212,997.01 |
| Fund Equity | | 3,459,564.13 |
| Property Taxes | | 5,113,488.61 |
| Special Taxes | | 200,436.70 |
| Other Tax Income | | 12,079.28 |
| Lease Agreement | | 3,050.25 |
| Interest Income | | 37,040.85 |
| CERBT Reimbursement | | 18,088.02 |
| Miscellaneous Income | | 163.18 |
| Staff:Wages | 121,510.83 | |
| Staff:Vacation Wages | 5,271.36 | |
| Staff:Medical/dental ins compensation | 7,000.00 | |
| Staff:Payroll Taxes | 9,689.22 | |
| Staff:Workers Compensation/Life Ins | 1,760.33 | |
| Staff:Payroll Processing | 2,041.30 | |
| RETIREE MEDICAL BENEFITS:PERS Medical | 40,251.94 | |
| RETIREE MEDICAL BENEFITS:Delta Dental | 9,487.90 | |
| RETIREE MEDICAL BENEFITS:Vision Care | 2,907.90 | |
| OUTSIDE PROFESSIONAL SERVICES:Operational Consultant | 2,362.50 | |
| OUTSIDE PROFESSIONAL SERVICES:Crime Insurance Policy | 689.22 | |
| OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner | 3,162.50 | |
| OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator | 78,899.94 | |
| OUTSIDE PROFESSIONAL SERVICES:Accounting | 24,000.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Audit | 12,500.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Bank Fee | 25.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses | 55,919.09 | |

**Kensington Fire Protection District
Trial Balance
As of April 30, 2023**

05/10/23

Accrual Basis

| | Apr 30, 23 | |
|--|----------------------|----------------------|
| | Debit | Credit |
| OUTSIDE PROFESSIONAL SERVICES:El Cerrito Contract Fee | 3,202,902.59 | |
| OUTSIDE PROFESSIONAL SERVICES:El Cerrito Reconciliation(s) | 102,637.59 | |
| OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment | 2,910.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review | 1,000.13 | |
| OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees | 1,558.61 | |
| OUTSIDE PROFESSIONAL SERVICES:Legal Fees | 15,374.34 | |
| OUTSIDE PROFESSIONAL SERVICES:Recruitment | 20,935.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance | 2,719.88 | |
| OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt | 2,500.00 | |
| COMMUNITY SERVICE ACTIVITIES:Public Education | 11,417.37 | |
| COMMUNITY SERVICE ACTIVITIES:Open Houses | 718.88 | |
| COMMUNITY SERVICE ACTIVITIES:Community Shredder | 5,755.45 | |
| COMMUNITY SERVICE ACTIVITIES:Community Sandbags | 3,940.05 | |
| DISTRICT ACTIVITIES:Professional Development | 595.00 | |
| DISTRICT ACTIVITIES:Office:Mtg Room Rentals | 80.00 | |
| DISTRICT ACTIVITIES:Office:Internet | 1,750.80 | |
| DISTRICT ACTIVITIES:Office:Office Equipment | 1,189.03 | |
| DISTRICT ACTIVITIES:Office:Office Expense | 3,870.12 | |
| DISTRICT ACTIVITIES:Office:Office Supplies | 268.28 | |
| DISTRICT ACTIVITIES:Office:Telephone | 8,457.87 | |
| DISTRICT ACTIVITIES:Election | 5,579.18 | |
| DISTRICT ACTIVITIES:Firefighter's Apparel & PPE | 1,264.02 | |
| DISTRICT ACTIVITIES:Firefighters' Expenses | 28,581.68 | |
| DISTRICT ACTIVITIES:Memberships | 9,505.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Gardening service | 140.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Building alarm | | 396.10 |
| DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service | 806.24 | |
| DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint. | 9,364.70 | |
| DISTRICT ACTIVITIES:Building Utilities/Service | 349.95 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection | 1,654.24 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric | 8,138.83 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer | 2,223.42 | |
| Discount on US TBills | | 61,625.00 |
| Discount on Fixed Security | | 143,060.07 |
| TOTAL | 22,884,870.94 | 22,884,870.94 |



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 215-4450 ▪ FAX (510) 232-4917

www.el-cerrito.org



DATE: May 12, 2023

TO: Mary Morris-Mayorga: General Manager

FROM: Eric Saylor: Fire Chief

RE: **Fire Chief's Report for the May 2023 Fire District Board Meeting**

Operations

The El Cerrito-Kensington Fire Department (ECKFD) responded to a large, 3 alarm fire in Richmond as auto aid. The fire involved a two-story commercial building and two homes. The response included Battalion Chief 5, the training Battalion Chief, and Engine 51. Units on scene contained the fire to the building of origin and saved four neighboring structures worth approximately 1.8 million dollars.

Administration

ECKFD meet with the ECHO KARO group to draft standard operating guidelines for the group to interact with CERT and the fire department during a large-scale drill or disaster.

Training

ECKFD continued training for future engineers including pumping and ladder placement. In addition, the department meet with Berkley and Albany fire departments to draft standard operating guidelines for large commercial buildings. Finally, the department completed a helicopter rescue technician drill, assuring our skills are ready for a rescue in the canyons east of Kensington.

Citizen Engagement

ECKFD continues to meet with the CERT program manager. Recruitment for new members should start in May and June of 2023. Until St 65 is completed, we plan to meet at El Cerrito city hall for our first orientation. CERT members will learn to assist with setting up an emergency operations center (EOC) and coordinate actions with the neighboring CERT team and KARO ECHO.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 17, 2023

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

The following progress items will be reviewed in the KFPD Board of Directors meeting:

1. Community Event/Engagement

- 4/29/2023 Paper Shredding Event
- 5/6/2023 CERT Water Storage Supply Distribution

2. District Communications/ Publications

- 4/19/2023 Nextdoor Inspection Announcement
- 4/19/2023 Facebook Inspection Announcement
- 4/25/2023 Nextdoor Supply Sale Final Announcement
- 4/26/2023 Facebook Supply Sale Final Announcement
- 4/25/2023 Nextdoor Preparedness Survey
- 5/1/2023 Nextdoor Wildfire Preparedness Week
- 5/2/2023 Nextdoor Station Numbering
- 5/2/2023 Facebook Station Numbering
- Uploaded Spring 2023 Fire Plug Edition to KFPD Website
- Kensington Outlook Article June Edition
- Kensington Outlook Safety Scenario June Edition

3. Initiatives/ Deliverables

- Register community members for Red Flag Alert Emails
- Assist community members with registration to CWS
- Develop Wildfire Preparedness Week Campaign in response to Gov Newsome proclamation.
- Refine Survey Tool w/ CERT Program Manager to collect Preparedness Data
- Provide support to Wildcat Firewise for launch date activities.
- Sourcing volunteers for future community-related events/initiatives
- Development of CERT recruitment campaign with collaboration of Recruitment subcommittee
- Provide feedback to Nextdoor for Agencies to improve visibility of public safety posts.
- Bringing VOIP concern from community member to the EPC meeting for consideration.
- Collaborate with CERT program manager to introduce Fire Ambassador Program to Kensington to supplement Fire Risk Reduction Initiatives
- Develop plan to distribute door hangers throughout Kensington in June with volunteer groups.

May 17, 2023

Emergency Preparedness Coordinator's Report

4. Meetings

- 4/19/2023 KFPD Monthly Board Meeting
- 4/27/2023 Emergency Preparedness Meeting
- 4/25/2023 CERT Planning Meeting
- 4/13/2023 Lamorinda Fire Ambassador Training



Report from Phase 1 Work With the KPPCSD Temporary Committee on Housing the Kensington Police Department and Status of Committee

Julie Stein (narrative) and Jim Watt (slides at the board meeting)

A temporary advisory committee [that is] composed solely of less than a quorum of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act (see, C.1).

PUBLIC SAFETY BUILDING Temporary Committee [Note: this is NOT a joint 2x2 Committee.]

- Project scope includes: Liaise with counterparts on the KPPCSD board, if applicable, and with KFPD's interim GM and other staff, consultants, contractors, and constituents related to progress, occupancy options, and financial updates on the seismic renovation of the Public Safety Building.

A. Potential outcomes of this agenda discussion

1. Dissolve the temporary committee, because its task appears to be complete. The KPPCSD is no longer seeking joint occupancy options and a PSB committee is not required for the ongoing seismic renovation project.

- Recommendation: Allow the general managers of the two districts, KFPD and KPPCSD, to negotiate and manage any further discussions on joint occupancy that arise.
- Recommendation: Any new committee formed to discuss any aspect of joint occupancy be an official 2x2 joint committee of the two agencies that is required to hold its meetings in public according to the Brown Act.

2. Continue with this temporary committee with a substitution of membership (to be discussed.)

B. Summary report

i. Initiation

On January 13, 2023, the KPPCSD temporary committee charged with housing the police department requested a meeting with the KFPD temporary committee as soon as possible. They indicated that a majority of the KPPCSD board was committed to immediately revisiting the remodel of the Public Safety Building, with the goal of housing both our Police and Fire Departments in the PSB. The goal was to develop a rapid roadmap to negotiate, which made sense at that time, given the very early stage of the construction project but with constraints on the types of changes that might still be possible at that stage.

ii. Process

Discussions between the two committees commenced on January 17, 2023 and continued on most Tuesdays at 10am, through March 7, 2023. The KFPD interim GM staffed the meetings, except for two weeks while on vacation, and the KPPCSD interim GM attended one meeting upon his hiring. In late February into March, the KPPCSD committee began a series of consultations on matters that were internal to KPPCSD and did not involve the KFPD committee, so regular meetings were put on hold during that period with an open option to meet as needed.

Agendas and relevant information were exchanged via email between the two committees and the interim GMs.

iii. Framework for DRAFT "Letter of Intent"

The KFPD committee and interim GM aimed to help the KPPCSD committee develop a framework that could lead to a proposal that could be presented to both boards if joint occupancy was of interest. The KPPCSD committee was aware that any proposal or "letter of intent" to KFPD for joint occupancy would need to be substantive and include cost-sharing considerations. Both committees were aware that this was a non-binding process with a goal to help the KPPCSD committee arrive at a letter of intent that they felt comfortable sharing with their board for discussion and potential approval for presentation to the KFPD board.

To create structure and to prioritize the various tasks and board decisions that would be required if exploration of joint occupancy were to proceed, the KFPD committee and interim GM identified four phases:

Phase Milestone indicating completion

- Phase 1: KFPD board acceptance of KPPCSD board's letter of intent (based on concepts and principles).
- Phase 2: KFPD and KPPCSD board approvals of joint occupancy floor plans (based on specifics from Phase 1).
- Phase 3: KFPD and KPPCSD board approvals of cost-sharing arrangement (based on specifics from Phase 1 and Phase 2).
- Phase 4: KFPD and KPPCSD board approvals of final agreement governing joint occupancy.

On January 23, 2023, the KFPD committee proposed high-level principles for draft terms and conditions that the KPPCSD could use to shape a proposal or "letter of intent". The draft framework was based on:

- a) principles in the various lease agreements previously agreed upon between KFPD and KPPCSD (see, C.2),
- b) prior work between the KFPD and KPPCSD Interim General Managers in September 2020 (see, C.3),
- c) the KPPCSD board's request to headquarter the police department in the PSB in the future (see, C.4).

In addition, the fire chief and the police chief were consulted. The KFPD Interim General Manager consulted with the Fire Chief on behalf of the temporary committee. We understood that the KPPCSD temporary committee consulted directly with the Police Chief.

The framework for the draft Letter of Intent was iteratively modified through joint weekly discussions and input from both committees. The most recent version of the draft framework and principles shared between the two committees, as of February 20, 2023, is shown below. The KFPD committee received relatively positive feedback from the KPPCSD committee on the framework below indicating that, while it did not reflect all of the details that were important to them, the draft terms were shaping up in the right direction:

Begin 20 February 2023 draft:

1. The term of the lease shall commence upon tenant's occupancy of the premises and shall continue in perpetuity so long as tenant remains an occupant of its premises.
2. Rent shall be nominal and payable upon delivery of the premises to tenant.
3. Tenant's space shall be delivered in shell condition and tenant shall complete and pay for its FF&E.
4. Common area maintenance costs shall be prorated based upon the ratio of space exclusively used by fire and police.
5. Total construction costs shall include the initial contract fee, soft costs for construction and costs incurred to oversee construction to completion.
6. Tenant to pay its share of construction costs set forth in item #5, times its share as set forth in #4.
7. Tenant's share of construction costs set forth in item #5 shall be paid to landlord as follows: 50% of lease execution; 25% by September 30, 2023 and 25% upon project completion.
8. Tenant shall be granted 5 parking spaces behind the PSB and shall take steps to minimize noise and disruption to firefighters.
9. Should consolidation of the districts occur this lease shall expire but annual amounts shall be set aside to cover future repairs, seismic upgrades and relocation costs.
10. Should an agreement between the parties not be reached by August 1, 2023, the agreement shall be considered null and void.
11. The parties shall cooperate on the possible shared use of meeting rooms 1 and 2 at the community center (see attached site plan) for use by support staff and auxiliary police needs.

Current Plan

The revised plan assume the police will primarily occupy the first floor and no longer share the conference room with fire. Instead, the second floor will be modified to include a conference table for 10 people in the "day room", as proposed by Bart Jones. The police will also have use of the second floor storage area of about 100 sq. ft. for files and evidence. This will give the police 1,144 sq. ft. of first floor space and 100 sq. ft. of second floor area, or a total of 1,244 sq. ft. of total exclusive space. In addition, police and fire will share 345 sq. ft. of space, bringing the total useable police space to 1,589 sq. ft. The breakdown of space by each floor is shown on the attachments.

The space that is exclusively fire totals 4,670 sq. ft. and police is 1,244 sq. ft., for a ratio of 79% to 21%. Therefore, the police share of estimated total costs of about \$6.8 million would be \$1.4 million.

Since neither board will have space for administrative staff, this space and possibly some additional police space will be needed. A possible solution for this space could be by using meeting room #1 and perhaps some of room #2 for this purpose. With 357 sq. ft. of space, room #1 may be sufficient -- see attached plan.

End 20 February 2023 draft.

This report summarizes the Phase 1 work of the KFPD temporary committee (see, C.5, C.6, and C.7).

C. References and sources

1. Brown Act (reference to temporary committees)

https://www.calcities.org/docs/default-source/city-attorneys/open-public-v-revised-2016.pdf?sfvrsn=995414c9_3

2. 1998 – 2020 Public Safety Building Lease Agreements w/KPPCSD

https://www.kensingtonfire.org/public-safety-building-lease-agreements-w-kppcsd#body_file-fd9297db-3faa-424b-844e-a1d733d11f37

3. September 30, 2020 ADJOUNED MEETING from September 9, 2020

7.5. Public Safety Building Financing and Decision Plan

<https://www.kensingtonfire.org/files/8e4ca8838/BOD+Packet+9.30.2020+rev.pdf>

4. May 19, 2021 Letter on behalf of KPPCSD board to KFPD board.

<https://www.kensingtonfire.org/files/8e6b53586/20210519+KPPCSD+Letter+to+KFPD.pdf>

5. January 11, 2023 KFPD Temporary PSB Committee charge:

https://www.kensingtonfire.org/files/5afb37bf3/20230111_07+President+-+Temporary+Committee+Appointments.pdf

6. April 19, 2023 KFPD Board Special Meeting

Recognize receipt of the letter from KPPCSD requesting that KFPD offer the option to lease the first floor

<https://www.kensingtonfire.org/files/9c8f36a94/KPPCSD+ltr+to+KFPD.pdf>

7. April 26, 2023 Letter to KPPCSD board on behalf of KFPD board following up from the April 19, 2023 meeting.

[See, attached letter, which has not been posted on the KFPD website at the time this report was submitted.]



Board of Directors
Julie Stein (President)
Daniel Levine (Vice-President)
Larry Nagel (Secretary)
Don Dommer
Jim Watt

April 26, 2023

Ms. Alexandra Aquino-Fike, Board President
Kensington Police Protection Community Services District
10940 San Pablo Avenue, Building B
El Cerrito, CA 94530
AAquinoFike@kppcsd.org

Subject: Letter Requesting an Option to Lease the First Floor of the Public Safety Building

Dear President Alexandra Aquino-Fike:

The Kensington Fire Protection District (KFPD) received and met to consider the letter from the Kensington Police Protection and Community Services District (KPPCSD) of April 17, 2023.

At its special meeting on April 19, 2023, the KFPD board considered the request of the KPPCSD board presented in their April 17 letter for an option to lease the first floor of the Kensington Public Safety Building (PSB) in perpetuity at terms to be worked out when the KPPCSD exercises such an option. After deliberation by the full KFPD board, including input from legal counsel, the KFPD board has declined the KPPCSD's request.

At the same time, the KFPD board confirmed that it is receptive to considering a fully specified proposal from KPPCSD to lease some or all of the first-floor space of the PSB, excluding the apparatus bays, which are utilized exclusively for fire department operations. Such a proposal should include specific terms of a proposed lease, including cost-sharing considerations, and a definitive scope for the KPPCSD's occupancy. A request complete with this level of detail can be balanced with the KFPD's own operational needs.

The KPPCSD has made clear that it is not requesting any modifications to the PSB seismic renovation at this time and has encouraged the KFPD to continue that project as currently designed. In this context, the KPPCSD should take whatever time is necessary to clarify its options for housing the KPPCSD district staff and the Kensington Police Department.

The KFPD is ready and willing to continue to serve as a resource to the KPPCSD at the temporary committee or full board level if joint occupancy of the PSB plays a role in KPPCSD's exploratory process.

Best regards,

Julie Stein, President and Director
Kensington Fire Protection District



6.a: Report from Phase 1 Work With the KPPCSD Temporary Committee on Housing the Kensington Police Department and Status of Committee
(Watt Slides and Report)

PAST HISTORY

Initial PSB fire only decision

At the April 2021 Fire Board meeting, the Board voted to use the PSB for fire use only with these assumptions and potential considerations:

1. The police were negotiating for a relocation at 303 Arlington, and
2. The retrofitted PSB would cost \$4.0 million to construct for fire use, and
3. The KFPD would help the KPPCSD financially to cover relocation costs, and
4. Even if demolition started there would still be time to consider modifications for joint occupancy.

As indicated, none of these assumptions and promises materialized:

1. The 303 Arlington location was dropped due to cost and other factors.
2. The cost of retrofitting the PSB for fire use have increased by more than \$2.0 million.
3. The KFPD had to obtain a \$2.0 million loan to complete the project and has no available cash to help the KPPCSD with a separate location.
4. The willingness of the Fire Board to support joint occupancy is currently uncertain.

THE KPPCSD DECISION

THE KPPCSD DECISION ON 5/11/23 TO ABANDON POLICE USE OF THE PSB ASSUMED THE FOLLOWING:

SPACE NEEDS

- A minimum of 1,600 sq. ft. is needed to support necessary police functions.
- A number of specific space needs are essential.
- Only the 1st floor is available for police use.

COST CONSIDERATIONS

- The cost to retrofit the 1st floor of the PSB for police use would exceed the cost of a separate police station.
- However, all cost estimates need the accuracy of more precise plans.

FINAL DECISION

- Find a separate Kensington police location consisting of either the current modular, steel/prefab construction, or new construction.
- Estimated cost of new off-site construction at \$3.4 to \$3.9 million.

Factors supporting retaining police in the PSB

- For 52 years the Kensington police operated in the PSB with 1,200 sq. ft.
- The PSB is the best geographic location to serve all of Kensington - an extremely important factor in an emergency.
- Both former police chiefs Simpkins and Schuld have stated that that the police can function with 1,225 sq. ft.
- In the November election, the voters unanimously approved majorities for both Boards that ran on keeping police and fire in the PSB.
- The current plan for the PSB includes the use of the first floor for administrative staff and public meetings, both of which can, and should be located elsewhere.
- A revised plan using this available 1st floor space indicate all essential police services can be housed in the PSB.
- The KPPCSD has limited available cash and will incur significant debt obligations completing a seismically safe, stand-alone police department.

PRIMARY FACTORS IN ARRIVING AT A DECISION

1. The minimum requirements for a police department.
2. The cost of locating the police at the PSB versus elsewhere.
3. Other alternatives for providing police services

MINIMUM SPACE REQUIREMENTS

Former police Chief Schuld stated on 1/7/21 that "Our existing space consists of 1,222 sq. ft. which is constricted but if needed we can make it work".

Current police Chief Gancasz has listed the following required space needs for a police department.

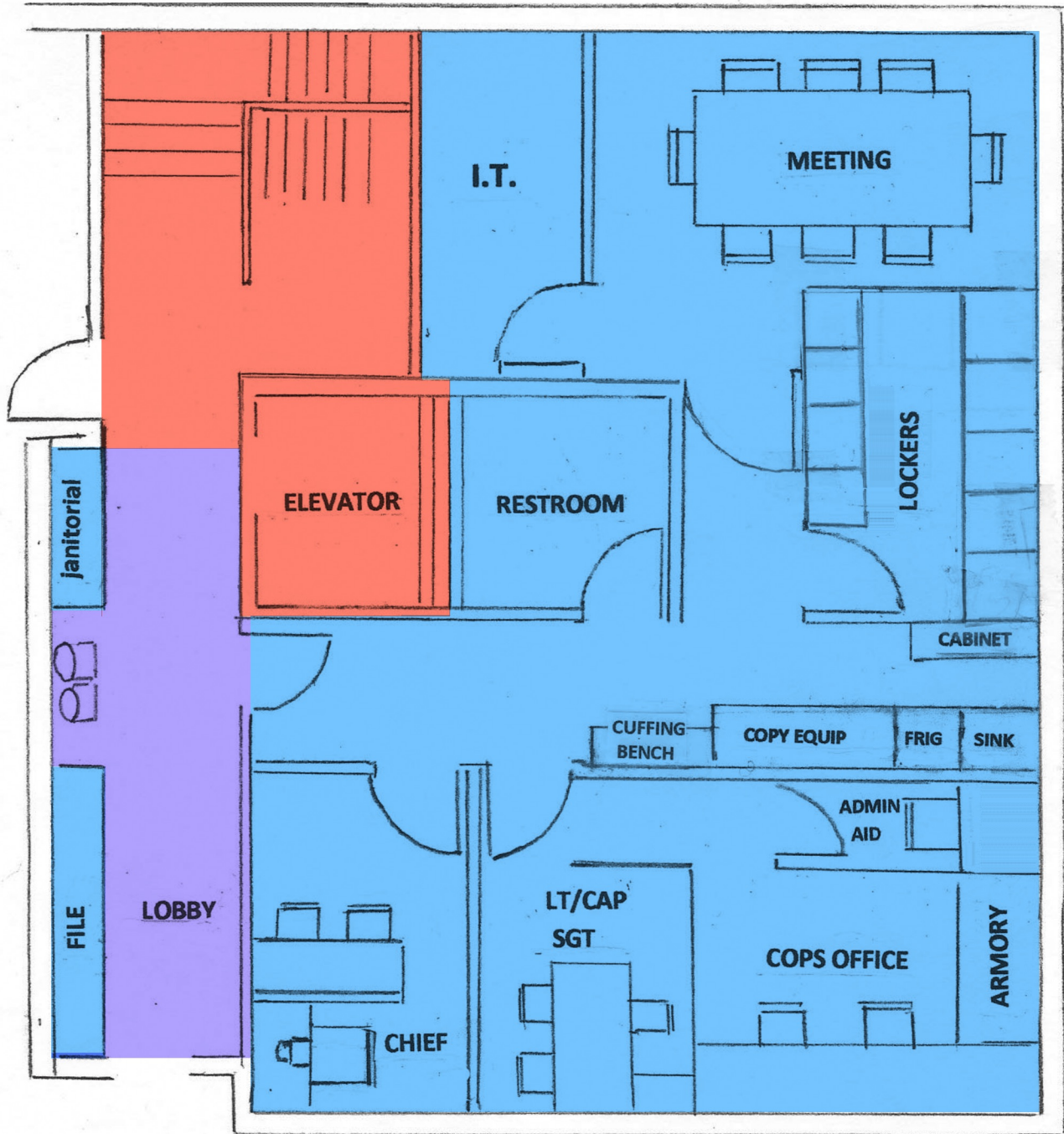
Non-negotiable KPD Space Needs

| | |
|--|---|
| Police Admin/Receptionist Workspace/Lobby Area | Computer Server/IT Room |
| Chief's Office | Some File Storage (secure) |
| Lieutenant's Office | Some Equipment Storage (secure) |
| Shared Sergeants' Office | Office Supplies/Printer Area |
| Patrol room with 2 workstations | Break Space |
| Police Support Staff Workspace | 2 Bathrooms (staff only and staff/public) |
| Locker Room (all gender, 10 lockers) | Janitorial/Cleaning Storage |
| Evidence Storage Cabinet + Refrigeration | Secure parking for 7 patrol vehicles |
| Guns/Ammunition Storage Cabinet (secure) | |

5

As will be shown in the following site plan, all of these needs can be provided in the revised layout of the PSB, except two restrooms. Based on previous plans acceptable to Chief Schuld a conference room should be included, but one restroom would be acceptable.

POSSIBLE FIRST FLOOR LAYOUT

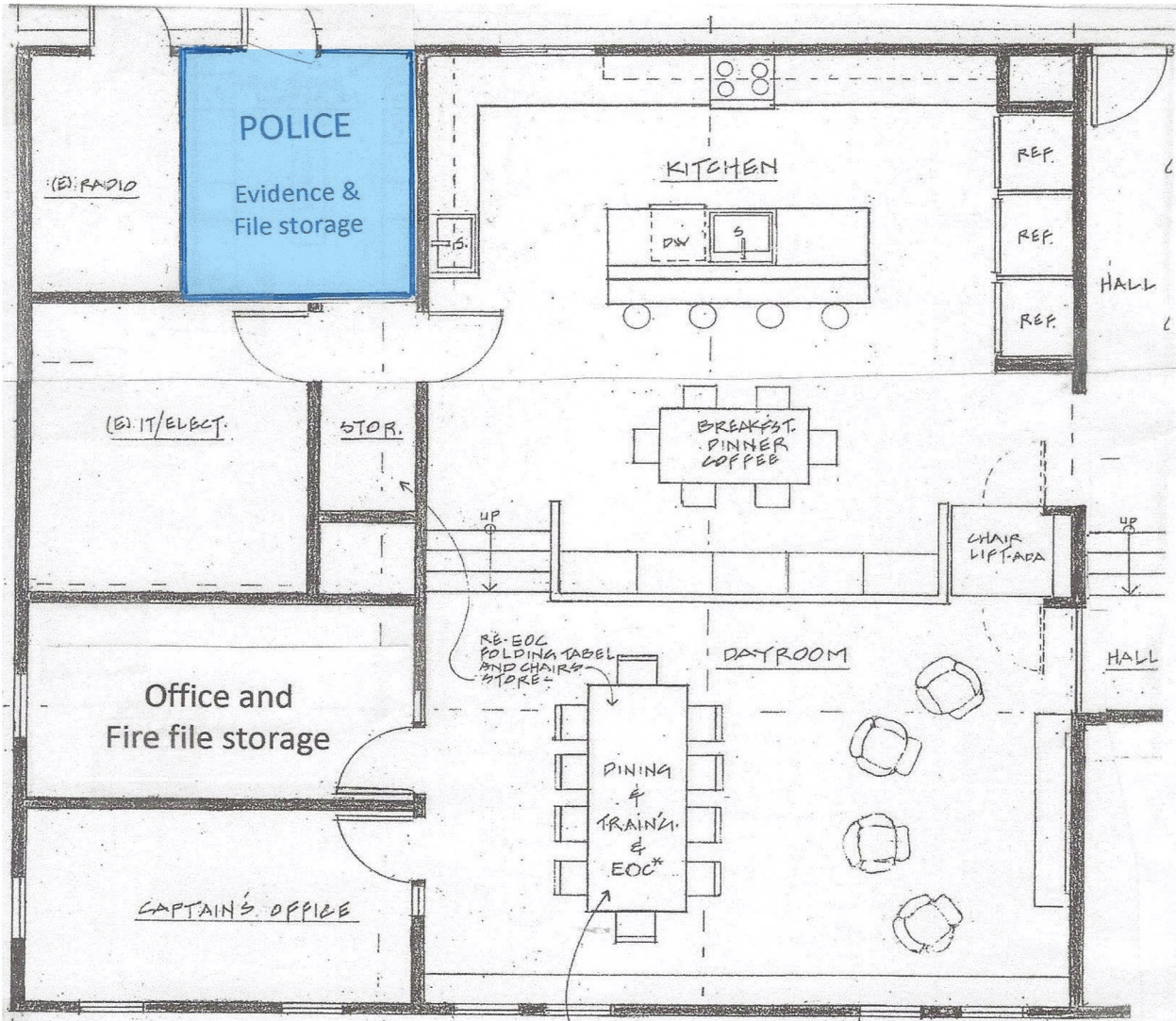


FIRST FLOOR SQUARE FOOTAGE

| | |
|---------------|---|
| POLICE | 975 sf + shared space = 1,135 total sf (not including 100 sf on 2nd fl) |
| SHARED | 160 sf |
| FIRE | 280 sf + shared space = 440 total sf |

POSSIBLE SECOND FLOOR LAYOUT

Police use = 100 sf



Drawing and plan courtesy of Bart Jones

COST OF A PSB LOCATION VERSUS ALTERNATE SITE

The KPPCSD estimated the cost of four different police department possibilities. These are:

1. The Joint-Occupancy “Watt” PSB proposal.

The following orange-bracketed estimates are from the KPPCSD analysis:

Financial Costs to Joint Occupancy

Director Watt’s Proposed Terms for PSB Joint Occupancy:

- \$1.3M Pro rata share (19%) of total construction cost (\$6.8M)
 - \$1.2M for tenant improvements converting 1st floor from shell to final
- = ~\$2.5M

In addition

+ \$1M - 2M cost to purchase, renovate 2nd site for KPD

= ~\$3.5M - 4.5M Total

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This analysis greatly overstates costs which should be as follows:

- \$1.4M - prorate share (21%) of total construction (\$6.8M) paid to KFPD
 - \$0.1M - Completion of office divider walls
 - \$0.0M - No additional property for police space
- = \$1.5M total

But there is a significant financial benefit to the Watt plan.

The \$1.4M paid to the KFPD is a payment still available for Kensington use because it is a reimbursement for costs already incurred. By comparison, any construction costs on a new location is an added cost to Kensington citizens.

2. Re-siting the existing El Cerrito Module.

The following orange-bracketed estimates are from the KPPCSD analysis:

Financial Costs to Joint Occupancy – Comparison of Options

- **Re-siting Modules**

| | Re-siting + Lease Land | Re-siting + Purchase Land |
|-------------------|-------------------------------------|----------------------------------|
| Re-siting modules | \$417,195 | \$417,195 |
| Lease Land | \$1,300/month | N/A |
| Purchase Land | N/A | \$1M - \$1.5M |
| Total: | <u>\$730K (20 yr lease*)</u> | <u>\$1.5M - \$2M</u> |

* We estimate a 20 year lease for the land to house portables to more accurately compare long-term cost of this option vs. long-term cost of purchasing land, re-siting modules.

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Though not stated, it is assumed that the estimated cost is based on relocating the current, approximately 3,100 sq. ft., police station to the Unitarian Church where the Kensington fire station is currently located. It is hard to believe this property would be satisfactory because: it is only 6,000 sq. ft., was approved by El Cerrito as a temporary 2-year location, has significant ingress/egress problems, and is not centrally located.

It is also important that any police structure meet the current earthquake codes for fire and police services. A modular structure does not meet these standards.

3. Non-Traditional Steel or Pre-Fab Construction.

The following orange-bracketed estimates are from the KPPCSD analysis:

Financial Costs to Joint Occupancy

- **Non-Traditional Steel or Pre-Fab Construction (3000 sq ft):**
 - Steel building shell: \$51,654
 - Build-out: est. \$300,000 - \$600,000
 - Purchase 10,000-15,000 sq ft of land = \$1,000,000 - \$1,500,000
 - = **\$1.35M - \$2.15M**

17

It was estimated that this structure could cost \$650,000 and the land \$1,500,000 (assuming three, 5,000 sq. ft. parcels and a 3,000 sq. ft. structure.)

As previously stated about the modular unit, this pre-fab unit would likely not meet current seismic safety codes. It is also not possible to acquire three built-out residential parcels (presumably on the Arlington) at a cost of \$1,500,000. Nor have any costs been included for legal and staff work, demolition, site work, permits and fees, and oversight during construction

With these adjustments, and based on a construction date in 4 years, the costs would likely be as follows:

- Steel building shell: \$70,000
- Turn-key conversion costs: \$500,000
- Land acquisition: \$4,500,000
- Site and soft costs: \$2,000,000
- **Total costs: \$7,100,000**

4. New Construction.

The following orange-bracketed estimates are from the KPPCSD analysis:

Financial Costs to Joint Occupancy

- **New construction**
 - \$2.4M (for construction costs)
 - \$1M - 1.5M (purchase land)
 - = **\$3.4M - \$3.9M**

17

New construction costs assume a building of perhaps 2,500 sq. ft. on 15,000 sq. ft. land parcel, with the building built to current seismic code requirements for an essential service facility.

The KPPCSD estimates these costs as follows:

- \$2.4M for construction
- \$1.5M for land acquisition
- = **\$3.9 M**

This revised estimate assumes construction commencing in 2027, and includes the following costs:

- \$4.5M for land acquisition (3 existing homes)
- \$1.5M for demolition, site development, permitting
- \$3.0M for building (hard costs)
- \$1.0M soft costs, oversight during construction
- = **\$10.0M**

Financing - It is assumed the KPPCSD will need to obtain a 25 year loan of \$7.0 million, which, with interest costs of more than \$5.0 million, will require a substantial new annual special property tax assessment for Kensington property owners.

OTHER ALTERNATIVES

As discussed previously, the cost of providing a separate police facility will greatly increase total police costs and decrease the desirability of providing our own police services. Other choices could include contracting with the El Cerrito police department or the Contra County Sheriff's department. The cost benefits of the two options would require further study, but the following would appear to be the principal advantages.

El Cerrito Police Service

The adjacency of El Cerrito would allow their police department to set up a separate patrol to just service Kensington - not unlike what the El Cerrito fire department does (or is supposed to do) for Kensington. This arrangement would eliminate the need for a separate police station.

Contra Costa County Sheriff's Department Police Service

CC County provides police services to many local communities, including Orinda, Lafayette and Danville. The use of CC County Sheriff's department assumes they accept a police location in the PSB.

.....

AFFECT ON CONSOLIDATION

As discussed previously, the issue of a separate police station will add significant debt obligations for the KPPCSD thereby exposing the KFPD to financial risks if consolidation is undertaken.

We need a more complete understanding about KPPCSD finances and how the consolidated finances of both Departments will be apportioned for future use before we can assume consolidation will be in Kensington's best interest.

To: Board of Directors - Kensington Fire Protection District

From: Brent Ives, BHI Management Consulting

Subject: May 2023 Report on GM Recruiting Efforts

Date: May 6, 2023

In January of 2023, a proposal was approved with BHI Management Consulting to begin recruiting a permanent District General Manager for the District. This report advises the Board of Directors on the status and next steps status of the recruitment effort for the permanent GM position as of the date above. In general, I am taking a moderate, yet deliberate marketing approach and am pleased with the current status.

- Conducted meetings with the special committee on certain potential candidates.
- Completed development of candidate brochure and advertisement.
- The IGM placed the advertisement on the District website and NextDoor Kensington in appropriate format with linkages back to BHI.
- I have made very constructive contact with two candidate who have come forward
- I met with committee to determine proper next steps, then did further background research on these two.

I brought the two back to the committee, and it was decided to bring the candidates to the full Board.

- We have generated 14 interested candidates over the month, several through the LinkedIn ad. I am currently reviewing all candidates, including two which have particular nexus with the position. Of these, only these two individuals merit moving forward.
- Made several calls and emails to circulate the position within my professional network.

As such, the IGM has schedule interviews with these two individuals on May 22nd. The specifics of timeframes are being worked out. I am confident that either of these two individuals are quite qualified to be your next general manager. I will send a list of interviewing questions for you to consider, if everyone chooses 5 or 6 and others you would like to use. I will then prepare and interview sheet with 12-14 questions to use on that day. We will have a short time to prepare the specifics of who asks what when, etc. and go over some basic interview protocols.

In the meantime, should you have questions please free quite free to contact me or let me know of any individuals whom I should contact about the position, please advise.

Thank you,

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Brent H Ives 4/13/2023

Brent Ives, Principal
BHI Management Consulting
Call/Text to (209)740-6779

KENSINGTON FIRE PROTECTION DISTRICT



DATE: May 17, 2023
TO: Board of Directors
 Kensington Fire Protection District
RE: Public Safety Building Project Update
SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Recommended Action

For information only, no action is requested at this time.

Background Info

The project team (contractor, architect/design, and construction manager) continues to work daily on construction and project administration (e.g. review/respond to RFIs, review/respond to submittals and change orders; site visits/meetings; and review construction schedule). In progress and/or planned construction for the coming weeks includes: elevator pit/foundation pours and repair/replacement of partial sewer lines (part planned/part unforeseen conditions).

An update on the project expenses and comparison with total estimated project cost is included below:

1.) The following are Kensington PSB Project expenses from 2016 through 2023(YTD).

| | |
|--|---------------------|
| 2016 to 2020: PSB Design Feasibility Study Expenses | \$ 289,380 |
| 2020 to 2023: PSB Renovation – Soft Cost (Design/Eng/Permits) | \$ 757,638 |
| PSB Renovation – Hard Cost (General Contractor) | 833,398 |
| PSB Renovation – Sub-Total | \$ 1,591,036 |
| Temp Facilities – Soft Cost (Design/Eng/Permits) | \$ 205,675 |
| Temp Facilities – Hard Cost (General Contractor) | 590,749 |
| Temp Facilities – Parking Lot Rental | 9,900 |
| Temp Facilities – Modular Rental | 24,700 |
| Temp Facilities – Admin Sublet from KPPCSD | 21,947 |
| Temp Facilities – Relocation Expenses (Paid) | 32,510 |
| Temp Facilities – Sub-Total | \$ 885,480 |
| PSB Renovation + Temp Facilities Sub-Total | \$ 2,476,516 |
| 2016 to 2023: Total Expenses To Date (Feasibility/Design/Const) | \$ 2,765,896 |

2.) The prior and current PSB Project estimates are listed below. Note that the **Total Project Cost** (\$7,925,000) is used in the NHA Financial Advisors spreadsheet charts.

| <u>Date of Estimate:</u> | <u>7/13/2022</u> | <u>4/30/2023</u> | <u>Notes:</u> |
|---------------------------------------|---------------------|---------------------|-------------------------|
| PSB Renovation Construction Cost: | \$ 5,475,000 | \$ 5,653,355 | Includes Change Orders |
| Temp Fire Station Construction Cost: | 740,000 | 561,835 | Complete |
| PSB Renovation Design/Engineer: | 600,000 | 1,129,239 | Includes Mack5 cost |
| Temp Fire Station Design/Engineering: | 90,000 | 205,675 | Complete |
| Relocation/FFE/Etc Estimate: | 300,000 | 32,510 | Complete |
| Sub-Total: | \$ 7,205,000 | \$ 7,582,614 | |
| <u>Project Contingency Allowance:</u> | <u>720,000</u> | <u>342,387</u> | Use For Future COs |
| Total Project Cost: | <u>\$ 7,925,000</u> | <u>\$ 7,925,000</u> | Financial Planning Amt. |



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 17, 2023

TO: Board of Directors
Kensington Fire Protection District

RE: General Manager's Report

SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

1. **Governance Transition** – We are working with a City Clerk to provide a training presentation on one or more governance topics that would be of interest to the Board, staff, and community. This will be held at a regular or special meeting as time allows in coordination with scheduling the presenter. Staff continues development of a BOD Member packet/binder for new and existing members.
2. **FY2021-2022 Audit** – MUN CPAs is wrapping up the final review and will have the draft report ready by May 31st for reviewing with the Finance Committee then the full Board of Directors. Aside from the delayed timing, all has gone well with the audit and a clean opinion is fully expected with no significant issues. In checking with the former general manager, MUN CPAs had communicated that they anticipated some delay due to staffing which many CPA firms have experienced over the past several years. Additional contributing factors in the completion of last year's audit were the delay in receipt of the OPEB actuarial valuation and general manager transition. Staff is preparing for this year's audit to avoid a delay in completion of.
3. **Financial Forecast and Public Safety Building Budget** – We are preparing to finalize a draft update to review with the Finance Committee.
4. **FY 2023-2024 Budget** – The draft budget is being finalized for review with the Finance Committee.
5. **GASB75 Actuarial Report for FY 2023** – Staff will review a plan for this with the Finance Committee at the next meeting.
6. **Board/Committee Meeting Videos** – Staff continues work on implementing this change.
7. **Board Meeting Minutes** – Staff is working diligently to get fully caught up on these and has made great progress. In addition, transcription software options are being evaluated which would supplement action minutes.



**Report on Agenda Item 9a at KFPD Regular Meeting
Report on the April 27, 2023 Emergency Preparedness Committee Meeting
Larry Nagel
May 17, 2023**

The last meeting of the Emergency Preparedness Committee was held on April 27, 2023. There were eight members present in addition to Interim General Manager Mary Morris-Mayorga, Emergency Preparedness Coordinator Johnny Valenzuela, and Guest Battalion Chief and Fire Marshall Chase Beckman (EC/K FD).

The first agenda item was Chief Beckman who led a discussion on this years property inspections which will begin on May 1. The County is still working out the details of the new inspection standards which included a Zone 0 within five feet of a building and which can contain no flammable materials. Chase is still working out the details of this year's inspection program.

The second agenda item was a report by PC Coordinator Johnny Valenzuela on Kensington's First Firewise Community. Johnny reported on on the present status of the Firewise Community in the area of Kensington Road, Kensington Court, and Terrace Drive with Kensington neighbor Alan Siegal.

The third agenda item was a report by the subcommittees including the tasks for the subcommittee and progress made on accomplishing these tasks. A more complete report on these subcommittees will be forthcoming.

- **Volunteer Recruitment Subcommittee** (Katie Gluck, Peter Liddell, Danielle Madugo, Paul Moss, Johnny Valenzuela)
- **Door Hangers Subcommittee** (Paul Moss, David Spath, Johnny Valenzuela)
- **Evacuation Drill Subcommittee** (Lisa Caronna, Don Dommer, Paul Moss, Larry Nagel, Dave Spath)
- **Subcommittee to Pursue Generating a Proposal for Board Approval to Move Forward on Procurement of and Emergency Warning System (LRAD)** (Katie Gluck, Danielle Madugo, David Spath)
- **Subcommittee to Identify Community Wildfire Preparedness and Prevention Projects, particularly those that would be eligible for grant funding, possibly from Cal Fire.** (Peter Guerrero, David Spath, Johnny Valenzuela)

Next was the Emergency Preparedness Coordinator's Report by Johnny Valenzuela. The material is basically the same as in Johnny's Emergency Preparedness Coordinator's report.

The last item was reports from Committee Members.

- Peter Guerrero reported that he will have to leave the committee because he will be out of town for the next several months and will not be able to attend in person as required by the Brown Act. Peter will be sorely missed on this committee.
- David Spath noted that he is now a Director on the KPPCSD Board (congratulations!) but that he still wants to participate on this committee. The two Boards will work together to see that this happens.
- Danielle Madugo reported that the Hilltop Elementary School is working on an Evacuation Drill but that there isn't much chance for it to happen until next school year.

The next meeting of the EPC will be May 25, 2023.

Respectively submitted,

A handwritten signature in blue ink, appearing to read "Laurence W. Nagel".

Laurence W. Nagel
Co-chair
Emergency Preparedness Committee
Kensington Fire Protection District



Consolidation report:

April 24 Joint Special Meeting

We had a fairly well-attended joint board meeting with the KPPCSD on April 24. Lou Ann Texeira, the Executive Officer of Contra Costa LAFCO, gave a verbal presentation and there was time for many board and public questions.

A short answer summary (where I opted for brevity) and a longer answer summary (where I opted for completeness) of the questions/answers from that meeting, along with additional follow-up information that came in the days after from the County Auditor-Controller's office and Lou Ann, will be posted to the Consolidation-Information page shortly.

Lou Ann advised that the next step in investigating the feasibility and desirability of consolidation/reorganization is to obtain a financial analysis of the proposed merged district from a third-party, independent firm.

May 11 KPPCSD Board Resolution

At the KPPCSD's last meeting on May 11, the KPPCSD board unanimously passed the following resolution:

The Board of Directors of the Kensington Police Protection and Community Services District "Board of Directors" does find as follows:

WHEREAS, the Kensington Police Protection and Community Services District and the Kensington Fire Protection District Serve the People Of Kensington; and

WHEREAS, the concept of consolidation/reorganization has been discussed over the years and is of interest to many in the community; and

WHEREAS, a consolidation/reorganization of the two independent special districts could provide operational benefits to both entities; and

WHEREAS, both governing agencies and their respective board of directors desire to serve the best interests of the community.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Police Protection and Community Services District that this Board of Directors desires to move forward in evaluating consolidation/reorganization;

BE IT FURTHER RESOLVED that the Kensington Police Protection and Community Services District wishes to move forward in partnership with the Board of Directors of the Kensington Fire Protection District; and

BE IT FURTHER RESOLVED that, in order to move forward in this evaluation, a financial analysis of each district that meets LAFCO requirements would be the next logical step to take in this process; and

BE IT FURTHER RESOLVED that the Kensington Police Protection and Community Services District requests that the Kensington Fire Protection District join in a partnership to conduct the financial analysis for evaluating consolidation/reorganization.

The information that is needed for the financial analysis is a matter of public record, so the KFPD's agreement to be a partner does not affect whether the analysis occurs. However, it best serves the KFPD and the people of Kensington for this board to be formally involved in the preparation of the financial analysis and agree to partner in preparing it. Therefore, I will prepare a similar resolution to join the KPPCSD in partnership for our board to consider for our June meeting.



**Report on Agenda Item 10a at KFPD Regular Meeting
Report on the May 15, 2023 Meeting of the CC SDA
Larry Nagel
May 17, 2023**

The last meeting of the Contra Costa Special Districts Association (CCSDA) was held on May 15, 2023. This was a hybrid meeting live at the Contra Costa Mosquito and Vector Control District in Concord and also available on Zoom.

The meeting was called to order by President Chad Davisson at 9:40 AM.

The first agenda item was a presentation by guest speaker Kristen Connelly who is the Contra Costa County Clerk-Recorder and Election Registrar. Kristen was elected last November and noted that she has been very busy because the Presidential election cycle is just beginning and is the busiest time for Election Districts. Kristen noted the challenges of trying to keep the trust of the electorate in view of the conspiracy swirling around elections and the divisive politics everywhere in the county. Kristen noted that Contra Costa County was one of only 16 Election Divisions in the state that were selected for the Election Excellence Award which was accompanied by a \$2M grant. The Election District also was selected for a nationwide task force to establish improved election processes and procedures. Kristen noted the challenges include regaining and maintaining public trust, computer security issues including malware attacks, and running elections in nine different languages. Kristen was particularly proud of the new CEO (Certified Election Observer) program which trains volunteers on all aspects of the election process so that they may be observers at the polls.

Next was a report by Lou Ann Texeira on the LAFCO Election for a CCSDA alternate. Lou Ann noted that there were seven nominations for the position. Because there are 40 Special Districts in Contra Costa County, there have to be at least 21 ballots cast. At present, there are only 18, and the deadline is Friday, May 19, at Noon. Everyone was strongly encouraged to cast ballots and to encourage other districts as well. KFPD has cast its ballot

Next on the agenda was an overview and wrap up of the CCSDA 30th Anniversary Gala which was held on April 27, 2023 at the Pleasant Hill Community Center Pavilion Room. President Chad Davisson thanked everyone for the tremendous organization and participation to make this event a success. The dinner was sold out, sponsors contributed \$18,000 to defer expenses, and the Keynote Speaker was Zoe Dunning, Retired US Navy Commander and Transformational Change Agent, who gave an inspiring talk.

Next, Treasurer Bert Michalczyk presented the FY 2023-24 budget which has revenues of \$5,060 and Expenses of \$2,840 for a surplus of \$2,220. The budget passed unanimously.

Next was a discussion of content of the July 2023 Joint Meeting with the Alameda Chapter by Vice President Susan Morgan. Susan is organizing a panel discussion on the "Taxpayer Protection and Government Accountability Act," Initiative #21-0042A1 (aka #1935). If this passes, it will limit the ability of voters and state and local governments to raise revenues for government services. This initiative is a constitutional amendment. This initiative is opposed by the CSDA, many special districts, and many school boards. Not surprisingly, it is supported by businesses and taxpayer organizations.

The next agenda item was a LAFCO update by Mike McGill. The last LAFCO meeting was May 10, 2023. At that meeting, the application from the Knightsen CSD to dissolve the district due to lack of funding was accepted and is now in the process of protest submission, although no protests have been submitted as of yet. LAFCO approved their budget and work plan at this meeting and is working on a special MSR for Mountain View and Central Sanitation Districts in light of a possible consolidation.

The final agenda item was a report by Colleen Haley on CSDA Updates and Legislation in Progress. There are two items of interest:

- AB 557 which will continue the Brown Act for meeting in person but with some additional flexibility for remote participation. This bill is so limited that there was little objection.
- "Taxpayer Protection and Government Accountability Act," Initiative #21-0042A1 (aka #1935) described earlier. The CSDA is vigorously opposing the initiative and is calling on all special districts to write letters.

The meeting was adjourned at 11:50 AM by President Chad Davisson.

The next CCSDA meeting will be a joint meeting with Alameda County Association and will be held on July 17 in Dublin.

Respectively submitted,



Laurence W. Nagel
Liaison
Contra Costa Special District Association
Kensington Fire Protection District