



BOARD OF DIRECTORS MEETING

January 8, 2019

**KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF A MEETING OF THE
BOARD OF DIRECTORS**

Date of Meeting: January 8, 2020
Time of Meeting: 7:00 p.m.
Place of Meeting: **Building E in Kensington Park**
59 Arlington Avenue, Kensington, CA 94707

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Manager, 510/527-8395. Notification 48 hours prior to the meeting 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).

7:00 p.m. **CALL TO ORDER**

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian and Julie Stein

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation "CC" are consent items, which are considered to be 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. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meetings of November 13, 2019, December 11, 2019 and special meeting of December 11, 2019 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** December 2019 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** November/December 2019 (APPROVE)
- CC 6. **APPROVAL OF MONTHLY TRANSMITTAL.** December 2019 (APPROVE)
7. Approve Extension of Contract with Regional Government Services Contract to \$101,000. Revise District Budget to Reallocate \$65,000 to Regional Government Services Line Item. (to be presented by Glenn Lazof, Director of Finance Services, RGS). (ACTION)

8. Proposed Amendments to policy 1070.11-13 regarding the role of the President. (FIRST READING)
9. Proposed District Manager job description; and staffing structure options (to be presented by Allison Picard, Lead Human Resources Advisor, RGS). (ACTION)
10. **APPROVAL OF SIGNATORIES.** Authorizing Credit Card users, appointing the Finance Committee as bank, investment and Contra Costa County signatories, removing former District Manager and consultants as needed during transition. (APPROVE)
11. **APPROVAL TO APPROPRIATE FUNDS.** Appropriate \$8,500 to New Line Item Information Technology (APPROVE)
12. **PRESIDENT'S REPORT**
 - a. Update on shared use of conference room
 - b. Temporary committee and representative appointments
 - c. On the Horizon – District Manager Office and KPPCSD Lease Expiration
13. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

OLD BUSINESS

14. Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest Committees of the Board (ACTION - Second reading for vote, Policy 1040)

NEW BUSINESS

15. Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program. (ACTION)
16. Request to the Kensington Police Protection and Community Service District (KPPCSD) Board to participate in a joint committee concerning the future housing of the Kensington Police and Fire Departments. (ACTION)
17. Appointment of Directors to standing committees for Calendar Year 2020. (ACTION)
 - a. Finance Committee
 - b. Emergency Preparedness Committee

BOARD REPORTS

Informational reports from Board members or staff covering the following assignments:

- a. Building Committee (Dommer/Nagel)
- b. Emergency Preparedness Committee
- c. Finance Committee
- d. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, February 12, 2020, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 2/12/20 is Wednesday, 1/29/20 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Tuesday, 2/5/20 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING

CONSENT CALENDAR



Wednesday, November 13, 2019 - 7:00 pm
Building E in Kensington Park
59 Arlington Avenue, Kensington, CA 94707

Directors: Julie Stein, Dom Dommer, Janice Kosel, Laurence Nagel and Kevin Padian

Regular Meeting

Present: 5 - Julie Stein, Dom Dommer, Janice Kosel, Laurence Nagel and Kevin Padian

The Kensington Fire Protection District Board of Directors met in regular session on Wednesday, November 13, 2019, with President Julie Stein presiding. President Stein called the meeting to order at 7:00 p.m.

CALL TO ORDER:

On the call of the roll, President Stein, Vice President Dommer, Director Kosel, Director Nagel and Director Padian were noted present. A quorum was present.

Chief Pignoni was in attendance.

APPROVAL OF CONSENT ITEMS:

President Stein called for the approval of the Consent Calendar (items 3, 4, 5, 6 & 7), consisting of approval of the October 2, 2019 minutes, acceptance of the October 2019 incident activity report, and approval of the monthly transmittal #5. President Stein removed Item 6 from the Consent Calendar and Director Kosel removed items 4, 5, and 7 from the Consent Calendar to be considered as separate items.

Director Nagel moved for approval of the October 2, 2019 minutes, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 5 - Dommer, Kosel, Nagel, Padian, Stein

ORAL COMMUNICATIONS:

Director Kosel spoke requesting Acquisition of Personnel Salary Benefits as an item on an upcoming Board agenda; adopting a code of conduct policy for the Board; and complimented Chief Pignoni on the Boot camp; Director Padian spoke addressing concern regarding where residents of Kensington should evacuate and location of evacuation centers. President Stein spoke regarding the need to update the Board policy manual.

Public Comments: Unnamed Speaker; spoke on design of public safety building's allotted space for both Police and Fire.

ACCEPTANCE OF INCIDENT ACTIVITY REPORT:

Public Comments: Unnamed Speaker; spoke identifying corrections to be made to the report; Chief Pigoni (Kensington Fire); responded to questions raised throughout discussion.

Director Nagel moved to accept the incident activity report with corrections noted, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 5 - Dommer, Kosel, Nagel, Padian, Stein

APPROVAL OF MONTHLY FINANCIAL REPORT:

Director Kosel commented on increasing legal expenses and requested 2019 billing statements; President Stein responded to questions raised throughout discussion and requested billing history back to July 2018.

Director Padian moved to approve the monthly financial report, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 5 - Dommer, Kosel, Nagel, Padian, Stein

APPROVAL OF MONTHLY TRANSMITTAL #5:

President Stein spoke on Zonehaven bill in the amount of \$5,000 and the absence of an existing contract for service, thought to be at no charge; Chief Pigoni (Kensington Fire) responded to questions raised throughout discussion.

Director Nagel moved to approve the monthly transmittal report on the condition that the Zonehaven contract is located in the amount of \$5,000. Director Kosel seconded the motion. The motion passed by the following vote:

AYES: 5 - Dommer, Kosel, Nagel, Padian, Stein

ADOPTION OF ACTUARIAL VALUATION:

Director Kosel spoke on medical benefits and funding listed in actuarial valuation.

Director Nagel moved to approve the actuarial valuation, Director Kosel seconded the motion. The motion passed by the following vote:

AYES: 5 - Dommer, Kosel, Nagel, Padian, Stein

PRESIDENT'S REPORT:

President Stein presented background on need to contract three consultants from Regional Government Services, due to District Manager resigning from position. Allison Picard, Lead Human Resources Advisor and Andrea Ausberry, Human Resources Advisor (Regional Government Services) were introduced. Glenn Lazof, Director of Finance (Regional Government Services) was not present at the meeting.

OLD BUSINESS:

Update from RossDrulisCusenbery Architects on the Public Safety Building Project:

Malory Cusenbery (RossDrulisCusenbery Architects) presented updates and answered questions raised throughout the discussion, regarding the existing condition of the building, security, chain of custody, operational efficiency, accessibility and seismic safety standards of the building.

Public Comments: Anthony Knight; Dave Spath; Unnamed Speaker; Unnamed Speaker; spoke on various concerns relating to the project.

(Non-action item)

NEW BUSINESS

Proposal from Mack5 to provide Project Management Advisory Services and a Cost Estimate for Replacement Cost of the Existing Fire Station:

Manil Bajracharya (Mack5); presented scope of services and answered questions raised throughout the discussion.

Public Comments: None

Director Nagel moved to accept the Mack5 proposal to provide project management advisory services and produce a rough order of magnitude cost estimate of existing space at a cost not to exceed \$19,000.

Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 4 - Dommer, Nagel, Padian, Stein

NOES: 1 - Kosel

Proposed Purchase and Mounting of Fire Danger Today signs for the Arlington median and intersection of Beloit and Grizzly Peak:

Director Padian provided an overview on the need for fire danger signs, placement at the Public Safety Building and Grizzly Peak, protocol on maintenance of signs by Kensington Fire and volunteers; and responded to questions raised throughout the discussion. Chief Pigoni (Kensington Fire) provided information and answered questions raised throughout the discussion.

Public Comments: Chris; Unnamed Speaker; spoke on various concerns relating to the matter.

Director Dommer moved to table, Director Nagel seconded the motion. The motion passed by the following vote:

AYES: 5 - Dommer, Kosel, Nagel, Padian, Stein

Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest and Policy 1140-Committees of the Board:

Director Padian provided an overview on reasoning to amend Part 1 of Appendix A of the Policy Manual and adding Emergency Preparedness Committee members.

Public Comments: None

Passed on First Reading.

FIRE CHIEF'S REPORT:

Chief Pigoni presented a written report, and provided an overview of power shut-offs, high winds, evacuations, community warning systems and fires throughout the Bay Area.

BOARD REPORTS:

Emergency Preparedness Committee: Reported on providing emergency radios to Kensington residents; model Midland ER210 was recommended at a cost of \$50.00 each. The next meeting will be held on November 21, 2019, 3:00 p.m. Arlington Community Church, Fireside Room.

Building Committee: Reported on open house.

Organization Committee: Reported on Public Safety Building Updates. Updates will be presented at a special meeting to be held on November 16, 2019, 9:00 a.m., Arlington Community Church, public meeting.

Director Nagel moved to extend the Board meeting till 10:15 p.m., Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 4 - Dommer, Kosel, Nagel, Stein

ABSTAIN: 1 - Padian

Diablo Fire Safe Council Representative: Met on Oct 17, 2019. Council is currently pursuing new grants. The council will not meet the month of November.

East Bay Regional Parks District Liaison: Reported on FEMA grant applications, which will result in a loss of vegetation along the ridge; and fire break extension to Richmond Heights.

California Special Districts Association Representatives: Reported on the October 21, 2019, CSDA topic of Shoreline Conservation.

State Professional Development and Membership Services Committee: Reported on the status of the Administrative Support Staff Survey, Transparency Certificate and qualifying as a District of Distinction. Director Kosel was reappointed to the Professional Development and Membership Services Committee.

ADJOURNMENT:

There being no further business, the Board adjourned at the hour of 10:00 p.m.

MINUTES PREPARED BY: Andrea Marie Ausberry

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on December 11, 2019.

Attest:

Board Secretary



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

Wednesday, December 11, 2019 - 7:00 pm
Building E in Kensington Park
59 Arlington Avenue, Kensington, CA 94707

Directors: Julie Stein, Dom Dommer, Janice Kosel, Laurence Nagel and Kevin Padian

Regular Meeting

Present: 3 - Julie Stein, Dom Dommer and Kevin Padian

The Kensington Fire Protection District Board of Directors met in regular session on Wednesday, December 11, 2019, with President Julie Stein presiding. President Stein called the meeting to order at 7:00 p.m.

CALL TO ORDER:

On the call of the roll, President Stein, Vice President Dommer, and Director Padian were noted present. Directors Kosel and Nagel were noted absent at the call of the roll. A quorum was present.

Chief Pigoni was in attendance.

APPROVAL OF CONSENT ITEMS:

President Stein called for the approval of the Consent Calendar (items 3, 4, 5, 6, 7 & 8), consisting of acceptance of the November 2019 incident activity report, approval of the October/November monthly financial report and approval of the November monthly transmittal. Director Padian removed Items 6 and 7 from the Consent Calendar to be considered as separate items.

Director Dommer moved to remove Items 6 and 7 from the Consent Calendar, Director Padian seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein
ABSENT: 2 – Kosel, Nagel

ORAL COMMUNICATIONS:

Public Comments: None.

APPROVAL OF ZONEHAVEN PROPOSAL:

Director Padian spoke on services provided by Zonehaven and billed to the District in the amount of \$5,000; Chief Pigoni (Kensington Fire) responded to questions raised throughout discussion.

Public Comments: None.

Director Padian moved to accept the Zonehaven contract, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein
ABSENT: 2 – Kosel, Nagel

APPROVAL OF CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SALARY SURVEY:

Discussion: None.

President Stein moved to approve the California Special Districts Association Salary Survey. Motion not seconded; motion failed.

PRESIDENT’S REPORT:

President Stein reported on the shared use of the Public Safety Building’s conference room by staff of both Kensington Police Protection and Community Services District and Kensington Fire Protection District. The report provided clarification and a rebuttal to Kensington Police Protection and Community Services District’s report, stating Kensington Fire Protection District staff had taken over the conference room.

President Stein reported, giving an update on acquisition of administrative services from El Cerrito addressing the former District Manager’s contract extension through December 2019, for transition training; disconnecting from the City of El Cerrito’s, Information and Technology services including network; an Ad Hoc Committee will be appointed, with scope of working addressing District technology and building security.

President Stein reported on the November 16, 2019, Special meeting of the Board, public forum, highlighting updates presented on the Public Safety Building and analysis of renovation versus a new building.

Public Comment: Mabry Benson and Unnamed Speaker; spoke on various concerns relating to the matter. Chief Pigoni (Kensington Fire); provided information and answered questions raised throughout the discussion of acquisition of administrative services for El Cerrito.

Board direction to Regional Government Services (RGS) on whether to continue the previous staffing and contract accountant structure for District Administration and Finance or commence a re-organization discussion with RGS support:

Glenn Lazof, Director of Finance (RGS), presented on current structure, authority of the Board President, feasibility of current structure, adopting a standard operating structure of other districts, or contracting executive, financial and administrative services for the District. Allison Picard, Lead Human Resources Advisor (RGS), addressed the retention challenges of hiring a full-time District Manager, subcontracting specific functions, and appointing an ad hoc committee to address the ideal structure and scope of job functions desired for the District.

Public Comment: Mabry Benson and Unnamed Speaker; spoke on various concerns relating to the matter. President Stein (KFPD Board) addressed concerns and answered questions raised throughout the discussion.

Director Padian moved to have RGS develop structure and job scope function options for the District, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein
ABSENT: 2 – Kosel, Nagel

Presentation on Evacuation Notification Update and Polygon Project Completion:

Battalion Chief Grupalo (Kensington Fire), Lorena Herrera (Emergency Planning Coordinator) and Charlie Crocker (Zonehaven) presented on the implementation and use of an intelligent technology evacuation notification system to aide in early evacuations; and the importance of residents signing up for the Kensington evacuation notification on cococws.us.

Public Comment: None.

(Non-action item)

FIRE CHIEF'S REPORT:

Chief Pigoni presented a written report, and provided an overview of incident calls and responses, red-flag warnings, power shut-offs, high winds, installation of two (2) new wildfire cameras and the Toys for Tots Drive.

Director Padian moved to adjourn the regular meeting of the Board to the special meeting of the Board, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

**SPECIAL MEETING
BOARD OF DIRECTORS**

Meeting convened at the hour of 8:54 p.m.

Consideration to authorize the Emergency Preparedness Committee to send a letter and report to the East Bay Regional Park District (EBRPD) on the behalf of the Board of Directors:

Director Padian presented on the importance of submitting a written letter and report on the behalf of the Board to (EBRPD), to address the need for an upgrade of the EBRPD Fuel Reduction Plan. Due to entire eastern border of Kensington residing on the boundary of Tilden Park, along the Wildland Urban Interface, designated by Cal Fire as an extreme the highest fire danger area.

Public Comment: Anthony Knight and Unnamed Speaker; spoke on various concerns relating to the matter.

Director Padian moved to approve a letter and report to be sent to the EBRPD on the behalf of the Board of Directors, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

There being no further business, the Special Meeting of the Board of Directors adjourned at the hour of 9:01 p.m.

**REGULAR MEETING
BOARD OF DIRECTORS**

NEW BUSINESS:

Discussion on request from Kensington Police Protection and Community Services District (KPPCSD) for permission form the Kensington Fire Protection District (KFPD) for the KPPCSD to contact architecture firm RossDrulisCusenberry (RDC):

Director Deppe (KPPCSD) presented and gave an overview on KPPCSD's intent to contract RDC to draft building floor designs housing both KPPCSD and KFPD in the same building.

(Non-action item)

Public Comments: Unnamed Speaker, Anthony Knight, Unnamed Speaker; spoke on various concerns relating to the matter.

Consideration to approve a proposal from Mack5 to provide a cost estimate for constructing a temporary fire station on the property of the Unitarian Universalist Church of Berkeley:

No Discussion.

Public Comments: Mabry Benson, Anthony Knight, Unnamed Speaker; spoke on various concerns relating to the matter.

Director Padian moved to approve the proposal from Mack5, Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

Election: of Officers for Calendar Year 2020:

Director Dommer nominated President Stein for President and Director Padian for Vice President to the Board for the calendar year 2020. President Stein and Director Padian accepted the nomination.

Public Comments: None

Director Dommer moved to elect President Stein for a continued term as President of the Board of Directors and Padian for Vice President of the Board of Directors. Director Padian seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

Director Padian nominated Director Nagel as Secretary to the Board for Calendar year 2020. Director Nagel was not present to accept the nomination.

Public Comments: None

Director Dommer moved to elect Director Nagel as Secretary of the Board of Directors. President Stein seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program:

Public Comments: None

Director Padian moved to TABLE the item. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

OLD BUSINESS:

Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest Committees of the Board:

Item CONTINUED to January 8, 2020, Board of Directors meeting, due to lack of a minimum of four Directors required to approve bylaw changes.

Proposed Purchase and Mounting of Fire Danger Today signs for the Arlington Median and Intersection of Beloit and Grizzly Peak:

Director Padian presented on the recommendation to purchase a double-sided Fire Danger Today sign accommodate visibility on two-lane traffic roads.

Public Comment: None.

Director Padian moved to purchase double-sided fire danger today sign and to mount the sign at the Arlington median. Director Dommer seconded the motion. The motion passed by the following vote:

AYES: 3 – Dommer, Padian, Stein

ABSENT: 2 – Kosel, Nagel

BOARD REPORTS:

Building Committee: Reported on Kensington public safety building replacement and cost of existing facility.

Emergency Preparedness Committee: Reported an update on providing emergency radios to Kensington residents.

Diablo Fire Safe Council Representative: No report.

East Bay Regional Parks District Liaison: No report.

California Special Districts Association Representatives: No report.

ADJOURNMENT:

There being no further business, the Board adjourned at the hour of 9:58 p.m.

MINUTES PREPARED BY: Andrea Marie Ausberry

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on January 8, 2020.

Attest:

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue □ El Cerrito □ CA □ 94530

(510) 215-4450 □ FAX (510) 232-4917

www.el-cerrito.org



January 2, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

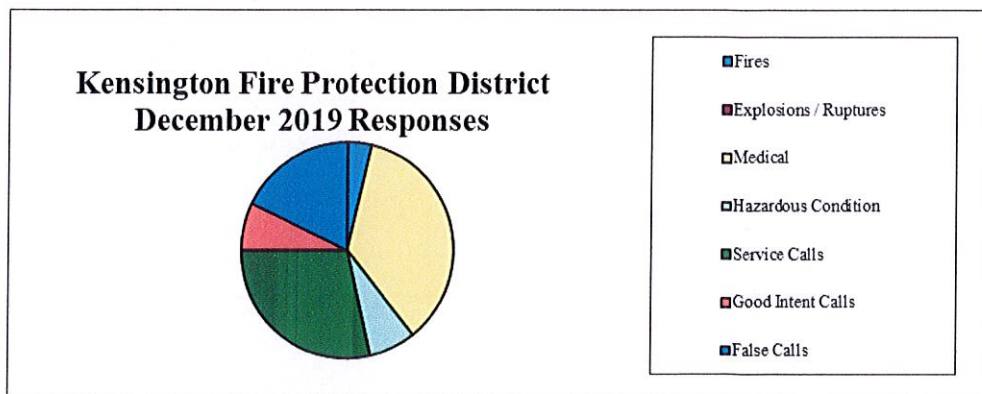
RE: Incident Activity Reports for the Month of December 2019

There were 28 incidents that occurred during the month of December in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of 53 calls in all districts.

There was very little change in the call volume this past month both in the community and the surrounding areas. Engine 65 did respond to a working structure fire on December 13th in the 600 block of Norvell Street in El Cerrito as well as a rubbish fire in the street of the 200 block of Arlington Avenue.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, the number of responses for each type and the percentage of the total calls for each type for all the responses in the community of Kensington.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	3.57%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	35.71%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	7.14%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	28.57%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	7.14%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	5	17.86%
Totals		28	100.00%



Kensington Fire Protection District Response Log for December 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019130820	03-Dec-19 09:57:26	30 Lenox RD	Kensington	E165	321
2	0019131323	04-Dec-19 12:15:35	19 Kensington CT	Kensington	E165	733
3	0019131453	04-Dec-19 18:35:34	9 Arlington AVE	Kensington	E165	550
4	0019132114	06-Dec-19 14:07:10	264 Yale AVE	Kensington	E165	611
5	0019132320	06-Dec-19 23:36:01	Arlington AVE	Kensington	E165	400
6	0019132546	07-Dec-19 15:05:30	55 Highland BLVD	Kensington	E165	740
7	0019132590	07-Dec-19 16:44:19	80 Norwood AVE	Kensington	E165	412
8	0019134180	11-Dec-19 19:24:31	57 Cowper AVE	Kensington	E165	746
9	0019134230	11-Dec-19 23:12:46	28 Highgate RD	Kensington	E165	5000
10	0019134682	13-Dec-19 01:50:15	15 Kenilworth DR	Kensington	E165	553
11	0019135025	13-Dec-19 20:58:39	673 Coventry RD	Kensington	E165	321
12	0019135984	16-Dec-19 14:54:22	7 Stratford RD	Kensington	E165	733
13	0019136367	17-Dec-19 13:49:31	1 Lawson RD	Kensington	E165	611X
14	0019136799	18-Dec-19 14:42:40	47 Franciscan WAY	Kensington	E165	322
15	0019136920	18-Dec-19 22:01:49	210 Arlington AVE	Kensington	E165	321
16	0019137200	19-Dec-19 14:42:02	523 Coventry RD	Kensington	E165	553
17	0019137356	19-Dec-19 22:30:39	35 Ardmore RD	Kensington	E165	553
18	0019137426	20-Dec-19 06:39:49	209 Stanford AVE	Kensington	E165	553
19	0019137537	20-Dec-19 12:29:18	259 Los Altos DR	Kensington	E165	321
20	0019137921	21-Dec-19 11:50:43	449 Ocean View AVE	Kensington	E165	321
21	0019138367	22-Dec-19 18:15:18	401 Yale AVE	Kensington	E165	321
22	0019138501	23-Dec-19 05:07:21	50 Kenyon AVE	Kensington	E165	700
23	0019138915	24-Dec-19 08:07:17	26 Arlmont DR	Kensington	E165	554
24	0019139592	25-Dec-19 23:10:26	14 Garden DR	Kensington	E165	321
25	0019139864	26-Dec-19 15:25:56	32 Sunset DR	Kensington	E165	520
26	0019139883	26-Dec-19 16:10:55	1568 Oakview AVE	Kensington	E165	324
27	0019140150	27-Dec-19 09:16:41	293 Arlington AVE	Kensington	E165	118
28	0019141409	30-Dec-19 14:40:58	118 Windsor AVE	Kensington	E165	321

* See Attached Table for Incident Type Explanations

Type Series

- 100
- 200
- 300
- 400
- 500
- 600
- 700

Description

- (Structure, Trash, Vehicle, Vegetation Fire)
- (Over Pressure/Ruptures Explosions, Bombs)
- (EMS, Vehicle Accidents, Extrication, Rescue)
- (Chemical Spills, Leaks, Down power Lines)
- (Distress, Water/ Smoke/Odor Problems, Public Assists)
- (Cancelled En Route, Wrong Location)
- (Wrong Company/Unit Dispatched)

Kensington Fire Protection District

Engine 65 Response Log for December 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019130098	01-Dec-19 12:53:31	Curry AVE	El Cerrito	E165	611
2	0019130545	02-Dec-19 14:25:27	1225 Everett ST	El Cerrito	E165	444
3	0019130820	03-Dec-19 09:55:56	30 Lenox RD	Kensington	E165	321
4	0019131182	04-Dec-19 05:25:08	540 Ashbury AVE	El Cerrito	E165	733
5	0019131323	04-Dec-19 12:14:49	19 Kensington CT	Kensington	E165	733
6	0019131453	04-Dec-19 18:35:14	9 Arlington AVE	Kensington	E165	550
7	0019131508	04-Dec-19 21:39:56	5010 El Cerrito PLZ	El Cerrito	E165	740
8	0019131653	05-Dec-19 10:06:28	670 El Cerrito PLZ	El Cerrito	E165	321
9	0019132114	06-Dec-19 14:06:45	264 Yale AVE	Kensington	E165	611
10	0019132320	06-Dec-19 23:35:26	Arlington AVE	Kensington	E165	400
11	0019132427	07-Dec-19 08:45:42	Grizzly Peak BLVD	Berkeley	E165	611
12	0019132546	07-Dec-19 15:04:48	55 Highland BLVD	Kensington	E165	740
13	0019132590	07-Dec-19 16:43:26	80 Norwood AVE	Kensington	E165	412
14	0019133174	09-Dec-19 09:03:18	213 Pomona AVE	El Cerrito	E165	321
15	0019133196	09-Dec-19 10:05:19	621 Bonnie DR	El Cerrito	E165	321
16	0019133594	10-Dec-19 11:59:05	217 Carmel AVE	El Cerrito	E165	321
17	0019133682	10-Dec-19 15:32:53	1334 Contra Costa DR	El Cerrito	E165	611X
18	0019133970	11-Dec-19 09:37:54	238 Key Route BLVD	El Cerrito	E165	5000
19	0019134092	11-Dec-19 15:12:25	830 Bates AVE	El Cerrito	E165	321
20	0019134180	11-Dec-19 19:23:34	57 Cowper AVE	Kensington	E165	746
21	0019134230	11-Dec-19 23:11:46	28 Highgate RD	Kensington	E165	5000
22	0019134682	13-Dec-19 01:49:34	15 Kenilworth DR	Kensington	E165	553
23	0019134802	13-Dec-19 10:52:52	236 Behrens ST	El Cerrito	E165	5000
24	0019134837	13-Dec-19 12:33:52	609 Norvell ST	El Cerrito	E165	111
25	0019134968	13-Dec-19 17:35:34	3461 Yosemite AVE	El Cerrito	E165	553
26	0019135025	13-Dec-19 20:57:27	673 Coventry RD	Kensington	E165	321
27	0019135163	14-Dec-19 08:31:10	223 Colusa AVE	El Cerrito	E165	321
28	0019135897	16-Dec-19 11:18:56	1883 Rumrill BLVD	San Pablo	E165	111
29	0019135984	16-Dec-19 14:53:07	7 Stratford RD	Kensington	E165	733
30	0019136367	17-Dec-19 13:48:27	1 Lawson RD	Kensington	E165	611X

31	0019136799	18-Dec-19 14:42:10	47 Franciscan WAY	Kensington	E165	322
32	0019136920	18-Dec-19 22:00:54	210 Arlington AVE	Kensington	E165	321
33	0019137200	19-Dec-19 14:41:29	523 Coventry RD	Kensington	E165	553
34	0019137356	19-Dec-19 22:28:27	35 Ardmore RD	Kensington	E165	553
35	0019137426	20-Dec-19 06:37:27	209 Stanford AVE	Kensington	E165	553
36	0019137537	20-Dec-19 12:28:51	259 Los Altos DR	Kensington	E165	321
37	0019137605	20-Dec-19 15:16:38	11450 San Pablo AVE	El Cerrito	E165	5000
38	0019137609	20-Dec-19 15:26:10	233 El Cerrito PLZ	El Cerrito	E165	321
39	0019137921	21-Dec-19 11:45:06	449 Ocean View AVE	Kensington	E165	321
40	0019138367	22-Dec-19 18:13:23	401 Yale AVE	Kensington	E165	321
41	0019138501	23-Dec-19 05:06:52	50 Kenyon AVE	Kensington	E165	700
42	0019138619	23-Dec-19 12:10:18	Wildcat Canyon RD	Orinda	E165	611
43	0019138843	24-Dec-19 01:06:54	830 Bates AVE	El Cerrito	E165	321
44	0019138915	24-Dec-19 08:05:50	26 Arlmont DR	Kensington	E165	554
45	0019139592	25-Dec-19 23:09:47	14 Garden DR	Kensington	E165	321
46	0019139752	26-Dec-19 10:59:21	415 Balra DR	El Cerrito	E165	321
47	0019139864	26-Dec-19 15:24:33	32 Sunset DR	Kensington	E165	520
48	0019139883	26-Dec-19 16:10:19	1568 Oakview AVE	Kensington	E165	324
49	0019140150	27-Dec-19 09:15:52	293 Arlington AVE	Kensington	E165	118
50	0019140195	27-Dec-19 11:11:13	1766 Tulare AVE	Richmond	E165	554
51	0019140274	27-Dec-19 15:27:12	7 Pomona AVE	El Cerrito	E165	321
52	0019140286	27-Dec-19 16:00:09	6699 Fairmount AVE	El Cerrito	E165	321
53	0019141409	30-Dec-19 14:40:21	118 Windsor AVE	Kensington	E165	321

* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)
400	(Chemical Spills, Leaks, Down power Lines)
500	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

Kensington Fire Protection District
Balance Sheet
 As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	10,108.27
General Fund	648,629.75
Special Tax Fund	10,152.74
Capital Fund	6,650.77
Total Checking/Savings	675,741.53
Accounts Receivable	
Accounts Receivable	637.44
Advance on Taxes	4,093,556.42
Advance on Supplemental Taxes	60,682.81
Total Accounts Receivable	4,154,876.67
Other Current Assets	
E/C Salary Reimbursement Receiv	45,120.81
Undeposited Funds	1,512.36
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	1,768,951.10
Prepaid CERBT - Retiree Trust	253,337.02
Investments	
Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	301,610.28
Investments - Other	-558,987.31
Total Investments	6,309,283.48
Total Other Current Assets	8,598,204.77
Total Current Assets	13,428,822.97
Fixed Assets	
Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00
Current Capital Outlay	
Type III Engine	10,801.56
Total Current Capital Outlay	10,801.56
Total Fixed Assets	1,962,999.62
TOTAL ASSETS	15,391,822.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	347,649.47
Total Accounts Payable	347,649.47
Other Current Liabilities	
Accrued Salary Reimb Income-EC	45,521.32
El Cerrito Service Contract Pay	1,768,951.03
Wages & PR Taxes Payable	7,785.46
Deferred Inflow of Resources	6,911.00
Total Other Current Liabilities	1,829,168.81
Total Current Liabilities	2,176,818.28

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Accrual Basis

Kensington Fire Protection District

Balance Sheet

As of November 30, 2019

	Nov 30, 19
Long Term Liabilities	
El Cerrito Reconciliation Liab.	249,724.03
CalPERS Settlement Payable	37,131.28
	<hr/>
Total Long Term Liabilities	286,855.31
	<hr/>
Total Liabilities	2,463,673.59
	<hr/>
Equity	
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	2,212,892.01
Fund Equity	774,640.58
Net Income	2,728,347.41
	<hr/>
Total Equity	12,928,149.00
	<hr/>
TOTAL LIABILITIES & EQUITY	15,391,822.59
	<hr/> <hr/>

**Kensington Fire Protection District
Revenue & Expense Prev Year Comparison**

July through November 2019

	Jul - Nov 19	Jul - Nov 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,015,067.81	3,837,988.09	177,079.72	4.6%
Special Taxes	200,652.50	200,453.30	199.20	0.1%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	12,201.00	14,778.35	-2,577.35	-17.4%
Interest Income	29,826.45	26,160.26	3,666.19	14.0%
Salary Reimbursement Agreement	22,760.68	26,466.94	-3,706.26	-14.0%
Salary Reimb Agreement Recon(s)	166.65	0.00	166.65	100.0%
Miscellaneous Income	1,610.24	0.00	1,610.24	100.0%
Total Income	4,282,447.29	4,105,846.94	176,600.35	4.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
Accounting	3,140.00	600.00	2,540.00	423.3%
Actuarial Valuation	2,900.00	0.00	2,900.00	100.0%
Audit	15,000.00	12,500.00	2,500.00	20.0%
Contra Costa County Expenses	2,728.16	2,522.98	205.18	8.1%
El Cerrito Contract Fee	1,263,536.45	1,282,887.35	-19,350.90	-1.5%
El Cerrito Reconciliation(s)	57,083.35	0.00	57,083.35	100.0%
Fire Abatement Contract	0.00	665.00	-665.00	-100.0%
Fire Engineer Plan Review	373.58	0.00	373.58	100.0%
RGS Contract	788.40	0.00	788.40	100.0%
Risk Management Insurance	12,561.00	12,507.00	54.00	0.4%
LAFCO Fees	2,548.19	2,278.47	269.72	11.8%
Legal Fees	26,812.08	46,365.28	-19,553.20	-42.2%
Polygon Study	5,000.00	0.00	5,000.00	100.0%
Traffic Study	2,100.00	0.00	2,100.00	100.0%
Website Development/Maintenance	800.00	600.00	200.00	33.3%
Wildland Vegetation Mgmt	6,300.00	2,500.00	3,800.00	152.0%
Total OUTSIDE PROFESSIONAL SER...	1,401,671.21	1,363,426.08	38,245.13	2.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,885.74	6,075.78	2,809.96	46.3%
Comm. Pharmaceutical Drop-Off	0.00	371.40	-371.40	-100.0%
Open Houses	556.72	261.28	295.44	113.1%
Community Shredder	1,589.00	1,155.00	434.00	37.6%
Demonstration Garden	0.00	2,097.11	-2,097.11	-100.0%
Total COMMUNITY SERVICE ACTIVITI...	11,031.46	9,960.57	1,070.89	10.8%
DISTRICT ACTIVITIES				
Firefighters' Expenses	31.14	1,054.78	-1,023.64	-97.1%
Staff Appreciation	0.00	184.77	-184.77	-100.0%
Professional Development	3,739.65	1,600.90	2,138.75	133.6%
Building Maintenance				
Needs Assess/Feasibility Study	41,246.41	0.00	41,246.41	100.0%
Janitorial Service	525.00	525.00	0.00	0.0%
Medical Waste Disposal	2,097.20	2,046.12	51.08	2.5%
Building alarm	115.00	0.00	115.00	100.0%
Gardening service	650.00	360.00	290.00	80.6%
Miscellaneous Maint.	7,493.98	1,137.40	6,356.58	558.9%
Total Building Maintenance	52,127.59	4,068.52	48,059.07	1,181.2%
Building Utilities/Service				
Gas and Electric	4,047.96	4,144.90	-96.94	-2.3%
Water/Sewer	862.84	1,311.19	-448.35	-34.2%
Total Building Utilities/Service	4,910.80	5,456.09	-545.29	-10.0%
Memberships	7,727.00	7,390.00	337.00	4.6%
Office				
Office Expense	820.57	1,581.16	-760.59	-48.1%
Office Supplies	751.91	607.10	144.81	23.9%
Telephone	3,242.45	4,093.58	-851.13	-20.8%
Total Office	4,814.93	6,281.84	-1,466.91	-23.4%
Total DISTRICT ACTIVITIES	73,351.11	26,036.90	47,314.21	181.7%
Staff				
Wages	33,278.00	39,616.70	-6,338.70	-16.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	5,327.47	137.13	5,190.34	3,785.0%
Vacation Wages	15,713.82	0.00	15,713.82	100.0%
Medical/dental ins compensation	3,920.00	4,190.00	-270.00	-6.4%
Retirement Contribution	2,529.12	3,010.80	-481.68	-16.0%
Payroll Taxes	4,201.71	3,438.20	763.51	22.2%
Workers Compensation/Life Ins	1,497.52	1,237.49	260.03	21.0%
Payroll Processing	578.46	713.00	-134.54	-18.9%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July through November 2019

	Jul - Nov 19	Jul - Nov 18	\$ Change	% Change
Total Staff	68,046.10	53,343.32	14,702.78	27.6%
Total Expense	1,554,099.88	1,452,766.87	101,333.01	7.0%
Net Ordinary Income	2,728,347.41	2,653,080.07	75,267.34	2.8%
Net Income	2,728,347.41	2,653,080.07	75,267.34	2.8%

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual**

July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,015,067.81	4,042,295.00	-27,227.19	99.3%
Special Taxes	200,652.50	200,450.00	202.50	100.1%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	12,201.00	15,251.25	-3,050.25	80.0%
Interest Income	29,826.45	31,500.00	-1,673.55	94.7%
Salary Reimbursement Agreement	22,760.68	27,785.44	-5,024.76	81.9%
Salary Reimb Agreement Recon(s)	166.65	0.00	166.65	100.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	1,610.24	0.00	1,610.24	100.0%
Total Income	4,282,447.29	4,317,281.69	-34,834.40	99.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
Accounting	3,140.00	1,950.00	1,190.00	161.0%
Actuarial Valuation	2,900.00	2,900.00	0.00	100.0%
Audit	15,000.00	12,500.00	2,500.00	120.0%
Contra Costa County Expenses	2,728.16	3,050.00	-321.84	89.4%
EI Cerrito Contract Fee	1,263,536.45	1,263,536.69	-0.24	100.0%
EI Cerrito Reconciliation(s)	57,083.35	0.00	57,083.35	100.0%
Fire Abatement Contract	0.00	11,250.00	-11,250.00	0.0%
Fire Engineer Plan Review	373.58	800.00	-426.42	46.7%
RGS Contract	788.40	36,000.00	-35,211.60	2.2%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	12,561.00	14,000.00	-1,439.00	89.7%
LAFCO Fees	2,548.19	2,450.00	98.19	104.0%
Legal Fees	26,812.08	10,000.00	16,812.08	268.1%
Polygon Study	5,000.00	0.00	5,000.00	100.0%
RFP Consultant	0.00	5,000.00	-5,000.00	0.0%
Traffic Study	2,100.00	7,100.00	-5,000.00	29.6%
Water System Improvements	0.00	5,000.00	-5,000.00	0.0%
Website Development/Maintenance	800.00	1,000.00	-200.00	80.0%
Wildland Vegetation Mgmt	6,300.00	5,850.00	450.00	107.7%
Total OUTSIDE PROFESSIONAL SER...	1,401,671.21	1,382,386.69	19,284.52	101.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,885.74	15,500.00	-6,614.26	57.3%
Comm. Pharmaceutical Drop-Off	0.00	1,250.00	-1,250.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	6,250.00	-6,250.00	0.0%
Open Houses	556.72	500.00	56.72	111.3%
Community Shredder	1,589.00	1,375.00	214.00	115.6%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	1,250.00	-1,250.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	1,250.00	-1,250.00	0.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Fire Alarm	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	11,031.46	27,375.00	-16,343.54	40.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	375.00	-375.00	0.0%
Firefighters' Expenses	31.14	3,000.00	-2,968.86	1.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	3,739.65	3,000.00	739.65	124.7%
Building Maintenance				
Needs Assess/Feasibility Study	41,246.41	45,465.00	-4,218.59	90.7%
Janitorial Service	525.00	765.00	-240.00	68.6%
Medical Waste Disposal	2,097.20	2,290.00	-192.80	91.6%
Building alarm	115.00	50.00	65.00	230.0%
Gardening service	650.00	1,205.00	-555.00	53.9%
Miscellaneous Maint.	7,493.98	7,910.00	-416.02	94.7%
Total Building Maintenance	52,127.59	57,685.00	-5,557.41	90.4%
Building Utilities/Service				
Gas and Electric	4,047.96	3,540.00	507.96	114.3%
Water/Sewer	862.84	800.00	62.84	107.9%
Total Building Utilities/Service	4,910.80	4,340.00	570.80	113.2%
Election	0.00	0.00	0.00	0.0%
Memberships	7,727.00	7,600.00	127.00	101.7%

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual**

July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Office				
Office Expense	820.57	1,050.00	-229.43	78.1%
Office Supplies	751.91	870.00	-118.09	86.4%
Telephone	3,242.45	2,625.00	617.45	123.5%
Total Office	4,814.93	4,545.00	269.93	105.9%
Total DISTRICT ACTIVITIES	73,351.11	80,545.00	-7,193.89	91.1%
Staff				
Wages	33,278.00	37,097.50	-3,819.50	89.7%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	5,327.47	1,044.00	4,283.47	510.3%
Vacation Wages	15,713.82	0.00	15,713.82	100.0%
Medical/dental ins compensation	3,920.00	4,900.00	-980.00	80.0%
Retirement Contribution	2,529.12	3,161.40	-632.28	80.0%
Payroll Taxes	4,201.71	3,716.25	485.46	113.1%
Workers Compensation/Life Ins	1,497.52	1,260.00	237.52	118.9%
Payroll Processing	578.46	675.00	-96.54	85.7%
Total Staff	68,046.10	52,854.15	15,191.95	128.7%
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	10,415.00	-10,415.00	0.0%
Total Contingency	0.00	10,415.00	-10,415.00	0.0%
Total Expense	1,554,099.88	1,553,575.84	524.04	100.0%
Net Ordinary Income	2,728,347.41	2,763,705.85	-35,358.44	98.7%
Other Income/Expense				
Other Income				
Transfers In - Capital	-2,621.54	0.00	-2,621.54	100.0%
Transfers In - General	23,510.99	0.00	23,510.99	100.0%
Total Other Income	20,889.45	0.00	20,889.45	100.0%
Other Expense				
Transfers Out - Capital	23,510.99	0.00	23,510.99	100.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	-2,621.54	0.00	-2,621.54	100.0%
Total Other Expense	20,889.45	0.00	20,889.45	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,728,347.41	2,763,705.85	-35,358.44	98.7%

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD										PY/CY:	
TRANSMITTAL - APPROVAL										BATCH #:	
Invoices										DATE :	
										LOCATION #:	
										FILENAME:	
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) #	P/C	PAYMENT AMOUNT
50131	Meyers Nave	12/18/2019	2019110259/59 General counsel	7840	2490						2,138.40
50147	KFPD Revolving Fund	12/6/2019	Reimburse revolving fund	7840	2490						8,498.02
50148	CalPERS	12/11/2019	7072901257 FEB medical	7840	1061						952.08
50150	Vision Service Plan	12/19/2019	00102777 Jan vision	7840	1061						1,292.40
50151	City of El Cerrito	12/1/2019	Jan fire protection	7840	2328						263,084.54
	Regional Government Services	11/30/2019	10354 Contract services - Nov 2019	7840							12,636.90
	RossDrulisCusenbery	11/30/2019	2016029-17 DSA Mtgs & Public Mtgs	7840							8,878.00
TOTAL											297,480.34

Kensington FPD Approval

Date: ___/___/___

Date: ___/___/___

December 30

Attachment to Transmittal 120419

Kensington Fire Protection District Revolving Fund 01406

Detailed invoice for reimbursement to the Revolving Fund for payment of the following expenditures:

INVOICE		
DATE	DESCRIPTION	AMOUNT
12/11/2019	Mechanics Bank - Visa	184.81
11/6/2019	The Arlington - Catering - Special Board Meeting - Reimbursement	222.50
11/30/2019	RGS - Expense reimbursement	52.16
12/1/2019	PGE - Gas	399.27
12/4/2019	James Art, P.E. - Fire Protection Engineer Services	325.08
12/5/2019	ATT - Phone	797.19
12/5/2019	OfficeMax	624.00
12/6/2019	EBMUD	440.05
12/6/2019	Mighetto Electric - Service Request	210.00
12/6/2019	Mighetto Electric - Service Request	452.50
12/11/2019	Olivero Plumbing Co.	250.00
12/12/2019	PGE - Electric	2,125.97
12/16/2019	Domain Listings - Annual Website Dominan 2020	228.00
12/21/2019	La Pena Azul - Catering - Annual appreciation holiday dinner	1,017.12
12/31/2019	1st Responder Newspaper - Annual subscription 2020	55.00
1/1/2020	Stericycle	1,114.37
	TOTAL	8,498.02

Please complete the enclosed deposit ticket and mail in the attached envelope to The Mechanics Bank.

ITEM 7



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: January 8, 2020

SUBMITTED BY: Glenn Lazof, Transitional Adviser, Regional Government Services

AGENDA ITEM: Approve Extension of Contract with Regional Government Services Contract to \$101,000. Revise District Budget to allocate \$65,000 to Regional Government Services Line Item.

RECOMMENDED ACTION

- 1) Approve attached Contract Extension with Regional Government Services (RGS)
- 2) Approve a Budget Revision as follows:

Increase:	RGS Contract	\$65,000
Decrease:	Year End Balance	\$65,000

BACKGROUND AND DISCUSSION

The District Board of Directors authorized the President to execute a contract with Regional Government Services at the November 13 meeting. Funding was approved for this purpose a budget amendment at the December 11 meeting.

The original contract budget was projected to provide services for a three-month period, beginning on October 23, one week before the departure of the former District Manager. Also, at that time it was believed that the services provided by the District's contract CPA would continue until December 31. Subsequently, it was learned that the CPA desired to only complete the audited financial statements for Fiscal Year 2018-19. However, the CPA was amenable to training RGS staff and these ongoing duties have now been transitioned to RGS.

Initially RGS was retained to provide services formerly provided by the District Manager and CPA, under the direction of the Board President. RGS began an operational assessment of ongoing staffing and organizational options for the District which was presented to the Board at the December 11 meeting. Preliminary feedback

was provided at that time and RGS was asked to further refine this information and bring it back on the January 8, 2020 agenda for additional consideration by the Board.

The organizational options will be discussed subsequently. Depending on which option the Board wishes to pursue, it cannot be determined with certainty if RGS services will be needed beyond April 30, 2020. Another extension can be considered at the April meeting of the District Board of Directors should that appear necessary.

FISCAL IMPACT

The District will realize expenditure savings from the November 1 departure of the District Manager, and the reduction of CPA services which will be completely terminated at the conclusion of the Annual Audit. Based on the rate of these expenditures by the end of October 2019, these savings would amount to approximately \$54,000 over the fiscal year. The estimated cost for RGS staff to fulfill the administrative and financial services through April 30 is \$65,000, \$11,000 more costly than a full year of staff and CPA at the expenditure rate for these services during the first months of the fiscal year.

This transition was not anticipated when the 2019/20 Budget was developed and approved. Therefore, the Midyear Budget recommendation will reflect anticipated impacts of the transition. The District is only charged by RGS for services rendered, and the contract can be terminated at any time should a transition to new staffing or contract services be implemented prior to April 30, 2020.

ALTERNATIVES TO RECOMMENDED OPTION

Alternative Option 1: The District could also take no action. RGS would be unable to provide services at the exhaustion of the original contract with a “not to exceed” amount of \$36,000 of which is projected to be expended before the end of this month (January). The District would need to have an alternative plan in place very soon.

Alternative Option 2: The District may opt for a larger increase to the contract and appropriate an additional \$100,000 to enable the service to continue until June 2020. Again, the District would not be restrained from terminating all or part of these services should it have staff or other contractors in place sooner. This would avoid the need to consider another contract extension.

Should the Board choose option 2, the amount to be funded from year end balance should be adjusted accordingly.



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

AMENDMENT NO. 1 TO MANAGEMENT AND ADMINISTRATIVE SERVICES AGREEMENT

This first amendment to the Management and Administrative Services Agreement between the **KENSINGTON FIRE PROTECTION DISTRICT** ("Agency") and Regional Government Services Authority, hereinafter called "RGS" is made and entered into this 8th day of January 2020.

RECITALS

The Agency and RGS entered into an Agreement for services dated October 23, 2019. This Amendment is entered into with reference to the following facts and circumstances:

- A. The Not To Exceed (NTE) amount is increased by \$65,000, to a revised total of \$101,000.
- B. The Scope of Work is amended to include the services in **Attachment 1** to this 1st amendment.
- C. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: _____

Dated: _____

Agency

RGS

Julie Stein, Board President

Richard H. Averett, Executive Director

RGS provides quality, innovative, cost-effective services exclusively to public agencies.

Main 650.587.7300 Fax 650.587.7311 P.O. Box 1350 Carmel Valley, CA 93924

www.rgs.ca.gov

ATTACHMENT 1

Scope of Services. Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as Advisor(s) to the Kensington Fire Protection District (Agency), which may require performing any or all of the functions described below:

1. As directed by the Lead Advisor, RGS Advisors will provide immediate ongoing general Administrative and Finance services to the Agency. This work may be done onsite or remotely. These services include, but are not limited to, work on identified priority projects outlined below:
 - 1.1 Facilitate compliance by the Board through a variety of activities which may include, producing meeting minutes, developing and finalizing meeting agendas with the Board President, handling all legal meeting notice and publishing requirements, produce agenda packets for Board members, and any other related duties such as tracking State mandated training, manual review and updates, etc. that may occur during the contract period.
 - 1.2 Provide various office management services such as ordering of supplies, filing, posts to the Agency website and NextDoor, producing a bi-annual newsletter, special event planning, and methods to ensure phone calls, mail and emails are handled timely and appropriately.
 - 1.3 Provide transactional finance services such as paying bills, reconciling monthly bank statements, processing payroll, producing financial reports for the Board, assisting the Agency Auditors and CPA with oversight functions, and monitoring Agency investments and implement investment policy.
 - 1.4 Monitor Agency contracts with various consultants and contractors.
 - 1.5 Meet as often as necessary for the purpose of consulting about the Agency's needs and issues, and the scope of work performed.
 - 1.6 Be reasonably available to perform services during the normal work week.
2. Projects and activities may be modified on request of the agency. Agency will only be invoiced for the actual hours worked.
3. The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor's discretion.

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2019-2020

FY 2019-2020 1 8 2020

FY 2019-2020

OPERATING EXPENSE BUDGET

Budget

OUTSIDE PROFESSIONAL SERVICES

Accounting	5,500		5,500
Actuarial Valuation	2,900		2,900
Audit	16,000		16,000
CC County Expenses	37,630		37,630
El Cerrito Contract	3,032,488		3,032,488
El Cerrito Contract Reconciliations	137,000		137,000
Information Technology Services and Equip	0	8500	8,500
Fire Abatement Contract	11,250		11,250
Fire Engineer Plan Review	2,000		2,000
RGS Contract	36,000	65000	101,000
Grant Writer/Coordinator	50,000		50,000
Insurance - Risk Mgmt	14,000		14,000
LAFCO Fees	2,450		2,450
Legal Fees	20,000		20,000
Polygon Study	10,000		10,000
RFP Consultant	15,000		15,000
Traffic Study	20,000		20,000
Water System Improvements	20,000		20,000
Website Development/Maint.	2,520		2,520
Wildland Vegetation Mgmt	10,000		10,000
RETIREE MEDICAL BENEFITS*			0
PERS Medical (OPEB cost)	0		0
Delta Dental	0		0
Vision Care	0		0
CalPERS Settlement	0		0
COMMUNITY SERVICE ACTIVITIES			0
Public Education	35,000		35,000
Community Pharmaceutical Drop-Off	2,500		2,500
CERT Kits/Sheds/Preparedness	15,000		15,000
Open Houses	500		500
Community Shredder	2,750		2,750
DFSC Matching Grants	24,000		24,000
Firesafe Planting Grants	3,000		3,000
Demonstration Garden	0		0
Community Sandbags	3,000		3,000
Volunteer Appreciation	1,500		1,500
Community Center Fire Alarm	35,000		35,000
DISTRICT ACTIVITIES			0
Professional Development	5,000		5,000
District Office	0		0
Office expense	3,000		3,000
Office supplies	2,350		2,350
Telephone	7,000		7,000
Election	0		0
Firefighter's Apparel & PPE	750		750
Firefighters' Expenses	10,000		10,000
Staff Appreciation	1,750		1,750
Memberships	7,600		7,600
P/S Building	0		0
Needs Assessment/Feasibility Study	115,000		115,000
Gardening service	3,200		3,200
Building alarm	1,500		1,500
Medical waste disposal	5,500		5,500
Janitorial	1,500		1,500

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2019-2020

Misc. Maint/Improvements	13,000		13,000
PG&E	8,500		8,500
Water/Sewer	2,400		2,400
Staff	0		0
Wages	63,834		63,834
Longevity Pay	1,000		1,000
Overtime Wages	2,500		2,500
Vacation Wages Accrual Adjustment	608		608
Medical/dental insurance compensation	11,760		11,760
Retirement Contribution	7,587		7,587
Payroll Taxes	8,919		8,919
Insurance - Workers Comp/Life	1,935		1,935
Processing	1,730		1,730
Operating Contingency Fund	25,000		25,000
Total Operating Expense	3,879,909	73,500	3,953,409
Capital Outlay			
Firefighter qtrs/equip	15,000		15,000
Office Furniture/Computers	5,000		5,000
Command Vehicle	60,000		60,000
Type III Engine	372,000		372,000
Total Capital Outlay	452,000		452,000
			0
TOTAL EXPENDITURES	4,331,909	73,500	4,405,409
Beginning Cash	9,321,224	0	9,321,224
Revenue	4,720,677	0	4,720,677
Operating Expenditures	-3,879,909	-73,500	-3,953,409
Capital Expenditures	-452,000	0	-452,000
Accrual to Cash Adjustment			0
ENDING CASH	9,709,992	-73,500	9,636,492

ITEM 8



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: January 8, 2020

SUBMITTED BY: Glenn Lazof, Transitional Adviser, Regional Government Services

AGENDA ITEM: First Reading Proposed Amendments to policy 1070.11-13
regarding the role of the Board President

RECOMMENDED ACTION

- 1) Discuss and revise as desired the following amendment to District Policy:
Delete sections 1070.11-13 as follows:

1070.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. In addition, the Board

~~1070.11 Act as chief administrative officer and legal head of the organization.~~

~~1070.12 Exercise supervision over the organization and all its activities and employees.~~

1070.13 Represent and speak for the organization to other organizations and to the public

- 2) Direct that the final approval of revision when District is prepared to appoint an authority to fulfil the executive role.
- 3) Provide Direction on retaining or deleting 1070.13

BACKGROUND AND DISCUSSION

This item is offered in compliance with Policy 1010. 30.

1010.10 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the Manager. The proposed adoption or amendment to the policy is initiated by submitting a written draft of the proposed change to each Director and the Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

1010.30 Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

Discussion at the December meeting indicated that the Board was interested in considering revising the Policy establishing that the President is the executive authority of the District. The District over the next few months is examining options for District organization. The Board may opt for a more traditional special district structure wherein the administrative authority is vested in a General Manager, either as a direct hire or a contracted service.

The soonest the Board could complete revising the policy is the February regular meeting. When the recommended revision has received final approval, an alternative needs to be on hand to exercise the authority which is now held by the President. It is therefore recommended that the final approval (second reading) be delayed until an acceptable alternative is in waiting. Approval of the pending revision at this time, would be congruent with organizational decisions being shaped in the next months.

Regarding 1070.13: The Board should consider if this authority should remain with the President of the Board or be a Management function.

FISCAL IMPACT

Actual cost will be addressed as organizational (staff) structure is discussed and takes shape. Should the current District Manager position be re-classified as a General Manager, the additional responsibility, and required qualifications would result in a higher compensation. The current Regional Government Services agreement provides for that level of service on a as needed basis.

ALTERNATIVES

- 1) The Board may take no action. The Policy would be unchanged. If the board later decides to revise the policy, two regular meetings would be required to do so.

ITEM 9



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: January 8, 2020

SUBMITTED BY: Allison Picard, RGS Lead Human Resources Advisor

AGENDA ITEM: Future District Organization Staffing Options

RECOMMENDED ACTION

Direct RGS to either open recruitments for internal staff or initiate a Request for Proposals process to explore contracting out some work activities, or a combination of both.

BACKGROUND AND DISCUSSION

At the Board meeting of December 11, 2019, consultants from Regional Government Services (RGS) who were hired to assist the District during an internal staffing transition, made an initial presentation about future organizational options. One of the major points revolved around existing policy language which defines the role of chief executive as the President of the Board. The Board directed RGS staff to bring this policy back to the Board to consider modifying the policy language. This topic is on the agenda in a separate item for a potential first reading of a policy amendment.

Removing the President as the chief executive, however, requires assigning this role elsewhere. RGS also included in the December presentation possible options for a future organizational model which included hiring permanent full or part-time staff, contracting out the entire function, or some combination. The Board also requested at that time that these options be further refined and brought back for additional consideration at the January meeting.

ONGOING STAFFING OPTIONS

The Board may opt for a more traditional special district structure wherein the executive authority is vested in a General Manager, either as a direct hire or a contracted service, or some combination. Some small districts do sometimes elect to

contract out this function entirely due to the difficulty in finding an individual with all the necessary skills for what may not require a full-time status based on workload, and subsequently be difficult to fill. Additionally, the range of duties needed varies significantly and would typically be compensated differently for this reason (e.g. clerical support for agenda preparation versus financial analysis for budget development or contract administration).

Attachment I is an excerpt from the employment agreement with the previous District Manager which displays the current duty expectations that include a broad range of high- and low-end work. Attachment II is a chart provided to RGS by the District which outlines the major functions previously identified by the Board. This chart has been modified to display the duties that would typically be considered "higher level" due to their complexity and those considered "low end". It also adds the level of position suggested (manager versus administrative support). While many important functions are displayed within the scope of the Administrative Assistant, it assumes the Manager is also providing direct oversight. This overview is provided to assist the Board in a discussion about which activities they may wish to be performed by in-house staff or contracted out.

Full versus Part-time Hours Required

During the transition, RGS staff have been working with the previous District Manager now employed with the City of El Cerrito Fire Department, to ensure all essential functions are maintained while the Board considers organizational alternatives. This has also allowed some time for a preliminary evaluation of the workload and how many hours may be needed on an ongoing basis. Our best estimate at this time is that at least .5 full-time equivalent (FTE) is necessary - which is the net position allocated now (1.0 is budgeted but .5 was paid for by El Cerrito which ceased when they hired the District's employee). It is highly likely that additional hours are required, however, to perform the full range of duties and a .75 FTE may be more appropriate.

If the Board elects to transfer the chief executive role to this position, additional hours would be required. There has been some desire expressed for more expanded duties for the Manager such monitoring of the contract with El Cerrito, seeking out grant opportunities, more community outreach, and providing more direct staff support to Board members which might include preparation of agenda items and regular Manager reports to the Board. These changes would support an increase to .75 FTE. As described below, this position could either be a staff position or contracted out. If a staff position is preferred, the recruitment could be kept open until the right individual is hired by the Board. In the meantime, the work can continue to be done through RGS or another contractor.

There are a significant number of duties currently assigned to the District Manager that are administrative support functions that could instead be performed by a part-time administrative assistant or contracted out. Our estimate of hours needed for these activities is approximately .25 - .50 FTE. There are also finance support activities currently contracted out to a CPA for accounting services. A CPA level of oversight is not necessary for the bookkeeping functions and these duties could be

added to the internal administrative support personnel (pushing the FTE need closer to .50) with review and approval provided by the Manager. Or these tasks such as reconciliation of the District's Quickbooks to County ledgers and Mechanics Bank statements could continue to be contracted out, as long as appropriate approvals for separation of duties is observed.

Before the Board can fully entertain organization options, a discussion should be conducted about the Board's expectation of staff support and what FTE allocation is needed to accomplish these tasks. The next step would be to consider whether these functions be performed by in-house staff or contracted out.

Organization Options

In order to facilitate a discussion on this topic, several possible organization models are provided below:

- 1) **Keep the Current Model** - Fill the District Manager position at .5 (or .75) FTE with an updated job description and continue to utilize an outside contractor for accounting services. A draft job description is included as Attachment III for this purpose. This document relied on the employment contract language and added some duties in areas that Board members expressed an interest in expanding (contract compliance, more community outreach and a search for new revenues). With the addition of duties and an expansion of role expectations, particularly if the chief executive function is transferred from the Board President, the compensation of this position would require further review.
- 2) **District Manager with a Permanent Part-Time Assistant** - The Manager can be filled at either .5 or .75, and a new job description would be required for an administrative assistant to be filled on an hourly basis as needed at approximately .25 FTE position. This option could include continuing to contract out accounting services or these activities could be absorbed by administrative assistant but with expanded hours required.
- 3) **District Manager with All Other Support Activities Contracted out** - The Manager would be hired at .5 or .75 to perform the mission critical tasks and all other support services would be contracted out to one or more contractors under the direction of the District Manager.
- 4) **Contract Out All Staff Support Activities** - It is possible to contract out all the activities to one or more contractors. This would likely include one person designated as the District Manager, one person designated as an Administrative Assistant, and possibly a third person designated to accomplish accounting services if this is not assumed by the Administrative Assistant. These contract arrangements can be individual employment agreements arrived at after a recruitment or "Request for Proposals" process, or contracts with a firm such as RGS which has staff that can perform the full range of services.

Pro's and Con's

One advantage with contracting out is that the District does not bear employer responsibilities or liabilities, and there is typically some built-in redundancy for coverage should a contracted provider take vacation, require medical leave, or leave employment which ensures stability for the District. There is no payroll when contracting out.

Having in-house staff is a more traditional model and the Board may wish to maintain the status quo if this structure has met the District's needs. A factor which may impact the Board's options is whether individuals can be identified through recruitment(s) who have the necessary skills and are willing to work part-time.

Board Direction Requested

RGS is prepared to assist with implementing what ever direction the Board wishes to pursue. Should the Board prefer to hire a new District Manager and/or Administrative Assistant as employees, a compensation analysis can be prepared, and a recommendation provided so that action could be taken at the February meeting and a recruitment can open immediately following Board approval. Or we can facilitate the recruitment of the Manager and once hired, that individual could implement contracting and/or hiring going forward. If the Board wishes to pursue contracting out some or all of the staff support services, RGS can assist with the solicitation of vendors for this purpose.

FISCAL IMPACT

Actual costs will depend on the level of staffing the Board wishes to allocate and at what compensation levels which have yet to be determined. Contracting costs will vary based on which activities are selected and for how many hours.

The current RGS agreement provides for full services on an as needed basis and another agenda item for January 8, 2020 proposes a contract amendment to ensure this continues during the transition.

ALTERNATIVES

The Board may take no action. By default, RGS would continue providing staff services for the term of the contract or until the Board takes action to implement an ongoing organizational model.

CHAPTER 1-DISTRICT ADMINISTRATOR JOB DESCRIPTION

The District Manager, as sole employee of the District, is responsible for day-to-day activities of the District including but not limited to the following:

The employee provides management and administrative duties as required by daily operations in the District office. The Manager represents the District to the public, Board members and other agencies and seeks to carry into effect the expressed policies of the Board of Directors. The Manager serves as liaison between the Board of Directors and the Fire Chief, the members of the El Cerrito Fire Department, the City of El Cerrito, Contra Costa County, and District legal counsel.

The employee arranges meetings and conferences; prepares agendas and Board packets; posts meeting notices; attends meetings of the Board of Directors and District Committees; transcribes and edit minutes; prepares agenda items and resolutions as necessary; prepares correspondence and maintains files on official actions of the Board. The employee manages the District website. The employee will spend one-half of the designated work hours on the business of the Kensington Fire Protection District and one-half of the work hours on the business of the El Cerrito Fire Department. The employee may be on-call for needed staff support during and after emergencies within the Kensington Fire Protection District boundaries.

The employee processes all incoming accounts payable and receivable; reports payroll; tracks investments with the County; prepares monthly financial statements; prepares monthly transmittals; reconciles accounts; drafts the District fiscal year budget; calculates the annual appropriations limit; coordinates the health benefit program for retired employees; and works with the Districts contract accountant and the District auditor.

The employee performs all necessary procedures to assist County with District elections; placing the special tax on the tax roll; and enrollment in the County fire districts JPA meeting including attending the JPA's annual meeting.

The employee manages the District building at 217 Arlington Avenue including repairs, maintenance and capital improvement items, and acts as liaison to the District's tenant, the Kensington Community Services District.

KENSINGTON FIRE PROTECTION DISTRICT

Clerk of the Board/Office Mgmt	Finance	Project Manager
Schedule and attend all Board and sub-committee meetings	Create draft budget and monitor throughout year	Oversee all District activities
Prepare draft agenda and finalize with Board President; Review all agenda items for completeness; prepare staff agenda reports	Place special assessment on tax rolls annually	Ensure contract compliance with El Cerrito Fire Department
Work with legal counsel and President on contracts, sensitive issues, closed session	Review and approve all financial reports, bank reconciliations/monthly transmittals, changes to investments based on Board policy	Interface with El Cerrito Fire Department, County/City other agency personnel
Coordinate the response to any Public Records Act requests (with District Counsel) and any other public inquiries	Coordinate work of outside Auditors; work with outside Actuary	Schedule and coordinate any District special events or community outreach efforts
Oversee office activities performed by Admin Support personnel	Seek out grant or other new revenue opportunities	Hire and oversee the work of consultants/contractors for District activities such as finance, information technology, facilities maintenance, etc.
		Write bi-annual District newsletter
		Bi-annual policy manual review and update
Obtain all items for Board packet, publish, post and deliver by legal deadlines		
Attend all Board meetings and prepare minutes for review and approval by Manager	Reconcile monthly bank statement; create transmittal report	Provide support to the Manager for special events planning and execution
Monitor State mandated training and FPPC compliance, schedule and document	Monitor all District investments and reinvest based on Board policy	
Monitor all phone and email messages	Create financial reports and schedules including Balance Sheet and Budget/YTD reports for Board	
Provide general clerical support to Manager	Pay all regular bills; enter invoices in to Quickbooks	
Filing and records retention	Prepare Reconciliation to County Ledger, Mechanics Bank, and Revolving Fund to Quick Books, for approval by Executive Authority	
Maintain website; Post on NextDoor and Nixle	Pay revolving fund items, print checks, and arrange for check signing	
Order all office supplies; monitor office phone and email messages	Attend Finance Committee as requested.	
	Maintain back-up documentation; Assist with Financial reporting and analysis as requested.	

DISTRICT MANAGER

(.50 - .75 FTE)

ADMIN SUPPORT

(.25 - .50)

District Duties	Clerk of the Board	Finance	Executive Specialist	Project Manager
Monitor & answer all phone calls and emails Order all office equip/supplies & items that are District function only Schedule all special events (and shop for)			Monitor & answer all Order all office Schedule all special	
Schedule monthly Board & EPC meetings	Schedule monthly Board & EPC meetings			
Attend all monthly Board & EPC meetings	Attend all monthly Board & EPC meetings Schedule and attend Finance meetings (4x year)			
Schedule and attend Finance meetings (4x year)				
Transcribe Board, Finance & EPC minutes	Transcribe Board, Finance & EPC minutes Develop agenda w/President			
Develop agenda w/President	Obtain all items for Board packet, publish, post and deliver by legal deadlines			
Obtain all items for Board packet, publish, post and deliver by legal deadlines		Pay all regular bills Create monthly Reconcile monthly Monitor all District Create financial reports Work annually with Work semi-annually		
Pay all regular bills through checking account				
Create monthly transmittal with checking account roster and all larger bills				
Reconcile monthly bank statement				
Monitor all District investments and reinvest appropriately				
Create financial reports and schedules				
Work annually with auditors				
Work semi-annually with actuary				
Hire contractors for building maintenance & repairs				Hire contractors for building maintenance & repairs
Interface with El Cerrito Fire Department			Interface with El Interface with County	
Interface with County personnel		Place special	Contract compliance	
Place special assessment on tax rolls annually				
Contract compliance				
Hire consultants for District activities and interface with them				Hire consultants for District activities and interface with them
State mandated training and FPPC compliance	State mandated training and FPPC compliance		Filing & records	
Filing & records destruction				
Work with legal counsel and President on contracts, sensitive issues, District questions	Work with legal counsel and President on contracts, sensitive issues, District questions		Work with legal counsel and President on contracts, sensitive issues, District questions	
Write bi-annual District newsletter			Write bi-annual District Post and update	
Post and update District website			Post on NextDoor and	
Post on NextDoor and Nkile			Post on NextDoor and	
Create draft budget and monitor throughout year		Create draft budget	Bi-annual policy manual review and update	Oversee all District
Bi-annual policy manual review and update	Bi-annual policy manual review and update			
Oversee all District functions as staff				

DISTRICT MANAGER

JOB DESCRIPTION

Status: At-will	F.L.S.A Status: Exempt
Reports To: Board of Directors	Established Date: MM/DD/2020

General Overview

The District Manager is responsible for administrative, financial and facility management of the Kensington Fire Protection District. This position is appointed by, and serves in at at-will capacity, to the District Board of Directors. The District Manager provides support to the Authority, serves as the official clerk to the Board, and represents the District with other governmental entities. This position also oversees contract compliance with the City of El Cerrito with whom the District contracts for fire protection services.

Distinguishing Characteristics

The District Director receives general direction from the Board of Directors.

The position is responsible for supervising any assigned support staff, and may direct the work of contractors and consultants. The incumbent is expected to be available on-call for needed staff support during and after emergencies within District boundaries.

This is a professional level administrative classification. A professional and diplomatic demeanor with Board Members, elected officials, staff, and the public is required. Incumbents must possess the judgment necessary for handling confidential issues, and function effectively under deadlines with minimal supervision. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

Specific Functions and Responsibilities

Duties may include but are not limited to the following functional areas:

Clerk of the Board

- Support District Board and maintain Board and committee rosters, prepare agenda and supporting material for Board meetings, coordinate the duplication and distribution of such materials; ensure proper posting of agenda, upload materials to the website, provide logistics for Board meetings including any catering arrangements if required, attend Board meetings, develop and certify minutes ensuring that Board actions are accurately

reflected in the permanent record of proceedings, prepare memoranda to communicate significant actions to interested parties, and initiate follow-up on actions authorized by the Board, track and maintain AB1234 Ethics Training certifications, prepare welcome packets for new Board members and draft commendations to outgoing Board members.

- Administer the District's writing conventions and templates used for resolutions, ordinances, contracts, agreements, agendas, Board and Committee reports, policies, correspondences and all other formal writings; maintain and update written Office Procedures and District Policy documents; facilitate filing requirements of staff, elected officials and consultants for the Fair Political Practices Commission, including distribution, collection and filing of required forms with the County Clerk.
- Perform complex administrative assignments, which may include confidential matters, including the preparation of correspondence, staff reports, memoranda, agendas, meeting minutes, certification of meeting minutes, resolutions, ordinances, requests for proposals, consultant agreements, legal notices, classified ads, Request for Proposals/Qualifications, and presentations and other documents as-needed.
- Administer the District's record management policy and act as the official custodian of records, including the storage and retrieval of hard copy records and electronic documents, updating the records retention policy, master file and electronic file maintenance; facilitate research and coordinate requests for public information in accordance with the Public Records Act.
- Manages the District website and ensures that information posted is correct and up to date, and ensure appropriate technology support for District functions.

Financial/Budget Oversight

- Processes all incoming accounts payable and receivable, tracks and manages investments with the County within District policy, prepares monthly transmittals and financial statements, and reconciles accounts.
- Drafts the District fiscal year budget, calculates the annual appropriations limit, coordinates the health benefit program for retired employees, and works with the District's contract accountant and auditor to ensure appropriate reports are produced in compliance with State law and Board policy.
- Performs all necessary procedures to assist the County with District elections and placing the special tax on the tax roll.
- Responsible for purchase and/or maintenance of office materials, supplies, equipment, and services.

Contract Administration

- Review contract terms and conditions prior to submission for legal review and approval by the Board of Directors.
- Ensure compliance with contractual terms and conditions; conduct administration of Authority contracts.
- Prepare, administer, monitor, and audit the close-out of contracts; resolve contract payment disputes and confer with vendors and other divisions concerning contract payments and compliance.
- Ensure receipt of required documentation related to certificates of insurance, worker's compensation insurance, or performance bonds, as required.
- Assist in the identification of, and application for, of grant or other new revenue sources which are compatible with the District's operations.

Facility Management/General Functions

- Manages the District headquarters building including repairs, maintenance and capital improvement projects, and acts as a liaison with the District's tenant in the building (Kensington Community Services District).
- Oversee headquarter activities including coordination of the shared meeting room calendar with the Kensington Police Department, receive and screen visitors and telephone calls, provide authoritative information.
- Prepare and deliver a monthly report to the Board of Directors on matters of interest concerning District operations, and a twice a year newsletter to Kensington residents, performs community outreach activities.
- Enroll the District in the County Fire District's Joint Power Authority Association and attend the annual meeting on behalf of the District, and attend other meetings representing the District as directed by the Board.
- Assist the Board in defining program goals and objectives, and carry out varied special assignments, programs and projects as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices and techniques related to assigned functions including clerk of the Board, the Brown Act, records management, financial reporting, budget preparation and monitoring, procurement, contract administration, and information technology support
- Techniques for providing a high level of customer service and dealing effectively with the public, Board Authority members, vendors, contractors, and staff, in person and over the telephone
- Standard office practices and procedures

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals
- Oversee and monitor complex projects, on-time and within budget
- Plan, organize, train, schedule, assign, review and evaluate the work of staff
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner
- Interpret, apply, and ensure compliance with federal, state and local policies, laws and regulations
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Purchase supplies and equipment effectively with regard to quantity, quality and price
- Use tact and diplomacy with members of the public, Authority Board members, other agencies, government officials, employees, vendors, and customers
- Maintain accurate records and files, organize and maintain accurate and complex recordkeeping and indexing systems
- Use discretion with confidential information and protect sensitive files and data
- Prepare clear, accurate, and concise reports, meeting minutes, specifications, correspondence, presentations, policies, procedures and other written materials
- Follow oral and written directions, and communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use modern office equipment, including computer equipment and specialized software applications efficiently and effectively
- Attend work and perform duties on a regular and consistent basis
- Function effectively under the pressure of recurring deadlines, prioritize workload, and exercise sound judgment
- Maintain high ethical standards in personal behavior

Education and/or Experience

Any combination of training and experience that demonstrates a person has obtained the required knowledge, skills and abilities necessary to perform the duties and responsibilities (with reasonable accommodation if needed) will be considered. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, or a related field.

Five (5) years of progressively more responsible experience providing administrative support in a government agency or business in at least one of the functional areas: Clerk of the Board, Finance/Budget, or Contract Administration. Experience in multiple functional areas is highly desirable.

ITEM 10



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: January 8, 2020

SUBMITTED BY: Glenn Lazof, Transitional Adviser, Regional Government Services

AGENDA ITEM: Authorizing Credit Card users, appointing the Finance Committee as bank, investment and Contra Costa County signatories, removing former District Manager and approve consultants as authorized by the President during transition

RECOMMENDED ACTION

- 1) Approve Finance Committee members as authorized signatories for banking, investment, county and other financial activities.
- 2) Authorize President to designate consultants as signatories during transition

BACKGROUND AND DISCUSSION

The District did not anticipate the staff transition. Performance of routine district administrative tasks may be hampered by lack of current signatory authority. It is hoped that this motion will provide authority to the Finance Committee members in all cases.

The second portion is to grant the President temporary authority to designate consultant under contract as signatories when deemed necessary during this period.

The President has also agreed to be the designated user of the District credit card. Currently there is no valid District credit card. Various routine purchases have been administratively difficult as a result.

FISCAL IMPACT

No direct fiscal impact. The lack of current authorizations can hamper District business.

ALTERNATIVES

- 1) The Board could restrict signatory authority to the Finance Committee.
- 2) The Board could choose to not approve the generic authorization of the Finance Committee and President over signatory responsibilities. These can be brought to the Board on a case by case basis. Should an immediate need arise, special meetings may need to be called to authorize such administrative actions.

ITEM 11



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: January 8, 2020

SUBMITTED BY: Glenn Lazof, Transitional Adviser, Regional Government Services

AGENDA ITEM: Appropriate \$8,500 to New Budget Line Item "Information Technology".

RECOMMENDED ACTION

1) Approve Budget Revision as Follows

Increase:	Information Technology	\$8,500
Decrease:	Year End Balance	\$8,500

BACKGROUND AND DISCUSSION

The District receives Information Technology (IT) services from the City of El Cerrito. Other services, such as web and e-mail services are provided by an independent consultant. The District computer is on the City Network, although city files do not appear to be mapped to our device.

Recently the President and RGS Transition team became aware that the sole desktop computer used for all District Functions is a Windows 7 machine. This equipment will no longer be supported after January 20, 2020. Specifically, Microsoft will no longer release updates and patches, including security patches, for the operating system. It's likely that they also won't offer help and support for any problems encountered. The industry standard is replace desktops every 3-5 years. We have obtained a quote for a new Dell desktop, including software and installation at \$2,251.

The District has sought also to improve efficiency by requesting remote access. Thus far, El Cerrito IT has not been willing to install suggested tools for this purpose. They

may have legitimate security concerns vis a vis their network regarding those tools. However, they have also not suggested any alternative tools for remote access.

There are concerns regarding quality printing. The office functions of the KPFD were moved to the conference room in as it was the desire of Fire Fighters that the transition team not be regularly occupying the former office, which necessitated traversing the Fire Fighters living space. The large copier, used for production of Board Packets and other large materials, is still located in that office. It is uncertain how we can still use that copier should the District determine that is in its best interest to disconnect from the City Network.

The President is considering appointing a temporary committee focusing on Information Technology (IT) to continue to assist with obtaining the needed services from El Cerrito IT and with other IT-related matters. Should the District be able to obtain and install the new computer and other services from El Cerrito IT than the full appropriation would not be expended.

The funds being requested are adequate for the new desktop and installation, back up services, and reconfiguration of the Local Area network such as would allow independence from the El Cerrito network through the end of the fiscal year.

FISCAL IMPACT

Support costs, independent of equipment set up and installation, are estimated to cost \$3,600 per year. It is not yet clear whether or how much we are charged for IT services provided by El Cerrito, per charges for the Agreement for Services. Such costs, if any, would be savings after the transition to Independent IT. This would offset some of the cost of these services if we procure directly. According to the fire services agreement the District pays 33% of annual charges for other and miscellaneous technical services which may include IT Services. The 2019/20 budget for these items was \$4,449 for a full year. which is comparable to the proposal obtained for independent IT services. less equipment, installations, and software purchases. There is also a line item in the budget for "Other Administrative Services" for \$5,500 some which could also contain IT services.

ALTERNATIVES TO RECOMMENDED OPTION

- 1) Request El Cerrito IT to acquire and install new desktop and bill through the contract. Repeat request for remote access. If this is not successful, return to the Board in February for reconsideration.
- 2) Take no action pending further recommendations from an Ad Hoc IT Committee

Information Technology Committee Budget Authorization Request

8 January 2020

Pursuant to an assessment of the status of the District's computer, operating system, and software, a temporary committee for Information Technology (IT) has been appointed. The IT committee members are Directors Nagel and Stein. The committee charge is to advise the board on IT needs for the District computer, network, software, and other modern IT issues that arise.

The IT committee is requesting that the Board authorize an IT budget not to exceed \$8,500.

Software:

- El Cerrito (EC) IT staff serve as the systems administrator for the District computer, which is on the EC network in the public safety building.
- RGS has requested that we install remote access software, i.e., a virtual private network, on the computer to save money for the District. The RGS consultants live in various parts of the bay area, as far away as Half Moon Bay and Sacramento. It would help them and save the District money if RGS consultants do not need to travel to the public safety building every time they need to access files and software on our hard drive. For example, Quickbooks, the District's accounting software, is resident on the hard drive and not in the cloud.
- The Board President has asked El Cerrito IT to allow us to install remote access software on the District computer and, to date, IT staff will not allow it.
- There is an option to take the District computer off the EC network and have it reside on the Comcast Network in the building. This would have some good-news bad-news effects:
- The District would need to hire our own IT consultant to administer and back up the computer. RGS has obtained a quote from NERD Crossing (Jim Hammack <jim@nerdcrossing.com>) for \$3,300-\$6,000 for one year, depending on the level of service. NERD Crossing is local and was recommended by Aaron Gobler of PagePoint, who oversees our website and our email.
- The good news is that the District could install the remote access software and access the computer remotely, and NERD Crossing would provide support for email, operating system, etc.
- The (potentially) bad news is that if El Cerrito takes the District computer off their network, the District computer would likely lose access to the printer-copier upstairs in the former District Manager's office, which potentially means that the District would need to find its own solution for copying.
- The District does not have Acrobat Pro and should definitely to purchase it. Because the District has only Acrobat Reader (the free version), staff in the past produced board member packets by scanning papers and if necessary to change a page, it appears that it was necessary to rescan the entire package. Acrobat Pro would save a tremendous amount of time and add flexibility to this task and others.
- We do not know yet what other software is obsolete and which applications should be run from the cloud.
- The District should consider subscribing to DocuSign in to easily execute secure electronic signatures remotely whenever applicable.
- The District should investigate upgrading its email system to ensure that all District email addresses have sufficient quota to avoid the need to delete email and trigger records retention issues. Modern Google-based systems have tremendous capacity.

Hardware:

- The Windows 7 operating system on District's computer will stop being supported by Microsoft on 20 January 2020. This indicates that the District needs to purchase a new computer as soon as possible.

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2019-2020

FY 2019-2020 1 8 2020

FY 2019-2020

OPERATING EXPENSE BUDGET

Budget

OUTSIDE PROFESSIONAL SERVICES

Accounting	5,500		5,500
Actuarial Valuation	2,900		2,900
Audit	16,000		16,000
CC County Expenses	37,630		37,630
El Cerrito Contract	3,032,488		3,032,488
El Cerrito Contract Reconciliations	137,000		137,000
Information Technology Services and Equip	0	8500	8,500
Fire Abatement Contract	11,250		11,250
Fire Engineer Plan Review	2,000		2,000
RGS Contract	36,000	65000	101,000
Grant Writer/Coordinator	50,000		50,000
Insurance - Risk Mgmt	14,000		14,000
LAFCO Fees	2,450		2,450
Legal Fees	20,000		20,000
Polygon Study	10,000		10,000
RFP Consultant	15,000		15,000
Traffic Study	20,000		20,000
Water System Improvements	20,000		20,000
Website Development/Maint.	2,520		2,520
Wildland Vegetation Mgmt	10,000		10,000
RETIREE MEDICAL BENEFITS*			0
PERS Medical (OPEB cost)	0		0
Delta Dental	0		0
Vision Care	0		0
CalPERS Settlement	0		0
COMMUNITY SERVICE ACTIVITIES			0
Public Education	35,000		35,000
Community Pharmaceutical Drop-Off	2,500		2,500
CERT Kits/Sheds/Preparedness	15,000		15,000
Open Houses	500		500
Community Shredder	2,750		2,750
DFSC Matching Grants	24,000		24,000
Firesafe Planting Grants	3,000		3,000
Demonstration Garden	0		0
Community Sandbags	3,000		3,000
Volunteer Appreciation	1,500		1,500
Community Center Fire Alarm	35,000		35,000
DISTRICT ACTIVITIES			0
Professional Development	5,000		5,000
District Office	0		0
Office expense	3,000		3,000
Office supplies	2,350		2,350
Telephone	7,000		7,000
Election	0		0
Firefighter's Apparel & PPE	750		750
Firefighters' Expenses	10,000		10,000
Staff Appreciation	1,750		1,750
Memberships	7,600		7,600
P/S Building	0		0
Needs Assessment/Feasibility Study	115,000		115,000
Gardening service	3,200		3,200
Building alarm	1,500		1,500
Medical waste disposal	5,500		5,500
Janitorial	1,500		1,500

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2019-2020

Misc. Maint/Improvements	13,000		13,000
PG&E	8,500		8,500
Water/Sewer	2,400		2,400
Staff	0		0
Wages	63,834		63,834
Longevity Pay	1,000		1,000
Overtime Wages	2,500		2,500
Vacation Wages Accrual Adjustment	608		608
Medical/dental insurance compensation	11,760		11,760
Retirement Contribution	7,587		7,587
Payroll Taxes	8,919		8,919
Insurance - Workers Comp/Life	1,935		1,935
Processing	1,730		1,730
Operating Contingency Fund	25,000		25,000
Total Operating Expense	3,879,909	73,500	3,953,409
Capital Outlay			
Firefighter qtrs/equip	15,000		15,000
Office Furniture/Computers	5,000		5,000
Command Vehicle	60,000		60,000
Type III Engine	372,000		372,000
Total Capital Outlay	452,000		452,000
			0
TOTAL EXPENDITURES	4,331,909	73,500	4,405,409
Beginning Cash	9,321,224	0	9,321,224
Revenue	4,720,677	0	4,720,677
Operating Expenditures	-3,879,909	-73,500	-3,953,409
Capital Expenditures	-452,000	0	-452,000
<i>Accrual to Cash Adjustment</i>			0
<u>ENDING CASH</u>	9,709,992	-73,500	9,636,492



1475 N Broadway, Suite 307, Walnut Creek, CA 94596
400 Appian Way, El Sobrante, CA 94803
www.nerdcrossing.com
info@nerdcrossing.com
1-888-NERD-XING (1-888-637-3946)

Honest, High Quality Technology Services

Block of Hours

Option #1

- Minimum block of hours – 20 hours, billable @\$165/hour (\$3,300)
- Use as you need
- One hour minimum remote support calls
- Two hour minimum on-site visit
- No travel fees to main business location (within 20 miles of NERD HQ)
- Remote monthly maintenance will be scheduled each month; minimum one hour
- Expires in one year

_____ **Initial to accept**

Option #2

- Block of hours – 40 hours, billable @\$150/hour (\$6,000)
- Includes a 10% discount
- Use as you need
- One hour minimum remote support calls
- Two hour minimum on-site visit
- No travel fees to main business location (within 20 miles of NERD HQ)
- Remote monthly maintenance will be scheduled each month; minimum one hour
- Expires in one year

_____ **Initial to accept**

Your block of hours can be used for project work, on-going support, remote help desk and proactive monthly maintenance during regular business hours Monday-Friday, 9am-6pm.

Note: After hours support is not included and will be billable at \$195/hour (two hour minimum).

Terms & Agreement

Payment for block of hours is due upon receipt and is non-refundable. Work cannot begin until an Authorized Signature and payment has been received.

Prices are subject to change without notice due to availability. This quote is valid for (30) days.

I, _____, have reviewed the proposal from Nerd Crossing and agree to the outlined scope of work.

Signed _____ Title _____ Date _____

ITEM 12

PRESIDENT'S REPORT

President's Report

8 January 2020

a. Update on shared conference room. The KPPCSD board was informed that KFPD continues to utilize the shared conference room according to mutually agreed upon procedures to share the conference room with the police department. KPPCSD declined to correct the public record in which that district's general manager incorrectly asserted at the KPPCSD November regular meeting that the KFPD "has taken over the conference room and it's limited [their] office space."

b. Temporary committees and representatives. President Stein appoints the following temporary committees and representatives for calendar year 2020 (as of 3 January 2020):

Building Committee (continuing from 2019)

Director Dommer

Director Nagel

Information Technology Committee

Director Nagel

Director Stein

California Special Districts Association Representative at the county level

Director Nagel

Invitations extended and awaiting reply (as of 3 January 2020):

Demonstration Garden at Community Center

Director Padian has volunteered to serve.

Newsletter and communication

Vacant.

CSDA certification board liaison with staff

Vacant.

Previously appointed positions that now report under the Emergency Preparedness Committee:

Diablo Fire Safe Council Representative

East Bay Regional Parks Representative

c. On the horizon.

- The District needs to identify space on the first floor of the Public Safety Building to house the new District Manager function. The office space previously dedicated to that function on the second floor is no longer available. This will require negotiation with KPPCSD.
- The lease to KPPCSD for dedicated and shared space in the Public Safety Building expires on 30 June 2020. Preliminary discussions should commence in February 2020.

ITEM 13

FIRE CHIEF'S REPORT



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: January 2, 2020
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Fire Chief's Report for January 2019**

Run Reports

There were 28 incidents that occurred during the month of December in the community of Kensington which was just a slight increase over November. During this same time, Engine 65 responded to a total of 53 calls in all districts which is the same number of calls from last month. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations and incident type for these calls.

Wild Fire Cameras

The Fire Department was contacted by PG&E inquiring on installing one or more cameras on their towers that would provide more coverage of the Wild Cat Canyon area. These would be in addition to the two cameras discussed last month that are already in service in the county and maintained by ALERTWildfire. The Fire Department is in support of this opportunity and will continue to discuss the possibilities and locations. As a reminder, the other cameras can be viewed at <http://www.alertwildfire.org/southeastbay/index.html>

Annual Toys for Tots

The Toy for Tots campaign this year was once again very successful with over 40 large boxes of toys collected and delivered to the program.

Register with the Contra Costa County Community Warning System

It cannot be stressed enough the importance to take a moment to register cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you when life-threatening incidents, like wildfire or power shutdowns, occur. www.cwsalerts.com

ITEM 14

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1040

1040.10 The Political Reform Act, Government Code §81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Kensington Fire Protection District.

1040.20 Designated employees shall file statements of economic interests with the Clerk of the County of Contra Costa.

APPENDIX A

PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1	700
Manager	1	700
Emergency Preparedness Committee Members	1	700

PART II - DISCLOSURE CATEGORIES

1. Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:
 - a. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District; or,
 - b. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.
2. With respect to designated positions, investments or business positions in any business entity or sources of income which are (1) private (service(s) similar to those provided by district) companies or (2) entities or persons engaged in real estate development or owners of real estate, and interests in real property are disclosable if held, regardless of any contractual relationship with the District at any time.

PART III - APPLICABLE FPPC FORM

In accordance with Government Code §87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designated to file Form 700 are those "directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions." The most current form of the FPPC's Form 700, Statement of Economic Interests, can be found on their website at www.fppc.ca.gov.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Construction and building materials
- Engineering services, including hydrology services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Water quality testing
- Pesticides and herbicides
- Communications equipment and services
- Well drilling supplies and contractors
- Electrical equipment, including pumping equipment
- Computer hardware and software
- Architectural services
- Water treatment equipment, supplies and services
- Custom farming services such as weed abatement, etc.
- Telemetry equipment
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Canal and pipeline maintenance services
- Insurance companies

ITEM 15

PROPOSAL TO SUPPLY EMERGENCY RADIOS TO KENSINGTON CITIZENS

Motion: The KFPD will offer emergency radios to its citizens under a voluntary contribution program.

Rationale: Many communities from Alaska to Alabama have provided emergency radios to their citizens to help them in case of disasters when electrical power, cell towers, and other facilities fail to work. In the Bay Area, even during PG&E's PSPS events, a significant number of cell towers failed after a few hours. With power down, modems and routers don't work and so there is no internet, and also no internet-based phones. In our recent fire season this became an actual crisis for many citizens who could get no outside information, and this also applied to the people in Paradise, Napa, and Sonoma. The more citizens who have emergency radios, the better informed they will be.

Critically, many Kensington residents are on limited incomes and (or) are not highly mobile or technologically savvy. These are our most vulnerable residents. Supplying them radios is not enough but at least they can have the opportunity to be informed in case of emergency.

What is an emergency radio? It has several sources of power apart from AC current (Li-ion batteries, AA batteries, hand crank, solar panel). It receives AM and FM bands and also NOAA emergency warnings. With several sources of power it is unlikely to be useless when disaster hits, and even works well as a daily radio source in the absence of emergency (through its AC power source). Some radios have an option to turn themselves on automatically and sound an alarm when there is an emergency, so people can know to tune into the relevant stations.

We propose to provide these radios along with an AC-USB adapter for charging, and full, clear, basic instructions for setting up and using the radios. We can also provide some limited personal support for residents who may not be able to follow all the instructions.

Decision tree.

1. The Board can decide to pursue or not pursue the following program (with amendments as needed). However, information about emergency radios (and power sources) can still be disseminated to Kensington residents if no purchase program is approved. Will the Board content itself with providing information or elect to offer a program to help supply radios to the public? If the former, end discussion. If the latter, go to step 2.

2. Choice of radios. Several models were considered by the EPC. One, available for about \$30 including batteries, has five sources of power, flashlight and reading light, and a personal siren in case of being trapped. It does not have an option to turn itself on automatically. A second model has four sources of power (Li-ion, hand crank, solar, and AC, but not AA batteries), no siren or reading light, but it turns itself on automatically (when set) for NOAA emergencies, which now also include MyQuake warnings. This retails for about \$50. The EPC discussions

were highly in favor of this model despite the higher cost. The Board may elect to agree or not with the EPC's discussion. If a type of radio is selected, proceed to step 3.

3. Gauging interest. The district should use email, NextDoor, other social media, and possibly a postcard campaign to explain briefly the radios and the proposed program to supply them, and ask for responses of interest. (An email address at kensingtonfire.org can be generated.) A minimum pilot program should comprise around 500 radios, so there should be about that number of responses before proceeding. (There are about 4500 households in Kensington.)

4. If the program proceeds, residents who have expressed interest will have a radio ordered for them; additional radios can be ordered. Residents will be advised that the radios will be available at the PSB on a given date and time, distributed by EPC members. Donations will be solicited by cash and check, but will not be required. Identification will be required. Residents may obtain radios for housebound people by advance arrangement.

The cost to the board would be approximately 500 radios x \$50 (considering discount, tax, shipping, and AC adaptor), or \$25,000, offset by contributions from people receiving radios, for an unknown revenue (but hopefully at least 50%). If the program is successful and sold out, a second wave can be considered.

ITEM 16

[email cover letter to KPPCSD Directors and General Manager]

Dear KPPCSD Directors and General Manager Constantouros:

We ask that you place on your next meeting agenda, either the second meeting in January or your first meeting February, the following item:

“Consideration of a request by the Kensington Fire Protection District Board to form a 2x2 joint committee to hold publicly noticed meetings concerning the future housing of the Kensington Police and Fire Departments (ACTION).”

The rationale and planned structure of this committee is laid out briefly in the attached document. Thanks for your consideration and please contact me with any questions.

[text of document:]

**Request from the KFPD Board to the KPPCSD Board to form a 2x2 joint committee
to hold publicly noticed meetings concerning the future housing
of the Kensington Police and Fire Departments**

Almost a year ago, the Kensington Property Owners Association urged both our boards to form a joint committee and to meet publicly to try to craft solutions to the problems that confront us regarding the future homes of the Police and Fire Departments and their staffs.

Because the KPPCSD Board did not allow any investigation of building a new, joint-purpose Public Safety Building (PSB) in Kensington Park (which they own on behalf of Kensington residents), the KFPD saw no choice but to elect to try to renovate the existing PSB at 217 Arlington (which they similarly own). It is not yet clear from KFPD’s architects how much space can be available for various functions, but we expect the necessary footprints of both units to expand based on new building codes, Federal and County requirements, and best practices.

KPPCSD Directors have repeatedly voiced their commitment to a full working Police facility in Kensington, regardless of how the force and its staff are employed (independent, full contract out, or hybrid model). The KFPD Board feels that the financial and logistic resources of both districts are owned by our citizens, and our obligation is to deliver the best facilities possible with the optimal use of tax dollars. But the condition of the PSB is poor and our employees who live and work there are endangered, so time is of the essence.

We invite you to form with us a 2x2 joint committee to hold publicly noticed meetings, as developing circumstances dictate, to address the future housing of the Fire and Police departments and the best ways to fund these projects, beginning in February 2020. We ask that you put this item for action on your February 2020 agenda. Thank you.

Respectfully,

Julie Stein, President
KFPD Board

ITEM 17

Proposed Standing Committee appointments for calendar year 2020

Submitted by President Stein for consideration by the board

8 January 2020

President Stein proposes to continue the standing committee assignments from calendar year 2019 as follows:

Finance Committee

Director Dommer

Director Stein

Emergency Preparedness Committee

Director Nagel

Director Padian

Ms. Lisa Caronna

Mr. Cortis Cooper

Ms. Katie Gluck

Mr. Peter Guerrero

Mr. Peter Liddell

Mr. Paul Moss

Mr. David Spath