



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

Wednesday, September 8, 2021 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Order N-08-21, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by attending the Zoom webinar (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

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

For public comment items, each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

Internet Address:

<https://us06web.zoom.us/j/81566031039?pwd=NEI3ZUF5L29vSW1UUzhVa0VwTWZDZz09>

Telephone Access:

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

Webinar ID: 815 6603 1039

Passcode: 112233

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

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

President Nagel, Vice President Padian, Directors Dommer, Kosel, and Stein

2. (7:01pm) PUBLIC COMMENT

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.

3. (7:10pm) ADOPTION OF CONSENT ITEMS

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

a. **Approval of Minutes** of the Board of Directors Special Meeting of 07/21/2021 (Approve)

b. **Acceptance of Incident Activity Report** July and August 2021 (Accept)

c. **Approval of Monthly Transmittal** 08/11/2021 and 09/08/2021 (Approve)

d. **Approval of Monthly Financial Reports** 07/31/2021 and 08/31/2021 (Approve)

4. (7:15pm) OLD BUSINESS - None

5. (7:15pm) NEW BUSINESS

a. **Adoption of Resolution 21-06 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY2021-2022**
(Supporting Material)

Action = Discuss and Adopt Resolution 21-06

b. **Adoption of Resolution 21-07 Approving Participation in Negotiations & Meetings to Consider Formation of a Vegetation Management Joint Powers Agency (EBVMJPA) to Address Fire Safety in the East Bay Area** (Supporting Material)

Action = Discuss and Adopt Resolution 21-07

c. **Public Safety Building Renovation Progress Update** (Supporting Material)

General Manager's progress update on the PSB renovation project and temporary facilities.

Action = Receive report/Discussion

6. (8:00pm) FIRE CHIEF'S REPORT (Supporting Material)

Action = Presentation/Discussion

7. **(8:15pm) EMERGENCY PREPAREDNESS COORDINATOR REPORT** (Supporting Material)
Action = Presentation/Discussion
8. **(8:30pm) GENERAL MANAGER'S REPORT** (Supporting Material)
Action = Presentation/Discussion
9. **(8:40pm) EMERGENCY PREPAREDNESS COMMITTEE REPORT** (Padian/Nagel)
 - a. **Emergency Preparedness Committee Meetings of July 22, 2021 & August 26, 2021**
(Approved Meeting Minutes of 06/24/2021 & 07/22/2021 are included here for reference.)
Action = Report by EPC Chair & Discussion
10. **(9:00pm) OUTSIDE AGENCIES REPORTS**
 - a. **Contra Costa Special Districts Association** (Nagel)
 - b. **CA Special Districts Association 2021 Conference** (Kosel, Nagel)
11. **(9:30pm) ANNOUNCE AND ADJOURN TO CLOSED SESSION**
 - a. **Closed Session:** The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

Subject: **Real Property Negotiations (GC54956.8)**
12. **(9:55pm) RECONVENE TO OPEN SESSION**
Report on Action Taken by the Board During Closed Session, if any, pursuant to California Government Code Section 54957.1
13. **(10:00pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on October 13, 2021 at 7:00pm via Zoom Teleconference or in-person should the Board determine that the provisions of California Executive Order N-08-21 are no longer necessary to ensure public safety. The deadline for agenda items to be included in the Board packet is Wednesday, September 29, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, October 6, 2021 by 1:00pm.



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

DATE/TIME: July 21, 2021 / 7:00pm

LOCATION: Via Zoom

PRESENT: Directors: President Larry Nagel, Vice-President Kevin Padian, Director Don Dommer, Director Janice Kosel,
Staff: GM Bill Hansell, Chief Michael Pigoni, Captain David Yun, EPC Johnny Valenzela, Board Clerk Sasha Amiri-Nair
Absent: Director Julie Stein

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:03 p.m. Clerk called roll.

2. PUBLIC COMMENT:

There was no public comment.

3. FIRE HAZARD ABATEMENT HEARING ON THE DESIGNATION OF PROPERTIES CONTAINING FIRE HAZARDS:

The abatement started the first week in May. (61) notices were sent; (3) remain that have not taken care of their properties. For one of them, the resident is attending the meeting. They have been attending to the issue but have not been able to complete the work. Chief Pigoni stated there are two actions tonight, one would be for the Board to declare the properties as a nuisance and a fire hazard. Then, to open a public hearing, receive comments, close the hearing, and approve Resolution 21-04 so the staff can move forward with abatement. Director Kosel would like to make sure all (3) properties are included in the abatement notices.

MOTION: M/s Kosel/Padian: Motion to Approve Resolution 21-04 Declaring Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner.	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel - Noes: None – Absent: Stein	
Motion passed 4-0-1	Video Time Stamped: 15.20

4. ADOPTION OF CONSENT ITEMS:

MOTION: M/s Kosel/Padian: Motion to Approve Consent Items	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel - Noes: None – Absent: Stein	
Motion passed 4-0-1	Video Time Stamped: 17.50

5. OLD BUSINESS:

5a. EMERGENCY PREPAREDNESS COMMITTEE REPORT

5ai. Emergency Preparedness Committee Meeting of April 22, 2021

Combined with Item 9a.

5a.ii: Emergency Preparedness Committee Meeting of May 27, 2021

Combined with Item 9a.

5b. FINANCE COMMITTEE REPORT:

5bi. Finance Committee Meeting Minutes of May 21, 2021

MOTION: M/s Kosel/Nagel : Motion to Approve the May 21, 2021 Minutes	
VOTE: Ayes: Kosel, Nagel - Noes: None	
Motion passed unanimously	Video Time Stamped: 22.18

5 bii. Next Finance Committee Meeting Date

No need for a meeting before September. Next meeting will be in January.

5c. Outside Agencies Reports:

5ci. Contra Costa Special Districts Association:

President Nagel gave a report on the last two meetings. In the May meeting the guest speaker was James Hammock from Nerd Crossing. The following meeting was July 12th. There were two speakers. One was Dr. Blake Simmons, who was a researcher at Lawrence Berkeley National Laboratory. His laboratory has developed a new biochemical process, which converts wood into alcohol. A very promising project and hopefully they will be working with the EPA to get rid of some biomass. The other guest speaker was from the Contra Costa Water District, and they talked about how much water the reservoir will hold and how we need more reservoir space to help with the drought. President Nagel recommended Chad Davidson as the CSDA Board of Directors Election Ballot.

5cii. State Professional Development and Membership Services Committees:

Janice had a reminder that the CSDA has waived all fees for their educational programs this year.

6. NEW BUSINESS:

6a. Introduction of Emergency Preparedness Coordinator Johnny Valenzuela:

GM Hansell introduced the District's new Emergency Preparedness Coordinator, Johnny Valenzuela.

EPC Valenzuela expanded on the introduction. He explained that he took a drive around the Kensington area with KPD Lieutenant Brad Harms to look at problematic evacuation areas. He completed the FirePlug, which was just sent out. He is working on the design of information magnets for distribution and KFPD social media platforms. He has established accounts and sent out red flag warnings communications.

Director Kosel hoped that he would give a monthly report so the Board would be aware of what is going on. She stated the Police Department has provided a list of vulnerable members of the community but doesn't know what to do with it. It's her understanding that they would welcome participation from us on developing solutions for individual vulnerable members. She asked if he could talk with the Police Department to help develop some solutions. Valenzuela said he would follow-up on that.

Public comment was by Danielle Madugo.

6b. Public Safety Building Renovation Progress Update Including Architect Selection, Structural Engineer Selection, and Budget Amendment:

GM Hansell presented the report. The recommended action was to enter into a services agreement on behalf of the District with MarJang Architecture and ZFA Structural Engineers to proceed with project design and engineering for the renovation of the PSB, and to amend the FY21/22 budget to include Capital Inlay from the reserves of up to \$484,252 to fund the estimated Capital Outlay costs describe in MarJang's and ZFA's proposals.

RFPs were sent out and three responses were submitted. All three were very qualified firms with relevant experiences. They all had very insightful comments on the project. All three walked through the building and were interviewed in person by GM Hansell, President Nagel, and Director Dommer. One architecture firm stood out from the others: MarJang. Not only does Karen Mar have excellent experience, she was also very sensitive to the concept of working together as a team and had a helpful communication style. She also provided a very complete cost proposal that was more advanced and comprehensive than the other two firms. The proposal she presented was very aggressive and will hopefully save the District a lot of money. GM Hansell conducted reference checks and MarJang received great recommendations. For the structural engineering RFP, two proposals were received: one from IDA and one from ZFA, with ZFA coming in lower by about 30%. ZFA is a highly regarded engineering firm and the architects had more experience with them. The combination appeared better to create the design team. The GM recommended the motion to engage with MarJang and ZFA. The next priority is to define the structural scope as quickly as possible in order to get an idea as to what that will cost. Capital inlay and outlay line-item categories, which included the hard and soft costs, were referred to from the preliminary budget. Moving forward, the Board will see that element of the budget line item and how it's being spent. The last piece of the puzzle will be the financial long term analysis and he hopes to get someone on board in the next month or two. By August or September, the District will have better information on how to use that info in their financial plan.

Director Kosel commended Bill on the report and the clarification on how the money will be spent.

Clerk of the Board read public comments that were submitted by email from KPOA President, Rob Firmin.

GM Hansell explained his response to Firmin's letter.

MOTION: M/s Nagel/Padian: Motion to Direct the GM to Enter into Services Contract on Behalf of KFPD with MarJang Architecture and ZFA Structural Engineers to Proceed with Project Design and Engineering for the Renovation of the PSB in accordance with the approved motion detailed in Agenda Item 4c of the April 14, 2021 KFPD Board of Directors Meeting.	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel - Noes: None – Absent: Stein	
Motion passed 4-0-1	Video Time Stamped: 1.15.02

MOTION: M/s Nagel/Dommer: Motion to Direct the GM to Amend the FY21/22 Budget to Include the Capital Inlay from the Reserves of up to \$484,252 to fund the estimated Capital Outlay costs described in MarJang's and ZFA's fee proposal.	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel - Noes: None – Absent: Stein	
Motion passed 4-0-1	Video Time Stamped:1.16.39

6c. Transition Period from Virtual to In-Person Public Meetings:

GM Hansell explained the Governor's current executive order expires on Sept. 30, 2021, so the District can continue with the virtual meetings up until that point. If we were to move to in-person meetings, we would need figure out exactly where they would happen and, technologically, how we would accommodate virtual participation.

For in-person meetings, Chief Pigoni stated that if attendees are vaccinated, they do not need to wear a mask, but if they are not then a mask would be mandated. If in-person meetings were to begin, based on the County Medical Director, everyone who attended the meeting would have to wear a mask. The Chief is ready to return to in person meetings, but he understood the hesitation for those who did not feel comfortable returning. He stated that El Cerrito planned to go back in-person meetings in September and have prepared for it by purchasing plexiglass between all of the city council members and obtaining additional technology to make sure the public would be included in the zoom calls. The potential issue for the District would be: is the community center still an option or not, or do they go back to using the Public Safety Building? There's also a lack of parking at the Fire station, so that may be a problem for the public.

GM Hansell said he spoke with GM Brown about the community center and she said she didn't have a problem with them returning but KPPCSD is lacking the staff to move forward with opening the buildings to the public. She would advocate for its use if the District wants to move forward, but it will take some time to get everything in place.

Director Kosel recommended that they hold another virtual meeting in September and discuss this again once they have more information about the Delta variant.

Clerk of the Board read public comments that were submitted by email from Katie Gluck and Mark Wegner.

GM Hansell will look into the technology to see what is available. It was agreed to hold the next meeting via Zoom in September.

7. FIRE CHIEF'S REPORT:

Chief Pigoni gave his report. The call volume shot up in the month of June, with 16 calls that increased from the previous month. No major fires or wrecks, just basic run of the mill type calls. We are now in the third week of the month and all of the stations have been fairly busy. People are calling 911 when they see smoke but don't see a fire, so they get concerned and call in. July 4th was forecasted to be a lot warmer weather than was originally predicted. They up staffed Engine 65 and had two engines on patrol for the holiday. There were no fires, but there were some reports of local fireworks, though they didn't find any and there were no incidents. There are numerous fires burning throughout the state. They have a few people out handling these fires. So far this year, Cal Fire reports that we have had about 5,000 incidents in the state and that 142k acres have burned. That is over 100k acres more than last year at the same. We are way ahead of calls and acres burned this year. For vegetation management, the staff is still working with homeowners to get their properties fixed. The Chief announced that if people are not signed up for the warning system they should do it as soon as possible.

7a. Announcement: Retirement of Battalion Chief Joseph Grupalo

In his remarks, Chief Pigoni praised Joseph Grupalo's service to the District and spoke about his history. President Nagel said he was sorry to see BC Grupalo go but knew it was for the best and wished him well at Zonehaven. Director Kosel, said BC Grupalo was a real treasure and he will definitely be missed and offered her congratulations. Director Padian, said he has learned so much from him and thanked him for everything.

MOTION: M/s Kosel/Padian: Motion to Approve Resolution 21-05	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel - Noes: None – Absent: Stein	
Motion passed 4-0-1	Video Time Stamped:1.44.09

8. GENERAL MANAGER'S REPORT:

GM Hansell gave his report. Originally, when the grant writer RFPs came in, there was only one qualified applicant. The GM worked on further outreach and eventually received a total of (3) proposals. He asked President Nagel and Director Kosel to join him in the interviews. Sudi Shoja of ESS came highly recommended by other Districts and seemed to match most closely the District's needs. She has extensive experience with FEMA grants and was very encouraging about applying for funding for the PSB project. She occasionally does studies on cost benefits or rate of return, and for every dollar spent on their grant writing, ESS generated two hundred dollars in grant money. GM Hansell decided to move forward with her based the outstanding nature of her recommendations and background. He has provided her with KFPD's consultant agreement and she has accepted it. On another note, GM Hansell will bring back the draft revisions of the Operational Manual to the board at a later date.

9. EMERGENCY PREPAREDNESS COMMITTEE REPORT:

VP Padian gave an update on the committee's progress. They discussed a public address system, the info magnets, and emergency radios. The most important task that they have

accomplished was hiring Johnny Valenzuela. He has been doing amazing work. He published the FirePlug, which was a great help. The next plan is to put out a booklet for the community with information about emergency preparedness. Hiring a grant writer was terrific, and VP Padian is looking forward to working with her regarding the grant process. A main topic the EPC has investigated is a public address system or emergency warning system. A PA system could reach everyone. He asked if a PA system could be tied-in and controlled by our local Fire and Police Chiefs. If the Chiefs don't want to take on the additional system, then there is no point moving forward with this plan. A mailer could be sent out to provide a lot of information for the residents.

President Nagel stated the next meeting is scheduled for tomorrow.

10. OUTSIDE AGENCIES REPORTS:

10a. Contra Costa Special Districts Association

President Nagel added that Sept. 20, 2021, is the next meeting.

10b. State Professional Development and Membership Services Committees

Report was given earlier in the meeting.

The next Board meeting will be scheduled for September.

President Nagel adjourned the meeting in honor of former KFPD Fire Chief Markert's. He noted Chief Markert's extensive service to the District and offered condolences to Chief Markert's family upon his passing.

ADJOURNMENT: The meeting adjourned at 9:21 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on _____.

Attest:

Secretary of the Board



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: August 31, 2021

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

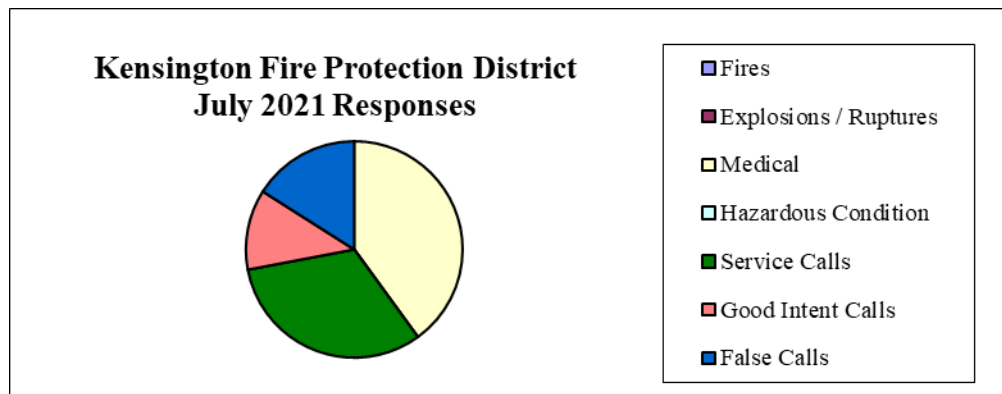
RE: **Incident Activity Reports for the Month of July 2021**

There were 25 incidents that occurred during the month of July in the community of Kensington. This is a decrease of 9 calls over the previous month. 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 165 responded to a total of 58 calls which is a decrease of 11 calls over the previous month.

There were no significant incidents within the community in July despite the weather and fir activity in other parts of the State.

The chart below is broken down into the seven incident response types tracked by the State and National fire incident reporting systems. The following is the number of responses for each type 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>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	40.00%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	32.00%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	3	12.00%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	16.00%
Totals		25	100.00%



Kensington Fire Protection District

Community Response Log for July 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021069448	01-Jul-21 17:47:15	Coventry RD	Kensington	E165	321
2	0021069580	02-Jul-21 02:23:10	Wellesley AVE	Kensington	E165	733
3	0021069705	02-Jul-21 13:12:23	Kingston RD	Kensington	E165	736
4	0021069908	03-Jul-21 00:39:37	Plateau DR	Kensington	E165	736
5	0021071684	07-Jul-21 07:25:21	Windsor AVE	Kensington	E165	321
6	0021072006	07-Jul-21 21:35:02	Rugby AVE	Kensington	E165	611X
7	0021072019	07-Jul-21 22:19:58	Grizzly Peak BLVD	Kensington	E165	5000
8	0021072402	08-Jul-21 20:38:49	Willamette AVE	Kensington	E165	743
9	0021075090	15-Jul-21 12:47:21	Colgate AVE	Kensington	E165	321
10	0021075945	17-Jul-21 14:04:58	Cambridge AVE	Kensington	E165	321
11	0021076065	17-Jul-21 20:20:49	Kenyon AVE	Kensington	E165	622
12	0021076166	18-Jul-21 03:53:26	Highland BLVD	Kensington	E165	611M
13	0021077073	20-Jul-21 11:33:09	Yale AVE	Kensington	E165	321
14	0021077251	20-Jul-21 18:57:21	Purdue AVE	Kensington	E165	321
15	0021077317	20-Jul-21 23:31:52	Edgcroft RD	Kensington	E165	321
16	0021077366	21-Jul-21 03:21:38	Norwood AVE	Kensington	E165	321
17	0021077777	21-Jul-21 22:53:55	Arlington AVE	Kensington	E165	553
18	0021078100	22-Jul-21 18:36:04	Arlington AVE	Kensington	E165	531
19	0021078444	23-Jul-21 15:29:55	Willow LANE	Kensington	E165	520
20	0021078822	24-Jul-21 13:31:28	Ocean View AVE	Kensington	E165	554
21	0021078891	24-Jul-21 16:44:21	Edgcroft RD	Kensington	E165	321
22	0021079227	25-Jul-21 13:08:04	Rincon RD	Kensington	E165	554
23	0021079407	25-Jul-21 22:51:00	Arlington AVE	Kensington	E165	5000
24	0021079543	26-Jul-21 10:20:12	Arlington AVE	Kensington	E172	321
25	0021081508	30-Jul-21 17:32:43	Highland BLVD	Kensington	E165	554

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 July 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021069411	01-Jul-21 15:57:04	Leneve PL	El Cerrito	E165	611X
2	0021069448	01-Jul-21 17:47:15	Coventry RD	Kensington	E165	321
3	0021069580	02-Jul-21 02:23:10	Wellesley AVE	Kensington	E165	733
4	0021069705	02-Jul-21 13:12:23	Kingston RD	Kensington	E165	736
5	0021069754	02-Jul-21 15:58:42	I 580 W	Richmond	E165	150
6	0021069908	03-Jul-21 00:39:37	Plateau DR	Kensington	E165	736
7	0021070154	03-Jul-21 17:33:23	Wildcat Creek TRL	Orinda	E165	321
8	0021070302	04-Jul-21 03:01:28	Shevlin DR	El Cerrito	E165	611M
9	0021071684	07-Jul-21 07:25:21	Windsor AVE	Kensington	E165	321
10	0021071990	07-Jul-21 20:32:01	Leneve PL	El Cerrito	E165	611H
11	0021072006	07-Jul-21 21:35:02	Rugby AVE	Kensington	E165	611X
12	0021072019	07-Jul-21 22:19:58	Grizzly Peak BLVD	Kensington	E165	5000
13	0021072402	08-Jul-21 20:38:49	Willamette AVE	Kensington	E165	743
14	0021072671	09-Jul-21 14:25:25	Colusa AVE	El Cerrito	E165	5000
15	0021073171	10-Jul-21 17:41:22	Eureka AVE	El Cerrito	E165	400
16	0021073349	11-Jul-21 00:12:34	Lexington AVE	El Cerrito	E165	745
17	0021073472	11-Jul-21 11:01:46	S Park DR	Orinda	E165	611M
18	0021073695	12-Jul-21 02:03:16	Ramona AVE	El Cerrito	E165	321
19	0021074582	14-Jul-21 07:40:35	Key Route BLVD	El Cerrito	E165	5000
20	0021074796	14-Jul-21 17:29:34	El Portal DR	Richmond	E165	611
21	0021075026	15-Jul-21 09:58:13	Carmel AVE	El Cerrito	E165	321
22	0021075090	15-Jul-21 12:47:21	Colgate AVE	Kensington	E165	321
23	0021075945	17-Jul-21 14:04:58	Cambridge AVE	Kensington	E165	321
24	0021076065	17-Jul-21 20:20:49	Kenyon AVE	Kensington	E165	622
25	0021076166	18-Jul-21 03:53:26	Highland BLVD	Kensington	E165	611M
26	0021076343	18-Jul-21 16:00:31	Navellier ST	El Cerrito	E165	321
27	0021076397	18-Jul-21 18:22:01	Bonnie DR	El Cerrito	E165	321
28	0021076930	20-Jul-21 01:07:57	Carmel AVE	El Cerrito	E165	5000
29	0021077073	20-Jul-21 11:33:09	Yale AVE	Kensington	E165	321
30	0021077220	20-Jul-21 17:29:32	Elm ST	El Cerrito	E165	522
31	0021077251	20-Jul-21 18:57:21	Purdue AVE	Kensington	E165	321
32	0021077317	20-Jul-21 23:31:52	Edgecroft RD	Kensington	E165	321

33	0021077366	21-Jul-21 03:21:38	Norwood AVE	Kensington	E165	321
34	0021077777	21-Jul-21 22:53:55	Arlington AVE	Kensington	E165	553
35	0021077907	22-Jul-21 09:56:28	Avis DR	El Cerrito	E165	321
36	0021077909	22-Jul-21 09:59:20	Cypress AVE	El Cerrito	E165	321
37	0021077926	22-Jul-21 10:46:59	Kearney ST	El Cerrito	E165	5000
38	0021077940	22-Jul-21 11:28:00	Snowdon AVE	El Cerrito	E165	321
39	0021078006	22-Jul-21 13:43:49	Everett ST	El Cerrito	E165	611M
40	0021078100	22-Jul-21 18:36:04	Arlington AVE	Kensington	E165	531
41	0021078444	23-Jul-21 15:29:55	Willow LANE	Orinda	E165	520
42	0021078682	24-Jul-21 07:18:05	Key Route BLVD	El Cerrito	E165	611M
43	0021078822	24-Jul-21 13:31:28	Ocean View AVE	Kensington	E165	554
44	0021078891	24-Jul-21 16:44:21	Edgecroft RD	Kensington	E165	321
45	0021079108	25-Jul-21 04:52:37	El Cerrito PLZ	El Cerrito	E165	740
46	0021079227	25-Jul-21 13:08:04	Rincon RD	Kensington	E165	554
47	0021079407	25-Jul-21 22:51:00	Arlington AVE	Kensington	E165	5000
48	0021080077	27-Jul-21 14:06:36	Arlington BLVD	Orinda	E165	444
49	0021080100	27-Jul-21 14:26:12	Manila AVE	El Cerrito	E165	321
50	0021080301	27-Jul-21 23:32:17	Ashbury AVE	El Cerrito	E165	611M
51	0021080328	28-Jul-21 01:18:46	Seaview DR	El Cerrito	E165	321
52	0021080489	28-Jul-21 12:06:29	Balra DR	El Cerrito	E165	611M
53	0021080583	28-Jul-21 16:26:24	0-0 Lake Anza RD	Berkeley	E165	611M
54	0021080794	29-Jul-21 07:14:41	Ramona AVE	El Cerrito	E165	321
55	0021080813	29-Jul-21 08:33:18	Norvell ST	El Cerrito	E165	554
56	0021081040	29-Jul-21 17:55:56	Balra DR	El Cerrito	E165	321
57	0021081508	30-Jul-21 17:32:43	Highland BLVD	Kensington	E165	554
58	0021082089	01-Aug-21 07:12:35	Key Route BLVD	El Cerrito	E165	5000

Type Series

Description

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

- (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)*



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



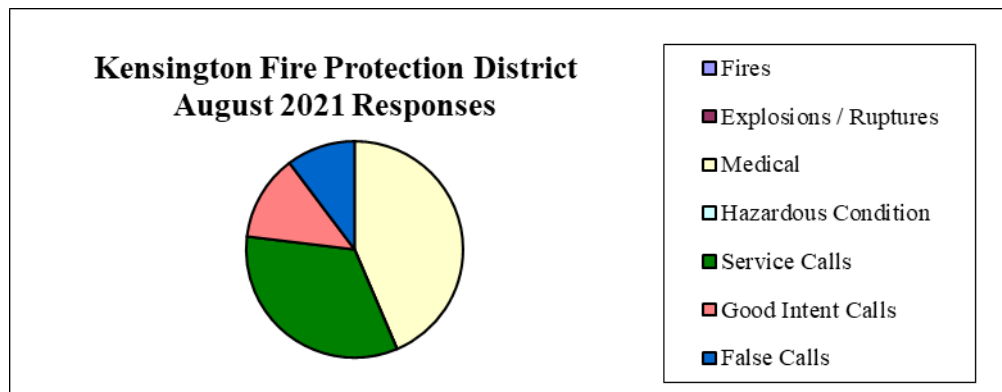
DATE: September 1, 2021
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of August 2021**

There were 39 incidents that occurred during the month of August in the community of Kensington. This is an increase of 14 calls over the previous month. 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 165 responded to a total of 63 calls which is a increase of 5 calls over the previous month.

The increase in calls is primarily due to additional smoke or odor investigations and public assists. Fortunately, there were not fires during the month. On August 11th there was a vehicle accident on Cambridge when a car failed to stop at a stop sign and ran into a house across from the intersection. The residence was occupied, but no one was injured although the driver was shaken up. On August 14th, we responded to a report of a car into a building behind the ACE Hardware store on the Arlington. Crews arrived to find a car had hit the office building. The driver was not injured in this accident either.

The chart below is broken down into the seven incident response types tracked by the State and National fire incident reporting systems. The following is the number of responses for each type 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>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	17	43.59%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	13	33.33%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	5	12.82%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	10.26%
Totals		39	100.00%



Kensington Fire Protection District Community Response Log for August 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021082587	02-Aug-21 10:53:10	Garden DR	Kensington	E165	321
2	0021082629	02-Aug-21 12:32:32	Ocean View AVE	Kensington	E165	554
3	0021083995	05-Aug-21 13:12:02	Trinity AVE	Kensington	E165	554
4	0021084091	05-Aug-21 17:46:37	Kingston RD	Kensington	E165	321
5	0021084743	07-Aug-21 08:49:29	Avon RD	Kensington	E165	321
6	0021084889	07-Aug-21 16:50:15	Coventry RD	Kensington	E165	743
7	0021084937	07-Aug-21 18:44:12	Coventry RD	Kensington	E165	733
8	0021085321	08-Aug-21 19:02:27	Yale AVE	Kensington	E165	653
9	0021085521	09-Aug-21 09:02:39	Ocean View AVE	Kensington	E165	554
10	0021085577	09-Aug-21 11:48:52	Kensington CT	Kensington	E165	700
11	0021085679	09-Aug-21 16:46:08	Kensington CT	Kensington	E165	321
12	0021085715	09-Aug-21 18:23:04	Arlington AVE	Kensington	E165	611M
13	0021085930	10-Aug-21 09:44:07	Arlington AVE	Kensington	E165	550
14	0021086132	10-Aug-21 16:49:09	Avon RD	Kensington	E165	321
15	0021086691	11-Aug-21 22:01:47	Cambridge AVE	Kensington	E165	322
16	0021087002	12-Aug-21 15:24:23	Ardmore RD	Kensington	E165	321
17	0021087035	12-Aug-21 16:42:18	Colusa AVE	Kensington	E165	550
18	0021087258	13-Aug-21 09:10:37	Colgate AVE	Kensington	E165	321
19	0021087687	14-Aug-21 10:09:24	Highgate RD	Kensington	E165	5000
20	0021087747	14-Aug-21 12:26:17	Arlington AVE	Kensington	E165	324
21	0021088583	16-Aug-21 09:27:12	Ardmore RD	Kensington	E165	321
22	0021089140	17-Aug-21 12:53:40	Central Park DR	Kensington	E165	381
23	0021089646	18-Aug-21 17:55:51	Yale AVE	Kensington	E165	554
24	0021089892	19-Aug-21 11:22:28	Ardmore RD	Kensington	E165	611X
25	0021090564	21-Aug-21 07:06:31	Willamette AVE	Kensington	E165	321
26	0021090683	21-Aug-21 12:15:12	Lenox RD	Kensington	E165	611X
27	0021091023	22-Aug-21 09:29:32	Purdue AVE	Kensington	E165	321
28	0021091619	23-Aug-21 15:32:49	Purdue AVE	Kensington	E165	311
29	0021092855	26-Aug-21 13:42:23	Norwood AVE	Kensington	E165	321
30	0021092975	26-Aug-21 17:08:14	Amherst AVE	Kensington	E165	554
31	0021093467	27-Aug-21 20:09:29	Purdue AVE	Kensington	E165	550
32	0021093564	28-Aug-21 00:34:37	Sunset DR	Kensington	E165	520

33	0021093995	29-Aug-21 01:29:59	Coventry RD	Kensington	E165	554
34	0021094002	29-Aug-21 01:30:48	Plateau DR	Kensington	E165	735
35	0021094005	29-Aug-21 01:52:09	York AVE	Kensington	E172	611X
36	0021094068	29-Aug-21 07:58:30	Cowper AVE	Kensington	E165	554
37	0021094077	29-Aug-21 08:43:36	Colusa AVE	Kensington	E165	321
38	0021094663	30-Aug-21 15:04:04	Lake DR	Kensington	E165	553
39	0021095259	31-Aug-21 20:04:14	Berkeley Park BLVD	Kensington	E165	321

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

Engine 65 Response Log for August 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021082196	01-Aug-21 13:15:07	Carmel AVE	El Cerrito	E165	321
2	0021082587	02-Aug-21 10:53:10	Garden DR	Kensington	E165	321
3	0021082629	02-Aug-21 12:32:32	Ocean View AVE	Kensington	E165	554
4	0021082708	02-Aug-21 15:46:44	Canon DR	Berkeley	E165	321
5	0021083396	04-Aug-21 06:15:38	Hancock WAY	El Cerrito	E165	321
6	0021083745	04-Aug-21 20:58:08	Carlson BLVD	El Cerrito	E165	611M
7	0021083995	05-Aug-21 13:12:02	Trinity AVE	Orinda	E165	554
8	0021084091	05-Aug-21 17:46:37	Kingston RD	Kensington	E165	321
9	0021084743	07-Aug-21 08:49:29	Avon RD	Kensington	E165	321
10	0021084821	07-Aug-21 13:17:58	San Pablo AVE	El Cerrito	E165	321
11	0021084889	07-Aug-21 16:50:15	Coventry RD	Kensington	E165	743
12	0021084937	07-Aug-21 18:44:12	Coventry RD	Kensington	E165	733
13	0021085291	08-Aug-21 17:30:00	San Pablo AVE	El Cerrito	E165	113
14	0021085321	08-Aug-21 19:02:27	Yale AVE	Kensington	E165	653
15	0021085521	09-Aug-21 09:02:39	Ocean View AVE	Kensington	E165	554
16	0021085577	09-Aug-21 11:48:52	Kensington CT	Kensington	E165	700
17	0021085679	09-Aug-21 16:46:08	Kensington CT	Kensington	E165	321
18	0021085715	09-Aug-21 18:23:04	Arlington AVE	Kensington	E165	611M
19	0021085784	09-Aug-21 21:51:25	Arlington BLVD	El Cerrito	E165	733
20	0021085930	10-Aug-21 09:44:07	Arlington AVE	Kensington	E165	550
21	0021085974	10-Aug-21 11:16:02	Key Route BLVD	El Cerrito	E165	554
22	0021086132	10-Aug-21 16:49:09	Avon RD	Kensington	E165	321
23	0021086691	11-Aug-21 22:01:47	Cambridge AVE	Kensington	E165	322
24	0021086788	12-Aug-21 06:26:48	Bonnie DR	El Cerrito	E165	321
25	0021087002	12-Aug-21 15:24:23	Ardmore RD	Kensington	E165	321
26	0021087035	12-Aug-21 16:42:18	Colusa AVE	Kensington	E165	550
27	0021087258	13-Aug-21 09:10:37	Colgate AVE	Kensington	E165	321
28	0021087316	13-Aug-21 12:07:39	Bates AVE	El Cerrito	E165	321
29	0021087377	13-Aug-21 15:01:35	Key BLVD	El Cerrito	E165	554
30	0021087382	13-Aug-21 15:19:36	San Pablo Towne CTR	San Pablo	E165	611M
31	0021087687	14-Aug-21 10:09:24	Highgate RD	Kensington	E165	5000
32	0021087747	14-Aug-21 12:26:17	Arlington AVE	Kensington	E165	324
33	0021088172	15-Aug-21 10:53:56	Wildcat Canyon RD	Berkeley	E165	611M

34	0021088583	16-Aug-21 09:27:12	Ardmore RD	Kensington	E165	321
35	0021088706	16-Aug-21 14:22:01	Gladys AVE	El Cerrito	E165	611M
36	0021089140	17-Aug-21 12:53:40	Central Park DR	Kensington	E165	381
37	0021089646	18-Aug-21 17:55:51	Yale AVE	Kensington	E165	554
38	0021089892	19-Aug-21 11:22:28	Ardmore RD	Kensington	E165	611X
39	0021090205	20-Aug-21 09:24:09	S Park DR	Contra Costa C	E365	300
40	0021090564	21-Aug-21 07:06:31	Willamette AVE	Kensington	E165	321
41	0021090683	21-Aug-21 12:15:12	Lenox RD	Orinda	E165	611X
42	0021091023	22-Aug-21 09:29:32	Purdue AVE	Kensington	E165	321
43	0021091619	23-Aug-21 15:32:49	Purdue AVE	Kensington	E165	311
44	0021092767	26-Aug-21 10:17:40	Bates AVE	El Cerrito	E165	611X
45	0021092855	26-Aug-21 13:42:23	Norwood AVE	Kensington	E165	321
46	0021092975	26-Aug-21 17:08:14	Amherst AVE	Kensington	E165	554
47	0021093282	27-Aug-21 12:32:40	Santa Clara AVE	El Cerrito	E165	321
48	0021093467	27-Aug-21 20:09:29	Purdue AVE	Orinda	E165	550
49	0021093564	28-Aug-21 00:34:37	Sunset DR	Kensington	E165	520
50	0021093608	28-Aug-21 06:54:44	Ramona AVE	El Cerrito	E165	554
51	0021093988	29-Aug-21 00:54:39	Carmel AVE	El Cerrito	E165	554
52	0021093995	29-Aug-21 01:29:59	Coventry RD	Kensington	E165	554
53	0021094002	29-Aug-21 01:30:48	Plateau DR	Kensington	E165	735
54	0021094068	29-Aug-21 07:58:30	Cowper AVE	Kensington	E165	554
55	0021094077	29-Aug-21 08:43:36	Colusa AVE	Kensington	E165	321
56	0021094109	29-Aug-21 10:20:36	Carmel AVE	El Cerrito	E165	554
57	0021094114	29-Aug-21 10:43:15	Pomona AVE	El Cerrito	E165	733
58	0021094169	29-Aug-21 13:12:33	Carmel AVE	El Cerrito	E165	554
59	0021094663	30-Aug-21 15:04:04	Lake DR	Kensington	E165	553
60	0021094899	31-Aug-21 06:54:24	Carmel AVE	El Cerrito	E165	550
61	0021095073	31-Aug-21 13:22:18	Southampton AVE	Berkeley	E165	611F
62	0021095259	31-Aug-21 20:04:14	Berkeley Park BLVD	Kensington	E165	321
63	0021095293	31-Aug-21 21:37:51	Carmel AVE	El Cerrito	E165	550

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)*

TO: Auditor Controller of Contra Costa County: TRANSMITTAL - APPROVAL
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

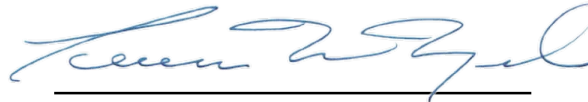
PY/CY:
BATCH #.:
DATE : 8/11/2021
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	8/1/2021	August 2021	7840	2328						309,743.34
50147	KFPD Revolving Fund	8/11/2021	Reimburse Revolving fund	7840	2490						<u>58,286.62</u>

TOTAL

368,029.96

Kensington FPD Approval



Board President Aug 11, 2021



General Manager Aug 11, 2021

Kensington Fire Protection District
 Checking Account Replenishment
 August 11, 2021

Transactions:

Payee	Date	Expenses	Description
VSP	07/02/2021	\$ 323.10	VSP Payment
Existing Conditions	07/02/2021	\$ 1,731.00	Retainer- PSB Renovation Soft Costs Project#0521-217
Google	07/06/2021	\$ 79.40	Email Service
Zoom	07/06/2021	\$ 140.00	Zoom Payment
Heartland Payroll	07/07/2021	\$ 72.01	Payroll Processing Fee
Fed/State	07/07/2021	\$ 2,922.13	Payroll Tax Withholding
A Shaghayegh / W Hansell	07/07/2021	\$ 4,473.17	Payroll
CalPERS	07/08/2021	\$ 952.08	Health Settlement
CalPERS	07/08/2021	\$ 6,373.89	Retiree Health
Terminix	07/08/2021	\$ 156.00	Pest Control
Streamline	07/08/2021	\$ 260.00	Website July 2021
Delta Dental Ins Payment	07/09/2021	\$ 948.79	Retiree Dental June 2021
Copy Central	07/12/2021	\$ 85.20	Copies for July 2021 Board Meeting
Momos Flow	07/12/2021	\$ 93.49	Staff Appreciation
Mail Stream Inc	07/12/2021	\$ 457.49	Estimated presorted Standard Postage deposit/ CC Transaction fee
Maze & Associates (Check#995015)	07/13/2021	\$ 6,040.00	Accounting Services May 2021
Hi-Tech EVS, Inc (Check#995019)	07/13/2021	\$ 6,790.15	Vehicle Repairs
R&S Erection of Richmond Inc (Check#995021)	07/14/2021	\$ 1,192.61	Furnish and Install on Existing Door
Nerd Crossing (Check#995022)	07/14/2021	\$ 3,300.00	IT Service- 20 Hour IT Block
Newport Beach Alliant Insurance (Check#995016)	07/16/2021	\$ 1,159.00	07/01/19 to 07/01/22 Crime 3rd Annual Installment
Fire Safety Clearing - Teo Carlone (Check#995014)	07/19/2021	\$ 6,500.00	Wildland Vegetation Mgmt.
Meyers Nave (Check#995020)	07/19/2021	\$ 1,304.10	Legal Service - June 2021
Kel-Aire (Check#995023)	07/19/2021	\$ 378.37	April 2021 Maintenance Filter
COMCAST	07/20/2021	\$ 144.97	Internet
Heartland Payroll	07/22/2021	\$ 72.01	Payroll Processing Fee
Fed/State	07/22/2021	\$ 2,225.14	Payroll Tax Withholding
A Shaghayegh / W Hansell	07/22/2021	\$ 3,575.03	Payroll
CrashPlan	07/26/2021	\$ 9.99	Monthly Payment for Cloud Backup
Existing Conditions (Check#995024)	07/26/2021	\$ 4,160.55	PBS Renovation Soft Costs-Project#0521-217
Vista Print	07/27/2021	\$ 156.29	Printing Services - National Night Out posters
PG&E	07/27/2021	\$ 107.13	Gas Service
County of Contra Costa (Check#995017)	07/27/2021	\$ 37.10	Data Processing Services- August and September 2020
Mail Stream Inc	07/28/2021	\$ 1,639.63	Printing Services - Fire Plug Newsletter
ATT	07/29/2021	\$ 426.80	Office Telephone

Net Withdrawals \$ 58,286.62
 for Replenishment

Replenishment Adjusted for \$ -
 Monthly Bills \$ 58,286.62



Board President 08/13/2021



General Manager 08/13/2021

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

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

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 9/8/2021
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	9/1/2021	September 2021	7840	2328						309,743.34
50147	KFPD Revolving Fund	9/8/2021	Reimburse Revolving fund	7840	2490						<u>45,326.69</u>
TOTAL											<u><u>355,070.03</u></u>

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 September 8, 2021

Transactions:

Payee	Date	Expenses	Description
PG&E	08/02/2021	\$ 1,611.24	Electric Service
VSP	08/02/2021	\$ 323.10	VSP Payment
Zoom	08/06/2021	\$ 140.00	Zoom Payment
A Shaghayegh / W Hansell	08/06/2021	\$ 4,338.11	Payroll
Fed/State	08/06/2021	\$ 2,827.61	Payroll Tax Withholding
Google	08/06/2021	\$ 84.57	Email Service
Heartland Payroll	08/06/2021	\$ 81.29	Payroll Processing Fee
Stericycle	08/09/2021	\$ 297.62	August 2021 Services
Stericycle	08/09/2021	\$ 297.58	July 2021 Services
Streamline	08/10/2021	\$ 260.00	Website August 2021
CalPERS	08/10/2021	\$ 952.08	Health Settlement
CalPERS	08/10/2021	\$ 6,374.53	Retiree Health
Delta Dental Ins Payment	08/10/2021	\$ 948.79	Retiree Dental July 2021
Uprinting	08/11/2021	\$ 756.10	Refrigerator Magnets
Terminix	08/13/2021	\$ 156.00	Pest Control
Altivu (Check #995025)	08/17/2021	\$ 8,333.33	Emergency Prep Coordination Services
Los Moles	08/18/2021	\$ 50.73	Emergency Prep Coordinator Meeting Lunch
Meyers Nave (Check #995028)	08/19/2021	\$ 2,415.42	Legal Service - June 2021
EBMUD	08/19/2021	\$ 423.99	Building Utilities/Service: Water/Sewer
W Hansell	08/20/2021	\$ 3,313.97	Payroll
Fed/State	08/20/2021	\$ 2,147.93	Payroll Tax Withholding
COMCAST	08/20/2021	\$ 144.97	Internet
Heartland Payroll	08/20/2021	\$ 78.54	Payroll Processing Fee
Maze & Associates (Check #995029)	08/23/2021	\$ 3,000.00	Accounting Services June 2021
Everbridge (Check #995026)	08/23/2021	\$ 3,182.70	Annual Nixle Engage
Office Depot	08/23/2021	\$ 459.96	Printer Toner Cartridges
CrashPlan	08/24/2021	\$ 9.99	Monthly Payment for Cloud Backup
PG&E	08/24/2021	\$ 111.15	Gas Service
All-Ways Green Services (Check #995027)	08/26/2021	\$ 251.27	Janitorial Services - July 2021
ATT	08/30/2021	\$ 425.63	Office Telephone
PG&E	08/31/2021	\$ 1,528.49	Electric Service
Net Withdrawals for Replenishment		\$ 45,326.69	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 45,326.69	

 Board President Date

 General Manager Date

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of July 30, 2021**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	86,402.69	Bank Balance as of 07/30/2021, Pending Reconciliation for 07/30/2021.
General Fund	1,625,003.05	Balance as of 07/30/2021, Pending Reconciliations
Special Tax Fund	201,283.55	Balance as of 07/30/2021
Capital Fund	17,342.95	Balance as of 07/30/2021
Total Cash Balance	1,930,232.24	
Investments		
Capital Replacement Funds	1,856,026.10	Balance as of 07/30/2021, Pending Reconciliations
Special Tax Fund	208,156.58	Balance as of 07/30/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,229,642.67	Balance as of 07/30/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 07/30/2021, Pending Reconciliations
Investments - Other	1,731,428.55	Balance as of 07/30/2021, Pending Reconciliations
Total Investments	7,434,297.24	
Total Current Cash and Investments	9,364,529.48	

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison**

09/08/21

July 2021

Accrual Basis

	Jul 21	Jul 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
MCI Income - DON'T USE	0.00	0.00	0.00	0.0%
Property Taxes	0.00	5,648.71	-5,648.71	-100.0%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	3,050.25	6,100.50	-3,050.25	-50.0%
Interest Income	0.00	0.00	0.00	0.0%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Salary Reimb Agreement Recon(s)	0.00	0.00	0.00	0.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Surety Bond Claim	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	3,050.25	11,749.21	-8,698.96	-74.0%
Expense				
Staff				
Wages	5,388.00	12,735.00	-7,347.00	-57.7%
Longevity Pay	0.00	0.00	0.00	0.0%
Overtime Wages	0.00	0.00	0.00	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	0.00	0.00	0.00	0.0%
Retirement Contribution	0.00	0.00	0.00	0.0%
Payroll Taxes	412.17	974.23	-562.06	-57.7%
Workers Compensation/Life Ins	0.00	0.00	0.00	0.0%
Payroll Processing	72.01	139.14	-67.13	-48.3%
Staff - Other	0.00	0.00	0.00	0.0%
Total Staff	5,872.18	13,848.37	-7,976.19	-57.6%
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	952.08	0.00	952.08	100.0%
CCCERA Settlement Agreement	0.00	0.00	0.00	0.0%
RETIREE MEDICAL BENEFITS - Other	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	952.08	0.00	952.08	100.0%
OUTSIDE PROFESSIONAL SERVICES				
Emergency Prep Coordinator	0.00	0.00	0.00	0.0%
Accounting	0.00	3,910.00	-3,910.00	-100.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Actuarial Study	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Bank Fee	0.00	0.00	0.00	0.0%
Contra Costa County Expenses	42.00	0.00	42.00	100.0%
EI Cerrito Contract Fee	293,822.48	269,136.89	24,685.59	9.2%
EI Cerrito Reconciliation(s)	15,920.80	11,416.67	4,504.13	39.5%
IT Services and Equipment	0.00	714.20	-714.20	-100.0%
Emergency Planning	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Fire Engineer Plan Review	0.00	0.00	0.00	0.0%
RGS Contract	0.00	-29,307.43	29,307.43	100.0%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	0.00	0.00	0.00	0.0%
LAFCO Fees	0.00	0.00	0.00	0.0%
Legal Fees	0.00	0.00	0.00	0.0%
PSB Consultant	0.00	0.00	0.00	0.0%
BHI/GM Recruitment	0.00	0.00	0.00	0.0%
Temporary Services	0.00	1,852.46	-1,852.46	-100.0%
Polygon Study	0.00	0.00	0.00	0.0%
RFP Consultant	0.00	0.00	0.00	0.0%
Traffic Study	0.00	-480.00	480.00	100.0%
Professional Fees	0.00	0.00	0.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	260.00	0.00	260.00	100.0%
Wildland Vegetation Mgmt	0.00	0.00	0.00	0.0%
OUTSIDE PROFESSIONAL SERVICES - Other	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	310,045.28	257,242.79	52,802.49	20.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	2,253.41	0.00	2,253.41	100.0%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	0.00	0.00	0.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	0.00	0.00	0.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Contribution	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	2,253.41	0.00	2,253.41	100.0%
DISTRICT ACTIVITIES				
Professional Development	0.00	0.00	0.00	0.0%
Office				
Office Expense	319.76	68.70	251.06	365.4%
Office Supplies	0.00	0.00	0.00	0.0%
Telephone	571.77	1,200.17	-628.40	-52.4%
Office- Other	0.00	102.38	-102.38	-100.0%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	891.53	1,371.25	-479.72	-35.0%

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison**

09/08/21

Accrual Basis

July 2021

	Jul 21	Jul 20	\$ Change	% Change
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	0.00	0.00	0.00	0.0%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Airpacks Expense	0.00	0.00	0.00	0.0%
Ladder Truck Expense	0.00	0.00	0.00	0.0%
Staff Appreciation	93.49	0.00	93.49	100.0%
Memberships				
CCCSDA	0.00	0.00	0.00	0.0%
CSDA	0.00	0.00	0.00	0.0%
Diablo Fire Safe	0.00	0.00	0.00	0.0%
Memberships - Other	0.00	300.00	-300.00	-100.0%
Total Memberships	0.00	300.00	-300.00	-100.0%
Firefighters' Memorial Contrib	0.00	0.00	0.00	0.0%
Wildland Safety Gear	0.00	0.00	0.00	0.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	10,747.80	-10,747.80	-100.0%
Gardening service	0.00	0.00	0.00	0.0%
Building alarm	0.00	0.00	0.00	0.0%
Medical Waste Disposal	0.00	0.00	0.00	0.0%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	0.00	105.00	-105.00	-100.0%
Mechanical service	0.00	0.00	0.00	0.0%
Miscellaneous Maint.				
Scheduled Repairs	0.00	0.00	0.00	0.0%
Miscellaneous Maint. - Other	156.00	3,244.67	-3,088.67	-95.2%
Total Miscellaneous Maint.	156.00	3,244.67	-3,088.67	-95.2%
Building Maintenance - Other	0.00	0.00	0.00	0.0%
Total Building Maintenance	156.00	14,097.47	-13,941.47	-98.9%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	1,718.37	1,410.11	308.26	21.9%
Sewer Charge	0.00	0.00	0.00	0.0%
Water/Sewer	217.44	0.00	217.44	100.0%
Building Utilities/Service - Other	0.00	0.00	0.00	0.0%
Total Building Utilities/Service	1,935.81	1,410.11	525.70	37.3%
Emergency Preparedness Council	0.00	0.00	0.00	0.0%
FireWise Workshop	0.00	0.00	0.00	0.0%
Hills Emergency Forum	0.00	0.00	0.00	0.0%
DISTRICT ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total DISTRICT ACTIVITIES	3,076.83	17,178.83	-14,102.00	-82.1%
Contingency				
CalPERS Settlement for Ret FF	0.00	0.00	0.00	0.0%
IFSTA Manuals	0.00	0.00	0.00	0.0%
Printer/Fax	0.00	0.00	0.00	0.0%
Business Suite	0.00	0.00	0.00	0.0%
Graphic Design	0.00	0.00	0.00	0.0%
General	0.00	0.00	0.00	0.0%
Annexation	0.00	0.00	0.00	0.0%
Accounting	0.00	0.00	0.00	0.0%
Firefighter T-Shirts	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	322,199.78	288,269.99	33,929.79	11.8%
Net Ordinary Income	-319,149.53	-276,520.78	-42,628.75	-15.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - Special	0.00	0.00	0.00	0.0%
Transfers In - General	0.00	0.00	0.00	0.0%
Transfers In	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	0.00	0.00	0.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
Transfers Out	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-319,149.53	-276,520.78	-42,628.75	-15.4%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Lease Agreement	6,100.50	0.00	6,100.50	100.0%
Total Income	<u>6,100.50</u>	<u>0.00</u>	<u>6,100.50</u>	<u>100.0%</u>
Expense				
Staff				
Wages	5,388.00	0.00	5,388.00	100.0%
Payroll Taxes	412.17	0.00	412.17	100.0%
Payroll Processing	72.01	0.00	72.01	100.0%
Total Staff	<u>5,872.18</u>	<u>0.00</u>	<u>5,872.18</u>	<u>100.0%</u>
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	952.08	0.00	952.08	100.0%
Total RETIREE MEDICAL BENEFITS	<u>952.08</u>	<u>0.00</u>	<u>952.08</u>	<u>100.0%</u>
OUTSIDE PROFESSIONAL SERVICES				
Contra Costa County Expenses	42.00	0.00	42.00	100.0%
El Cerrito Contract Fee	587,645.01	0.00	587,645.01	100.0%
El Cerrito Reconciliation(s)	31,841.61	0.00	31,841.61	100.0%
Website Development/Maintenance	260.00	0.00	260.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	<u>619,788.62</u>	<u>0.00</u>	<u>619,788.62</u>	<u>100.0%</u>
COMMUNITY SERVICE ACTIVITIES				
Public Education	2,253.41	0.00	2,253.41	100.0%
Total COMMUNITY SERVICE ACTIVITIES	<u>2,253.41</u>	<u>0.00</u>	<u>2,253.41</u>	<u>100.0%</u>
DISTRICT ACTIVITIES				
Office				
Office Expense	235.09	0.00	235.09	100.0%
Telephone	426.80	0.00	426.80	100.0%
Total Office	<u>661.89</u>	<u>0.00</u>	<u>661.89</u>	<u>100.0%</u>
Staff Appreciation	93.49	0.00	93.49	100.0%
Building Utilities/Service				
Gas and Electric	-698.49	0.00	-698.49	100.0%
Water/Sewer	-206.55	0.00	-206.55	100.0%
Total Building Utilities/Service	<u>-905.04</u>	<u>0.00</u>	<u>-905.04</u>	<u>100.0%</u>
Total DISTRICT ACTIVITIES	<u>-149.66</u>	<u>0.00</u>	<u>-149.66</u>	<u>100.0%</u>
Total Expense	<u>628,716.63</u>	<u>0.00</u>	<u>628,716.63</u>	<u>100.0%</u>
Net Ordinary Income	<u>-622,616.13</u>	<u>0.00</u>	<u>-622,616.13</u>	<u>100.0%</u>
Net Income	<u><u>-622,616.13</u></u>	<u><u>0.00</u></u>	<u><u>-622,616.13</u></u>	<u><u>100.0%</u></u>

Kensington Fire Protection District

Trial Balance

As of July 31, 2021

09/08/21

Accrual Basis

	Jul 31, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	108,565.83	
General Fund	1,247,771.40	
Special Tax Fund	201,282.55	
Capital Fund Cash Total	0.00	
Capital Fund	17,336.95	
Capital Fund:Replacement Funds	0.00	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	48,866.24	
Interest Receivable	50,890.86	
Advance on Taxes	19,384.39	
Advance on Supplemental Taxes	40,618.23	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		3,611,518.88
Prepaid Exp.	8,913.69	
Prepaid CERBT - Retiree Trust	356,357.76	
Investments		12,130.28
Investments:Capital Replacement Funds	3,804,608.80	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay	0.00	
Current Capital Outlay:PSB Renovation Soft Costs	5,891.55	
Current Capital Outlay:Ladder Truck	0.00	
Current Capital Outlay:Airpacks	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:800 MHz System	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	357,643.41	
Current Capital Outlay:Public Safety Building PreConst	0.00	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		6,003.17
Due to Other - Issued by CCC		65,368.26

Kensington Fire Protection District

Trial Balance

As of July 31, 2021

09/08/21

Accrual Basis

	Jul 31, 21	
	Debit	Credit
Due To Other Funds	118.00	
Accounts Payable	46,250.48	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	3,611,518.95	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	20,417.96	
Postretirement Health Ben-Prior	0.00	
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		2,535,984.23
Opening Bal Equity	0.00	
MCI Income - DON'T USE	0.00	
Property Taxes	0.00	
Special Taxes	0.00	
Other Tax Income	0.00	
Lease Agreement		3,050.25
Interest Income	0.00	
Salary Reimbursement Agreement	0.00	
Salary Reimb Agreement Recon(s)	0.00	
Grant Revenue	0.00	
Surety Bond Claim	0.00	
Miscellaneous Income	0.00	
Staff	0.00	
Staff:Wages	5,388.00	
Staff:Longevity Pay	0.00	
Staff:Overtime Wages	0.00	
Staff:Vacation Wages	0.00	
Staff:Medical/dental ins compensation	0.00	
Staff:Retirement Contribution	0.00	
Staff:Payroll Taxes	412.17	
Staff:Workers Compensation/Life Ins	0.00	
Staff:Payroll Processing	72.01	
RETIREE MEDICAL BENEFITS	0.00	
RETIREE MEDICAL BENEFITS:PERS Medical	0.00	
RETIREE MEDICAL BENEFITS:Delta Dental	0.00	
RETIREE MEDICAL BENEFITS:Vision Care	0.00	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	952.08	
RETIREE MEDICAL BENEFITS:CCCERA Settlement Agreement	0.00	
OUTSIDE PROFESSIONAL SERVICES	0.00	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	0.00	
OUTSIDE PROFESSIONAL SERVICES:Accounting	0.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	0.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	0.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	0.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	42.00	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	293,822.48	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	15,920.80	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	0.00	
OUTSIDE PROFESSIONAL SERVICES:Emergency Planning	0.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	0.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	0.00	
OUTSIDE PROFESSIONAL SERVICES:Risk Management Insurance	0.00	

Kensington Fire Protection District

Trial Balance

As of July 31, 2021

09/08/21

Accrual Basis

	Jul 31, 21	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:PSB Consultant	0.00	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	0.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	0.00	
OUTSIDE PROFESSIONAL SERVICES:Polygon Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:RFP Consultant	0.00	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Professional Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:State Mandated Claims Consult	0.00	
OUTSIDE PROFESSIONAL SERVICES:Water System Improvements	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	260.00	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	0.00	
COMMUNITY SERVICE ACTIVITIES	0.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	2,253.41	
COMMUNITY SERVICE ACTIVITIES:Comm. Pharmaceutical Drop-Off	0.00	
COMMUNITY SERVICE ACTIVITIES:Vial of Life Program	0.00	
COMMUNITY SERVICE ACTIVITIES:Vial of Life Program	0.00	
COMMUNITY SERVICE ACTIVITIES:CERT Emerg Kits/Sheds/Prepared	0.00	
COMMUNITY SERVICE ACTIVITIES:Open Houses	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	0.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	0.00	
COMMUNITY SERVICE ACTIVITIES:Firesafe Planting Grants	0.00	
COMMUNITY SERVICE ACTIVITIES:Demonstration Garden	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	0.00	
COMMUNITY SERVICE ACTIVITIES:Volunteer Appreciation	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Center Contribution	0.00	
DISTRICT ACTIVITIES	0.00	
DISTRICT ACTIVITIES:Professional Development	0.00	
DISTRICT ACTIVITIES:Office	0.00	
DISTRICT ACTIVITIES:Office:Office Expense	319.76	
DISTRICT ACTIVITIES:Office:Office Supplies	0.00	
DISTRICT ACTIVITIES:Office:Telephone	571.77	
DISTRICT ACTIVITIES:Office:Office- Other	0.00	
DISTRICT ACTIVITIES:Election	0.00	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	0.00	
DISTRICT ACTIVITIES:Firefighters' Expenses	0.00	
DISTRICT ACTIVITIES:Engine Rescue Equipment	0.00	
DISTRICT ACTIVITIES:Airpacks Expense	0.00	
DISTRICT ACTIVITIES:Ladder Truck Expense	0.00	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Memberships	0.00	
DISTRICT ACTIVITIES:Memberships:CCCSDA	0.00	
DISTRICT ACTIVITIES:Memberships:CSDA	0.00	
DISTRICT ACTIVITIES:Memberships:Diablo Fire Safe	0.00	
DISTRICT ACTIVITIES:Firefighters' Memorial Contrib	0.00	
DISTRICT ACTIVITIES:Wildland Safety Gear	0.00	
DISTRICT ACTIVITIES:Building Maintenance	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Storage Room Emergency Repair	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Mechanical service	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	156.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.:Scheduled Re...	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Garbage	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	1,718.37	
DISTRICT ACTIVITIES:Building Utilities/Service:Sewer Charge	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	217.44	
DISTRICT ACTIVITIES:Emergency Preparedness Council	0.00	
DISTRICT ACTIVITIES:FireWise Workshop	0.00	

Kensington Fire Protection District

Trial Balance

As of July 31, 2021

09/08/21

Accrual Basis

	Jul 31, 21	
	Debit	Credit
DISTRICT ACTIVITIES:Hills Emergency Forum	0.00	
Contingency	0.00	
Contingency:CalPERS Settlement for Ret FF	0.00	
Contingency:IFSTA Manuals	0.00	
Contingency:Printer/Fax	0.00	
Contingency:Business Suite	0.00	
Contingency:Graphic Design	0.00	
Contingency:General	0.00	
Contingency:Annexation	0.00	
Contingency:Accounting	0.00	
Contingency:Firefighter T-Shirts	0.00	
Reconciliation Discrepancies	0.00	
Uncategorized Expenses	0.00	
Transfers In - Capital	0.00	
Transfers In - Special	0.00	
Transfers In - General	0.00	
Tranfers In	0.00	
Depreciation Expense	0.00	
Transfers Out - Capital	0.00	
Transfers Out - Special	0.00	
Transfers Out - General	0.00	
Transfers Out	0.00	
<Gain>/Loss on Asset Disposal	0.00	
No acct	0.00	
TOTAL	18184844.92	18184844.92

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of August 31, 2021**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	144,833.48	Bank Balance as of 08/31/2021
General Fund	1,215,506.28	Balance as of 08/31/2021, Pending Reconciliations
Special Tax Fund	201,282.55	Balance as of 08/31/2021
Capital Fund	17,336.95	Balance as of 08/31/2021
Total Cash Balance	1,579,159.26	
Investments		
Capital Replacement Funds	1,856,026.10	Balance as of 08/31/2021, Pending Reconciliations
Special Tax Fund	208,156.58	Balance as of 08/31/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,229,642.67	Balance as of 08/31/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 08/31/2021, Pending Reconciliations
Investments - Other	1,731,428.55	Balance as of 08/31/2021, Pending Reconciliations
Total Investments	7,434,297.24	
Total Current Cash and Investments	9,013,456.50	

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison**

09/07/21

Accrual Basis

July through August 2021

	Jul - Aug 21	Jul - Aug 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
MCI Income - DON'T USE	0.00	0.00	0.00	0.0%
Property Taxes	0.00	4,110,418.72	-4,110,418.72	-100.0%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	6,100.50	6,100.50	0.00	0.0%
Interest Income	0.00	29,322.99	-29,322.99	-100.0%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Salary Reimb Agreement Recon(s)	0.00	0.00	0.00	0.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Surety Bond Claim	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	6,100.50	4,145,842.21	-4,139,741.71	-99.9%
Expense				
Staff				
Wages	16,118.25	23,805.00	-7,686.75	-32.3%
Longevity Pay	0.00	0.00	0.00	0.0%
Overtime Wages	0.00	0.00	0.00	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,000.00	0.00	1,000.00	100.0%
Retirement Contribution	0.00	0.00	0.00	0.0%
Payroll Taxes	1,309.54	1,821.09	-511.55	-28.1%
Workers Compensation/Life Ins	0.00	0.00	0.00	0.0%
Payroll Processing	231.84	278.28	-46.44	-16.7%
Staff - Other	0.00	0.00	0.00	0.0%
Total Staff	18,659.63	25,904.37	-7,244.74	-28.0%
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	1,904.16	952.08	952.08	100.0%
CCCERA Settlement Agreement	0.00	0.00	0.00	0.0%
RETIREE MEDICAL BENEFITS - Other	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	1,904.16	952.08	952.08	100.0%
OUTSIDE PROFESSIONAL SERVICES				
Emergency Prep Coordinator	8,333.33	0.00	8,333.33	100.0%
Accounting	0.00	9,950.00	-9,950.00	-100.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Actuarial Study	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Bank Fee	0.00	0.00	0.00	0.0%
Contra Costa County Expenses	42.00	5.00	37.00	740.0%
EI Cerrito Contract Fee	587,645.01	538,273.78	49,371.23	9.2%
EI Cerrito Reconciliation(s)	31,841.61	46,877.67	-15,036.06	-32.1%
IT Services and Equipment	0.00	6,714.20	-6,714.20	-100.0%
Emergency Planning	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	2,450.00	-2,450.00	-100.0%
Fire Engineer Plan Review	0.00	0.00	0.00	0.0%
RGS Contract	0.00	0.00	0.00	0.0%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	0.00	0.00	0.00	0.0%
LAFCO Fees	0.00	0.00	0.00	0.0%
Legal Fees	2,415.42	11,499.84	-9,084.42	-79.0%
PSB Consultant	0.00	0.00	0.00	0.0%
BHI/GM Recruitment	0.00	3,500.00	-3,500.00	-100.0%
Temporary Services	0.00	3,734.38	-3,734.38	-100.0%
Polygon Study	0.00	0.00	0.00	0.0%
RFP Consultant	0.00	0.00	0.00	0.0%
Traffic Study	0.00	0.00	0.00	0.0%
Professional Fees	0.00	0.00	0.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	520.00	0.00	520.00	100.0%
Wildland Vegetation Mgmt	0.00	0.00	0.00	0.0%
OUTSIDE PROFESSIONAL SERVICES - Ot...	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	630,797.37	623,004.87	7,792.50	1.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,724.30	0.00	5,724.30	100.0%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	0.00	0.00	0.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	0.00	0.00	0.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Contribution	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	5,724.30	0.00	5,724.30	100.0%
DISTRICT ACTIVITIES				
Professional Development	0.00	0.00	0.00	0.0%
Office				
Office Expense	1,276.58	477.56	799.02	167.3%
Office Supplies	459.96	17.23	442.73	2,569.5%
Telephone	997.40	2,410.14	-1,412.74	-58.6%
Office - Other	0.00	187.92	-187.92	-100.0%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	2,733.94	3,092.85	-358.91	-11.6%

Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July through August 2021

	Jul - Aug 21	Jul - Aug 20	\$ Change	% Change
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	0.00	0.00	0.00	0.0%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Airpacks Expense	0.00	0.00	0.00	0.0%
Ladder Truck Expense	0.00	0.00	0.00	0.0%
Staff Appreciation	93.49	0.00	93.49	100.0%
Memberships				
CCSDA	0.00	0.00	0.00	0.0%
CSDA	0.00	0.00	0.00	0.0%
Diablo Fire Safe	0.00	0.00	0.00	0.0%
Memberships - Other	0.00	500.00	-500.00	-100.0%
Total Memberships	0.00	500.00	-500.00	-100.0%
Firefighters' Memorial Contrib	0.00	0.00	0.00	0.0%
Wildland Safety Gear	0.00	0.00	0.00	0.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	11,129.65	-11,129.65	-100.0%
Gardening service	0.00	0.00	0.00	0.0%
Building alarm	0.00	0.00	0.00	0.0%
Medical Waste Disposal	297.58	139.84	157.74	112.8%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	251.27	315.00	-63.73	-20.2%
Mechanical service	0.00	0.00	0.00	0.0%
Miscellaneous Maint.				
Scheduled Repairs	0.00	0.00	0.00	0.0%
Miscellaneous Maint. - Other	156.00	3,863.42	-3,707.42	-96.0%
Total Miscellaneous Maint.	156.00	3,863.42	-3,707.42	-96.0%
Building Maintenance - Other	0.00	0.00	0.00	0.0%
Total Building Maintenance	704.85	15,447.91	-14,743.06	-95.4%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	2,552.39	2,956.13	-403.74	-13.7%
Sewer Charge	0.00	0.00	0.00	0.0%
Water/Sewer	217.44	458.87	-241.43	-52.6%
Building Utilities/Service - Other	0.00	0.00	0.00	0.0%
Total Building Utilities/Service	2,769.83	3,415.00	-645.17	-18.9%
Emergency Preparedness Council	0.00	0.00	0.00	0.0%
FireWise Workshop	0.00	0.00	0.00	0.0%
Hills Emergency Forum	0.00	0.00	0.00	0.0%
DISTRICT ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total DISTRICT ACTIVITIES	6,302.11	22,455.76	-16,153.65	-71.9%
Contingency				
CalPERS Settlement for Ret FF	0.00	0.00	0.00	0.0%
IFSTA Manuals	0.00	0.00	0.00	0.0%
Printer/Fax	0.00	0.00	0.00	0.0%
Business Suite	0.00	0.00	0.00	0.0%
Graphic Design	0.00	0.00	0.00	0.0%
General	0.00	0.00	0.00	0.0%
Annexation	0.00	0.00	0.00	0.0%
Accounting	0.00	0.00	0.00	0.0%
Firefighter T-Shirts	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	663,387.57	672,317.08	-8,929.51	-1.3%
Net Ordinary Income	-657,287.07	3,473,525.13	-4,130,812.20	-118.9%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - Special	0.00	0.00	0.00	0.0%
Transfers In - General	0.00	0.00	0.00	0.0%
Tranfers In	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	0.00	0.00	0.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
Transfers Out	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-657,287.07	3,473,525.13	-4,130,812.20	-118.9%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Lease Agreement	6,100.50	0.00	6,100.50	100.0%
Total Income	<u>6,100.50</u>	<u>0.00</u>	<u>6,100.50</u>	<u>100.0%</u>
Expense				
Staff				
Wages	16,118.25	0.00	16,118.25	100.0%
Medical/dental ins compensation	1,000.00	0.00	1,000.00	100.0%
Payroll Taxes	1,309.54	0.00	1,309.54	100.0%
Payroll Processing	231.84	0.00	231.84	100.0%
Total Staff	<u>18,659.63</u>	<u>0.00</u>	<u>18,659.63</u>	<u>100.0%</u>
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	1,904.16	0.00	1,904.16	100.0%
Total RETIREE MEDICAL BENEFITS	<u>1,904.16</u>	<u>0.00</u>	<u>1,904.16</u>	<u>100.0%</u>
OUTSIDE PROFESSIONAL SERVICES				
Emergency Prep Coordinator	8,333.33	0.00	8,333.33	100.0%
Contra Costa County Expenses	42.00	0.00	42.00	100.0%
El Cerrito Contract Fee	587,645.01	0.00	587,645.01	100.0%
El Cerrito Reconciliation(s)	31,841.61	0.00	31,841.61	100.0%
Legal Fees	2,415.42	0.00	2,415.42	100.0%
Website Development/Maintenance	520.00	0.00	520.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	<u>630,797.37</u>	<u>0.00</u>	<u>630,797.37</u>	<u>100.0%</u>
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,724.30	0.00	5,724.30	100.0%
Total COMMUNITY SERVICE ACTIVITIES	<u>5,724.30</u>	<u>0.00</u>	<u>5,724.30</u>	<u>100.0%</u>
DISTRICT ACTIVITIES				
Office				
Office Expense	1,276.58	0.00	1,276.58	100.0%
Office Supplies	459.96	0.00	459.96	100.0%
Telephone	997.40	0.00	997.40	100.0%
Total Office	<u>2,733.94</u>	<u>0.00</u>	<u>2,733.94</u>	<u>100.0%</u>
Staff Appreciation	93.49	0.00	93.49	100.0%
Building Maintenance				
Medical Waste Disposal	297.58	0.00	297.58	100.0%
Janitorial Service	251.27	0.00	251.27	100.0%
Miscellaneous Maint.	156.00	0.00	156.00	100.0%
Total Building Maintenance	<u>704.85</u>	<u>0.00</u>	<u>704.85</u>	<u>100.0%</u>
Building Utilities/Service				
Gas and Electric	2,552.39	0.00	2,552.39	100.0%
Water/Sewer	217.44	0.00	217.44	100.0%
Total Building Utilities/Service	<u>2,769.83</u>	<u>0.00</u>	<u>2,769.83</u>	<u>100.0%</u>
Total DISTRICT ACTIVITIES	<u>6,302.11</u>	<u>0.00</u>	<u>6,302.11</u>	<u>100.0%</u>
Total Expense	<u>663,387.57</u>	<u>0.00</u>	<u>663,387.57</u>	<u>100.0%</u>
Net Ordinary Income	<u>-657,287.07</u>	<u>0.00</u>	<u>-657,287.07</u>	<u>100.0%</u>

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
July through August 2021

Net Income

<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<u>-657,287.07</u>	<u>0.00</u>	<u>-657,287.07</u>	<u>100.0%</u>

Kensington Fire Protection District

Trial Balance

As of August 31, 2021

09/07/21

Accrual Basis

	Aug 31, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	144,833.48	
General Fund	905,762.94	
Special Tax Fund	201,282.55	
Capital Fund	17,336.95	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	3,104.70	
Interest Receivable	50,890.86	
Advance on Taxes	19,384.39	
Advance on Supplemental Taxes	40,618.23	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		3,921,262.22
Prepaid Exp.	8,913.69	
Prepaid CERBT - Retiree Trust	363,681.08	
Investments		12,130.28
Investments:Capital Replacement Funds	3,804,608.80	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:PSB Renovation Soft Costs	5,891.55	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	357,643.41	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		106.65
Due to Other - Issued by CCC		65,223.29
Due To Other Funds	118.00	
Accounts Payable	46,250.48	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	3,921,262.29	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	

Kensington Fire Protection District

Trial Balance

As of August 31, 2021

09/07/21

Accrual Basis

	Aug 31, 21	
	Debit	Credit
KPPCSD MCI Deposit Payable	0.00	
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	20,417.96	
Postretirement Health Ben-Prior	0.00	
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		2,535,984.23
Opening Bal Equity	0.00	
Lease Agreement		6,100.50
Staff:Wages	16,118.25	
Staff:Medical/dental ins compensation	1,000.00	
Staff:Payroll Taxes	1,309.54	
Staff:Payroll Processing	231.84	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	1,904.16	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	8,333.33	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	42.00	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	587,645.01	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	31,841.61	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	2,415.42	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Mainten...	520.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	5,724.30	
DISTRICT ACTIVITIES:Office:Office Expense	1,276.58	
DISTRICT ACTIVITIES:Office:Office Supplies	459.96	
DISTRICT ACTIVITIES:Office:Telephone	997.40	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	297.58	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	251.27	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	156.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	2,552.39	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	217.44	
TOTAL	18491597.02	18491597.02



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 8, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 05a**
Final FY2021-2022 Budget

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Approve Resolution 21-06 Final FY2021-2022 Budget

Background

The attached Final FY2021-2022 Budget is presented for approval. The budget estimates revenues of **\$4,957,668**, operations expenditures of **\$4,467,270**, resulting in a positive operations balance of **\$490,398**. This balance will be offset by the start of capital improvement expenses for the renovation of the Public Safety Building. At the end of the budget, you will find the currently approved fees for renovation soft costs, i.e. architect and engineers, of **\$484,252**, and an estimate of those for the temporary facility of **\$130,000**, for a total of **\$614,252**. This amount will decrease the district's total fund balance by **(\$123,854)**. Additional capital expenses will be identified throughout the year as more detailed information is acquired, and amendments will be proposed to accommodate the progress of the project.

The unreconciled EOY 2020-2021 Fund Balances are listed on the final page of the budget showing total reserves as of July 1st, 2021 of **\$9,381,632**. This does not include the net OPEB asset which the district maintains in a separate trust for ongoing OPEB liabilities that remain more than fully funded. An actuarial update is currently underway but the prior report listed an asset of **\$387,756**.

Estimated EOY 2021-2022 Fund Balances are not listed yet, as the district will soon employ a Municipal Advisor to project how the renovation project expenses should best be funded. This is the first step in the development of a long-range financial plan for the district. Additionally, the district has hired a grant writer to begin sourcing State and Federal funding opportunities for the building renovation, as well as for other emergency preparedness priorities. Moving forward quickly with the renovation plans and permitting is necessary to meet the "shovel-ready" requirements of many grants.

The Budget Message on page 3 of the presentation further explains the administrative approach to this year's financial strategy and the milestones that have already been achieved in the first quarter.



RESOLUTION 21-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE FINAL COMBINED BUDGET FOR REVENUE, OPERATING EXPENDITURES, AND CAPITAL IMPROVEMENT EXPENDITURES FOR FISCAL YEAR 2021-2022

WHEREAS, the Board of Directors of the Kensington Fire Protection District has developed and adopted by Resolution on June 9, 2021 a preliminary Combined Revenue, Operating Expense and Capital Improvement Budget for Fiscal Year 2021-2022; and

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the amount budgeted for the annual fee for services from the City of El Cerrito for Fiscal Year 2021-2022; and

WHEREAS, the preliminary Combined Revenue, Operating Expense and Capital Improvement Budget adopted by the Board of Directors of the Kensington Fire Protection District under Resolution 21-03 is subject to final adoption by the Board of Directors; and

WHEREAS, in conformance with the laws of the State of California, the Kensington Fire Protection District posted notice of a public meeting on the adoption of the Final Budget for Fiscal Year 2021-2022; and

WHEREAS, the laws of the State of California require the Kensington Fire Protection District to adopt a final budget for the 2021-2022 fiscal year, a copy of which is attached to and made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Combined Revenue, Operating Expense and Capital Improvement Budget of the Kensington Fire Protection District for Fiscal Year 2021-2022, a copy of which is attached to and made part of this resolution.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of September 2021 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary



Kensington Fire Protection District Fiscal Year 2021-2022 Final Budget

Presented by
Bill Hansell, General Manager
to the
KFPD Board of Directors
on
September 8th, 2021

Kensington Fire Protection District
Fiscal Year 2021-2022 Final Budget

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Exhibit A: FY 2021-2022 Final Budget	
Exhibit B: Cash Reserves	<i>Editor's Note: Pending Municipal Analyst review in Q2</i>
Exhibit C: Capital Funding	<i>Editor's Note: Pending Municipal Analyst review in Q2</i>

Budget Message

September 8, 2021

To: Board of Directors,
Kensington Fire Protection District

Dear Directors,

It is my pleasure to present to you the Kensington Fire Protection District (“KFPD”) Final Budget for Fiscal Year 2021-2022. This budget serves as the foundation for KFPD’s commitment to serving the Kensington community in protecting the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

The past year presented many challenges to the community of Kensington, to California, and to our Nation as a whole. We continue to battle the COVID-19 pandemic while our California firefighters and emergency personnel struggle bravely during another year of unprecedented wildfires throughout the state, in the midst of record-setting drought. Despite these conditions, KFPD made significant gains in improving its services over the past fiscal year, including:

- Extensively revising administrative policies and procedures;
- Hiring a General Manager;
- Approving the renovation of the Public Safety Building after five years of study;
- Creating and filling the consulting position of Emergency Preparedness Coordinator;
- Approving the consulting position of Grant Writer;
- Furthering analysis and progress by the Emergency Preparedness Committee on evacuation issues, community warning systems, vegetation management concerns, communications, and other public safety issues; and
- Developing a cooperative administrative relationship between the KFPD and KPPCSD.

In order to expand on those achievements, the budget for FY 2021-2022 presented herein will enable further improvements while providing responsible stewardship of the district’s resources. In fact, in the first quarter of this fiscal year, the following priorities have already been addressed:

- Hiring the Architect and Engineers for the Public Safety Building renovation and beginning work on the project;
- Obtaining proposals for the Temporary Facilities architects and negotiating with the owners of the prospective location;
- Filling the consulting position of Grant Writer and beginning the pursuit of State and Federal funding sources;
- Soliciting proposals from Municipal Advisors to analyze capital funding options as the renovation project estimates are updated and received, as well as to review other capital priorities that the Board wishes to pursue, and to develop a long-term financial plan; and

- Quickly advancing the work of the Emergency Preparedness Coordinator for public outreach via social media and print communications; for inter-agency cooperation; for direct community group engagement; and for extensive improvements in various aspects of emergency readiness such as vegetation management, house hardening, evacuation planning, emergency supplies, and others.

Hopefully, as we progress through the remainder of the fiscal year, we will encounter fewer hurdles as the pandemic subsides and we eventually see some cooler weather and rain to bring us out of fire season. That said, we remain prepared to adapt our financial strategy as we obtain updated budget information on the renovation project and other costs related to the district's emergency preparedness priorities. We look forward to engaging a Municipal Advisor this month so the board has the benefit of assessing all its options and determining the best long-range plan. As the renovation plans move toward the permitting, bidding, and construction phases, we hope to have positive news on grant funding so the district's use of its reserves can be appropriately measured.

Please note that, as of this date, the Capital Improvement Costs included in this budget reflect the current proposals we have received for soft costs (architects/engineers) to date. Even with the aggressive schedule currently underway for the project, it is unlikely that we will see hard cost payments, i.e. sums paid to a general contractor for construction, until FY2022-2023. Budget amendments will be necessary this year, though, as we obtain current market estimates and actual bids on the temporary facilities project which will precede the PSB renovation work. That scope is just beginning and a budget update will be proposed as soon as it is available.

We welcome public feedback and suggestions on the budget as it continues to develop over this year of further transitions and growth.

Respectfully submitted,



Bill Hansell
General Manager

Elected and Appointed Officials

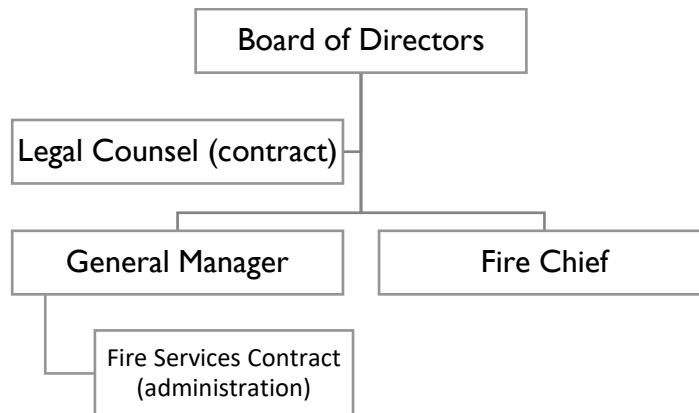
Board of Directors:

Larry Nagel, President
Kevin Padian, Vice President
Don Dommer
Janice Kosel
Julie Stein

Appointed:

General Manager Bill Hansell
Fire Chief Michael Pigoni

Organization Chart



Committees

Emergency Preparedness Committee:

Directors: Kevin Padian and Larry Nagel
Public Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath

Finance Committee:

Directors: Janice Kosel and Larry Nagel

Mission

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

District Profile

The unincorporated town of Kensington began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. The district is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the district entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the district's only current employee is its General Manager (GM), Bill Hansell. Salary information for the District's GM can be found at: www.publicpay.ca.gov

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on the Arlington. The current public safety building, owned by the district, was constructed in 1970 and substantially renovated in 1999 and 2004. The district owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years the district embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community. The district initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

The district is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines.

The district operates a Community Emergency Response Team Training (CERT) program. For more information on CERT, see our "CERT Training" tab or at: www.el-cerrito.org/index.aspx?nid=133

Funding for District expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980.

District Services

Kensington Fire Protection District provides emergency medical, fire education, prevention and suppression services to the town of Kensington, California.

Training 2020:

- *Medical - EMS* = 864 Hours
- *Operations* = 10,583 Hours
- *Physical Fitness* = 1,325 Hours
- *Internet-Based Safety Training* = 2,452 Hours

Fire Prevention and Public Education 2020:

- *Fire Inspections (Fire Company)* = 48
- *Mandatory (Schools/Jails/Convalescent)* = 02
- *Self Inspections* = 10
- *Vegetation Management Inspections* = 1,254
- *Vegetation Management Re-Inspections* = 82
- *Construction Plan Checks* = 05
- *Construction Inspections* = 11

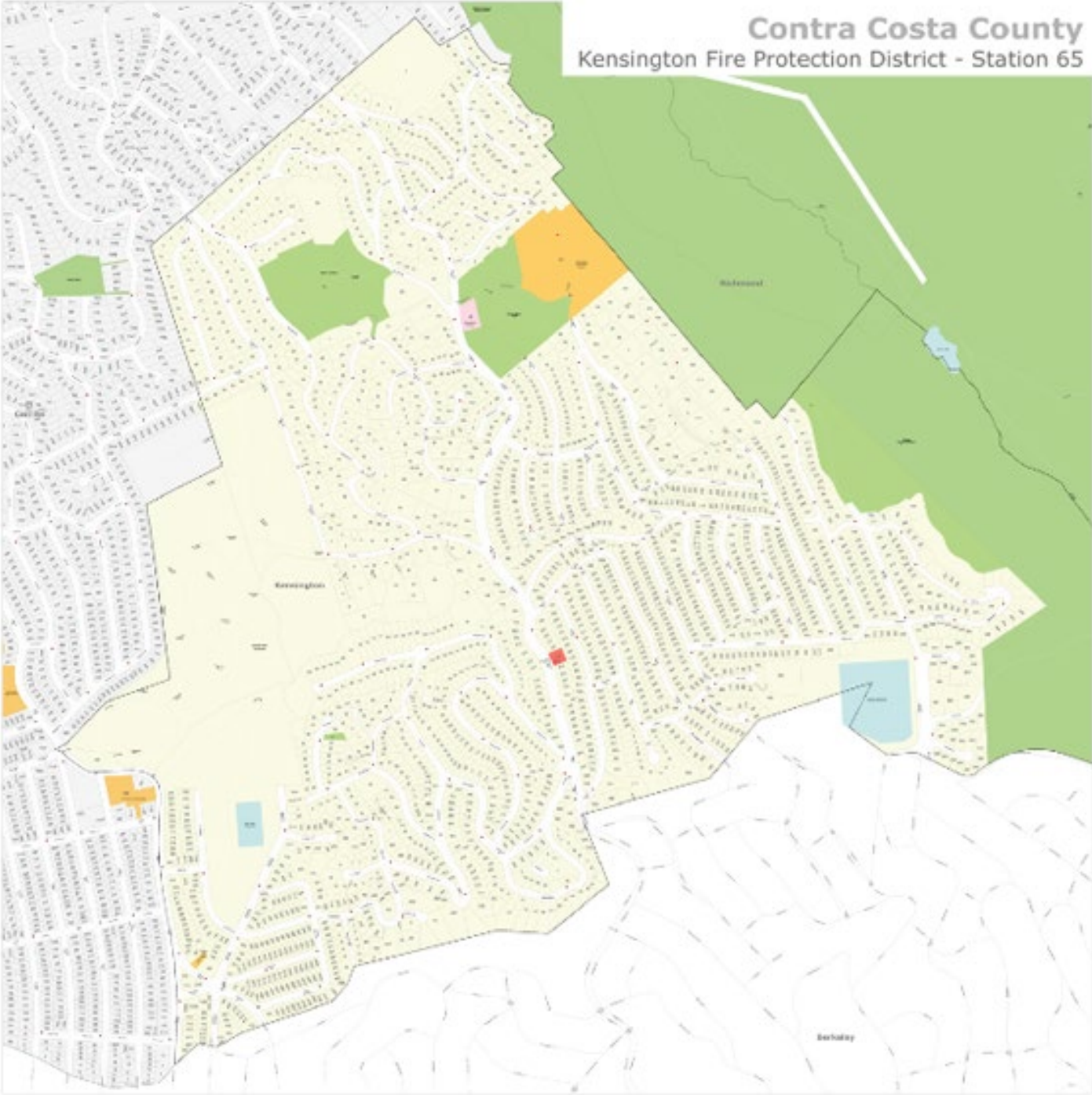
Certifications Currently Held:

- *Chief Officers* = 02
- *Fire Officers* = 19
- *Firefighter II* = 32
- *Firefighter I* = 36
- *Driver Operator* = 32
- *Rescue Systems* = 35
- *Paramedic* = 19
- *Technical Rescue* = 14
- *CERT Instructors* = 08

Community Programs (NOTE: Some postponed due to COVID-19):

- *Car Seat Installation Program*
- *CERT (Community Emergency Response Team)*
- *CPR / First Aid Training*
- *Free Smoke Detectors for Elderly, Disabled and Low-Income Resident*
- *Parking Flyer for Neighbors*
- *Pharmaceutical Drop Off Program*
- *School Tours*
- *Shredding Event (semi-annual)*

Service Area Map



Strategic Planning and Goals

The district's last strategic planning session was held on May 6, 2015 and the following objectives were identified:

1. *Reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;*
2. *Helping members of the community reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;*
3. *Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on City, private and other agencies' property; and*
4. *Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.*

Fund Structure

District financial activities are recorded in three major governmental funds:

General Fund - Operating fund of the district; Used for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - Accounts for the special tax authorized by Section 53978 of the Government Code and approved by the district's electorate on April 8, 1980.

Capital Project Fund - Used to account for financial resources in the acquisition, construction, or rehabilitation of major capital facilities and inventory.

Budget Schedule

In general, the annual budget schedule is as follows:

Action	When
<i>Strategic Plan</i>	<i>As determined by the BOD</i>
<i>Long-Term Financial Plan (update)</i>	<i>April</i>
<i>Review with Finance Committee</i>	<i>May</i>
<i>Presentation to BOD</i>	<i>June</i>
<i>Approval</i>	<i>June</i>
<i>Adoption</i>	<i>September</i>
<i>Mid-Year Review</i>	<i>February</i>
<i>Monitoring</i>	<i>Ongoing</i>

Fire Protection Contract

Fire protection is provided pursuant to the contract between the Kensington Fire Protection District and the City of El Cerrito, originally signed in 1995 with updates in 2005, 2009, and 2019. The full contract is available here: [Kensington-El Cerrito Fire Services Contract](#)

Financial Plan

The district is engaging a Municipal Advisor in September 2021 to develop a long-term financial plan.

Code/Enabling Act

California Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law.

Gann Limit

Fiscal Year 2020-2021 Limit	\$4,846,386
Per Capita Personal Income Ratio	1.0573
Population % Change Ratio	1.0035
Fiscal Year 2021-2022 Limit	\$5,142,018

Resources

[KFPD District Policies](#)

[Districts Make the Difference](#)

[California Special Districts Association](#)

	FY2020 Actual	FY2021 Budget	FY2021 Actual*	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
REVENUES						
Property Taxes	4,335,438	4,469,616	4,539,683	4,595,532	1% increase	101.23%
Special Taxes	200,653	200,686	200,686	200,686		100.00%
Other Taxes (HOPTR)	25,220	25,250	24,687	24,000		97.22%
Lease Income	36,603	36,603	36,603	27,450	\$3,050 x (9) mos pre-renovation	74.99%
Salary Reimbursement Income	22,761	0	0	0	N/A	
Salary Reimbursement Reconciliation	662	0	0	0	N/A	
Investment Income	128,365	121,800	82,978	110,000	FY2021 Q4 Int Not Recorded Yet	132.57%
Other Revenues	1,610	0	84,213		Engine Sale in FY2021	
Grant Revenue	0	0	0		Pending grant writer applications	
Total Revenues	4,751,312	4,853,955	4,968,850	4,957,668		99.77%
EXPENDITURES (Operations)						
Office Wages & Related						
Wages	50,725	155,892	158,698	169,130	+3.8% CPI per contract in Nov 2021	106.57%
Longevity Pay	1,000	0	0	0	N/A	
Overtime Wages	5,327	0	0	0	N/A	
Vacation Wages	12,171	0	1,782	8,910	GM = Up to 90/hrs per Yr	
Medical/dental ins compensation	3,920	6,000	6,000	12,000	\$1K per month (GM Contract)	200.00%
Retirement Contribution	2,622	0	0	0	N/A	
Payroll Taxes	6,015	12,151	13,205	14,000	Reviewed by Maze	106.02%
Workers Compensation/Life Ins	1,498	1,900	1,598	759	Reduced by corrected filing	47.50%
Payroll Processing	1,150	1,670	1,870	1,900	Heartland Payroll	101.61%
Total Office Wages & Related	84,428	177,613	183,153	206,699		112.86%
Retiree Medical Benefits						
PERS Medical	0	0	0	0	Expenses reimbursed by CERBT	
Delta Dental	0	0	0	0	Expenses reimbursed by CERBT	
Vision Care	0	0	0	0	Expenses reimbursed by CERBT	
CalPERS Settlement	12,377	11,425	10,473	11,425	\$18,090 balance as of 07/01/2021	109.09%
Total Retiree Medical Benefits	12,377	11,425	10,473	11,425		109.09%
Outside Professional Services						
Accounting	5,904	33,600	46,350	36,000	Negotiated max with Maze	77.67%
Actuarial Valuation	2,900	5,600	5,600	5,600		100.00%
Audit	16,000	17,500	16,000	17,500		109.38%
Bank Fees	25	0	0	0		
Contra Costa County Expenses	36,678	38,759	34,024	35,000		102.87%
El Cerrito Contract Fee	3,033,275	3,229,643	3,229,643	3,525,860	As proposed by E.C.	109.17%
El Cerrito Reconciliation(s)	116,571	288,532	298,738	191,060	As proposed by E.C.	63.96%
IT Services and Equipment	18,439	17,480	12,462	12,000		96.29%
Fire Abatement Contract	0	2,450	2,450	5,000	Recommendation by Chief	204.08%
Fire Engineer Plan Review	1,234	2,060	972	3,000	Recommendation by Chief	308.64%
RGS Contract	195,107	0	0	0	N/A	
Risk Management Insurance	12,561	14,420	0	14,420	Reconcile FY2021 pmt (?)	

	FY2020 Actual	FY2021 Budget	FY2021 Actual*	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
LAFCO Fees	2,548	2,294	4,254	4,254		100.00%
Legal Fees	67,494	55,000	45,754	24,000	Budget \$2K/mo. Avg	52.45%
Polygon Study	5,000	0	0	0	N/A	
RFP Consultant	855	0	0	0	N/A	
Traffic Study	15,330	0	0	0	N/A	
Professional Fees	2,260	0	0	0	N/A	
Operational Consultant	0	7,500	0	0	N/A	
PSB Consultants	0	30,000	1,425	0	Track PSB under Capital Outlays	
Recruitment	0	14,400	14,400	0	N/A	0.00%
MMM Consulting	0	0	0	0	N/A	
Temporary Services	0	9,000	8,783	0	N/A	0.00%
Water System Improvements	0	0	0	10,000	Finance Committee Recommendation	
Website Development/Maintenance	2,690	2,740	2,495	2,750		110.20%
Wildland Vegetation Mgmt	6,300	7,600	6,500	7,600	Recommendation by Chief	
Needs Assess/Feasibility Study	50,789	30,000	31,584	0	Complete	0.00%
Other Outside Professional Services	26,590	0	5,951	0	N/A	
Emergency Preparedness Coordinator	0	17,000	694	100,000	Approved by motion 03/10/2021	
Grant Writer/Coordinator	0	15,000	844	50,000	Approved by motion 03/10/2021	
Long-Term Financial Planner	0	0	0	30,000	Approved in prelim 06/09/2021	
Total Outside Professional Services	3,618,550	3,840,578	3,768,922	4,074,044		108.10%
Community Service Activities						
Public Education (Emergency Prep)	10,730	17,000	3,100	20,000	* Emergency Prep Expenses *	645.16%
EP Coord Expense Account	0	0	0	5,000	* Emergency Prep Expenses *	
Comm. Pharmaceutical Drop-Off	0	2,500	0	2,500	Limited by COVID	
CERT Emerg Kits/Sheds/Prepared	0	3,500	0	3,500		
Open Houses	1,125	1,800	0	1,800	Limited by COVID	
Community Shredder	1,619	3,200	0	3,200	Limited by COVID	
DFSC Matching Grants	0	24,000	24,000	0	Confirmed by DFSC	0.00%
Firesafe Planting Grants	0	3,000	0	3,000		
Demonstration Garden	0	0	0	0	N/A	
Community Sandbags	0	1,500	0	1,500		
Volunteer Appreciation	0	1,500	0	1,500	Limited by COVID	
Community Center Contribution	0	0	0	0	N/A	
Total Community Service Activities	13,475	58,000	27,100	42,000		154.98%
District Activities						
Professional Development	4,639	10,000	120	10,000		8333.33%
Election	0	4,000	4,991	0	Next election in FY2022-2023	0.00%
Firefighter's Apparel & PPE	136	1,650	1,187	2,000	Recommendation by Chief	168.49%
Firefighters' Expenses	0	3,250	0	13,300	Increase (Prior roll-over funds)	
Staff Appreciation	1,017	1,750	1,247	3,000	Finance Committee Recommendation	240.58%
Memberships	7,727	8,720	7,753	8,720		112.47%
Total District Activities	13,519	29,370	15,298	37,020		241.99%
Office						

	FY2020 Actual	FY2021 Budget	FY2021 Actual*	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
Office Expense	1,202	2,958	6,778	3,500	Improve accounting category tracking	51.64%
Office Supplies	1,649	2,856	284	3,500	Improve accounting category tracking	1230.75%
Telephone	11,339	18,000	13,220	7,800	Sasha reduced ATT contract	59.00%
Office- Other	623	500	318	318	Check accounting categories	100.00%
Office - Other	80	0	64	64	Check accounting categories	100.00%
Total Office	14,892	24,314	20,664	15,182		73.47%
Building Maintenance						
Gardening service	650	6,000	2,275	5,000		219.78%
Building alarm	1,616	840	1,379	1,500		108.74%
Medical Waste Disposal	4,759	8,400	5,183	7,500		144.72%
Janitorial Service	1,260	1,260	1,260	1,400		111.11%
Miscellaneous Maint.	16,927	23,850	26,630	25,000		93.88%
Total Building Maintenance	25,211	40,350	36,727	40,400		110.00%
Building Utilities/Service						
Gas and Electric	7,277	11,130	10,506	12,500		118.98%
Water/Sewer	1,859	2,520	2,438	3,000		123.03%
Bldg Utilities/Services - Other	0	0	0	0		
Total Building Utilities/Service	9,137	13,650	12,945	15,500		119.74%
Contingency						
General	1,768	25,000	0	25,000		
Contingency - Other	0	0	0	0		
Total Contingency	1,768	25,000	0	25,000		
Total Expenditures (Operations)	3,793,357	4,220,300	4,075,281	4,467,270		109.62%
Audit Adjustments	(665)					
Total Expenditures (Operations) Reconciled	3,792,692		Pending Audit			
REVENUE - EXPENDITURES (Operations)	958,620	633,655	893,568	490,398		54.88%
EXPENDITURES (Capital)						
Capital Outlay (PSB Renovation Soft Costs)	0	0	0	484,252	Approved by motion 07/21/2021	
Capital Outlay (PSB Renovation Hard Costs)	0	0	0		Pending public bid	
Capital Outlay (Temp Facilities Soft Costs)	0	0	0	130,000	Preliminary estimate	
Capital Outlay (Temp Facilities Hard Costs)	0	0	0		Pending public bid	
Capital Outlay (Equip & Furniture)	10,802	0	0	0	None planned for FY2021-2022	
Capital Outlay (Rolling Stock)	59,863	346,842	346,842	0	None planned for FY2021-2022	
Total Expenditures (Capital)	70,665	346,842	346,842	614,252		
EXPENDITURES TOTAL (Ops & Capital)	3,863,357	4,567,142	4,422,123	5,081,522		114.91%
FUND BALANCE INCREASE OR (DECREASE)	887,955	286,813	546,726	(123,854)		-22.65%

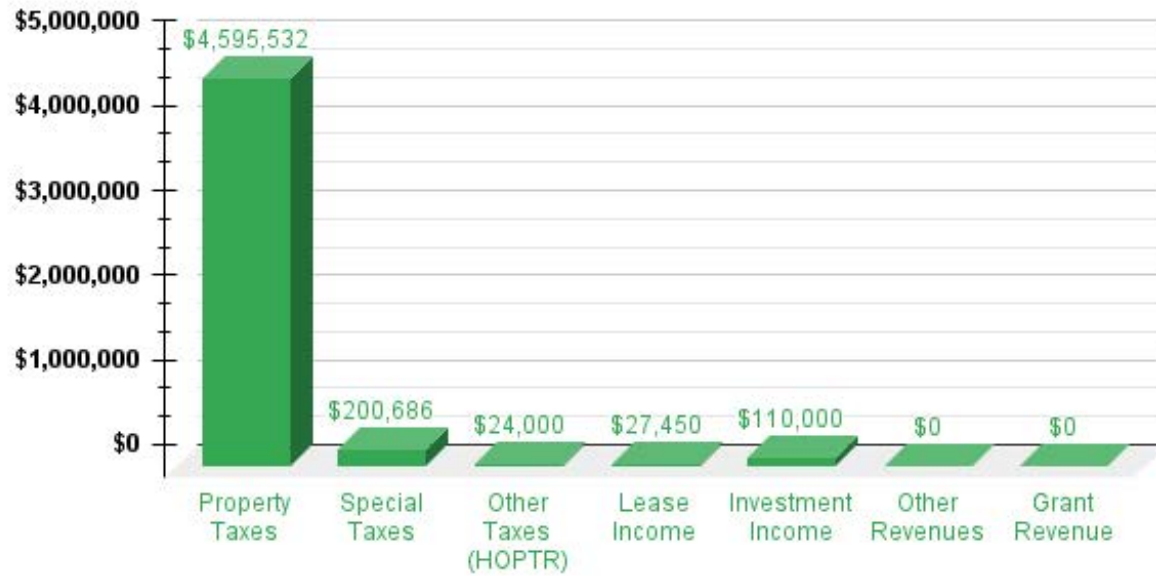
	FY2020 Actual	FY2021 Budget	FY2021 Actual*	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
FUND BALANCES (End of Year):	6/30/2020		6/30/2021	6/30/2022		
CC County Funds:						
General Fund 300700	5,299,048		6,995,317		Pending Municipal Analyst Study	
Fire Special Tax Fund 300900	210,805		403,145		Pending Municipal Analyst Study	
Capital Reserve Fund 303100	3,722,787		1,873,369		Pending Municipal Analyst Study	
Mechanics Bank Checking Account			109,801		Pending Municipal Analyst Study	
TOTAL FUND BALANCE	9,232,640		9,381,632			
OPEB Balance:						
OPEB Asset	1,459,931				Actuarial update in progress	
OPEB Liability	1,072,175				Actuarial update in progress	
Net OPEB: Liability/(Asset)	(387,756)				Actuarial update in progress	

General Notes On The Budget:

- 1.) *FY2020 Actual column reflects the 06/30/2020 Qbooks amounts but have yet to be reconciled by the audit and County EOY reports.
 - 2.) FY2021 OPEB Amounts will not be available until the next actuarial valuation but the liability is fully funded.
 - 3.) FY2021 Fund Balances shown as of 06/30/2021 per County Funds Report. Reconciled EOY amounts will be listed in the next audit.
 - 4.) Quickbooks tracking for Capital Reserves of Rolling Stock needs to be improved. Coordination by the accountants and a financial planner will facilitate this and a more extensive replacement reserve schedule will be developed in Q2.
For planning purposes, the District's three vehicles include:
 - _Type I Engine = Replaced 5yrs ago; Scheduled replacement in 2031. Budget Capital Inlay of \$76,000 per year.
 - _Type III Engine = Replaced last year; Scheduled replacement in 2036. Budget Capital Inlay of \$70,000 per year.
 - _Command Vehicle = Replaced last year; Scheduled replacement in 2028. Budget Capital Inlay of \$11,000 per year.
- Total Annual Capital Inlay for Rolling Stock = Budget \$157,000 per year.**

KFPD FY2021-2022 Final Budget

Revenue Categories



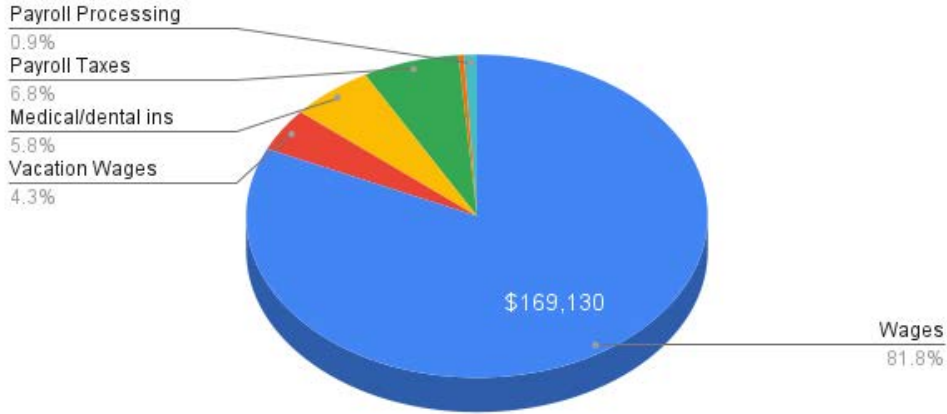
KFPD FY2021-2022 Final Budget

Expenditure Categories



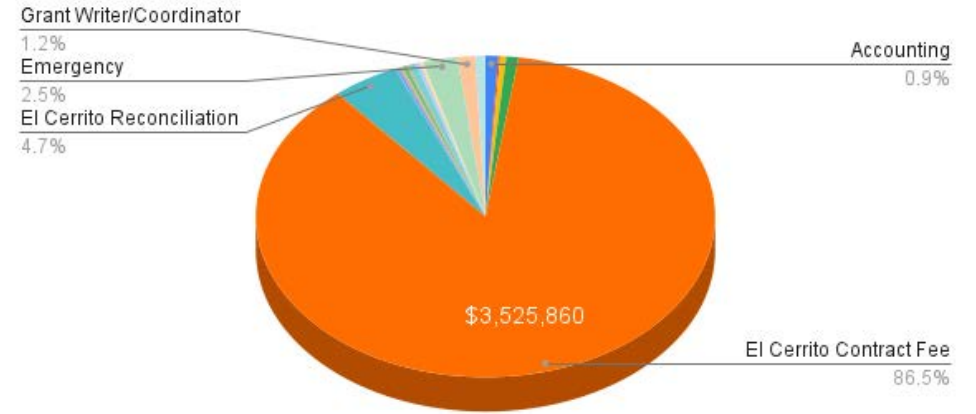
FY 2021-2022 Final Budget

Expenditure Breakdown: Office Wages & Related



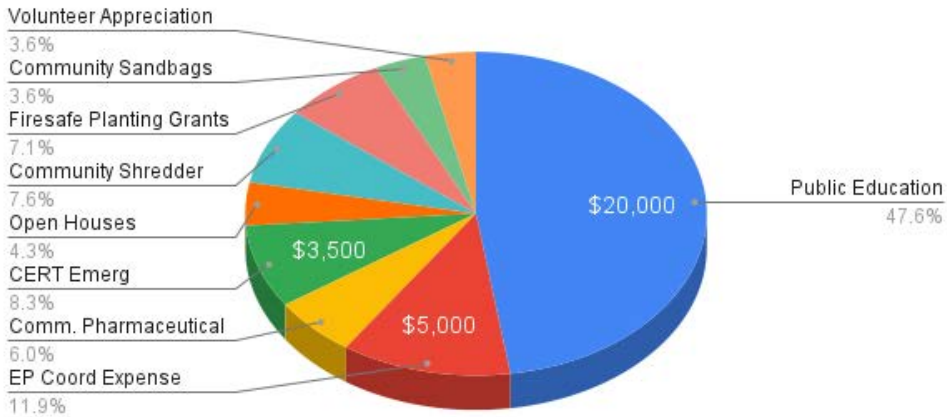
FY 2021-2022 Final Budget

Expenditure Breakdown: Outside Professional Services



FY 2021-2022 Final Budget

Expenditure Breakdown: Community Service Activities

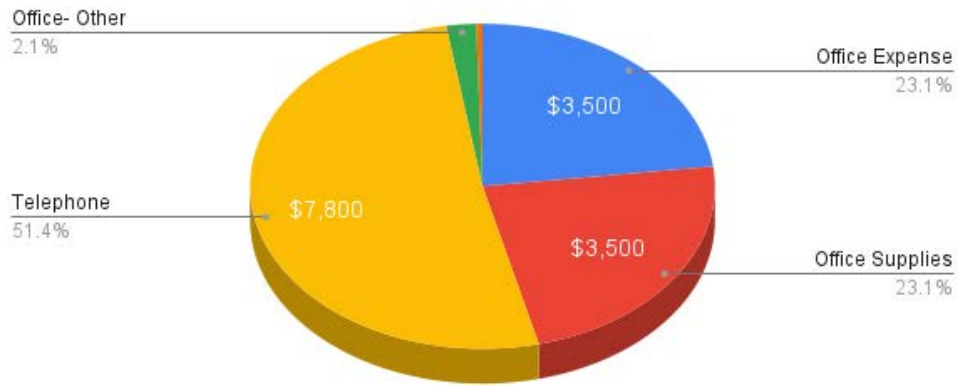


FY 2021-2022 Final Budget

Expenditure Breakdown: District Activities



FY 2021-2022 Final Budget
Expenditure Breakdown: Office



FY 2021-2022 Final Budget
Expenditure Breakdown: Building Maintenance



FY 2021-2022 Final Budget
Expenditure Breakdown: Building Utilities/Service





RESOLUTION 21-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT TO PARTICIPATE IN NEGOTIATIONS AND MEETINGS TO CONSIDER FORMATION OF AN EAST BAY VEGETATION MANAGEMENT JOINT POWERS AGENCY (EBVMJPA)

WHEREAS, the series of historic wildfires throughout California and the Western United States in recent years demonstrates that the impacts of global climate change will continue to have potentially devastating local effects throughout the region; including habitat destruction, loss of life, economic impacts, infrastructural damage, and public health hazards associated with air quality, among others; and

WHEREAS, reactive approaches to fire management and containment are deployed during times of crisis and overextend local and state resources; and

WHEREAS, the spread of wildfire does not respect political or jurisdictional boundaries; burn areas and air quality impacts from smoke extend throughout the region; and

WHEREAS, a large portion of the East Bay region, including the East Bay Hills from Hercules to Fremont, are a CalFire designated high-risk danger zone; and

WHEREAS, a more coordinated approach and investment in wildfire prevention and vegetation management may help to mitigate the number and severity of wildfire events; and

WHEREAS, regional coordination may prove both more effective and more efficient in developing and implementing best practices, as well as sharing expertise and other resources; and

WHEREAS, the East Bay Region contains more than 20 municipalities, counties, and fire districts, including the Kensington Fire Protection District, that may all benefit from a coordinated fire management approach.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors agrees to make staff available to participate in negotiations and meetings to consider formation of an East Bay Vegetation Management Joint Powers Agency (EBVMJPA) to address fire safety in the East Bay Area.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of September 2021 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 08, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5c**
Public Safety Building Renovation - Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Background

MarJang Architects, ZFA Structural Engineers, and the rest of the design team began work on the PSB renovation project in August. We have been meeting weekly to plan and review progress. Attached is the current schedule that details the aggressive timeline needed to provide updated construction estimates. A quick schematic design period this month will allow for the first estimate to be received in time for the October 13th, 2021 board meeting. Note that the last estimate was provided in the Summer and Fall of 2020 based on very conceptual diagrams. Substantial inflation has occurred in the construction industry since that time due to a COVID backlog of raw materials, assembled parts, labor shortages, and deferred demand. The push to bring on a Municipal Advisor, as noted in my General Manager's Report this month, is necessary to be prepared to deal with the financial options available to the district as we receive updated construction estimates. The expedited design and permitting work is also necessary to meet any "shovel-ready" requirements of State and Federal grant opportunities. As the design team moves ahead, it is anticipated that the scope of work will be refined to include elements that were not identified in the prior conceptual work. Obviously, this will have to be balanced with the Alquist-Priolo expense limits placed on the project budget.

Simultaneous to the renovation work, I am quickly moving forward with the temporary facilities planning. Indeed, this project has to precede the renovation in order to be ready for pre-demo move-in. In many ways, it is just as complicated a project as the renovation itself and has to proceed through all of the same steps: design, permitting, bidding, and construction, let alone pricing, as necessary, to complete the budget picture. Based on recommendations from Mack5, I have contacted two architecture firms, FOG Studio in Benecia and Kappe Architects in San Rafael. Both firms have relevant experience and are able to accommodate the fast-track schedule. I have received one proposal and should have the second prior to the board meeting. The final budget proposal includes an \$80K allowance for the temporary facility soft costs. This estimate includes engineering and permitting costs, not just the architect's scope.

I am starting other associated work such as contacting the CC County Bldg Dept for the PSB, and the City of El Cerrito for the temporary facilities site. Negotiations with the Unitarian Church on the use of their parking lot have begun but are pending more info from the initial design phase.



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: September 3, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the September 2021 Fire District Board Meeting**

July Incident Run Reports

There were 25 incidents in Kensington for the month of July which was a decrease of 9 calls over the previous month. Total incidents for Station 65 in July were 58 calls which was a decrease of 11 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 304 calls for service during the month.

August Incident Run Reports

There were 39 incidents in Kensington for the month of August which was an increase of 14 calls over the previous month. Total incidents for Station 65 in August were 63 calls which was an increase of 5 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 321 calls for service during the month.

Vehicle into Structures

Fortunately, there were no fires in the last two months, however, within a few days of each other, Engine 165 did respond to two vehicle accidents where the cars had hit a structure. On August 11th, a vehicle on Cambridge failed to stop at an intersection and crashed into the garage on the opposite side. No one including the driver were hurt. A few days later on August 14th, another car hit the office building right behind the ACE Hardware store. The building was not occupied, and the driver was not injured.

COVID-19 Mandates

Due to the increase in COVID-19 cases appearing including the Delta variant, the County issued a new mandate that not only mandated masks indoors but for the Fire Department, mandatory testing of all non-vaccinated personnel. The Fire Department has procured self-administered antigen (Rapid) tests that all non-vaccinated personnel will take at the start of their shift. If a positive test is indicated, the person will be administered a PCR test and sent home to quarantine until the results of this test are complete. We are fortunate to have an arrangement for free PCR testing through Cal Berkeley's School of Public Health. The City of El Cerrito is discussing the potential of Mandatory vaccination but are awaiting to determine the potential conflicts or issues this may cause with the labor group.

CERT Training

The Fire Department is planning on starting up in person CERT training soon. There have been no classes since March of 2020 due to the pandemic. Exact dates are still on hold while the current surge of the Delta variant is still high. Also, with the retirement of Chief Grupalo, we are short staff to coordinate this until his replacement is hired (See below). We are looking into FEMA's new curriculum which also includes a hybrid virtual training. More to follow on this topic.

Battalion Chief Recruitment

The Fire Department has hired the business management consultant firm Peckham & McKenney to handle the recruitment for a Battalion Chief / Fire Marshal to replace Chief Gibson who retired in December of 2020. From this list, the city plans to also hire a replacement for Chief Grupalo who retired in July. The filing period is now open and closes on September 27 at which time evaluations and interviews will begin.

Out of County Deployment

Monday, August 30th, the OES Engine #413 was redeployed and assigned to the Caldor Fire. They departed at 4:00 pm and are part of a Task Force from within the County that is helping with the stand being made to protect South Lake Tahoe. They arrived Monday night and have been assigned for a 24-hour shift at Echo Summit which is where the attempt to hold the fire out of the basin is being made. This fire has burned over 199,000 acres, has destroyed more than 670 structures and is only 17% contained at this time.

Statewide there have been over 6,900 wildfires this year and there are 17 active large fires currently burning. More than 1,830,000 acres have burned, and more than 2,800 structures have been damaged or destroyed. El Cerrito currently has 7 personnel assigned to the fires. This year the Department has been deployed 16 times to 7 different fires so far and has logged in over 2,800 hours.

Vegetation Management

As reported out last month, the local vegetation fuel moisture levels continue to drop and are at late summer levels even with the recent marine layers returning at night. Due to these conditions, we are continuing with residential inspections of properties in the community to get 100% compliance before the super critical late summer/fall heat and Diablo winds. Based on these ongoing inspections, it appears that residents are for the most part complying with the District policy and are working at cutting their weeds. Vegetation Management Information is available at the Department's website.

Ready for Wildfire?

In a continuing effort for residents to be prepared for wildfires, Cal Fire has an opt-in program that anyone can register their cell phone and ZIP code to receive text updates on any fire in the local area. There are also helpful check lists and other information to help you evaluate your home and property to be better prepared for a wildfire event. The link to this sign in is:

<https://incidents.readyforwildfire.org/>

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



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 08, 2021

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

The following progress items will be reviewed in the KFPD Board of Director's Sept. meeting:

1. Community Event/Engagement

- National Night Out Summary

2. District Communications/ Publications

- 07/28/2021 Wildfire Smoke Inhalation AQI Awareness
- 08/04/2021 National Night Out Video Post
- 08/05/2021 CalFire Report
- 08/16/2021 Cal Fire report
- 08/17/2021 Red Flag Warning
- Kensington Outlook Articles: September 2021
 - Red Flag Warnings
 - September 2021 National Preparedness Month
- National Preparedness Month Campaign – Week One Social Media & Homepage Publication
- Poll re: CWS registration via Nextdoor

3. Initiatives/ Deliverables

- Emergency Phone Number Magnet Production
- Magnet mailer Contact Card QR Code Poster
- Wildfire Preparedness Workbook
- Defensible space acknowledgement real estate transfer disclosures example
- Drafted Communication Plan for proposed adoption
- Designed and ordered KFPD branded popup event booth
- Provided email signature line for district personnel with homepage hyperlinks
- District homepage linked to KFPD Facebook page
- Created Amazon shopping list for emergency item inspiration for residents.
- District-wide print advertisements of National Preparedness Month campaign.

4. Meetings

- Wildcat Canyon Fire Meeting 08/02/2021
- David Early Placeworks 08/03/2021
- Cheryl Miller Diablo Firesafe Council
- Bill/Chief Pigoni Lunch Meeting
- Keith May Berkeley Fire: Emergency Public Address System

- 9/3 Meeting with Chris Hilliard
- 9/3 Tour Kensington Paths w/ R&S Paul

5. Introductions / Correspondences

- Lin Due Kensington Outlook
- Lin Due & Kyra Cerrito Canyon Initiative
- Ron Shiromoto Block Captain
- Chris Hilliard CERT
- Rob Firmin KPOA
- Rodney Paul Kensington Pathkeepers
- Marty Westby Block Captain
- Anne Forest Block Captain
- Kay Reed Block Captain
- Chris Kensington Farmers' Market
- Kathy Gerwig Purdue Community Member - Parking changes Input
- Jim Yoke Richmond OES Manager
- Lorena Herrera CWS
- Kensington CERT Block Captains: Hal/ Graboske /Peter Liddell / Danielle Madugo
- 9/3 Meet & Greet w/ Kara – Manager Kensington Branch Library
- Lisa and Camden w/ Zip Code East Bay – Colusa Circle

6. Miscellaneous Topics

- Observe/study Zonehaven use in live fire incident Nevada/Plumas Counties
- Observe/study communication challenges in live fire incident El Dorado County



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 8, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

The board's decision to skip the August meeting allowed additional management time to focus on moving major initiatives forward over the past two months, including the PSB renovation project and temporary facilities planning, but also on the following tasks, as well as day-to-day operations:

1. **Emergency Preparedness Coordinator** – As described by the EP Coordinator's report in agenda item 7, there are many topics which Johnny and I have been collaborating on and it is clear that without his focused attention on those issues they would not have progressed. I will continue spending a portion of my time on oversight of the position but assume that will diminish over the course of the year.
2. **Grant Writer** – Please see the attached report from Sudi Shoja on the start of her grant pursuits for the district. We had a helpful conference call to kick off the process and further share the district's priorities. You will receive monthly updates on her progress.
3. **Financial Advisor** – I spoke with Catherine Lemaire, CSDA Financial Corporation Coordinator, to pick-up the conversation on supplemental financing for capital projects. In addition to that specific topic, she referred me to three Municipal Advisors with relevant special district experience who can assist us with both short-term funding analysis of the renovation project, as well as long-term forecast modeling. I had extensive conversations with two of three, Eric Scriven of NHA Advisors and Dan Massiello of Kosmont Transactions Services Inc., and by the time of the board meeting will have spoken to the third, Julio Morales with Urban Futures Inc. Our approved preliminary budget includes \$30,000 for this work and I hope to hire a consultant as soon as possible so you will be able to receive some preliminary feedback by the October 13th, 2021 board meeting. I am expediting this work so it is coordinated with the timing of the initial schematic design pricing estimate of the renovation project, which will also be presented at that meeting. There will be a lot of work for the consultant to do in Q2 to respond to the realities of construction costs this year. That will be the first phase of their work while subsequent phases will deal with the long-term financial planning strategy.
4. **FY2020-2021 Audit** – MUN CPAS have been engaged for the audit. Field work is scheduled for the first week in October. I am working with Maze Consultants to make sure the books are prepared. This will be the first full audit that I oversee for the district. I look forward to understanding how we can further improve our accounts and procedures.

5. **Actuary Report** – Nicolay Consulting Group is updating the report for this year and the results should be delivered by the beginning of October. There have been a number of staff changes at NCG but I hope the process will be straightforward.
6. **Maze Accounting** – Maze Associates has assigned a new accountant, Brandon Collins, to work on the district's books. Maria Munoz, accounting services supervisor, continues to be involved in oversight since this is the third bookkeeper since I started. As noted in the budget, I negotiated a fixed cost of \$3,000/month for this fiscal year as prior billings were escalating. Prior to July of 2022, I will re-assess the situation and will see how what the audit reveals in terms of our monthly process.
7. **Workers Compensation Insurance** – While renewing our workers compensation insurance policy, I noticed that the district did not seem to be properly categorized. I spoke with the State Fund representative who confirmed the error and noted it had been in place for quite some time. The revision appears to have cut the premium by 50%, which is acknowledged in the proposed final budget for this year.
8. **CERBT** – I completed the annual required CERBT reporting.
9. **CCC Tax Collection** – The special tax submittals were filed and the levy confirmed.
10. **Finance Committee Meeting** – Given all of the work noted above related to finance, the next committee meeting is planned for Friday, October 1st, 2021, 10:00AM.
11. **DFSC** – Johnny and I had a helpful introductory conference call with Cheryl Miller to update us on DFSC activities. Cheryl informed us that the matching grant program has been phased out, therefore this year's budget does not assign any funding to that category. According to Cheryl, DFSC is focused on general, non-assigned funding in order to avoid the administrative overhead required by matching grants and to allow more flexibility on spending decisions. Apparently, the \$24K that the district granted last year still has a usable balance for Kensington applicants but I am waiting on a detailed expense report.
12. **Former Fire Chief Markert** – I exchanged emails with Theresa Markert to inform her that the July board meeting was adjourned in Chief Markert's honor. She replied, *"Thank you so much. He loved his district very much. FYI his son, Michael is a Captain at Reno Fire. Thank you too for sending the truck and guys to his service. They were awesome. Made me cry."*
13. **Coordination with KPPCSD** – I spoke with the new KPPCSD Interim General Manager, Rick Benson, about my collaborative work with the prior GM on issues affecting both districts. During my weekly trips to the PSB, I have had the opportunity to further my relationship with Chief Gancasz and his staff, and look forward to doing the same with Mr. Benson.

14. General Manager's Time Allocation – Consistent with my GM contract, I transitioned to a 24 hr/wk schedule on July 1st, 2021. I monitor my time closely to meet the balance limit as noted on my timesheets. I reviewed the first six months of the year to check on the division of time per subject area and the results were as follows:

General Administration = 52%
Finance = 25%
Emergency Preparedness = 8%
Policies & Legal = 1%
Public Safety Building = 14%

For the second half of the year, I anticipate these proportions will change significantly, as the renovation project will demand more oversight, as will the coordination with the Emergency Preparedness Coordinator, Grant Writer, and Municipal Advisor.

15. Board Clerk / Executive Assistant – Sasha remains available to us to write the meeting minutes, but is otherwise fully engaged in her full-time work. After the Municipal Advisor search and the audit field work are complete, I will begin searching for a successor board clerk. Until that time, there are more pressing issues to address and on-boarding a new hire would be difficult to accommodate.

16. KFPD Policy Handbook and Operations Manual – Drafts have been completed but there has not been sufficient time to review and redline them. This scope of work will wait until other priorities are addressed.

To: Mr. Bill Hansell
From: Sudi Shoja, PE
Date: September 2, 2021

Subject: Status Report

Below describes our work on grant research for the Kensington Fire Protection District:

1. We provided the District with the funding notice about the FEMA Building Resilient Infrastructure and Community (BRIC) grant opportunity. The Fire Station Seismic Retrofit project is eligible to apply for this funding opportunity. This grant provides up to 75% of the cost of the project with a maximum of \$50 million. BRIC grant application process starts with submittal of a Notice of Intent (NOI) to California Office of Emergency Services (CalOES) by September 20th. CalOES will review and invite a select group of projects to provide an application. ESS is currently working with the District to set up an account for submittal of the NOI.
2. We have been in communication with CalOES Hazard Mitigation Assistance Branch that has confirmed that we can also submit an application for the Fire Station Seismic Retrofit project under one of the current Hazard Mitigation Grant Programs (HMGP). The funding for HMGP comes from the Presidentially Declared disasters. While the Contra Costa County was not among the declared disaster areas for current available funding, balances from these events are used on applications from other counties. The same application prepared for the BRIC grant can be submitted under this opportunity. The process requires submittal of a NOI similar to the BRIC grant.
3. ESS held a conference call with the District staff to learn about other priority projects. We have started our research for funding on these projects and will be providing a matrix of potential funding opportunities matching the District's projects.



KENSINGTON FIRE PROTECTION DISTRICT
MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
Thursday, June 24, 2021 3:00pm-5:00pm
Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL
Called to order by Director Padian at 3:07 PM

Directors: Larry Nagel and Kevin Padian
Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath
Staff: General Manager Bill Hansell, Emergency Preparedness Coordinator Johnny Valenzuela
Public: Michael

2. PUBLIC COMMENT

This place on the agenda is reserved for comments and inquiries concerning matters that do not otherwise appear on the agenda.

No public comments

3. ADOPTION OF CONSENT ITEMS

a. Approval of Minutes of the regular meeting of May 27, 2021

MOTION: Nagel/Madugo: To adopt consent items.
VOTE: 7 Yes with Caronna and Liddell abstaining because they did not attend the May 27, 2021 meeting

Motion passed.

4. NEW BUSINESS (Out of order)

a. Introduction of new EP Coordinator, Johnny Valenzuela

Johnny introduced himself and summarized his experience as a volunteer firefighter, in special district service, and in marketing and management. Johnny wants to get on board quickly with neighboring agencies and assess what is needed in Kensington to effect a viable Emergency Preparation effort.

Peter Guerrero summarized the challenges in Kensington, in particular the overgrowth and dying trees in Wildcat Canyon and Tilden Regional Park.

Kevin noted that he sees the Emergency Preparedness Coordinator as boots on the ground to increase public awareness of the problems that are faced by Kensington.

We need to start having public meetings with Kensington residents.

Bill Hansell noted that he will be working more on the building and will be relying on Johnny to take up the reins in Emergency Preparation.

5. OLD BUSINESS

a. Continued Items from Previous Meeting

i. Update on search for RFPs: Grant Proposal Writer (General Manager)

Bill Hansell noted that only one person submitted a proposal. Just recently another person has surfaced, and there is a third person living in Portland who will be moving back to California. Bill hopes to have three proposals by July so that we can start the interview process.

Bill also noted that he is looking for a financial planning consultant.

ii. Refrigerator magnets project (update)

Kevin has made no progress on the refrigerator magnets due to other commitments. Estimates for the work are in, and the text is approved. The need now is to design the magnets and phone stickers, get them produced, and have Mailstream assemble the mailers so that we can bring them to the post office.

iii. Emergency Radio Program (update)

Kevin has made no progress on the emergency radio program due to other commitments. At this point we should probably start with a webpage explaining types of radios and alert residents about their use. Raising awareness may help identify residents who need assistance in procuring and using them. He is hoping Johnny can assist in the program.

iv. Progress on next edition of the *Fireplug*

Bill Hansell reported that there is progress on the *FirePlug* and showed a draft that has been edited by Sasha Amiri-Nair. There was a planned article about CERT, but there was a consensus that it is more important to include an article about Zonehaven, which will replace it after being vetted by the Chiefs.

Paul Moss noted that we have to work now with what we have now. What we have now is Zonehaven and CWS and we have to educate the residents on how to use these tools. Paul just cannot understand why we have waited so long on getting this information out to the residents.

David Spath noted that we need something that explains how the system works.

Kevin suggested that we pull the CERT map from the *FirePlug*, insert a Zonehaven map, and insert a short article by Kevin explaining Zonehaven. Kevin and Larry will speak with Chief Pigoni and Battalion Chief Grupalo to establish a consistent story.

Katie Gluck asked if we should have Joe Grupalo write the *FirePlug* article.

Lisa Caronna noted that there is a lot of confusion about Zonehaven, CERT, and CWS and suggested we have to help clarify this system to the residents.

Johnny Valenzuela noted that perhaps a video would help educate the public. This could be accessed through our website or on Facebook and YouTube.

Danielle Madugo suggested that there should be some coordination between the CERT areas and the Zonehaven zones.

Peter Guerrero agreed that we should be working on a more effective communication system.

6. NEW BUSINESS

a. Introduction of new EP Coordinator, Johnny Valenzuela (see 4a above)

b. Discussion of plan of research into Emergency Warning Systems

Responses to and discussions of concerns by EPC members; next steps

- i. How can first responders expect to use an EWS?
- ii. How will an EWS be controlled?

Kevin noted that if the Chiefs would not support an EWS, the system could not be put into place.

- iii. How will residents be educated about responding to EWS signals?
- iv. Are there potential problems or inefficiencies with these systems?
- v. What would they cost and how could they be financed?
- vi. Work plan and assignments for further research

Kevin suggested that our next step should be to invite Chief Pigoni and Chief Gancasz as well as B/C Grupalo and Lt. Harms to the next meeting to discuss their views about an EWS. Lisa Caronna asked who else should participate in this meeting. Kevin said that just the Emergency Preparedness Committee members at this point, but of course it is an open meeting.

c. Discussion of May 19, 2021 Berkeley Fire Safety Meeting

https://www.dropbox.com/sh/aa6a48jzdqa88r5/AACKa4_f8fXU6p3uletqvVAua?dl=0

Larry Nagel noted that he had hoped that Peter Guerrero would lead the discussion because Peter took extensive notes. Since Peter had to leave the meeting early, Larry filled in as best he could. He noted that the May 19, 2021 meeting was by Berkeley City Council members, police and fire officials, and for Berkeley residents. However, the Berkeley hills and upper Kensington are very similar. Berkeley is putting a lot of effort into evacuation routes and parking regulations because their streets are just as narrow and circuitous as ours are. Both the Berkeley hills and upper Kensington are

on the wildland urban interface (WUI) and the City is pleading with the East Bay Regional Park District for more aggressive fuel reduction. Both Berkeley and Kensington have implemented evacuation zones with Zonehaven, and both are considering emergency warning systems. Larry pointed out that Chief May stated at the meeting that the speakers were for warning people outdoors but probably couldn't be heard indoors except for residences very close to the speakers. We agreed that this statement needs further investigation.

d. Reports from Committee Members

Lisa Caronna noted that John Gioia is going to pursue the issue of the ownership and maintenance of the Kensington paths and asked if there was somebody from the Fire Board who would want to serve on a committee with John Gioia.

Larry discussed the RPP Stakeholder meeting that was held today and noted that some core team meetings will be scheduled in September.

7. CALL FOR FUTURE AGENDA ITEMS

- a. Do we meet in July? Kevin noted that he will not be able to attend a July meeting, and asked if we should cancel. Larry Nagel suggested that we should have the meeting and concentrate on near-term plans for Johnny Valenzuela.

Bill Hansell noted that the Brown Act exclusion has been extended until September 30. After that, all meetings will have to be in person again. Of course, we can meet in person sooner if we wish.

8. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on July 22, 2021 at 3:00pm via Zoom Teleconference.

The meeting was adjourned at 5:05 PM by Director Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on July 22, 2021.

Attest:



Emergency Preparedness Committee Member



KENSINGTON FIRE PROTECTION DISTRICT
MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
Thursday, July 22, 2021 3:00pm-5:00pm
Via Zoom Teleconference

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

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 3:03 PM by Director Nagel

Directors: Larry Nagel

Public Members: Lisa Caronna, Peter Guerrero, Danielle Madugo, Paul Moss, David Spath

Staff: General Manager Bill Hansell

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

2. PUBLIC COMMENT

There was no public comment

3. ADOPTION OF CONSENT ITEMS

a. Approval of Minutes of the regular meeting of June 24, 2021 (Approve)

MOTION: Nagel/Madugo: To adopt consent items.

VOTE: 7 Yes with Caronna and Liddell abstaining because they did not attend the May 27, 2021 meeting

Motion passed.

4. NEW BUSINESS

a. JPA for Vegetation Management of East Bay WUI

Discussion of formation and possible appointment of a representative.

Lisa Caronna thought we should pursue this. Peter Guerrero thought that a joint agency is the best approach to tackling this problem that is regional in nature. This idea allows for multiple jurisdictions. David Spath agreed with Peter and Lisa. The EPC would need to recommend this to the board. It would require the pooling of funds and resources with the EBRPD and our neighboring agencies. Peter Guerrero volunteered to serve as a EPC representative. Lisa noted that it will be important to involve the EBRPD and our neighbors as partners.

b. Emergency Warning System

Discussion of options and strategy; Invitation to Fire and Police Chiefs.

We have invited the Chiefs to attend the next EPC meeting. Larry asked what the

committee should do in preparation for the meeting. Bill Hansell asked whether there was any kind of a report issued on Emergency Warning Systems, and there doesn't seem to be any. Katie Gluck wrote a report on how Mill Valley used their systems. Lisa Caronna noted that we should get together with Berkeley to see how they plan on using their system. Bill suggested that Johnny Valenzuela should talk to Chief May in the Berkeley Fire Department. Peter Guerrero noted that we should not call these systems "sirens" because sirens don't explain what to do in case of emergency.

c. Berkeley Wildlife Safety Mailer

Discussion and direction.

Peter noted that Berkeley sent around the safety mailer to all Berkeley residents and suggested that we should see how it can be adapted to our needs.

d. Fire Plug Special Edition

Discussion of topics for special edition, e.g. Zonehaven Zones.

Johnny Valenzuela is working on a mailer that will explain Zonehaven Zones. He has developed a communication protocol for who is responsible for communicating emergency preparation. Danielle Madugo noted that there will be a National Night Out and this is an opportunity to get information out.

There was a lot of conversation about Zonehaven and what citizens need to know about Zonehaven.

e. Traffic Survey

Report on meeting with Kevin Padian and Larry Nagel, KFPD, and Rob Firmin and Gail Feldman, KPOA.

There was a long discussion about survey the KPOA would like to distribute asking Kensington residents about their preferences for parking.

f. Informational Magnets/Stickers

Update and direction.

Magnets were enthusiastically received. Johnny Valenzuela presented a proposal for a retractable banner which was also enthusiastically received.

g. Emergency Radio Page on Website

Discussion and direction.

This is a work in progress and will be reported on at the next meeting.

h. Reports from Committee Members

Discussion and direction, if needed.

Danielle Madugo reported that the principal at Hilltop Elementary School has retired so the plans for an evacuation drill have been put on hold. At this point, nobody has applied for the principal job, so there is some uncertainty as to when the school will have a principal.

5. CALL FOR FUTURE AGENDA ITEMS

None

6. ADJOURNMENT


The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District may be held on August 26, 2021, at 3:00pm via Zoom Teleconference.

The meeting was adjourned at 5:05 PM.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on August 26, 2021.

Attest:



Emergency Preparedness Committee Member