



KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA
Wednesday, February 10, 2021 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-29-20, 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).

Public comment will be taken on each agenda item. 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://zoom.us/j/91008836420?pwd=cnpscTRTVFNzZHhCY1BrZURZQUtYUT09>

Telephone Access:

(669) 900-9128 or (346) 248-7799 or (253) 215-8782

Webinar ID: 910 0883 6420

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 regular meeting of January 13, 2021 and special meeting of January 20, 2021 (Approve)
 - b. **Approval of Amended Minutes** of the regular meeting of November 18, 2020 to correct errors in Item 7.1 (Approve)
 - c. **Acceptance of Incident Activity Report** January 2021 (Accept)
 - d. **Approval of Monthly Transmittal** January 2021 (Approve)
 - e. **Approval of Monthly Financial Reports** January 2021 (Approve)
 - f. **Brown Act Memo from the 12/09/2020 Regular Board Meeting** (Accept)
 - g. **Certificate of Appreciation for Scott Pennington, President of Sunset View Cemetery Association** (Approve)
4. **(7:15pm) NEW BUSINESS**
 - a. **Mid-Year Budget Adjustment** (Supporting material)
Action = Approve revised budget
 - b. **Update on Joint KFPD & KPPCSD Public Meeting On Facility Options**
Action = Presentation/Discussion
 - c. **Priorities List for the Emergency Preparedness Committee** (Supporting material)
Action = Presentation/Discussion

- d. **Emergency Preparedness Coordinator - Pilot Program** (Supporting material)
Action = Approve and direct staff to advertise and identify candidates
- e. **Long-Term Financial Advisor**
Action = Approve and direct staff to advertise and obtain consultant proposals
- 5. **(8:45pm) FIRE CHIEF'S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 6. **(9:00pm) PRESIDENT'S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 7. **(9:15pm) GENERAL MANAGER'S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 8. **(9:30pm) COMMITTEE & OUTSIDE AGENCY REPORTS**
Informational reports from Board members or staff covering the following assignments:
 - a. **Emergency Preparedness Committee** (Padian/Nagel) (Supporting material)
Action = Presentation/Discussion
 - b. **Finance Committee** (Kosel/Nagel) (Supporting Material)
 - i. Action = Approve Dec. 4, 2020 Regular Meeting Minutes (Stein/Dommer)
 - ii. Action = Approve Dec. 4, 2020 Special Meeting Minutes (Stein/Dommer)
 - iii. Action = Approve Jan. 29, 2021 Regular Meeting Minutes (Kosel/Nagel)
 - c. **Outside Agencies**
 - i. Contra Costa Special Districts Association (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)
- 9. **(10pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on March 10, 2021 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, February 24, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, March 3, 2021 by 1:00pm.

If you challenge a decision of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the Board Meeting or in written correspondence delivered at, or prior to, the Board Meeting.



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

DATE/TIME: January 13, 2021 / 7:00pm

LOCATION: Via Zoom

PRESENT: Directors: President Larry Nagel, Vice-President Kevin Padian, Director Don Dommer, Director Janice Kosel, Director Julie Stein
Staff: GM Bill Hansell, Chief Michael Pigoni, Clerk Sasha Amiri-Nair

1. CALL TO ORDER/ROLL CALL:

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

2. PUBLIC COMMENT:

Director Stein made a comment stating that the last board meeting adjourned with items 13, 14, and 15 remaining and based on the Sturgis code, items left over from the last meeting should come up as the first item as unfinished business in the next meeting.

GM Hansell stated that he had checked the Government Code and did not see that requirement. Based on the Government Code, the meeting adjourns and the next meeting starts again and the remaining items would be put into "old business".

Director Kosel informed the Board that there were educational opportunities available at the California Special District Association in the next month, particularly Sexual Harassment, Ethics and Brown Act training.

VP Padian stated that there were 2 articles in last Saturday's SF Chronicle, one of which was about Governor Newsom wanting to invest \$1 billion for resiliency against fire across the state, which is good news. The bad news is that we do not have enough rain which means we may be up for a very dangerous year.

3. ELECTION OF BOARD SECRETARY FOR CALENDAR YEAR 2021:

MOTION: M/s Nagel/Padian: To elect Janice Kosel as Board Secretary for 2021 and close the nomination.
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VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
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Motion passed unanimously.

Video Time Stamped: 15.45

Director Stein made a point of order and stated that this motion was handled differently than last month where there were 2 separate motions and votes for Board President. GM Hansell explained that both procedures were ok and that it was not done out of order.

4. ADOPTION OF CONSENT ITEMS:

MOTION: M/s Kosel/Stein: Approve Consent Items minus Item 4.5.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Video Time Stamped: 19.47

Director Stein pulled item 4.5.

4.5. REPORT ON BROWN ACT VIOLATION CONCERN FROM THE 12/9/20 REGULAR BOARD MEETING

MOTION: M/s Kosel/Padian: Move to postpone to next meeting pending further review of the memorandum submitted by Mary.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Video Time Stamped: 21.00

Director Stein stated that there were inaccuracies in the report. She would like the information to be double checked and corrected if they were inaccurate. Her other concern was that the report seemed to convey the impression that her concern in contacting the Interim GM was that she was in violation of the Brown Act, which was not the case. Her questions were what she should do if a Brown Act violation had occurred and was also looking for guidance as to how to hold the vote on a matter which she was concerned was that a Brown Act violation had occurred and she never received a response to that.

5. 2020 PRESIDENT’S REPORT:

Director Stein stated in her report that she wanted to recommend scheduling a Brown Act refresher for the Board and thought it would be best for everyone to hear the same information at the same time. She also made an inventory of enhancements in the administrative functions that took place in the calendar year of 2020 and one of her overall summary statements that she would make was that they went from a manual function District to a District that was now able to function electronically and remotely and if these enhancements had not been made the District would have been in terrible shape.

President Nagel thanked Director Stein for her service, time, and energy for being President. Director Stein thanked him in return. VP Padian seconded President Nagel’s thoughts and thanked her. Director Dommer thanked her as well.

6. BOARD REPORTS:

Director Stein reported the one thing she hoped would not be lost from the last Finance Committee meeting was that working with Mary and recording her timesheets gives the Board a sense of which programmatic areas she spent most of her time on. She stated that Mary did a great job classifying it into General Administration, various committees, PSB. If the District needs to create a job analysis on how a GM may spend their time for the District, they have good information to base it off of.

Director Stein also reported that she had an interest in the bank account report because based on her experience last year it was very time consuming once the Finance Committee changed and she would like to get a head start on that. She also mentioned that she still has the ATM card, a payment fob, and online banking access. Stein thought it would be best for only the Finance Committee members to have these items.

7.1 JOINT KFPD/KPPCSD MANAGEMENT REPORT ON PUBLIC SAFETY BUILDING OPTIONS:

MOTION: M/s Padian/Stein: To have a meeting with all Board Members from both Boards
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 40.05

GM Hansell began the discussion first by thanking Bill Lindsay and the Chiefs for working on all of this together and stated that the recommendation was to receive this report and to direct staff to schedule a public meeting consisting of 2 members of the KPPCSD and the KFPD Boards to review the project and continue work.

Public Comments that were emailed in to the District were read out loud and live public comments were received as well.

MOTION: M/s Kosel/Padian: To accept the joint report of Bill Lindsay and Bill Hansell.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 1.22.13

Director Stein stated that she would like to suggest that the Board have an opportunity to speak directly with the Police Chief about his concerns and would also like GM Hansell to repeat the \$7-8 million option that included rental space and the 2-stage approval plan.

GM Hansell stated that he had hoped that both Manager Lindsay and Chief Schuld would attend and be a part of this discussion but their concern was that they might be ahead of the KPPCSD Board. They did not feel comfortable making representations before the joint meeting so the direct response would be given at that date. In terms of expanding the report to include additional comments, GM Hansell was trying to elaborate what the alternatives might be. The nature of those alternatives is essentially some other type of approach that recognizes that the square footage of the building does not seem to fit the needs of both departments. That discussion would be part of the joint meeting. It was repeatedly stated in the managers' and chiefs' meetings that if both Boards insisted on or required to continue to have a shared space, then staff would implement that option. Regarding the core and shell permit idea, we could be making progress on the approval side which is done all the time in commercial projects where the occupancy is irrelevant to the exterior work which involves the engineering scope. He explained that the District would get better pricing and have a better understanding of what the cost would be for occupancy with this approach while shortening the schedule time.

Director Stein asked about the authorization for the work. GM Hansell noted that it was within the scope of the GM's duties and no additional funds were spent on the architects. Director Kosel complimented GM Hansell for his work on providing alternatives that had not been considered before. Director Padian is in favor of accepting the report and noted it is going to be very difficult to fit both departments in the existing space. We need to make good on both Police and Fire but

are fighting the constraints of the space. Ideas are being shared in the community for other options to solve the problem.

Public comments were made.

Director Stein asked Director Dommer why there had been a change to the opinion on the shared layout. Director Dommer noted that the Police Department has expanded and, for Fire, there are additional space requirements. Operations on both sides have grown to a size that won't fit in the building.

7.2 BANK RESOLUTION/SIGNATURE UPDATES:

GM Hansell explained that the resolution was for getting new signatures from the Finance Committee members and the GM and to return it to Mechanics Bank to get access to the full account.

8. FIRE CHIEF'S REPORT:

Chief Pigoni went over the incident reports and calls that came in for the month and the averages for the year. He stated that COVID-19 vaccinations have begun for the District and that the holiday meals were very much appreciated. He reported that Toys for Tots was a total success again and also reiterated the direct number to call from a cell phone in case of an emergency.

9. BOARD COMMITTEE ASSIGNMENTS & REPRESENTATIVES TO OUTSIDE AGENCIES:

MOTION: M/s Kosel/Padian: To Approve Kosel & Nagel for the Finance Committee with Kosel as Chair.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 2.18.49

MOTION: M/s Kosel/Padian: To Approve Paidan & Nagel for the EPC with Padian as Chair.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 2.18.49

MOTION: M/s Kosel/Padian: To Approve President Nagel as the representative of the CCCSDA
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 2.21.45

MOTION: M/s Kosel/Padian: To Approve Director Kosel to continue in the State Professional Development and Membership Services Committees of the California Special District's Association.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 2.21.45

10. PRESIDENT’S REPORT:

President Nagel wanted to emphasize 2 things that he was concerned about, one of which would be Kensington being consumed by wildfire and, therefore, getting an evacuation set in place in case of wildfire. It’s his goal and the Board’s goal to have an evacuation drill set before the next fire season. His second concern was solving the PSB situation.

11. GENERAL MANAGER’S REPORT:

GM Hansell stated that it has been an intensive couple of weeks and thanked Mary, Sasha and Robert for all of their help with his onboarding and the Board packet/agenda. He also stated that there will be a special meeting next week regarding the GM’s and Board’s priorities as well as Brown Act training.

12. BOARD REPORTS:

VP Padian gave a report on the EPC meeting and how they discussed priorities for the District, the long-term projected expenses, and roles.

MOTION: M/s Kosel/Padian: To Move all volunteers for the EPC for the calendar year of 2020 be reappointed to 2021.	
VOTE: Ayes: Kosel, Nagel Padian, Stein - Noes: None - Absent: Dommer	
Motion passed 4-0-1	Video Time Stamped: 2.37.21

President Nagel gave his report from his July 13, Sept. 21 and Nov. 16 CCSDA meetings.

Director Kosel stated that she was reappointed by the California Special District’s Association to her committees and the initial 2021 meeting will be in the first week of February.

ADJOURNMENT: The meeting was adjourned at 9:43 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:

Board Secretary



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

DATE/TIME: January 20, 2021 / 1:00pm

LOCATION: Via Zoom

PRESENT: Directors: President Larry Nagel, Vice-President Kevin Padian, Director Don Dommer, Director Janice Kosel, Director Julie Stein
Staff: GM Bill Hansell
Consultants: Brent Ives (BHI Consulting)

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 1:00 p.m. and GM Hansell called roll.

2. PUBLIC COMMENT:

Linda Lipscomb made a comment not related to items on the agenda. GM Hansell suggested Ms. Lipscomb contact him directly with any questions.

3. TRAINING SESSION ON GOALS AND OBJECTIVES, BROWN ACT GUIDELINES, AND BOARD RELATIONS:

Brent Ives gave his presentation beginning with the first-year goals and objectives for the GM. The overview of the meeting discussed typical Board/GM relationships, the dependencies on Board dynamics to make this work, and the development of performance goals and objectives for the GM's first year. He went over topical discussions with Boards, the Brown Act, and confidentiality. He reviewed the Brown Act and how it has quite specific rules regarding Board meetings. He then discussed and reviewed the GM's goals, objectives, and expectations for the year. He revised his draft document to include the Board's responses and will send the completed version to the GM for distribution.

ADJOURNMENT: The meeting was adjourned at 3:27 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:

Board Secretary

Minutes of November 18, 2020

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

Date of Meeting: November 18, 2020

Time of Meeting: 7:30 p.m.

Place of Meeting: Via Zoom

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein
Staff: IGM Mary Morris-Mayorga, GM Bill Hansell and Board Clerk Sasha Amiri-Nair

1. CALL TO ORDER OCTOBER BOARD MEETING:

President Stein called the meeting to order at 7:31 p.m. and called roll.

4. PRESIDENT'S REPORT:

President Stein introduced the new GM Bill Hansell and gave a brief introduction of his history and background. She then introduced Sasha Amiri-Nair as the new Executive Assistant/Board Clerk and asked if the Board members would like to say a few words welcoming the new employees and also thanking Mary for the tremendous job she has done for the District.

5. INTERIM GENERAL MANAGER'S REPORT:

Interim GM Mary Morris-Mayorga gave her report on the Action Plan Update and other general updates.

6. FIRE CHIEF'S REPORT:

Chief Pigioli reviewed his written report on operations, regional issues, and developments.

7.1 Proposal to Amend the Structure and Function of the Board's Finance Committee:

MOTION: M/s Padian/Nagel: To Have the Committee Meet Eight times a year. Four Regular meetings instead of two, and brief meetings two weeks after each of these four to approve minutes of the previous meeting for rapid publication.

VOTE: Ayes: Nagel, Padian - Noes: Stein, Kosel, Dommer
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Motion failed 2-3

Audio Time Stamped: 55.36

MOTION: M/s Padian/Dommer: Expansion of the Committee to Include Members of Kensington's Public who as for the Emergency Preparedness Committee, apply to and are approved by the Board and nominated by the President.
VOTE: Ayes: Dommer, Nagel Padian - Noes: Stein, Kosel
Motion passed 3-2 Audio Time Stamped: 1.18.25

MOTION: M/ Padian/ : To engage an external financial expert to review the District's finances and advise on short- and long-term budgetary planning goals and expenditures.
VOTE: None
Motion failed for lack of a second

MOTION TO EXTEND THE MEETING TO 10:15 P.M.

MOTION: M/s Padian/Nagel: To Extend the Meeting to 10:15 p.m.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 2.26.16

7.3 Consider Scheduling a Joint Board Meeting with KFPD and KPPCSD Board of Directors on the Public Safety Building Conceptual Design and Financing Options:

MOTION: M/s Padian/Nagel: Motion to try and Schedule a Joint Board Meeting with KFPD and KPPCSD Board of Directors on the Public Safety Building Conceptual Design and Financing Options.
VOTE: Ayes: Dommer, Nagel - Noes: Stein, Padin, Kosel
Motion failed 3-2 Audio Time Stamped: 1.55.54

MOTION TO ADJOURN THE MEETING:

MOTION: M/s Kosel/Nagel: To Adjourn the Meeting.
VOTE: Ayes: Dommer, Kosel, Nagel, Stein - Noes: Padian
Motion passed 4-1 Audio Time Stamped: 2.26.16

ADJOURNMENT: The meeting was adjourned at 10:12 p.m.

Minutes of November 18, 2020

MINUTES PREPARED BY: Sasha Amiri-Nair

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

Attest:

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



February 4, 2021

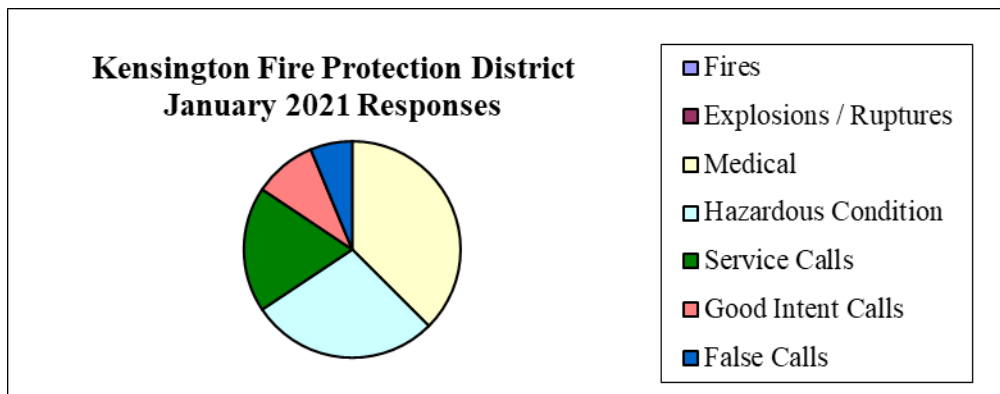
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of January 2021**

There were 32 incidents that occurred during the month of January in the community of Kensington. This is a decrease of 4 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 52 calls which is a decrease of 4 over the previous month.

The month of January saw a significant decrease in medical emergencies. However, with the storms and winds, there was an increase in Hazardous Conditions primarily due to a number of downed trees and power lines.

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>	12	37.50%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	9	28.13%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	18.75%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	3	9.38%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	6.25%
Totals		32	100.00%



Kensington Fire Protection District Response Log for January 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021000151	01-Jan-21 11:39:13	Lake DR	Kensington	E165	321
2	0021000203	01-Jan-21 13:57:21	Purdue AVE	Kensington	E165	321
3	0021000702	02-Jan-21 22:07:28	Columbia AVE	Kensington	E165	651
4	0021000838	03-Jan-21 11:18:50	Colgate AVE	Kensington	E165	321
5	0021001193	04-Jan-21 10:39:44	Purdue AVE	Kensington	E165	554
6	0021001552	05-Jan-21 08:36:44	Franciscan WAY	Kensington	E165	550
7	0021001927	06-Jan-21 07:37:14	Amherst AVE	Kensington	E165	553
8	0021002019	06-Jan-21 11:51:42	Cowper AVE	Kensington	E165	321
9	0021003277	09-Jan-21 22:22:04	Purdue AVE	Kensington	E165	700
10	0021004696	14-Jan-21 01:59:49	Kenyon AVE	Kensington	E165	321
11	0021004700	14-Jan-21 02:20:51	Cambridge AVE	Kensington	E165	321
12	0021004719	14-Jan-21 05:46:35	Ocean View AVE	Kensington	E165	321
13	0021004801	14-Jan-21 10:34:55	Yale CIR	Kensington	E165	321
14	0021006022	17-Jan-21 17:25:22	Lexington RD	Kensington	E165	424
15	0021006374	18-Jan-21 15:47:29	Coventry RD	Kensington	E165	321
16	0021006593	19-Jan-21 03:55:43	Sunset DR	Kensington	E165	440
17	0021006663	19-Jan-21 08:13:23	Amherst AVE	Kensington	E171	444
18	0021006739	19-Jan-21 10:50:32	Purdue AVE	Kensington	E165	321
19	0021006801	19-Jan-21 13:00:38	Lawson RD	Kensington	E165	321
20	0021007565	21-Jan-21 12:25:54	Ardmore PATH	Kensington	E165	622
21	0021007650	21-Jan-21 14:53:54	Beverly CT	Kensington	E165	700
22	0021007762	21-Jan-21 20:10:52	Anson WAY	Kensington	E165	321
23	0021007851	22-Jan-21 04:44:05	Arlington AVE	Kensington	E165	400
24	0021008072	22-Jan-21 16:41:05	Sunset DR	Kensington	E165	400
25	0021008306	23-Jan-21 12:08:53	Highgate CT	Kensington	E165	5000
26	0021008920	25-Jan-21 00:51:33	Ocean View AVE	Kensington	E165	553
27	0021009021	25-Jan-21 09:51:55	Trinity AVE	Kensington	E165	611M
28	0021009050	25-Jan-21 10:53:31	Kerr AVE	Kensington	E165	412
29	0021009665	26-Jan-21 21:48:07	Arlington AVE	Kensington	E165	444
30	0021009702	26-Jan-21 22:52:38	Norwood AVE	Kensington	E165	445

31	0021010798	29-Jan-21 16:57:23	Purdue AVE	Kensington	E165	5000
32	0021011110	30-Jan-21 14:23:46	Reed PL	Kensington	E165	444

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 January 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021000134	01-Jan-21 10:41:47	Wildcat Canyon RD	Orinda	E165	611M
2	0021000151	01-Jan-21 11:35:39	Lake DR	Kensington	E165	321
3	0021000203	01-Jan-21 13:55:50	Purdue AVE	Kensington	E165	321
4	0021000702	02-Jan-21 22:05:14	Columbia AVE	Kensington	E165	651
5	0021000838	03-Jan-21 11:17:05	Colgate AVE	Kensington	E165	321
6	0021000880	03-Jan-21 13:15:52	Richmond ST	El Cerrito	E165	311
7	0021001193	04-Jan-21 10:38:55	Purdue AVE	Kensington	E165	554
8	0021001458	04-Jan-21 22:34:03	Terrace DR	El Cerrito	E165	412
9	0021001475	05-Jan-21 00:05:30	Colusa AVE	El Cerrito	E165	321
10	0021001552	05-Jan-21 08:31:43	Franciscan WAY	Kensington	E165	550
11	0021001927	06-Jan-21 07:35:41	Amherst AVE	Kensington	E165	553
12	0021002019	06-Jan-21 11:50:30	Cowper AVE	Kensington	E165	321
13	0021003277	09-Jan-21 22:20:34	Purdue AVE	Kensington	E165	700
14	0021003408	10-Jan-21 10:37:25	Eureka AVE	El Cerrito	E165	321
15	0021003746	11-Jan-21 10:11:40	Ashbury AVE	El Cerrito	E165	611M
16	0021003754	11-Jan-21 10:32:46	Norvell ST	El Cerrito	E165	553
17	0021004444	13-Jan-21 12:28:46	Kensington RD	El Cerrito	E165	611M
18	0021004696	14-Jan-21 01:57:27	Kenyon AVE	Kensington	E165	321
19	0021004700	14-Jan-21 02:16:01	Cambridge AVE	Kensington	E165	321
20	0021004719	14-Jan-21 05:44:54	Ocean View AVE	Kensington	E165	321
21	0021004801	14-Jan-21 10:31:58	Yale CIR	Kensington	E165	321
22	0021005031	15-Jan-21 00:25:55	Eureka AVE	El Cerrito	E165	321
23	0021005085	15-Jan-21 07:10:08	Ramona AVE	El Cerrito	E165	321
24	0021006013	17-Jan-21 17:02:57	Balra DR	El Cerrito	E165	700
25	0021006022	17-Jan-21 17:24:07	Lexington RD	Kensington	E165	424
26	0021006374	18-Jan-21 15:46:55	Coventry RD	Kensington	E165	321
27	0021006593	19-Jan-21 03:55:17	Sunset DR	Kensington	E165	440
28	0021006739	19-Jan-21 10:49:10	Purdue AVE	Kensington	E165	321
29	0021006801	19-Jan-21 12:58:36	Lawson RD	Kensington	E165	321
30	0021007565	21-Jan-21 12:24:21	Ardmore PATH	Kensington	E165	622

31	0021007610	21-Jan-21 13:41:38	San Pablo AVE	El Cerrito	E165	744
32	0021007650	21-Jan-21 14:52:28	Beverly CT	Kensington	E165	700
33	0021007762	21-Jan-21 20:08:48	Anson WAY	Kensington	E165	321
34	0021007851	22-Jan-21 04:42:48	Arlington AVE	Kensington	E165	400
35	0021008072	22-Jan-21 16:38:10	Sunset DR	Kensington	E165	400
36	0021008306	23-Jan-21 12:06:42	Highgate CT	Kensington	E165	5000
37	0021008404	23-Jan-21 16:40:17	Carlson BLVD	El Cerrito	E165	5000
38	0021008618	24-Jan-21 09:37:46	Shevlin DR	El Cerrito	E165	321
39	0021008687	24-Jan-21 13:06:49	Shevlin DR	El Cerrito	E165	321
40	0021008920	25-Jan-21 00:50:21	Ocean View AVE	Kensington	E165	553
41	0021009021	25-Jan-21 09:49:38	Trinity AVE	Kensington	E165	611M
42	0021009050	25-Jan-21 10:53:00	Kerr AVE	Kensington	E165	412
43	0021009322	26-Jan-21 05:42:50	Village DR	El Cerrito	E165	700
44	0021009665	26-Jan-21 21:45:48	Arlington AVE	Kensington	E165	444
45	0021009693	26-Jan-21 22:34:39	San Carlos AVE	El Cerrito	E165	444
46	0021009702	26-Jan-21 22:47:47	Norwood AVE	Kensington	E165	445
47	0021009830	27-Jan-21 07:22:22	Colusa AVE	El Cerrito	E165	321
48	0021009915	27-Jan-21 10:42:44	Snowdon AVE	El Cerrito	E165	400
49	0021010376	28-Jan-21 14:49:27	Liberty ST	El Cerrito	E165	321
50	0021010798	29-Jan-21 16:36:16	Purdue AVE	Kensington	E165	5000
51	0021011110	30-Jan-21 14:22:43	Reed PL	Kensington	E165	444
52	0021011467	31-Jan-21 15:39:31	Behrens ST	El Cerrito	E165	611

* See Attached Table for Incident Type Explanations

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

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 : 2/10/2021
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
	Don Dommer	9/22/2020	Copier & Printing Reimbursement #NYL3	7840	2490						132.80
	Maze & Associates	12/31/2020	Accounting Services/38624	7840	2490						2,550.00
50148	CALPERS	1/4/2021	15095638/January 2021	7840	1061						952.08
50303	Office Depot	1/5/2021	Late Interest fees	7840	2490						34.28
50131	Meyers Nave	1/21/2021	2020120288	7840	2490						6,487.41
50291	Nerd Crossing	1/26/2021	7933/Jan 2021	7840	2490						2,189.06
50297	BHI Management Consulting	1/28/2021	021-06/Jan 2021	7840	2490						1,500.00
50296	All-Ways Green Services	2/1/2021	INV-45216/Feb 2021	7840	2490						105.00
50146	Delta Dental	2/1/2021	BE004273123/Feb 2021	7840	1061						948.79
50151	El Cerrito	2/1/2021	February 2021	7840	2328						293,181.22
50151	El Cerrito	2/1/2021	February 2021	7840	2490						1,247.03
50192	Stericycle	2/1/2021	3005413231/Nov-Feb 2021	7840	2490						297.73
50064	Streamline	2/1/2021	C2A799C0-0006/Feb-Mar 2021	7840	2490						260.00
50147	KFPD Revolving Fund	2/10/2021	Reimburse Revolving fund	7840	2490						60,049.08

TOTAL

369,934.48

Kensington FPD Approval

Kensington Fire Protection District
 Checking Account Replenishment
 February 10, 2021

Transactions:

Payee	Date	Debit	Credit	Description
Fed/State/Heartland Payroll	11/06/2020	\$ 2,948.94		Payroll Tax Withholding/Processing
M Morris-Mayorga	11/06/2020	\$ 3,297.06		Payroll
CALPERS	11/10/2020	\$ 6,208.01		Retiree Health
Fed/State/Heartland Payroll	11/20/2020	\$ 2,795.61		Payroll Tax Withholding/Processing
M Morris-Mayorga/ A Shaghayegh	11/20/2020	\$ 3,177.38		Payroll
COMCAST	11/20/2020	\$ 144.87		Internet
PG&E	11/24/2020	\$ 124.47		Gas Service
PG&E	12/01/2020	\$ 1,558.82		Electric Service
AT&T	12/02/2020	\$ 1,005.87		Telephone
Deposit	12/03/2020		\$ 0.24	Google Payment
VSP	12/03/2020	\$ 1,292.40		VSP payment
Google Suite	12/04/2020	\$ 64.00		Monthly Email Service
Fed/State/Heartland Payroll	12/07/2020	\$ 2,927.10		Payroll Tax Withholding/Processing
M Morris-Mayorga/ A Shaghayegh / W Hansell	12/07/2020	\$ 4,359.66		Payroll
Contra Costa County Tax Collector	12/11/2020	\$ 457.10		
CALPERS	12/16/2020	\$ 6,214.49		Retiree Health
CALPERS	12/16/2020	\$ 1,904.16		Retiree Health
EBMUD	12/18/2020	\$ 464.54		Utility Payment
COMCAST	12/21/2020	\$ 144.87		Internet
Fed/State/Heartland Payroll	12/22/2020	\$ 3,630.43		Payroll Tax Withholding/Processing
M Morris-Mayorga/ A Shaghayegh / W Hansell	12/22/2020	\$ 5,064.98		Payroll
PG&E	12/23/2020	\$ 250.14		Gas Service
AT&T	12/29/2020	\$ 1,037.16		Telephone
Deposit	12/29/2020		\$ 10,942.79	Deposit
PG&E	12/29/2020	\$ 1,065.36		Electric Service
VSP	01/04/2021	\$ 323.10		VSP payment
CALPERS	01/05/2021	\$ 6,373.89		Retiree Health
M Morris-Mayorga/ A Shaghayegh / W Hansell	01/07/2021	\$ 3,840.88		Payroll
Fed/State/Heartland Payroll	01/07/2021	\$ 2,927.83		Payroll Tax Withholding/Processing
Google Suite	01/07/2021	\$ 77.60		Monthly Email Service
Fed/State/Heartland Payroll	01/07/2021	\$ 3,304.52		Payroll Tax Withholding/Processing
State Comp Insurance Fund	01/11/2021	\$ 1,213.19		Workers Compensation
A Shaghayegh / W Hansell	01/20/2021	\$ 5,476.53		Payroll
COMCAST	01/20/2021	\$ 144.87		Internet
PG&E	01/26/2021	\$ 467.77		Gas Service
Deposit	01/26/2021		\$ 3,815.20	Deposit
AT&T	01/29/2021	\$ 1,040.81		Telephone
		<u>\$ 75,328.41</u>	<u>\$ 14,758.23</u>	
Net Withdrawals for Replenishment			\$ 60,570.18	
Items not for reimbursement			\$ (521.10)	
Transfer from CCC General Fund			<u>\$ 60,049.08</u>	Per Board Policy 8 Checking Account

Kensington Fire Protection District
Cash and Investment Balance Sheet
As of February 3, 2021

Current Cash and Investments

Cash Balance		<u>Comments</u>
Petty Cash	200.00	
Mechanics Bank Acct	27,046.35	Bank Balance as of 1/31/2021
General Fund	678,778.18	Pending reconciliation to GL
Special Tax Fund	114,594.45	Pending reconciliation to GL
Capital Fund	17,449.95	Pending reconciliation to GL
Total Cash Balance	<u>838,068.93</u>	

Investments

Capital Replacement Funds	3,455,273.80	Pending reconciliation to GL
Fire Protection Contract Reserves	3,229,642.67	Pending reconciliation to GL
E/C Contract Recon Reserves	409,043.34	Pending reconciliation to GL
Investments - Other	1,082,654.59	Pending reconciliation to GL
Total Investments	<u>8,176,614.40</u>	

Total Current Cash and Investments**9,014,683.33****Deposits:**

Cash on hand - Petty Cash	200.00
Mechanics Bank	27,046.35
County Treasurer	810,822.58
Total Deposits	<u>838,068.93</u>

Investments:

Local Agency Investment Funds	8,176,614.40
Fixed Income Securities/Certificate of Deposits	-
Total Investments - US Government Agencies and CD's	<u>8,176,614.40</u>

Total Deposits and Investments**9,014,683.33**

Kensington Fire Protection District Profit & Loss Prev Year Comparison

02/03/21

Accrual Basis

July 1, 2020 through February 3, 2021

	Jul 1, '20 - Feb 3, 21	Jul 1, '19 - Feb 3, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,470,777.04	4,263,163.76	207,613.28	4.9%
Special Taxes	200,685.70	200,652.50	33.20	0.0%
Other Tax Income	12,250.32	12,508.33	-258.01	-2.1%
Lease Agreement	24,402.00	21,351.75	3,050.25	14.3%
Interest Income	50,165.49	53,853.85	-3,688.36	-6.9%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	266.64	-266.64	-100.0%
Miscellaneous Income	0.00	1,610.24	-1,610.24	-100.0%
Total Income	4,758,280.55	4,576,167.75	182,112.80	4.0%
Expense				
Staff				
Wages	81,436.51	33,278.00	48,158.51	144.7%
Payroll Taxes	6,578.32	4,201.71	2,376.61	56.6%
Workers Compensation/Life Ins	1,597.87	1,497.52	100.35	6.7%
Payroll Processing	869.03	794.49	74.54	9.4%
Total Staff	90,481.73	39,771.72	50,710.01	127.5%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	5,712.48	0.00	5,712.48	100.0%
Total RETIREE MEDICAL BENEFITS	5,712.48	0.00	5,712.48	100.0%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	12,500.00	5,300.00	7,200.00	135.9%
Actuarial Valuation	5,600.00	2,900.00	2,700.00	93.1%
Audit	10,000.00	16,000.00	-6,000.00	-37.5%
Contra Costa County Expenses	-756.33	3,019.16	-3,775.49	-125.1%
El Cerrito Contract Fee	2,153,095.12	2,022,466.32	130,628.80	6.5%
El Cerrito Reconciliation(s)	202,560.32	91,333.36	111,226.96	121.8%
IT Services and Equipment	9,081.86	0.00	9,081.86	100.0%
Fire Abatement Contract	2,450.00	0.00	2,450.00	100.0%
Fire Engineer Plan Review	0.00	698.66	-698.66	-100.0%
RGS Contract	0.00	101,301.59	-101,301.59	-100.0%
Risk Management Insurance	0.00	12,561.00	-12,561.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	41,540.44	28,950.48	12,589.96	43.5%
BHI/GM Recruitment	14,400.00	0.00	14,400.00	100.0%
Temporary Services	8,782.85	0.00	8,782.85	100.0%
Polygon Study	0.00	5,000.00	-5,000.00	-100.0%
RFP Consultant	0.00	8,190.84	-8,190.84	-100.0%
Traffic Study	0.00	2,100.00	-2,100.00	-100.0%
Website Development/Maintenance	1,380.00	1,028.00	352.00	34.2%
Wildland Vegetation Mgmt	0.00	6,300.00	-6,300.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,462,927.96	2,309,697.60	153,230.36	6.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,090.00	10,730.13	-7,640.13	-71.2%
Open Houses	0.00	902.75	-902.75	-100.0%
Community Shredder	0.00	1,619.38	-1,619.38	-100.0%
DFSC Matching Grants	24,000.00	0.00	24,000.00	100.0%
Total COMMUNITY SERVICE ACTIVITIES	27,090.00	13,252.26	13,837.74	104.4%
DISTRICT ACTIVITIES				
Professional Development	0.00	3,739.65	-3,739.65	-100.0%
Office				
Office Expense	791.58	820.57	-28.99	-3.5%
Office Supplies	116.64	1,376.69	-1,260.05	-91.5%
Telephone	7,335.51	5,583.98	1,751.53	31.4%
Office- Other	317.83	0.00	317.83	100.0%
Office - Other	0.00	55.00	-55.00	-100.0%
Total Office	8,561.56	7,836.24	725.32	9.3%
Firefighter's Apparel & PPE	1,187.00	0.00	1,187.00	100.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Staff Appreciation	1,247.03	1,017.12	229.91	22.6%
Memberships	7,753.00	8,127.00	-374.00	-4.6%
Building Maintenance				
Needs Assess/Feasibility Study	18,840.29	50,124.41	-31,284.12	-62.4%
Gardening service	2,275.00	650.00	1,625.00	250.0%
Building alarm	230.00	115.00	115.00	100.0%
Medical Waste Disposal	3,991.68	4,758.50	-766.82	-16.1%
Janitorial Service	840.00	840.00	0.00	0.0%
Miscellaneous Maint.	15,784.79	9,036.62	6,748.17	74.7%
Total Building Maintenance	41,961.76	65,524.53	-23,562.77	-36.0%

02/03/21

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

Accrual Basis

July 1, 2020 through February 3, 2021

	Jul 1, '20 - Feb 3, 21	Jul 1, '19 - Feb 3, 20	\$ Change	% Change
Building Utilities/Service				
Gas and Electric	5,850.87	5,432.78	418.09	7.7%
Water/Sewer	468.29	1,082.86	-614.57	-56.8%
Total Building Utilities/Service	6,319.16	6,515.64	-196.48	-3.0%
Total DISTRICT ACTIVITIES	67,029.51	92,791.32	-25,761.81	-27.8%
Contingency	0.00	1,767.50	-1,767.50	-100.0%
Total Expense	2,653,241.68	2,457,280.40	195,961.28	8.0%
Net Ordinary Income	2,105,038.87	2,118,887.35	-13,848.48	-0.7%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	-2,621.54	2,621.54	100.0%
Transfers In - General	0.00	23,510.99	-23,510.99	-100.0%
Total Other Income	0.00	20,889.45	-20,889.45	-100.0%
Other Expense				
Transfers Out - Capital	0.00	23,510.99	-23,510.99	-100.0%
Transfers Out - General	0.00	-2,621.54	2,621.54	100.0%
Total Other Expense	0.00	20,889.45	-20,889.45	-100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,105,038.87	2,118,887.35	-13,848.48	-0.7%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
FY2020-2021 YTD

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Comments
Ordinary Income/Expense					
Income					
Property Taxes	4,470,777.04	4,348,427.00	122,350.04	102.81%	Higher than the 2% est increase, good news
Special Taxes	200,685.70	200,450.00	235.70	100.12%	
Other Tax Income	12,250.32	25,250.00	-12,999.68	48.52%	
Lease Agreement	24,402.00	36,603.00	-12,201.00	66.67%	
Interest Income	50,165.49	121,800.00	-71,634.51	41.19%	Quarterly LAIF interest will be received in April
Total Income	<u>4,758,280.55</u>	<u>4,732,530.00</u>	<u>25,750.55</u>	<u>100.54%</u>	
Expense					
Staff					
Wages	81,436.51	152,009.00	-70,572.49	53.57%	GM/Exec Asst recently hired; mid-year review
Payroll Taxes	6,578.32	4,202.00	2,376.32	156.55%	Exec Asst recently hired
Workers Compensation/Life Ins	1,597.87	1,498.00	99.87	106.67%	
Payroll Processing	869.03	871.00	-1.97	99.77%	
Total Staff	<u>90,481.73</u>	<u>158,580.00</u>	<u>-68,098.27</u>	<u>57.06%</u>	
RETIREE MEDICAL BENEFITS					
CalPERS Settlement	5,712.48	11,425.00	-5,712.52	50.0%	
Total RETIREE MEDICAL BENEFITS	<u>5,712.48</u>	<u>11,425.00</u>	<u>-5,712.52</u>	<u>50.0%</u>	
OUTSIDE PROFESSIONAL SERVICES					
Accounting	12,500.00	15,000.00	-2,500.00	83.33%	
Actuarial Valuation	5,600.00	5,600.00	0.00	100.0%	
Audit	10,000.00	17,500.00	-7,500.00	57.14%	
Contra Costa County Expenses	-756.33	38,759.00	-39,515.33	-1.95%	Charged later in FY
El Cerrito Contract Fee	2,153,095.12	3,229,643.00	-1,076,547.88	66.67%	
El Cerrito Reconciliation(s)	202,560.32	288,532.00	-85,971.68	70.2%	
IT Services and Equipment	9,081.86	17,480.00	-8,398.14	51.96%	
Fire Abatement Contract	2,450.00	10,000.00	-7,550.00	24.5%	
Fire Engineer Plan Review	0.00	2,060.00	-2,060.00	0.0%	
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%	
Risk Management Insurance	0.00	14,420.00	-14,420.00	0.0%	Charged later in FY
LAFCO Fees	2,293.70	2,601.00	-307.30	88.19%	One-time/complete
Legal Fees	41,540.44	55,000.00	-13,459.56	75.53%	
PSB Consultant	0.00	30,000.00	-30,000.00	0.0%	Depends upon project needs
BHI/GM Recruitment	14,400.00	10,000.00	4,400.00	144.0%	Less activity in prior FY/more current; mid-year review
Temporary Services	8,782.85	6,000.00	2,782.85	146.38%	Admin temp until hiring of Exec Asst; mid-year review
Website Development/Maintenan	1,380.00	2,520.00	-1,140.00	54.76%	
Wildland Vegetation Mgmt	0.00	12,600.00	-12,600.00	0.0%	
Total OUTSIDE PROFESSIONAL SEI	<u>2,462,927.96</u>	<u>3,772,715.00</u>	<u>-1,309,787.04</u>	<u>65.28%</u>	
COMMUNITY SERVICE ACTIVITIES					
Public Education	3,090.00	27,000.00	-23,910.00	11.44%	
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%	
CERT Emerg Kits/Sheds/Prepare	0.00	3,500.00	-3,500.00	0.0%	
Open Houses	0.00	1,800.00	-1,800.00	0.0%	
Community Shredder	0.00	3,200.00	-3,200.00	0.0%	
DFSC Matching Grants	24,000.00	24,000.00	0.00	100.0%	
Firesafe Planting Grants	0.00	3,000.00	-3,000.00	0.0%	
Community Sandbags	0.00	1,500.00	-1,500.00	0.0%	

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
FY2020-2021 YTD

Volunteer Appreciation	0.00	1,500.00	-1,500.00	0.0%	
Total COMMUNITY SERVICE ACTIVITIES	27,090.00	68,000.00	-40,910.00	39.84%	
DISTRICT ACTIVITIES					
Office					
Office Expense	791.58	2,958.00	-2,166.42	26.76%	
Office Supplies	116.64	2,856.00	-2,739.36	4.08%	
Telephone	7,335.51	8,610.00	-1,274.49	85.2%	
Office- Other	317.83	102.00	215.83	311.6%	
Total Office	8,561.56	14,526.00	-5,964.44	58.94%	
Firefighter's Apparel & PPE	1,187.00	750.00	437.00	158.27%	
Staff Appreciation	1,247.03	1,750.00	-502.97	71.26%	
Memberships	7,753.00	11,220.00	-3,467.00	69.1%	Annual payments
Building Maintenance					
Needs Assess/Feasibility Studies	18,840.29	50,000.00	-31,159.71	37.68%	
Gardening service	2,275.00	2,000.00	275.00	113.75%	Recently received invoice for 1 yr; mid-year review
Building alarm	230.00	840.00	-610.00	27.38%	
Medical Waste Disposal	3,991.68	8,400.00	-4,408.32	47.52%	
Janitorial Service	840.00	1,575.00	-735.00	53.33%	
Miscellaneous Maint.	15,784.79	17,850.00	-2,065.21	88.43%	Needs vary by year: mid-year review
Total Building Maintenance	41,961.76	80,665.00	-38,703.24	52.02%	
Building Utilities/Service					
Gas and Electric	5,850.87	11,130.00	-5,279.13	52.57%	
Water/Sewer	468.29	2,520.00	-2,051.71	18.58%	
Total Building Utilities/Service	6,319.16	13,650.00	-7,330.84	46.29%	
Total DISTRICT ACTIVITIES	67,029.51	141,811.00	-74,781.49	47.27%	
Contingency	0.00	25,000.00	-25,000.00	0.0%	
Total Expense	2,653,241.68	4,177,531.00	-1,524,289.32	63.51%	
Net Ordinary Income	2,105,038.87	554,999.00	1,550,039.87	379.29%	
Net Income	2,105,038.87	554,999.00	1,550,039.87	379.29%	

Kensington Fire Protection District

Trial Balance

As of January 31, 2021

02/03/21

Accrual Basis

	Jan 31, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	88,040.40	
General Fund	3,659,914.31	
Special Tax Fund	322,594.45	
Capital Fund	47,481.95	
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	17,862.69	
Interest Receivable	40,854.42	
Advance on Taxes	2,200,789.36	
Advance on Supplemental Taxes	60,166.12	
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		1,883,958.16
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	291,714.65	
Investments		2,135,656.84
Investments:Capital Replacement Funds	3,455,273.80	
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: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	351,285.43	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		7,052.06
Due to Other - Issued by CCC		394,081.11
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	1,883,958.23	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	

Kensington Fire Protection District

Trial Balance

As of January 31, 2021

02/03/21

Accrual Basis

	Jan 31, 21	
	Debit	Credit
Deferred Inflow of Resources		9,731.00
El Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	18,479.36	
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		1,640,128.81
Opening Bal Equity	0.00	
Property Taxes		4,470,777.04
Special Taxes		200,685.70
Other Tax Income		12,250.32
Lease Agreement		21,351.75
Interest Income		50,165.49
Staff:Wages	81,436.51	
Staff:Payroll Taxes	6,578.32	
Staff:Workers Compensation/Life Ins	1,597.87	
Staff:Payroll Processing	869.03	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	5,712.48	
OUTSIDE PROFESSIONAL SERVICES:Accounting	12,500.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	5,600.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	10,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses		756.33
OUTSIDE PROFESSIONAL SERVICES:El Cerrito Contract Fee	1,883,958.23	
OUTSIDE PROFESSIONAL SERVICES:El Cerrito Reconciliation(s)	178,515.99	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	9,081.86	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	2,450.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	41,540.44	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	14,400.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	8,782.85	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,120.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	3,090.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES:Office:Office Expense	791.58	
DISTRICT ACTIVITIES:Office:Office Supplies	116.64	
DISTRICT ACTIVITIES:Office:Telephone	7,335.51	
DISTRICT ACTIVITIES:Office:Office- Other	317.83	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,187.00	
DISTRICT ACTIVITIES:Memberships	7,753.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility S...	18,840.29	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	230.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	3,693.95	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	735.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	15,784.79	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,850.87	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	468.29	
TOTAL	22,767,653.46	22,767,653.46



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 3f**
Revised Brown Act Memo from 12/09/2020 Board of Directors Meeting

SUBMITTED BY: Mary A. Morris-Mayorga, Consultant (Former Interim General Manager)

Recommended Action

For information only, no action is requested.

Background

In late November, I was alerted by Director Stein of her concern that there may be a potential Brown Act violation on an action item for the December meeting and inquiring how she should handle voting. I provided options for addressing this which depended upon the nature and severity ranging from filing a complaint with the District Attorney to providing Brown Act training. In my research, the District Attorney would typically issue a warning and request an agency “cure” the situation (training etc.) and Bill Hansell provided insight based upon his experience with specific examples where the District Attorney rejected complaints for not being sufficiently prosecutable.

Director Stein had received an email from another Director wanting to discuss this matter to which she initially did not respond; however, upon receipt of a follow-up email she replied noting that there were several ways this may be considered a potential Brown Act violation. Given her lack of engagement in communication on the item, I had stated that she would vote independently on the item in a public meeting so I did not see an issue with it. During the discussion that followed later on the upcoming agenda (Director Stein/Bill/me), we arrived at the conclusion that Brown Act training would be an appropriate way to address.

During the December Board of Directors meeting, Director Stein raised her concern regarding a potential Brown Act violation on the election of the President of the Board of Directors. An email had been sent to her by Director Nagel regarding his plan to run for President. During discussion of this at the meeting, Director Nagel stated that he had communicated to Director Padian.

The Brown Act prevents serial meetings or communications by a majority of the Board members to develop a consensus or decision on upcoming action:

Government Code Section 54952.2 (b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

Due to the fact that Director Stein did not participate in the communication and also abstained from voting, there does not appear to be a violation in this case. In addition, the “mention” to Director Kosel of Director Nagel’s idea of running months ago during the election process that was identified at the December Board meeting does not appear to have created a violation.

February 10, 2021
Board of Directors Regular Meeting
Agenda Item 3f
Revised Brown Act Memo from 12/09/2020 Board of Directors Meeting

The District is committed to transparency and good governance; therefore, recognizes the critical nature of complying with the Brown Act. Both the Interim General Manager and new General Manager advise that as a best practice to avoid even the appearance that the District is violating the Brown Act, it is important not to engage in communications either in person or by email on District business. The District plans a refresher training for the Directors to ensure all are knowledgeable in the specifics of the Brown Act.

Fiscal Impact

There is no fiscal impact at this time.

Certificate of Appreciation

We hereby express our sincere appreciation to

SCOTT PENNINGTON

Who has proven to be an outstanding contributor to Kensington, California by working with our District to open the Cemetery's gates in case of evacuation

Presented by the

KENSINGTON FIRE PROTECTION DISTRICT



FEBRUARY 10, 2021

Laurence M. Nagel, President



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4a**
Mid-Year Budget Adjustment

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Approve amending the Fiscal Year 2020-2021 Budget as presented.

Background

The Fiscal Year 2020-2021 Budget was approved in June 2020 and adopted in September 2020. Since that time several operational changes have occurred along with revised estimates in certain budgeted revenues and expenditures:

- Property Tax revenue as provided by the County is approximately \$121,425 more than budget;
- General Manager, Bill Hansell, was hired in November 2020;
- Executive Assistant, Sasha Amiri, was hired in November 2020 with temporary administrative services utilized prior to that time;
- Consulting accountants, Maze & Associates, have established estimates for a) typical monthly bookkeeping, b) a one-time reconciliation of the County GL w/Quickbooks, and c) bookkeeping support for the FY2021-2022 budget process;
- A contract for operational support from former Interim General Manager Mary Morris-Mayorga was added;
- The telephone original budget was based on prior service with the City; and
- Consulting services related to the PSB renovation are still in flux.

Fiscal Impact

Approval of the budget amendment increases revenue by \$121,425 and increases expenditures by \$19,769 for a total net income increase of \$101,656. Thus, the total increase in reserves for FY2020-2021 is expected to be \$656,655.

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021
 As of January 13, 2021

	Actual YTD	Projected Actual	Budget	Budget Amendment	Revised Budget	Notes
Ordinary Income/Expense						
Income						
Property Taxes	4,469,616	4,469,616	4,348,427	121,189	4,469,616	Higher than estimate
Special Taxes	200,686	200,686	200,450	236	200,686	
Other Tax Income	0	25,250	25,250	0	25,250	
Lease Agreement	18,302	36,603	36,603	0	36,603	
Interest Income	29,323	121,800	121,800	0	121,800	
Total Income	4,717,927	4,853,955	4,732,530	121,425	4,853,955	
Expense						
Staff						
Wages	52,820	155,892	144,164	11,728	155,892	GM + Clerk (GM at 28hrs/wk per contract; Reduces to 24hrs/wk in July)
Medical/dental ins compensation	0	6,000	0	6,000	6,000	GM contract
Payroll Taxes	4,043	12,151	11,146	1,005	12,151	GM + Clerk
Workers Compensation/Life Ins	1,598	1,900	1,600	300	1,900	New staff
Payroll Processing	489	1,670	1,670	0	1,670	
Total Staff	58,950	177,613	158,580	19,033	177,613	
RETIREE MEDICAL BENEFITS						
CalPERS Settlement	4,760	11,425	11,425	0	11,425	
Total RETIREE MEDICAL BENEFITS	4,760	11,425	11,425	0	11,425	
OUTSIDE PROFESSIONAL SERVICES						
Accounting	9,950	33,600	15,000	18,600	33,600	(5x) \$2,400 Monthly Est + \$1,600 GL reconciliation + \$4,000 budget assistance
Actuarial Valuation	5,600	5,600	5,600	0	5,600	
Audit	10,000	17,500	17,500	0	17,500	
Contra Costa County Expenses	87	38,759	38,759	0	38,759	
El Cerrito Contract Fee	1,883,958	3,229,643	3,229,643	0	3,229,643	
El Cerrito Reconciliation(s)	178,516	288,532	288,532	0	288,532	
IT Services and Equipment	6,893	17,480	17,480	0	17,480	
Fire Abatement Contract	2,450	2,450	10,000	-7,550	2,450	Reduced need this FY
Fire Engineer Plan Review	0	2,060	2,060	0	2,060	
Grant Writer/Coordinator	0	15,000	15,000	0	15,000	
Risk Management Insurance	0	14,420	14,420	0	14,420	
LAFCO Fees	2,294	2,294	2,601	-307	2,294	Annual paid/actual
Legal Fees	35,053	55,000	55,000	0	55,000	GM to monitor
PSB Consultant	0	30,000	30,000	0	30,000	Depends upon building
Operational Consultant	0	7,500	0	7,500	7,500	M Morris-Mayorga
BHI/GM Recruitment & Training	12,900	14,400	10,000	4,400	14,400	Revised est/training
Temporary Services	8,783	9,000	6,000	3,000	9,000	EA hired later in FY
Website Development/Maintenance	1,120	2,740	2,520	220	2,740	Engage website feature
Wildland Vegetation Mgmt	0	7,600	12,600	-5,000	7,600	Based on history
Total OUTSIDE PROFESSIONAL SERVICES	2,157,603	3,793,578	3,772,715	20,863	3,793,578	
COMMUNITY SERVICE ACTIVITIES						
Public Education	3,090	17,000	27,000	-10,000	17,000	Lower due to COVID
Comm. Pharmaceutical Drop-Off	0	2,500	2,500	0	2,500	
CERT Emerg Kits/Sheds/Prepared	0	3,500	3,500	0	3,500	
Open Houses	0	1,800	1,800	0	1,800	
Community Shredder	0	3,200	3,200	0	3,200	
DFSC Matching Grants	24,000	24,000	24,000	0	24,000	
Firesafe Planting Grants	0	3,000	3,000	0	3,000	
Community Sandbags	0	1,500	1,500	0	1,500	
Volunteer Appreciation	0	1,500	1,500	0	1,500	
Total COMMUNITY SERVICE ACTIVITIES	27,090	58,000	68,000	-10,000	58,000	
DISTRICT ACTIVITIES						
Professional Development	0	10,000	10,000	0	10,000	
Office						
Office Expense	792	2,958	2,958	0	2,958	
Office Supplies	82	2,856	2,856	0	2,856	

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021
 As of January 13, 2021

	Actual YTD	Projected Actual	Budget	Budget Amendment	Revised Budget	Notes
Telephone	7,191	18,000	8,610	9,390	18,000	Based on prior EC managing, ATT & Comcast higher, GM investigating
Office- Other	318	500	102	398	500	
Total Office	8,382	24,314	14,526	9,788	24,314	
Election	0	4,000	4,000	0	4,000	
Firefighter's Apparel & PPE	1,187	1,650	750	900	1,650	
Firefighters' Expenses	0	3,250	5,250	-2,000	3,250	Revised estimate
Staff Appreciation	0	1,750	1,750	0	1,750	
Memberships	7,753	8,720	11,220	-2,500	8,720	Revised estimate
Building Maintenance						
Needs Assess/Feasibility Study	18,840	30,000	50,000	-20,000	30,000	Pending PSB direction
Gardening service	2,275	6,000	2,000	4,000	6,000	Prior/current FY
Building alarm	230	840	840	0	840	
Medical Waste Disposal	3,694	8,400	8,400	0	8,400	
Janitorial Service	735	1,260	1,575	-315	1,260	Revised estimate
Miscellaneous Maint.	15,985	17,850	17,850	0	17,850	
Total Building Maintenance	41,759	64,350	80,665	-16,315	64,350	
Building Utilities/Service						
Gas and Electric	5,274	11,130	11,130	0	11,130	
Water/Sewer	701	2,520	2,520	0	2,520	
Total Building Utilities/Service	5,974	13,650	13,650	0	13,650	
Total DISTRICT ACTIVITIES	65,056	131,684	141,811	-10,127	131,684	
Contingency	0	25,000	25,000	0	25,000	
Total Expense	2,313,459	4,197,300	4,177,531	19,769	4,197,300	
Net Ordinary Income		656,655	554,999	101,656	656,655	



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4b**
Update on Joint KFPD & KPPCSD Public Meeting on Facility Options

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Receive a status report on the planning for the proposed joint KFPD & KPPCSD Public Meeting.

BACKGROUND

As noted in the prior joint managers' report, staff from both agencies recommended a policy review by KFPD and KPPCSD board members in a joint *public forum to achieve "an understanding at the governance level of what facility needs can and cannot be addressed through renovation of the Public Safety Building within the existing building footprint."* In their January meetings, both boards approved the planning and scheduling for such a meeting.

At the time, it was suggested that the meeting might happen by the end of February. In January, the KPPCSD board appointed a new manager, Marti Brown, who started work with the agency on 01/25/2021. KFPD GM Hansell and GM Brown conferenced to discuss the project background and next steps for the public meeting. GM Brown expressed that, prior to the meeting, she would like to develop a financial analysis for the KPPCSD board so that proper due diligence is performed in advance of considering facility options. GM Hansell noted that, although the KFPD has been anticipating the capital costs for some time, there are still financial planning steps which would benefit from additional research. Therefore, both managers agreed that the proper allowance for time to complete that review in addition to miscellaneous other onboarding steps preclude a February meeting date. The current suggestion is to schedule the meeting soon after the March 10th and 11th board meetings.

From the January joint report, the planning for the meeting assumes the following:

- *No decisions would be made at the meeting; it would involve a workshop-style presentation and discussion by members of both Boards to gather information needed for future, separate decision-making by each of the respective Boards;*
- *Proposed topics include:*
 - *Overview and history of the project;*
 - *Review of initial design objectives;*
 - *Current status, including conceptual designs;*
 - *Feasibility of pursuing joint occupancy in the PSB;*
 - *Alternatives to joint occupancy in the PSB;*
 - *Recommended process for closure on a final conceptual design;*
 - *Preliminary project schedule; and*
 - *Project budget estimate.*

With regards to the meeting format, the managers recommend that the meeting be moderated by former KPPCSD Interim General Manager Bill Lindsey given his familiarity with the project and experience running similar joint public meetings. Mr. Lindsey has tentatively accepted the invitation pending his availability on a date and time to be agreed upon between the agencies.

RECOMMENDATION

Accept the recommendation to schedule the public meeting after the second week of March.

FISCAL IMPACT

There is no significant additional fiscal impact associated with the recommended action described in this report.

ATTACHMENTS

- None



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4c**
Priorities List for the Emergency Preparedness Committee

SUBMITTED BY: Emergency Preparedness Committee

Purpose of the report

At the November 2020 KFPD Board meeting, a Director asked for a comprehensive report to the Board about the Emergency Preparedness Committee's activities, accomplishments, and recommended priorities for Board action related to public safety. This is the requested report. It is envisioned as a tool for setting priorities and decision making.

First, activities and accomplishments to date of the EPC will be described. Continuing efforts will be noted, as will needs for expanded emergency preparedness identified by the EPC.

Second, proposed initiatives will be outlined as one-time and continuing costs, to be brought to the Board. We will describe how the proposed activities are organized with one-time and on-going costs and the implications; the rationale (what problem are we trying to solve), how this will improve the objectives of public safety and education, and estimated costs. This will be summarized conceptually in a spreadsheet.

Ongoing Activities and accomplishments to date of the EPC

1. Traffic Evacuation Study. – This study was commissioned by the Board through the original EPC (Directors Padian and Nagel) before it was expanded to include other residents. After the Board received the report of the Study, the EPC analyzed the recommendations, discussed priorities, and has worked with the KPD and KFD, the Hilltop School administration, the Sunset View Cemetery, and the County to begin to implement the most immediate and easiest priorities. The Report has some 42 recommendations, some of which are outside the jurisdiction of the EPC or the District Board, but the EPC has been encouraging some of these with the appropriate agencies.

2. Fire Danger Sign. – On the recommendation of a resident, the EPC researched the options for a Fire Danger Sign to be placed outside the PSB (a second location considered for the hills near Tilden Park was deemed unworkable). Upon approval from the Board, members of the EPC selected and arranged for the construction and delivery of the sign and worked with the Chief to determine its best location on the median strip of the Arlington. The sign was delivered to the PSB in early February but only when we were able to engage a functioning iGM could the EPC restart the process of getting the County DPW to install it, which was implemented in Fall 2020.

3. Evacuation Signs at Sunset View Cemetery. – Working with KPD Ofc. Brad Harms, EPC members contacted Mr. Scott Pennington, who is in charge of the Cemetery, to discuss the findings of the Traffic Study consultants that some 30% of Kensington's traffic load could evacuate through the Cemetery if it were opened in emergencies. Mr. Pennington agreed, and we proceeded to the possibility of installing emergency evacuation signs outside the Sunset Avenue gate and EXIT signs within the Cemetery to assure that residents knew how to get through its winding roads. The EPC researched and purchased the signs and supporting poles, and with KPD officers and County DPW staff installed them.

4. Evacuation Plans for the Vicinity of Hilltop School. – The recommendations of the Traffic Evacuation Study concluded that the bollards on the roads near the elementary school posed a substantial barrier to effective evacuation because they could not be removed easily. Working with the KPD and the County DPW, EPC members helped to plan a conversion of the bollards to semi-removable chains with warning signs, eliminating the need for safety officers to unlock and remove the heavy bollards. We (Kevin Padian, Danielle Madugo) also worked with the KPD to analyze possible routes by which parents could pick up their students and how those students could be evacuated on foot to safer places in the event of an emergency. The EPC is also working with the school administration to craft emergency evacuation plans. The aim is to develop a comprehensive plan for clearing the school, identifying safe areas, and communicating safe avenues by which parents can collect their children and evacuate. This is a work very much in progress.

5. Proposed Parking Changes in the Vicinity of Hilltop School. – Members of the EPC worked with the KPD, KFD, KPPCSD, and County officials to introduce a plan for the residents of York, St. Albans, and Windsor Avenues to change their on-street parking to facing north toward Westminster. These agencies agreed that it would be good if the Police and Fire boards supported the proposed changes and an effort to educate the neighborhood residents about why this was important in an evacuation. Regrettably the KFPD Board did not support the full initiative. The plan to hold neighborhood discussions about the rationales for parking changes have had to be postponed because of pandemic restrictions.

6. Feedback to proposed AB 45. – The EPC was asked by the Board President to write a response to the request by the CSDA to provide feedback on the proposed AB 45, an omnibus public safety bill. Peter Guerrero, Paul Moss, Peter Liddell, and Cortis Cooper provided detailed analyses on parts of the proposed bill and identified several areas that could be problematic from Kensington's point of view. Dave Spath also commented on another bill relevant to our interests, and Peter Guerrero drew our attention to the new CalFire grants program which, if the district qualifies for it and can submit a proposal, might provide funding for fire hazard mitigation and other projects. The response was transmitted to the Board.

7. Surveillance Cameras Overlooking Tilden Park. – EPC members, including Cortis Cooper, Peter Guerrero, and Paul Moss have been instrumental in working with State, local and County fire officials to position surveillance cameras to monitor Tilden Park and other areas, and in raising awareness of their presence. They and other members, including David Spath, have participated in monitoring these cameras 24/7 during Diablo Wind Events. They have investigated new locations and types of equipment that could improve the detection of incipient wildfires coming from the most likely direction to spread disaster. They continue to work with local Fire officials on this.

8. Emergency Radios. – In case of a prolonged power outage due to an earthquake, a PG&E PSPS, or other emergency, after about three days there would be no cell phone service and no internet (unless residents had home power supplies to support their modems, routers, laptops, and cellphones for an extended period). Without these devices Nixle and CWS warnings would also not reach residents, leaving only Reverse-911 calls which would only reach residents who still have land lines with corded phones. At present no other notification system would be viable. Apart from HAM and other 2-way radios, which are already covered by KARO/ECHO volunteers and are not seen as part of the EPC's remit, battery-powered radios with AM/FM and NOAA bands are the most efficient, cheapest, and perhaps only medium for most residents to get information. The EPC researched a variety of such radios with a spectrum of features, and proposed to the Board a program for supplying households accordingly, in the context of a suggested donation scheme to recover capital outlay. The Board rejected this. The EPC then recommended that such radios be supplied at low or no cost to residents with low income or special needs. The Board also rejected this. At present the EPC is focusing on the best way to advise residents of the need to acquire some type of emergency radio, while staying focused on how to assist the neediest members of the community.

9. Go-Bags. – These are essential in case of emergency, but as veteran CERT members know, it is very difficult to get residents to devote their attention to follow through on acquiring and filling go-bags with materials necessary in case of evacuation. EPC member Paul Moss has put together an excellent, low-cost proposal for a distribution program of go-bags to the community, stocked with basic emergency supplies, that the EPC will consider once we have a sense of what the Board finally chooses to do about the proposed emergency radio program.

10. Emergency Preparedness Coordinator. – The EPC recognizes that the challenges that face Kensington with respect to public education and emergency preparedness cannot be accomplished by (1) the contract with ECFD, (2) EPC, Board and other community volunteers, or (3) existing KFPD staff. Chief Pigoni has affirmed that Kensington residents receive the same benefits in these respects as EC residents, but no more, and the ECFD is unable to do more unless Kensington ponies up the funds for a new position. Community volunteers are stretched to the limit. The GM position description, like those of the iGM position and the previous District Manager, include no requirement or desideratum for expertise in public safety and emergency preparedness. Given these constraints, unless an Emergency Preparedness Coordinator is hired, Kensington will make little progress on preparing its citizens for disaster, and the Fire District will be largely held responsible for this lapse. The EPC drafted a rationale for the position and a preliminary job description that the Board rejected. A revised proposal was submitted to the February 2021 Board meeting. This position is suggested to invest substantial time at first, and as progress is made the time investment could be cut back somewhat.

11. Grant Proposal Writer. – the EPC has led the initiative to acquire a Grant Proposal Writer for the District. The position remains to be fleshed out but the need is clear, and not only for activities of the EPC. Here are some considerations that have been brought to the Board:

(a) Funding opportunities come in constantly through State, Federal, and other agencies. To be eligible, the District has to register to receive these announcements. Some opportunities have short windows of time. This proposed position would monitor conduits of

possible funding and prepare boilerplate text that would outline Kensington's history, unique conditions, and needs for financial assistance.

(b) Agencies from FEMA to CalFire have received amounts of \$500,000,000, often on an annual basis, to mitigate environmental hazards related to wildfire and earthquake, educate the public, and provide infrastructural support, including building construction. These funds tend to be administered at the County level especially for unincorporated areas. To date the KFPD has had no one monitoring these opportunities or looking out for the District's interests. It is true that the ECFD has obtained some small to medium grants, but none of them applies specifically to Kensington or addresses our major needs. The EPC is aware of people who can help to establish the District's presence in this area and recommend ways to develop a presence and a mission statement for these opportunities. They should be engaged to advise us.

(c) Funds acquired as a result of efforts by a Grant Proposal Writer would apply not only to objectives of the EPC. **They could also fund up to 80% of the total costs** of renovating the PSB, including architectural drawings and costs of decanting the Fire Department during renovation. It would be the height of irresponsibility not to engage this position, because its cost would be more than paid back by grants awarded. And whereas it is true that our GM has experience in writing grant proposals, to add this duty to his job description would require a substantial increase in his hours, assuming that he was able and willing to balance such a new obligation with his existing workloads.

It is anticipated that the EPC will soon bring a proposal to the full Board.

12. The Importance of Kensington's Paths in Case of Evacuation. – Although Kensington's historic paths famously have no fixed ownership, are not ADA-compliant and likely never will be, and are maintained solely by volunteers, they serve an important potential function in case of evacuation for those who are able to use them. For some years the Kensington Pathkeepers, a private and unincorporated organization, has led the initiative to establish legal ownership of the paths, mainly in conjunction with the KPPCSD and the County (which does not accept or desire responsibility for them). Because the paths can serve an important function in case of evacuation, they are important to the KFPD and the EPC receives regular reports from two of its representatives, Lisa Caronna and Dave Spath, on initiatives and progress made by their group. If there is any way foreseen in which the District can assist in the acquisition and maintenance of the paths in the context of public safety and evacuation, the EPC will help to develop information and proposals for the Board.

13. Sandbags. – In winters Kensington can experience torrential rains that wash quickly down our sloped streets, sometimes with devastating effects on the lower reaches of residences. For many years the District has sponsored, in conjunction with the KFD, a program by which residents can acquire sandbags that can be used to try to divert the flow of rainwater from their basements and garages. With the continual turnover of District staff in the past two winters, this and other traditional efforts have tended to fall through the cracks. EPC member Katie Gluck has taken the lead in reminding KFPD board members and staff of this tremendously useful function, even though COVID-19 restrictions prevent us from holding this service in Kensington, instead requiring filling and pickup of sandbags at the El Cerrito facility.

14. Emergency Warning Systems. – The EPC supports all means of notifying the public of imminent or present emergencies, as noted above at the top of item #8. This item noted that in case of prolonged power loss, virtually no medium except AM/FM/NOAA radio bands would be able to notify residents of local emergency conditions, developing information, and instructions.

Even then, these media would not be specifically directed toward the local needs of Kensington and its residents. AM and FM stations would report at a coarse-grained level on regional and some local conditions, depending on the deployment of their sources. NOAA would not provide local information because it only transmits information from coordinate agencies such as the National Weather Service and larger governmental agencies, so even if the County were able to get a message through, there would be a substantial time lag (this information by way of Chief Pignoni). So if phones and laptops are dead and cannot receive CWS and Nixle warnings, what backup system is available?

EPC members, including Katie Gluck, Kevin Padian, Peter Liddell and Paul Moss, have been looking into the possibility of obtaining Emergency Warning Systems (EWS, or archaically, “sirens”) for the District. We have researched possible options for the District in two ways. First, we have contacted and worked with local and regional public safety agencies to see what is available and what has worked and not worked with them. Second, we have contacted manufacturers and discussed with them available options and FAQs, explaining Kensington’s unique topography and potential danger. We have gathered information that we are in the process of developing further and summarizing for the KFPD and the public.

Several factors should be noted at the outset. (1) These are not the “sirens” of the 1960s. They are modular devices that are capable of transmitting recorded voice messages, of broadcasting in real time, and of emitting a variety of sounds that residents can use to identify specific environmental threats. (2) They are solar-powered, which means that they will not fail in case of a power outage and do not depend on PG&E. (3) They can be activated by our local Police and Fire agencies (recall that the County will not issue evacuation or other orders) and fine-tuned to local conditions, using local remote signaling and even satellite actuation. (4) They do not have to be tested on a frequent or regular basis, so they need not disturb residents except in actual emergencies. (5) The cost of the devices, depending on how many are placed, could range from about \$400,000 (volunteered estimate by one company) to almost nothing (volunteered by another) depending on the conditions of the construction and financial leasing of the support poles. There would in any case be annual maintenance charges of several thousand dollars, depending on the system. (6) Ultimate negotiations would have to be approved by the County.

This initiative is in development and hopefully can be brought to the full Board once more information is gathered and summarized.

15. Public Information. – EPC members, including Directors Padian and Nagel, have informed the community about emergency preparedness, evacuation procedures, environmental threats, recent accomplishments, and other items of interest, in the *Outlook* and on NextDoor. The semi-annual *Fireplug* was not published in Spring 2020 because RGS failed to transmit the text developed by the EPC to a consultant they hired to publish it. Eventually, once our iGM was on board, a Fall 2020 issue was revised and submitted, but inexplicably what was published contained nothing that the EPC had prepared. This situation requires correction so that the *Fireplug* will be a source of information to the community of (a) what is going on locally and (b) resources (mostly online, and available on the District website) that people can use to learn about evacuation preparedness, house hardening, neighborhood organization, and other vital issues.

16. Refrigerator Magnets. – Recently a truck crashed into a utility pole on Arlington near Moeser, which cut off electricity to local neighborhoods. Residents were confused in trying to report the incident: some were routed to external agencies as distant as CHP. Upon

consultation with our Police and Fire Chiefs, it appears that all calls are not immediately routed to our appropriate dispatch. Much depends on the phone in use and whether its location information is supplied. The Chiefs provided accurate information.

Given that most residents will not be apprised of this information, although it was posted (erroneously) by a resident on NextDoor and later (correctly) by Director Kosel in the *Outlook*, it would seem incumbent on our public service agencies to ensure that this information and the rationale for using specific phone numbers are transmitted to our residents in a more permanent form.

The EPC decided to recommend that the Board authorize support from the Education budget to procure 2500 magnets and mail them with an explanation of the use of the phone numbers to every household in Kensington. With Board approval this will be implemented as soon as possible.

17. Reducing the Threat of Fire-Prone Vegetation. – Over the past two years, both community residents and members of the EPC have worked with the EBRPD to reduce fire prone vegetation in Wildcat Canyon. The Park District's efforts in this regard are a multi-year undertaking that will require both continued oversight by the EPC and advocacy for additional funds to accelerate these activities. The fuel load in the Canyon has grown over the decades to where it now presents a major threat to the safety of our community. Related to this, and discussed separately, is our continuing advocacy for early detection cameras in the Canyon and the use of the latest technologies for the early detection of fires. EPC and other community members have identified a number of locations for additional cameras as part of the Alert Wildfire monitoring network, and will continue to work closely with the fire chiefs and police in bringing them on-line.

In Kensington, residents need to make continued progress toward removing vegetation close to their homes and adjoining properties. Numerous residences have overgrown vegetation that present a fire hazard and not all residents have the knowledge needed to identify these risks or the skills and resources to remedy them. Juniper is one of several recognized highly hazardous plants, ranging from other gymnosperms to eucalyptus to bamboo, all for different reasons. Kensington is plagued with many of these plants, some in areas that would impede evacuation from residences and along streets. ECFD's Safety Officers run yearly street-level inspections of residences and can cite or place tax liens on non-compliant properties, but these do not require the removal of healthy if hazardous plants. We do not hold out hope that all residents will agree to pull out their hazardous plants and replace them with safer ones, nor will they remove all trees and bushes that are too close to their buildings. But the District can develop an initiative to raise awareness of (a) the fire dangers posed by certain plants and their proximity to structures and (b) better plants and better practices to reduce fire danger.

This needs to be a community effort, and any initiative would need to engage together the Police and Fire districts and departments, venues such as the *Outlook* and NextDoor, and K-groups such as the KIC and the KCC, KMAC, local churches, and the PathKeepers. It is anticipated that the proposed Emergency Preparedness Coordinator could implement or assist in these efforts, hopefully with the anticipated Grant Proposal Writer. But this has not yet been discussed by the EPC.

18. Developing Analyses and Projections of Fire Danger Times and Traffic Evacuation Loads. – The Traffic Evacuation Study pointed out several dangers and obstacles to effective emergency evacuation, including dense population, overvegetation, close structures, a plethora

of cars, cramped and unsafe parking configurations, and a lack of clear evacuation routes. Using data from this study, along with information from our Police and Fire chiefs and other sources, EPC members drafted two documents that were presented to the Board at regular meetings. One document modeled the potential time available to residents to evacuate depending on the size, proximity, and speed of an advancing fire, and considering the effects of airborne embers as much as a mile in advance of the fireline. The other document considered the traffic load on Kensington's streets in case of evacuation on short notice, modeling alternative numbers of cars in use per household, and estimating the time needed to evacuate the town under these circumstances. The report was agnostic about whether a stepped evacuation would or could have an effect on the situation, and recommended education about pre-evacuation options for residents who for various reasons would need more time or felt uncomfortable remaining in their homes awaiting formal evacuation orders.

Anticipated Short-Term Initiatives of the Emergency Preparedness Committee

These items include, not exhaustively, activities that the EPC may research, discuss, and recommend. Obviously, most of the items in the previous section will also continue.

1. Emergency Evacuation Signs at Sunset and Arlington. – Now that Sunset View Cemetery has been opened as a possible evacuation route, and can handle an estimated 30% of Kensington's traffic in case of emergency, it would seem prudent to post blue emergency evacuation signs, such as are now on the cemetery's Sunset Avenue gate, to alert and remind people of this very useful route. We have written to the KPD about this possibility and will follow up.

2. District Website. – The website is attractive and functional in many respects, but it does not bring residents quickly and easily to information about public safety, and is underdeveloped in its information. We anticipate that one role of the proposed Emergency Preparedness Coordinator, in conjunction with the EPC, the GM, and the KFD, will be to develop the website so that it meets the needs of the residents, including making good use of existing links to well established websites such as those of the Oakland FireSafe Council and FIRESafe Marin, which are based in localities that share Kensington's general topography, climate, and hazards.

3. Go-Bags. – This item, #9 in the previous section, will bear discussion and recommendations once decisions are made about the proposed Emergency Radio program, which is currently under discussion and revision.

Priorities of the EPC and Relationships to its Activities

The mission of the EPC is stated in the Board's Policy Handbook:

"1140.60. The Board's standing Emergency Preparedness Committee shall be concerned with (1) recommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach; (2) identifying opportunities for articulation with community members and other agencies to reduce risk and enhance evacuation procedures and public safety; (3) development of public education initiatives to

accomplish the first two goals; (4) articulation with the KPPCSD standing committee on Emergency Preparedness, as well as other Local, County, and State agencies, to achieve the previous goal.”

Of the four goals of this mission, the activities in the first section of this report are correlated as follows:

(1): #1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18

(2): #1, 3, 4, 5, 7, 10, 11, 12, 14

(3): #2, 3, 5, 8, 9, 10, 14, 15, 16, 17, 18

(4): None with the KPPCSD Board, which disestablished its EPC two years ago. All other initiatives have been coordinated with the KFD and as appropriate with the KPD, the County DPW, and other agencies such as the Hilltop School administration, as detailed above.

The main priorities of the EPC, in approximate order, are as follows:

1. Implementation of the recommendations of the Traffic Evacuation Study. – This is something of an omnibus category but it comprises many of the specific activities listed above.

2. Hiring an Emergency Preparedness Coordinator. – The District, as noted above, can make little real progress in its mission of preparing the community for disaster without this position.

3. Hiring a Grant Proposal Writer. – Many concerns of Board members and the public about EPC’s activities relate to costs and budgeting. Separately we advocate an experienced Long-Term Financial Planner to advise the District on accomplishing its long-term goals, and we feel that this initiative has broad support; but it is not specifically within the EPC’s remit. As noted above, in order to apply for and receive the copious public funds that are available to support its goals, the District has to be on the radar of these agencies and has to generate proposals. A proposal writer is likely to bring in far more money than the salary pays, and would generate proposals not only for EPC initiatives but for larger ones like the Public Safety Building.

4. Emergency Warning Systems. – In a prolonged power outage, Kensington residents will have almost no means of warning of impending danger, and this situation will only worsen at night. We support all means of emergency communication (Nixle, CWS, etc.) but realistically they will fail for most citizens after several days of an outage. We continue to research the specifications and options for manufacturers of these systems and will analyze the data and report to the Board as our knowledge progresses.

5. Continuing to Assist with Community Evacuation Plans and Parking Modifications. – Plans are primarily the responsibility of Fire, in coordination with Police; Police implement and carry out these plans, and there can be substantial overlap in activities. The EPC would like to continue in our present capacities of assisting and coordinating with Police and Fire to develop plans and educational materials for residents that will explain necessary changes and their rationales.

6. Vegetation Abatement. – This is a long-term goal and at present it is difficult to see what the EPC can do to develop and assist with this initiative because we are already stretched so thinly. It is possible that a Grant Proposal Writer, if engaged, can look for funds to support a position to address some of these goals, which are also related to the preservation of the paths.

Projected costs

The accompanying spreadsheet, which must be regarded as a work in progress, aligns with the activities and priorities detailed above. Recurrent and one-time costs are listed separately and should not be seen as conflicting priorities. For this reason, the sequential numbers on the spreadsheet do not precisely track those of the activities and priorities discussed above. Many of these could be eligible for external funding. Some line items, such as vegetation abatement and public education, are already allocated in the District's annual budget, but have not been developed and used effectively in recent years for a variety of reasons.

The two largest projected costs, those for the proposed EPC Coordinator position and the possible Emergency Warning System, also have the greatest variation in dollar amounts, because (1) if the Board approves the Coordinator position it would need to specify the time allotted to the position as well as the salary level (and possible benefits), and (2) there is great variation in the projected costs informally estimated to us so far for an EWS, depending on the manufacturer, the options, and the conditions of lease.

It is our contention that with a sound long-term financial plan for the District there will be little difficulty in financing these and other truly major expenses of the District, such as the PSB renovation and the purchase of fire trucks and other equipment.



KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
 Wednesday, February 10, 2021 7:00pm
Agenda Item 4c – Priorities List for the Emergency Preparedness Committee
 Supporting Material

Proposed Fire District Activities Related to Emergency Preparedness					
	Item	Output	Estimated Cost	Possible Co-Funding Entities	Notes
Annual Costs					
1	Emergency Preparedness Coordinator	Organize neighborhoods for evac prep / danger awareness Raise awareness of house hardening, vegetation Develop District website & publications for PS education Work with other agencies on preparedness & education	\$70-80,000/yr		
2	Grant Writer and Proposal Opp Alerts	Work with GM to develop grant proposals	\$40,000/yr		Also applies to PSB funding, etc.; already partly budgeted
3	Parking and Traffic Safety	Signs, bollards, educational materials (with KPD)	\$10,000/yr	CCCo	Costs will depend on projects
4	Abatement Programs	Replanting grants, removal of fire-prone vegetation, etc.	\$25,000/yr	Partial DFSC funding?	Some funds are already line items
5	Education & related materials	Fireplug, other publications and notifications, mailings	\$10,000/yr		Writing, printing and mailing costs (already budgeted)
6	Emergency Warning System Monitoring		[<\$5,000/yr]		Depends on system, if purchased
7	ZoneHaven monitoring		[low, but TBD]	CCCo	
One-Time Costs					
1	Emergency Warning System	1-4 devices, remote activation (by KPD & KFD), solar panels	\$0-400,000		
2	Emergency Radio and Go-Bag Distributions	[to be discussed]	[TBD]		
3	Parking and Traffic Safety Signage, etc.	[Equipment and programmatic efforts, TBD]	[TBD]	CCCo	Costs will depend on projects
4	Paths	[Support evacuation goals with KPPCSD and CCC]	[TBD]		



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4d**
Emergency Preparedness Coordinator – Pilot Program

SUBMITTED BY: Emergency Preparedness Committee

The Emergency Preparation Coordinator serves as the District lead for working with the community and with emergency preparedness representatives inside and outside Kensington to implement programs intended to improve the safety of Kensington residents. This position works under the direction of the District General Manager with content guidance by the EPC.

We recommend that funds be allocated as a pilot program in the annual budgets and the hire be made initially for two years, during which time many goals will be accomplished and a decision can be made regarding continuation of duties at half-time or less. The “deliverables” listed below are based on three possible models: (1) one year of a full-time position; (2) a year of full-time and a year of half-time; and (3) two years of half-time; in each case continuation of the position to be assessed annually. To jump-start the effort in emergency preparedness, in which the District has fallen behind due to the Covid crisis and lack of administrative support, we recommend the second option because the pandemic’s restrictions on gatherings and group education will likely not be lifted until well into the second half of 2021. More importantly, there is a lot to be done because (1) some District efforts such as CERT, neighborhood awareness, and hazardous plant mitigation have lagged in recent years, and (2) the District is behind some other threatened Bay Area communities in education and preparation of its residents, communication, and emergency notification.

Qualifications

The candidate should have a Bachelor’s Degree with a specialization in a field related to the position, such as public administration, fire and earthquake safety, conservation biology, community relations, or public education. Effective writing skills are essential. CERT or related expertise is preferred. Three years of equivalent experience may be substituted for the Bachelor’s Degree.

Duties

1. Strengthen Community Disaster Preparedness

Work with Community Emergency Response Team (CERT) area coordinators and block leaders to organize their neighborhoods to be prepared for wildfire evacuation and earthquake recovery; work with the EC/KFD and KPD staff to assist in informing and educating neighborhoods about preparation, emergency care for neighbors with limited mobility, and planning household evacuation procedures, plans, and routes. (Note: the coordinator will not train or assist in training in the actual CERT programs.) **40% of workload**

Deliverables

- Work with neighborhood leaders and present and former CERT personnel to organize neighborhood meetings and build awareness of emergency preparedness.
 - Help to identify CERT Area Coordinators for all 6 areas.
 - 2 meetings annually with area and block coordinators
 - Encourage enrollment in CERT training
 - Help neighborhoods to organize “emergency watch programs” for neighbors in need
 - Develop and provide materials for neighborhood preparedness
 - Be a resource and attend block meetings as needed
 - Assist with development of emergency response drills
 - Work with K-groups, schools, churches, child care programs, and other organizations to mobilize residents and spread information through established channels; work with the KPD to identify mobility-impaired residents
- [Note: several of these may be delayed due to Covid-19 restrictions on gathering.]*

2. Education and Communication

Develop education programs and materials on emergency preparedness to improve the awareness and readiness of Kensington residents about emergency alert and evacuation procedures, house hardening, and vegetation management; use available methods to reach residents including public workshops, the District website, the *Outlook*, *Fireplug*, NextDoor, and other outlets. **40% of workload**

Deliverables

- Prepare communication plan for the year – due in first month.
- Improve District website for access to emergency preparedness materials and resources.
- Prepare 2 targeted publications on safety measures such as house hardening, vegetation management, wildfire evacuation, earthquake.
- Minimum 3 articles per year for the *Outlook*, in conjunction with EPC and Board goals.
- Increase registration for all community warning systems including the County and Nixle; provide supplementary information about emergency communications.
- Use NextDoor for announcements on public workshops and educational presentations.
- Hold at least one public workshop on critical issues related to emergency preparedness.

3. Coordination with local and regional agencies

Work with emergency preparedness representatives from the Fire and Police departments, neighboring communities, East Bay Regional Park and neighboring Fire District, and the County to advance the goals and objectives of the District’s emergency preparedness and response program. **20% of workload**

Deliverables

- Establish continuing relationship with Kensington Police and Fire on EP objectives, including evacuation drills, tabletop exercises, and emergency traffic volunteer training.
- Identify all neighboring and regional jurisdictions and relevant staff.
- Coordinate preparation and response with other agencies to maximize effectiveness.
- Align approaches where possible for consistent public messaging.
- Participate in relevant local and regional meetings.

Position justification

The responsibility for the safety of Kensington’s residents lies with our Police and Fire boards. The Fire Board has already been presented with several documents that establish our situation and our needs:

- The commissioned Traffic Evacuation Study’s recommendations for improving emergency access to safety by all citizens; prioritization of these by the EPC.
- An assessment of the time required to evacuate Kensington under several scenarios of fire danger.
- An assessment of the ability of Kensington’s streets to handle the anticipated traffic load in case of evacuation.
- Documentation that area code 94708 is the most dangerous in the Bay Area, and one of the ten most dangerous in all of Northern California.
- Evidence that there is no one else to do this work. Board members and EPC members are already occupied with obligations. The job description of the GM does not encompass these duties. Volunteers would be overtaxed by the scope of work. And the contract with ECFD does not include these dimensions (see below).

This evidence makes clear that many public safety initiatives need to be actuated, and that the prospects for evacuating the community under the present level of education and planning are inadequate. The Fire Board can fulfill its responsibilities if it puts solutions in place.

Rationale for Duties

1. Strengthen Community Disaster Preparedness

Kensington’s emergency preparedness activities, both current and needed, are many. Some depend on strong community involvement, such as the Community Emergency Response Training (CERT) program where residents are trained in emergency preparedness and response. Under the CERT program Kensington is divided into six areas that depend on trained volunteers to coordinate the emergency preparedness and response activities within these areas. At present, only three areas have coordinator leads and even these areas lack coordination in organizing blocks within the areas. There is an urgent need to rebuild these CERT program areas. Traditionally formal CERT training (in which the Coordinator will not participate) were centered on earthquake preparedness, but increasingly it has also encompassed wildfire danger and neighborhood organization. It is envisioned that this position would work in cooperation with the Emergency Preparedness Committee and the KPD and KFD to develop a strategy for a modern community response, and work with the trained volunteers in each area to develop robust neighborhood plans for preparation and response to emergencies. Independent of any CERT efforts, these would be initiatives with block leaders and neighborhood groups that would transmit many of the broader objectives in CERT (*sensu lato*) programs.

2. Education and Communication

The District needs a coordinated outreach program to educate residents on emergency preparedness and response, including necessary actions to prepare for specific emergency situations such as earthquakes and wildfires, as well as the different responses that must be

undertaken (evacuation go-bags versus emergency supplies for sheltering in place). This position would be responsible for developing educational programs and materials using existing resource materials and expertise, as well as creating new materials while identifying the most effective means for dissemination to Kensington residents. This effort would involve developing the District website to make it much more of a resource for safety and preparedness, mostly by using links to other well-developed sites with brief introductions, and preparing publications for a variety of print, electronic, and social media.

3. Coordination with local and regional agencies

When it comes to public safety, police and fire agencies are generally intimately connected in preparing and educating residents for potential disasters as well as responding to them. As an unincorporated area Kensington is unusual because Fire and Police are housed in two separate districts. At present the KPPCSD has no emergency preparedness committee, but the KPD in concert with the KFD is crafting an evacuation plan for the town, mostly spearheaded by the KPD. On the KFPD side most of the emergency preparedness effort has been undertaken by the EPC working with both the KPD and the KFD. The proposed Coordinator would work with both departments as well as the county and neighboring municipalities to help develop workable and coordinated solutions to our safety concerns.

Financing

Given the clear and present danger that threatens Kensington from wildfire and earthquake, taxpayer funds must be used effectively and soon to educate and organize the public about potential emergencies. The expenses projected for a full time EPC Coordinator are \$80,000 - \$100,000 annually, including benefits and depending on experience and qualifications. A part-time position would be proportionally less.

At present the District has no long-term financial plan, which makes it difficult to project and balance annual and one-time expenses into the future. What we do know is that breaking ground on a costly renovated public safety building and activities associated with that project will not likely begin for a minimum of 1 to 2 years. **Therefore, there should be adequate short-term funding to hire an Emergency Preparedness Coordinator for at least two years before the PSB renovation.** Preparing this community for emergencies cannot wait until the PSB issues are resolved and construction begins. For this reason, even with no comprehensive long-term financial plan in place for the District, funds must be appropriated immediately to prepare the community for disaster.

The question was previously raised at a Fire Board meeting whether the functions of this proposed position were already covered in the contract with the ECFD. Chief Pigiotti confirmed that they are NOT. The citizens of Kensington receive the same benefits in training and education that those of El Cerrito do, nothing less or more. It cannot be claimed that "El Cerrito should be handling these duties" or "it's in the contract."

Budget planning for the next fiscal year begins in March. Fire season is likely to begin early this year. We ask the District to fast-track this appointment so that its citizens can begin to get the education and preparation they need to escape a wildfire, to live through an earthquake, and to maximize their safety and security.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4e**
Long Term Financial Advisor Recommendation

SUBMITTED BY: Emergency Preparedness Committee

Proposal to Engage a Consultant Expert in Long-Term Municipal Financial Planning

The KFPD has experienced substantial structural, infrastructural, and financial changes in the past several years. These changes have paralleled the concomitant increase in wildfire disaster risk, the perpetual risk of a severe earthquake, and the need to prepare Kensington's citizens for responding to these threats.

The financial challenges that accompany these circumstances include renovating the Public Safety Building, decanting its personnel and services during the renovation, the possible need to procure additional space for District functions, and the costs of responding adequately and thoughtfully to the need to educate and prepare residents for disaster.

The District's income is more or less fixed relative to progressive economic trends, as are many of its expenses such as the Contract with El Cerrito, saving for emergency equipment and maintenance, and other costs such as services and utilities. However, the District faces some daunting one-time and possibly continuing costs. Among the former, and by far the greatest, is the cost of renovation and decanting of the PSB and its contents. The possible acquisition or development of other external space for District functions would be both one-time (building and/or remodeling) and continuing (utilities, maintenance, rent or mortgage, etc.). Vital to the District's future will be developing its Emergency Preparedness functions far more than has been done in the past.

It is clear that the District cannot function responsibly on a "save and spend" financial policy. It is imperative to have reserves, and not only for the requirements of the Fire Services Contract. However, if the District builds up other reserves over the years only to deplete them drastically in paying cash for the PSB renovation, it will likely be unable to pursue other necessary projects, remain financially nimble, and serve the community responsibly.

This is a Proposal to Engage a Consultant Expert in Long-Term Municipal Financial Planning. This is not about investment counseling, because the District investments are mostly held by the County, although our Accountants have expressed the possibility of managing some of them somewhat differently. The General Manager may have some experience in such planning but it is good to have an external sounding board; the GM's job description does not mention long-term financial planning.

Money is currently inexpensive to borrow, and most financial consultants advocate borrowing as much as practicably possible to finance known and anticipated future expenses, under the assumption that return on investments will meet or exceed interest rates, and that inflation will reduce the cost of repayment over the years. Such a strategy, combining projections of economic trends, borrowing and financing, and obtaining external grant funding, would be the goal of this position.

February 10, 2021
Board of Directors Regular Meeting
Agenda Item 4e
Long Term Financial Advisor Recommendation

It is recommended to engage a suitable consultant outside Kensington so as to avoid any perceived bias. The consultant would first examine the history, structure, financial picture, and mission and goals of the District (and coordinate districts as appropriate) and work with the GM and the Board as needed to develop a range of long-term strategies. In the long run, the consultant would meet with the Finance Committee, the GM, and the Board as necessary to review progress and changing economic circumstances and to provide continuing advice.



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: February 4, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

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

Surplus Sale of Engine 365

The new Type III engine is now equipped and in service and the process of soliciting bids for the sale of the old engine are underway. Staff has explored several avenues to sell the engine through government auction websites as well as private dealers such as Firetrucks Unlimited in Nevada and FireTec in Vermont, and the middle of the road price for similar used wildland engine is around \$60K to \$70K. We have had numerous calls in the State from agencies that are interested, and they have been contacted as well as we have used a local company to email blast the request for bids to 100's of fire agencies throughout the State. The cutoff date for these bids is February 19th.

In the interest of time, I would request that the Board authorize the General Manager to review any bids received and accept the best offer on behalf of the Board.

Fire Agency Operated COVID-19 Vaccine Clinics

El Cerrito Fire Department in conjunction with all the Contra Costa County fire agencies have been working closely with law enforcement agencies, County EMS and the County OES to support County Health Services with fire-service-hosted public vaccination clinics. In addition to staffing the Incident Management Team from a logistics standpoint, we have had medics that have been assisting in administering the vaccines. As of this date, there are 14 clinics set up for the month of February throughout the County. Here in the West County, the clinics are being held in the parking lot of the Valley Bible Church on Willow Avenue in Hercules. Additional clinics are being held at Los Medanos College in Brentwood and Bishop Ranch parking structure in San Ramon. We are working with County and State OES as well as FEMA to obtain reimbursement for the costs of staffing these clinics.

Residents can go to the Contra County Health Services website at the link below to request a vaccination. There is a series of questions that will help the County determine your eligibility. The link is:

<https://www.coronavirus.cchealth.org/get-vaccinated>

COVID-19 and Vaccinations

The Fire Department started on December 28th with the first round of the Moderna vaccine and has now completed the second round. We have also secured an agreement with UC Berkeley for performing PCR tests for our personnel. This arrangement has been beneficial in that samples are self-administered and are processed in 24 to 48 hours maximum.

Per the County data as of February 4th, there have been over 1 million tests administered in the County with a positivity rate of 5.5% which is total of just over 58,000 cases and 532 deaths which is 0.9% of those that tested positive. Kensington has had 38 positive COVID-19 cases reported which is an increase of 10 over the last month and there have been 8 new cases in the last 2 weeks. However, on the positive side, there have been no

deaths reported. Fortunately, the community of Kensington continues to have the lowest infection rate in the County.

Emergency Cell Phone Number

There continues to be confusion and inaccurate information regarding using a cell phone when calling to report an emergency. In Kensington and El Cerrito, the number to report a fire, medical emergency, vehicle accident or any other emergency requiring a fire department response is (925) 933-1313. This is a direct line to the Contra Costa County Regional Fire Communication Center or more commonly known as Con Fire. This number is the equivalent 9-1-1 in that it is answered as an emergency line. There are other numbers for police related emergencies.

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: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 6**
President's Report

SUBMITTED BY: Director Larry Nagel, President

I think January was an excellent start to the 2021 calendar year. The KFPD had an excellent special meeting, facilitated by Brent Ives, Management Consultant, where we discussed the goals and objectives for our new General Manager, Bill Hansell, as well as our district. These goals and objectives will be posted to our website as soon as the minutes for this meeting are approved. The Finance Committee held its first meeting of the year and conducted the mid-year fiscal review. The Emergency Preparedness Committee held a meeting where they reviewed the goals and objectives of the EPC and, as well, discussed the possibility of hiring and Emergency Preparedness Coordinator.



KENSINGTON FIRE PROTECTION DISTRICT Emergency Preparedness Committee Meeting

Meeting Minutes
Thursday, October 22, 2020 3:00 – 5:00pm

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Directors: Larry Nagel and Kevin Padian
 Public Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell
 Danielle Madugo, Paul Moss, David Spath
 Staff: Mary Morris-Mayorga
 General Public: Ofc. Brad Harms (KPD), Julie Stein, Lorika G., Cyrus

1. Call to Order/Roll Call – Called to order by Kevin Padian at 3:05 PM.
2. Public comment on items not on the agenda - None
3. Recommendation to accept minutes from previous meetings (ACTION) – Moved and seconded to approve minutes (Spath/Maduga). Motion passed unanimously
4. Brief reports from EPC members
 - Danielle Madugo reported that Wildcat Canyon Watch Group conducted first watch last week. Had 27 (out of 41 volunteers) people participate. Cort Cooper still is looking for more volunteers. Cort is running a training session this Saturday. Cort has created a website for Wildcat Watch
 - Danielle Madugo said last monthly CERT Area Coordinators had only four ACs in attendance. Lamorinda CERT water jug sales are still in progress. KARO/ECHO is conducting a SET (Simulated Emergency Test) this Saturday.
 - Peter Guererro reported that we now have a camera in the north end of Wildcat Canyon. Peter has been working with Chief Brouchard (CCFPD) and CC Sheriff's Office. Peter also reported that thermal sensors would be useful in the Wildcat Canyon area. We should check with MOFD to determine the status of their sensor program. Grizzly Peak is another good

- site for a camera, and the county is working on it. EBMUD and PG&E sites are off limits for cameras.
- Paul Moss mentioned that he also has been working on the cameras. Paul is waiting to hear on condominium complex on Vista Hills Road in El Cerrito. Paul has been working with B/C Joe Grupalo to improve participation in Nixle so people will receive alerts on Red Flag Days. Paul wants to get a shout out for KFPD putting out Red Flag Warnings.
 - Kevin Padian thanked Mary Morris-Moraga for working with Chief Pigoni and Officer Harms for getting the Fire Danger Sign.
 - Lisa Caronna reported on paths. The KPPCSD organized a task force with Directors Chris Deppe and Rachelle Sherris-Watt to look into public ownership of the paths. There will be a public meeting November 12 where the public can comment on the paths. John Gioia will attend that meeting.
 - Public Comment: Lorika G. recommended a smart phone app for the NOAA, specifically, the NOAA Weather Radar Live. Paul Moss noted that NOAA doesn't always include Kensington in the Red Flag Warnings. Also, there is an article in the July MOFD Newsletter regarding thermal sensors.
 - Katie Gluck: Katie will be contacting two companies regarding early warning systems. Katie will report back when she has the information.
 - Peter Liddell: No report

5. Discussion Item: Progress and future priorities of the EPC

- Kevin led the discussion on the progress and future priorities of the EPC. We have been working with the KPD, the Sunset Cemetery, EBRPD, EBMUD. We are working with the KPD on evacuation routes and parking. The traffic evacuation study has helped in planning evacuation.
- Paul Moss said that we need to partner with CERT. Paul noted that Chris Hilliard is working with CERT to get evacuation plans. Paul feels that working with CERT is an imperative that we need to concentrate. Paul noted that Joe Grupalo is working with CERT and ZoneHaven on CEI (Community Evacuation Interface). Kevin Padian noted that we have to figure out how to work with CERT.
- Danielle noted that Chris Hilliard is the Area Coordinator of EC 1, which is the ridgeline just north of Kensington. The rebuilding of CERT is a work in progress.
- David Spath noted that the KFPD Board has to be involved in this decision.

- Larry Nagel gave a short history of the previous CERT organization. It started with a community meeting with Kensington residents which promoted the program and recruited area coordinators. This was followed up by neighborhood meetings that led the area coordinators to recruit block captains. The first time around we had a very active board member, Mike Kassarian, who did a tremendous amount of work in organizing CERT.
- Lisa Caronna suggested we should put together a list of priorities of what the EPC should do. Once priorities are established, we can establish sub-committees to organize the items.
- Peter Guererro noted that the priorities we have been working on are communication and early detection and evacuation. Peter suggested that we now have to move into areas and determine a prioritized list of items that need to be addressed.
- Kevin noted that we need to prepare citizens for power outages.
- Larry Nagel approved of the idea of generating a prioritized list of topics and then having sub-committees study the high priority items and then generate recommendations for the board.
- Officer Brad Harms noted that the Police Department is working on a volunteer program that would work with CERT and assist in evacuation. Also organizing temporary refuge areas (TRAs) and where to park.
- Katie Gluck is looking forward to the program Officer Harms is putting together. Katie will be posting a free webinar on Emergency Preparedness.
- Danielle would like to add the topic of mitigation. Also, Chief Pigoni spoke at the KPOA meeting about hardening the home and fuel reduction, and Danielle thinks we should be pursuing this as well.
- Kevin Padian noted that home hardening is an education function as well.
- Mary Morris-Mayorga recommended us to develop a strategic plan that we can present to the Board for guidance.
- David noted that preparedness is a category with education under it. Preparedness includes individual preparedness, including go-kits, knowing evacuation routes, home hardening.
- Three subcommittees could be formed to address these issues:
 - Education, communication, information (Paul Moss, Kevin Padian)
 - Early detection, home hardening, fuel reduction, preparation, (Danielle Madugo, Peter Guerrero)
 - Evacuation (David Spath, Peter Liddell, Danielle Madugo)
 - Inter-agency advocacy (EBRPD, EBMUD, PG&E) (Larry Nagel)

October 22, 2020
Emergency Preparedness Committee Meeting Minutes

- 6. Future Agenda Items to be put on the calendar
- 7. Scheduling next meeting: The next meeting will be held on Thursday, November 26, 2020 at 3 PM.
- 8. Adjournment – Meeting was adjourned at 5:03 PM by Kevin Padian

These minutes were prepared by Larry Nagel and approved at the Committee meeting on 28 January 2021.

Attest: 

Emergency Preparedness Committee Member



KENSINGTON FIRE PROTECTION DISTRICT Emergency Preparedness Committee Meeting

Meeting Minutes
Thursday, December 10, 2020 3:00 – 5:00pm

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Directors: Larry Nagel and Kevin Padian
Public Members: Lisa Caronna, Peter Guerrero, Peter Liddell
Danielle Madugo, Paul Moss, David Spath
Staff: Mary Morris-Mayorga, Bill Hansell
General Public: Catherine de Neergaard

1. Call to Order/Roll Call – Called to order by Kevin Padian at 3:05 PM.
2. Public comment on items not on the agenda

Catherine de Neergaard commented that she hoped we would work on getting neighborhoods more organized and also commented that there should be a plan to open the roads to the schools in an emergency.

3. Recommendation to accept minutes from previous meetings (ACTION) – There were no minutes to approve. Larry will check if we are up to date.
4. Discussion Item: Discussion of the Board discussion on priorities for the EPC.

Kevin summarized the thoughts from the Board members from the December meeting as follows:

- (Don Dommer) Visibility problem for EP goals. Community outreach is needed.
- (Janice Kosel) Concerned about costs of potential initiatives.
- (Julie Stein) Copies of traffic study should be printed because they are difficult to read online. Need a master plan for evacuation for public information. Concern about publicizing juniper grants. Some residents in Alameda County were upset or confused about the recent alert to pre-

evacuate during the DWE. Need for unified messaging on the need for pre-evacuation and evacuation. Emergency warning systems need exploring. Need to establish an emergency plan and bring residents on board.

- (Larry Nagel) Successful wildfire safety programs start from the bottom up.

5. Brief reports from EPC members

- Larry mentioned the talk by Professor Radke at the LWV meeting on December 9. Larry suggested we invite Prof. Radke to give a talk at Kensington. Danielle also attended the talk and said that his talk was excellent and she would support inviting Prof. Radke.
- Lisa Caronna mentioned that we really need to work on a strategic plan. Perhaps we should have a community meeting to obtain the community's thoughts on what needs to be done.
- Peter Guerrero suggested that we should write a document about what the EPC has done in the last year. Kevin Padian will write a first draft of the report and circulate it. This should include a "shopping list" of the things we want to accomplish.
- Bill Hansell stated that when he begins as General Manager of KFPD in January he would really like to have such a document to make plans.
- Danielle Madugo said that the last monthly CERT Area Coordinators had only four ACs in attendance. Danielle really needs some help.
- Kevin Padian noted that CERT has taken on a broader mission than only earthquake preparedness, to include fire evacuation, house hardening, and so on. B/C Joe Grupalo has been heading up this effort.
- Hilltop School has purchased some radios for the staff and is organizing an evacuation drill. The plan is to have an evacuation drill before summer (before school starts) and a drill in conjunction with KPD and KFD during the summer.
- Paul Moss agreed to work on the emergency notification procedures.
 - Emergency notification – small column in the Outlook every month.
 - NIXLE enrollment – needs bolstering
 - CWS enrollment – pretty good, about 80% of Kensington is enrolled
 - Basic evacuation plan – what do people do today right now.
 - Promote public communication
 - More involvement in KARO/ECHO
 - EC/K Fire Department Emergency Book (yellow)

December 10, 2020
Emergency Preparedness Committee Meeting Minutes

- Lisa Caronna mentioned that she has been working on paths and that Pathkeepers are trying to get KPPCSD to take on the paths. Lisa also talked with Southern Marin Fire Protection District about paths and they are working on vegetation management as part of their path management program. Lisa noted that there were many recommendations in the traffic study about fuel management to protect means of egress.
- David Spath noted that we need to find a permanent source of funding for path management.
- Peter Liddell: No report
- Peter Guerrero – SF Chronicle article about the potential fire danger of wood chip mulch. Paths are lined with wood chip mulch. What if anything should we do about this.
- Kevin reported that he and Katie Gluck are working on emergency public address systems.
- Kevin reported that the emergency radios that we are considering (NOAA) will not notify us of local dangers (per Chief Pigoni) unless another parallel agency provides the information to NOAA.
- EBMUD truck fire on Arlington --- distributing emergency numbers on magnets. Could be a possibility for the Kensington community

6. Future Agenda Items to be put on the calendar

7. Scheduling next meeting: The next meeting will be held on Thursday, January 28, 2020 at 3 PM.

8. Adjournment – Meeting was adjourned at 5:03 PM by Kevin Padian

These minutes were prepared by Larry Nagel and approved at the Committee meeting on 28 January 2021.

Attest: _____



Emergency Preparedness Committee Member



DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8a**
Emergency Preparedness Committee
Recommendation to Utilize Education Budget Funds for
Emergency Info Refrigerator Magnets

SUBMITTED BY: Emergency Preparedness Committee

Several years ago, the KPD produced refrigerator magnets in the shape of a police car that bore various phone numbers of the Department and the District. These were distributed at public events. The magnets were eye-catching and easy to spot. However, some of these numbers and their uses are now obsolete, and non-police contacts were not included.

Recently a truck crashed into a utility pole on Arlington near Moeser, which cut off electricity to local neighborhoods. Residents were confused in trying to report the incident: some were told they had the wrong number or were bounced to different agencies, some as distant as CHP.

Upon consultation with our Police and Fire Chiefs, it appears that all calls are not immediately routed to our appropriate dispatch. Much depends on the phone in use and whether its location information is supplied during the call. The Chiefs provided accurate information and recommendations for use.

Given that most residents will not be readily apprised of this information, although it was posted by a resident on NextDoor and later (correctly) by Director Kosel in the *Outlook*, it would seem incumbent on our public service agencies to ensure that this information and the rationale for using specific phone numbers are transmitted to our residents in a more permanent form.

The EPC decided to recommend that the GM utilize funds from the Education budget to procure 2500 magnets and mail them with an explanation of the use of the phone numbers to every household in Kensington, as follows:

1. The magnet would have the emergency and non-emergency numbers of police and fire dispatches, and those of the District offices.
2. It was recommended that we also include stickers with the same information for cell phone cases and we will look into this.
3. The accompanying information would explain briefly how calls are routed under certain circumstances. This sheet could be tucked under the mounted magnet. It would also encourage residents immediately to enter these numbers into their phones.
4. Magnets can be custom produced at eight to fourteen cents each, depending on size, for a net cost of \$200-350 for 2500. The same number of explanatory sheets of paper at 2.7 cents per copy would cost \$67.50, or \$33.75 if half-sheets. Assuming the same price for envelopes with District return address (\$67.50), the price would come to less than \$500 exclusive of assembly and mailing, which would likely double or triple the cost depending on available postal rates. We recommend purchasing an ink stamp that reads "gift inside" to label the envelopes.

**KENSINGTON FIRE PROTECTION DISTRICT**

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8b**
Finance Committee Report

SUBMITTED BY: Finance Committee

The following documents from the Finance Committee's 01/29/2021 meeting have been included for the Board's reference:

1. Management Timesheets (Approved)
2. Chief Pigoni's Mid-Year Budget Review FY 2020-2021 Report
3. Chief Pigoni's Draft Prior Year Reconciliation (FY2019-2020)
4. Chief Pigoni's Outline of Line-Item Revisions for Proposed Contract FY 2021-2022



Kensington Fire Protection District Employee Timesheet

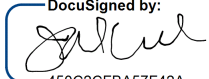
Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 12/1/2020
 Pay Period End: 12/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/1/2020	Finance-CCC/GL/bills, FC Committee, Adm Manual	4.50	2.25	2.25			
12/2/2020	Emails-Adm/Oath//pmts/FC/Manil-PSB, Fin-AP/Pmts/Entry	5.50	3.50	1.75			0.25
12/3/2020	FC Pkt, Calls-JS/RH/BH, Adm/Fin coord-SA/RS	5.50	3.50	2.00			
12/4/2020	Calls-CalPERS/JS/RH, Fin-PR, FC, Agenda Pkt	6.50	4.00	2.50			
12/5/2020	Agenda pkt	0.50	0.50				
12/6/2020							
12/7/2020	Agenda revision, emails, Final rpt	2.50	2.50				
12/8/2020	Emails-JS/BH/BL, Transition prep	3.50	3.50				
12/9/2020	Fin/Adm coord, emails, transition, BOD Mtgs	7.50	6.50	1.00			
12/10/2020	Adm-emails, fin-transmittal, EPC	4.00	1.50	0.50	2.00		
12/11/2020	Fin/Adm coord, emails, Bill-transition call	5.50	5.00	0.50			
12/12/2020							
12/13/2020							
12/14/2020	Emails-Spec Mtg/VPN, Final Rpt, Access forms	5.75	5.75				
12/15/2020	Fin coord, Emails-RH/BH/JS, Spec Mtg	5.00	4.00	1.00			
Total Hours		56.25	42.50	11.50	2.00	0.00	0.25
Rate		\$ 90.00	76%	20%	4%	0%	0%
Total Gross Pay		\$ 5,062.50					

Mary A. Morris-Mayorga
 Employee Signature

12/15/2020
 Date
 Finance Committee

DocuSigned by:

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Weekly Total	6/7/2020	40.00	7/26/2020	30.00	9/13/2020	30.00	11/1/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00	9/20/2020	30.00	11/8/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00	9/27/2020	30.00	11/15/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00	10/4/2020	30.00	11/22/2020	19.50
	7/5/2020	30.00	8/23/2020	9.00	10/11/2020	30.00	11/29/2020	12.75
	7/12/2020	30.00	8/30/2020	30.00	10/18/2020	30.00	12/6/2020	30.00
	7/19/2020	30.00	9/6/2020	30.00	10/25/2020	30.00	12/13/2020	23.00



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 12/16/2020
 Pay Period End: 12/31/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/16/2020	Emails, transition documentation	1.00	1.00				
12/17/2020	Emails	0.75	0.75				
12/18/2020	Finance coord/payroll system, emails	2.25	1.25	1.00			
12/19/2020							
12/20/2020							
12/21/2020	Emails-GA/Fin, Fin-RS, Spec Mtg	5.25	4.50	0.75			
12/22/2020	Emails, transition documentation, fin coord	2.50	2.00	0.50			
12/23/2020	Emails, fin coord, final report, manual updates	4.00	3.00	1.00			
12/24/2020	Final report, transition tasks	4.25	4.25				
12/25/2020							
12/26/2020							
12/27/2020							
12/28/2020	Emails, fin coord, bank coord, call w/BH	4.75	3.50	1.25			
12/29/2020	Emails, fin coord, final report, transition tasks	6.00	5.25	0.75			
12/30/2020	Final report, transition documentation, fin coord	5.25	4.25	1.00			
12/31/2020	Emails, BOD rpt, Final Report, access docs, fin/adm coord	7.00	5.75	1.25			
Total Hours		43.00	35.50	7.50	0.00	0.00	0.00
Rate		\$ 90.00	83%	17%	0%	0%	0%
Total Gross Pay		\$ 3,870.00					

Mary A. Morris-Mayorga
 Employee Signature

12/31/2020
 Date
 Finance Committee

DocuSigned by:

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Weekly Total	7/5/2020	30.00	8/23/2020	30.00	9/27/2020	30.00	11/15/2020	30.00
	7/12/2020	30.00	8/30/2020	30.00	10/4/2020	30.00	11/22/2020	19.50
	7/19/2020	30.00	9/6/2020	9.00	10/11/2020	30.00	11/29/2020	12.75
	7/12/2020	30.00	8/30/2020	30.00	10/18/2020	30.00	12/6/2020	30.00
	7/19/2020	30.00	9/6/2020	30.00	10/25/2020	30.00	12/13/2020	23.00
	8/3/2020	30.00	9/13/2020	30.00	11/1/2020	30.00	12/20/2020	14.75
	8/16/2020	30.00	9/20/2020	30.00	11/8/2020	30.00	12/27/2020	16.00



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 12/1/2020
 Pay Period End: 12/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/1/2020	See Separate Task Sheet	4.00	1.50				2.50
12/2/2020	"	1.00					1.00
12/3/2020	"	1.25	1.25				
12/4/2020	"	1.00		1.00			
12/5/2020	"						
12/6/2020	"						
12/7/2020	"	0.75	0.75				
12/8/2020	"						
12/9/2020	"	2.50	2.50				
12/10/2020	"	2.75			2.75		
12/11/2020	"	2.00	1.25				0.75
12/12/2020	"						
12/13/2020	"						
12/14/2020	"						
12/15/2020	"						

Total Hours	15.25	7.25	1.00	2.75	0.00	4.25
Rate	\$ 99.00					
Total Gross Pay	<u>\$ 1,509.75</u>					

Bill Hansell

Employee Signature

12/16/2020

Date

DocuSigned by:

Finance Committee

Kensington Fire Protection District**Timesheet Details****Bill Hansell**

Subject	Duration	Start
KFPD - Gen Mgmt re: Timesheet; KFPD Forms; Scheduling emails;	1.50	Tue 12/1/2020
KFPD - Gen Mgmt re: PSB tour (Chief Pagoni, Chief Schuld)	2.50	Tue 12/1/2020
KFPD - Gen Mgmt re: Tel w/DD (Request to move forward w/office space rental, request to hire a draftsman to make changes to plans, discussion of roles and responsibilities for DD v GM, topic of hiring a new architect)	0.50	Wed 12/2/2020
KFPD - Gen Mgmt re: Tel w/Chief Pagoni (PSB space needs)	0.50	Wed 12/2/2020
KFPD - Gen Mgmt re: Tel from Rachel Hundley (Timesheet, closed session, management scope, legal)	1.25	Thu 12/3/2020
KFPD - Gen Mgmt re: Finance Committee Mtg	0.50	Fri 12/4/2020
KFPD - Gen Mgmt re: Finance Committee Special Mtg	0.50	Fri 12/4/2020
	Week Total:	7.25
KFPD - Gen Mgmt re: Kensington Property Owners Association mtg	0.75	Mon 12/7/2020
KFPD - Board Mtg	2.50	Wed 12/9/2020
KFPD - Gen Mgmt re: Tel w/KP (Emergency Prep agenda and priorities)	0.75	Thu 12/10/2020
KFPD - Gen Mgmt re: Emerg Prep Committee Mtg	2.00	Thu 12/10/2020
KFPD - Gen Mgmt re: Tel w/Bill Lindsey (PSB)	0.75	Fri 12/11/2020
KFPD - Gen Mgmt re: Procedures review w/MMM	1.25	Fri 12/11/2020
	Week Total:	8.00
	Time Period Total:	15.25



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 12/16/2020
 Pay Period End: 12/31/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/16/2020	See Separate Task Sheet	3.75	1.75				2.00
12/17/2020	"	0.75	0.75				
12/18/2020	"	1.00	1.00				
12/19/2020	"						
12/20/2020	"						
12/21/2020	"	2.00	1.00				1.00
12/22/2020	"						
12/23/2020	"	0.50	0.50				
12/24/2020	"						
12/25/2020	"						
12/26/2020	"						
12/27/2020	"						
12/28/2020	"	2.25	1.00				1.25
12/29/2020	"	1.00	1.00				
12/30/2020	"						
12/31/2020		4.75					4.75
Total Hours		16.00	7.00	0.00	0.00	0.00	9.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 1,584.00</u>					

Bill Hansell

Employee Signature

1/5/2021

Date

DocuSigned by:

Finance Committee

Kensington Fire Protection District**Timesheet Details****Bill Hansell**

Subject	Duration	Date
KFPD - Gen Mgmt re: Tel w/SA (Mtg mins, general procedures)	1.00	12/16/20
KFPD - Gen Mgmt re: PSB plans per mtg requests	1.00	12/16/20
KFPD - Gen Mgmt re: Tel LN	0.75	12/16/20
KFPD - Gen Mgmt re: PSB (Mtg w/Bill Lindsey, Chief Schuld, Chief Pagoni)	1.00	12/16/20
KFPD - Gen Mgmt re: Tel w/LN (Jan agenda, gov procedures)	0.50	12/17/20
KFPD - Gen Mgmt re: Government Code issues for mtgs, agenda	0.25	12/17/20
KFPD - Gen Mgmt re: IT (Tel w/Jorge at Nerd Crossing)	1.00	12/18/20
KFPD - Gen Mgmt re: Closed Session	1.00	12/21/20
KFPD - Gen Mgmt re: PSB (Mtg w/Bill Lindsey, Chief Schuld, Chief Pagoni)	1.00	12/21/20
KFPD - Gen Mgmt re: Emails	0.50	12/23/20
KFPD - Gen Mgmt re: Tel w/MMM (Transition list)	0.75	12/28/20
KFPD - Gen Mgmt re: email Bill Lindsey and Chiefs (PBS mtg and update)	0.25	12/28/20
KFPD - Gen Mgmt re: Tel w/LN (Agenda, PSB update)	1.00	12/28/20
KFPD - Gen Mgmt re: Email agenda item request	0.25	12/28/20
KFPD - Gen Mgmt re: Teams mtg w/Legal Counsel	1.00	12/29/20
KFPD - Gen Mgmt re: PSB (KPPCSD Plan revisions; Email summary to Chiefs and BL)	2.00	12/31/20
KFPD - Gen Mgmt re: PSB (Tel w/BL)	0.75	12/31/20
KFPD - Gen Mgmt re: PSB (Tel w/Chief)	0.50	12/31/20
KFPD - Gen Mgmt re: PSB (KPPCSD Plan revisions)	1.50	12/31/20
Time Period Total:	16.00	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 1/1/2021
 Pay Period End: 1/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

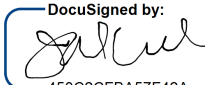
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
1/1/2021	See Separate Task Sheet						
1/2/2021	"						
1/3/2021	"						
1/4/2021	"	3.50	3.00	0.50			
1/5/2021	"	7.50	6.50	0.25			0.75
1/6/2021	"	11.00	9.75	0.50	0.75		
1/7/2021	"	8.00	7.00	0.50			0.50
1/8/2021	"	8.25	5.25				3.00
1/9/2021	"						
1/10/2021	"	1.00	1.00				
1/11/2021	"	2.50	2.25				0.25
1/12/2021	"	7.25	4.25	3.00			
1/13/2021	"	7.50	7.00	0.50			
1/14/2021	"	6.75	6.00	0.50			0.25
1/15/2021	"	0.75			0.75		
Total Hours		64.00	52.00	5.75	1.50	0.00	4.75
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 6,336.00</u>					

Bill Hansell

Employee Signature

1/15/2021

Date

DocuSigned by:


Finance Committee

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Start
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	01/04/21
KFPD - Gen Mgmt re: Emails	0.50	01/04/21
KFPD - Gen Mgmt re: Tel w/Robert @ Maze	0.50	01/04/21
KFPD - Gen Mgmt re: Files	1.00	01/04/21
KFPD - Gen Mgmt re: Draft agenda and materials	1.00	01/04/21
Day Total:		3.50
KFPD - Gen Mgmt re: Operations and Policy Manuals	1.00	01/05/21
KFPD - Gen Mgmt re: Voicemails; Email Chief; Admin	1.50	01/05/21
KFPD - Gen Mgmt re: Tel w/Brenda Navellier, 510-215-4450	1.00	01/05/21
KFPD - Gen Mgmt re: Email LN, DD, Chief (PSB mtg)	0.25	01/05/21
KFPD - Gen Mgmt re: PRA for Peter Liddell (Brown Act Issue)	0.50	01/05/21
KFPD - Gen Mgmt re: Google account admin	0.50	01/05/21
KFPD - Gen Mgmt re: District voicemail revisions	1.00	01/05/21
KFPD - Gen Mgmt re: Timesheets to Maze	0.25	01/05/21
KFPD - Gen Mgmt re: PRA requests; PSB mtg	0.75	01/05/21
KFPD - Gen Mgmt re: Tel w/LN re: Board mtg, PSB	0.75	01/05/21
Day Total:		7.50
KFPD - Gen Mgmt re: Files, emails, Google master acct, IT	2.00	01/06/21
KFPD - Gen Mgmt re: Tel w/KP (Financial/Strategic Planning)	0.75	01/06/21
KFPD - Gen Mgmt re: BOD Agenda mtg w/LN	1.00	01/06/21
KFPD - Gen Mgmt re: BOD mtg packet	0.25	01/06/21
KFPD - Gen Mgmt re: Tel w/Peter Medina @ Maze (Accounting staffing)	0.50	01/06/21
KFPD - Gen Mgmt re: BOD agenda items	2.00	01/06/21
KFPD - Gen Mgmt re: Emails; Invoices; Mail	2.00	01/06/21
KFPD - Gen Mgmt re: Google Workspace settings; BOD packet materials	2.50	01/06/21
Day Total:		11.00
KFPD - Gen Mgmt re: Payroll files	0.50	01/07/21
KFPD - Gen Mgmt re: BOD mtg agenda	1.00	01/07/21
KFPD - PSB Zoom mtg w/LN, DD, Chief	2.50	01/07/21
KFPD - Gen Mgmt re: Tel w/Jorge @ Nerd Crossing (2nd computer)	0.50	01/07/21
KFPD - PSB re: Tel w/Bill Lindsay (Joint Report)	0.50	01/07/21
KFPD - Gen Mgmt re: BOD mtg packet	0.50	01/07/21
KFPD - Gen Mgmt re: BOD mtg packet	1.50	01/07/21

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Start
KFPD - Gen Mgmt re: BOD mtg packet	1.00	01/07/21
Day Total:	8.00	
KFPD - Gen Mgmt re: BOD mtg packet	1.00	01/08/21
KFPD - PSB re: Plan changes	0.50	01/08/21
KFPD - Gen Mgmt re: Tel Dir Dommer (PRA)	0.25	01/08/21
KFPD - Gen Mgmt re: Tel Dir Kosel (PRA, minutes format, PSB)	0.50	01/08/21
KFPD - Gen Mgmt re: PRA (Email Directors and Staff)	1.00	01/08/21
KFPD - PSB re: Status report	1.00	01/08/21
KFPD - PSB re: Status report	1.50	01/08/21
KFPD - PSB re: Status report	0.50	01/08/21
KFPD - Gen Mgmt re: BOD packet	2.00	01/08/21
Day Total:	8.25	
KFPD - Gen Mgmt re: Email, Tel w/LN (Agenda change); Email KP (Cert of Apprec); Email BL and chiefs (Monthly mtg w/KPPCSD); Email Brent Ives (Workshop)	1.00	01/10/21
Day Total:	1.00	
KFPD - Gen Mgmt re: Emails w/BI (Special mtg on Brown Act, etc); Follow up w/Board	0.50	01/11/21
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	01/11/21
KFPD - Gen Mgmt re: Emails	0.50	01/11/21
KFPD - Gen Mgmt re: Emails	0.50	01/11/21
KFPD - Gen Mgmt re: Tel w/DD (PSB site options, process)	0.25	01/11/21
KFPD - Gen Mgmt re: Emails	0.50	01/11/21
Day Total:	2.50	
KFPD - Gen Mgmt re: finances;	1.00	01/12/21
KFPD - Gen Mgmt re: Legal (PRA update to Directors)	1.00	01/12/21
KFPD - Gen Mgmt re: Tel w/Brent Ives (Special Mtg)	0.25	01/12/21
KFPD - Gen Mgmt re: finances;	0.50	01/12/21
KFPD - Gen Mgmt re: finances;	0.50	01/12/21
KFPD - Gen Mgmt re: Tel w/Mary (Financial Accounts & Procedures)	1.00	01/12/21
KFPD - Gen Mgmt re: BOD Special Mtg planning	1.50	01/12/21
KFPD - Gen Mgmt re: ATT billing issues; Board Packet review	1.50	01/12/21
Day Total:	7.25	
KFPD - Gen Mgmt re: Office Depot account	0.50	01/13/21
KFPD - Gen Mgmt re: Tel BOD (Packet comments)	0.25	01/13/21
KFPD - Gen Mgmt re: Amin procedures	1.00	01/13/21

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Start
KFPD - Gen Mgmt re: Communications	1.00	01/13/21
KFPD - Gen Mgmt re: Tel msg to Chief Chris Gray, San Rafael	0.00	01/13/21
KFPD - Gen Mgmt re: Communications	0.50	01/13/21
KFPD - Gen Mgmt re: Email Chief Chris Gray, San Rafael	0.25	01/13/21
KFPD - Gen Mgmt re: Mtg prep	0.50	01/13/21
KFPD - Gen Mgmt re: Mtg prep	0.50	01/13/21
KFPD - Board Mtg	3.00	01/13/21
Day Total:		7.50
KFPD - Gen Mgmt re: Desktop Computer R: drive files	1.00	01/14/21
KFPD - PRA response letter	0.50	01/14/21
KFPD - Gen Mgmt re: Tel w/Chief (Bldg access, records)	0.25	01/14/21
KFPD - Gen Mgmt re: Tel w/JK (Finance Committee)	0.50	01/14/21
KFPD - Gen Mgmt re: Sturgis Code review; Communications	1.00	01/14/21
KFPD - Gen Mgmt re: Tel w/Bill Lindsay (Jnt mtg planning)	0.25	01/14/21
KFPD - Gen Mgmt re: PRA response letters emailed	0.50	01/14/21
KFPD - Gen Mgmt re: on site at PSB (Post agenda, check mail, assess office files)	1.50	01/14/21
KFPD - Gen Mgmt re: Tel w/MMM (Zoom controls, Mtg followup, finances)	0.50	01/14/21
KFPD - Gen Mgmt re: Mail upload; Office photos upload	0.50	01/14/21
KFPD - Gen Mgmt re: KPPCSD mtg (Watch Joint Report item)	0.25	01/14/21
Day Total:		6.75
KFPD - Gen Mgmt re: Tel w/SA (DocuSign, Timesheet, Zoom)	0.25	01/15/21
KFPD - Gen Mgmt re: Tel w/KP (EPC)	0.50	01/15/21
Day Total:		0.75
Time Period Total:		64.00

ITEM 5.1



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: January 5, 2021

TO: Bill Hansell: Kensington Fire Protection District General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Mid-Year Budget Review FY 2020-21**

The fee schedule for providing fire services for the FY-2020-21 was adopted and approved by the Kensington Fire Protection District Board of Directors on June 10, 2020 for \$3,518,174.42. Several measures were taken this year by the City and the Fire Department to reduce the overall budget of the Fire Department, especially in overtime. The City had approved to fill the four vacant firefighter spots which would provide an extra person per shift to fill in for sick leave, vacations, injury etc.

Earlier in 2020, the coronavirus threat caused the City to freeze all hiring. This action prevented the Fire Department from interviewing candidates and filling the positions by July 1, 2020 which was the original goal of the adopted budget. Fortunately, in late September, the freeze was lifted and the Department was able to solicit, interview and hire 4 new firefighters. As of January 1, 2021, all 4 are now on shift working and fulfilling the goal of reducing overtime.

However, during the first 6 months of this fiscal year, the Fire Department has experienced a high number of overtimes due to a number of reasons over the four vacancies. These include;

- Nine personnel exposed to COVID-19 requiring them to self-isolate or quarantine at home requiring over 30 shifts to be backfilled
- Two personnel on Worker's Comp with knee injuries resulting in one missing a month of work and the other missing three months requiring 40 shifts to be backfilled.
- Another person on Worker's Comp with a back and hip injury resulting in 10 shifts being backfilled.
- Two additional personnel on Family Medical Leave Act (FMLA) for three months resulting in 60 shifts requiring back fill.

In total, these unexpected and unbudgeted vacancies have totaled over \$250,000 in overtime costs to provide constant staffing. However, while the Fire Department's budget has exceeded its overtime budget, due to the firefighter vacancies, the salary fund is under 50% of its budget at the mid-year point and in fact, after 6 months, the total salary and benefit budget is at 43.45% of budget. Overall the budget is at 42.08% of the adopted fee schedule. While the attached spread sheet is showing total expenditures below budget, several services such as dispatch and radio use fees which will equal \$200K + have not submitted invoices yet.

Overall, barring any serious COVID-19 outbreaks or more injuries, the Fire Department should be within its budgeted amount or very close to it despite the number of exposures and injuries. Please contact me if you have any questions.

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Mid-Year Budget Review FY-2020-2021

101 GENERAL FUND

	FY 2020-21 Budget	KFPD %	Contract Fee	FY 2020-21 Mid-Year	Contract Share	YTD %
<u>5100 SALARIES & BENEFITS</u>						
51110 Salaries	\$5,412,746.23	27.75%	\$1,502,037.08	\$1,889,727.89	\$524,399.49	34.91%
51130 Temporary/Part-time Salaries	\$0.00	27.75%	\$0.00	\$0.00	\$0.00	0.00%
51140 Overtime Pay	\$400,000.00	27.75%	\$111,000.00	\$544,707.77	\$151,156.41	136.18%
51145 FLSA Overtime pay	\$104,655.00	27.75%	\$29,041.76	\$43,336.00	\$12,025.74	41.41%
51146 Non Suppression Overtime pay	\$85,000.00	27.75%	\$23,587.50	\$11,657.33	\$3,234.91	13.71%
51150 Special Pay	\$100,000.00	27.75%	\$27,750.00	\$0.00	\$0.00	0.00%
51210 PERS Contributions	\$2,455,051.90	27.75%	\$681,276.90	\$1,207,064.80	\$334,960.48	49.17%
51220 FICA/MEDICARE	\$86,139.45	27.75%	\$23,903.70	\$51,432.46	\$14,272.51	59.71%
51230 Benefits & Insurance	\$1,046,409.80	27.75%	\$290,378.72	\$477,686.57	\$132,558.02	45.65%
51240 Workers Compensation	\$199,245.00	27.75%	\$55,290.49	\$71,684.00	\$19,892.31	35.98%
51990 Salary Savings	\$0.00	27.75%	\$0.00	\$0.00	\$0.00	0.00%
TOTAL	\$9,889,247.38		\$2,744,266.15	\$4,297,296.82	\$1,192,499.87	43.45%
<u>5200 PROFESSIONAL SERVICES</u>						
52190 Misc Professional Services	\$80,000.00	33.33%	\$26,664.00	\$10,499.35	\$3,499.43	13.12%
52220 Medical Services	\$18,540.00	33.33%	\$6,179.38	\$2,562.00	\$853.91	13.82%
52230 Other Technical Services	\$13,400.00	33.33%	\$4,466.22	\$2,358.79	\$786.18	17.60%
TOTAL	\$111,940.00		\$32,843.38	\$15,420.14	\$5,139.53	15.65%
<u>5300 PROPERTY SERVICES</u>						
53110 Utilities	\$19,200.00	0.00%	\$0.00	\$5,637.21	\$0.00	0.00%
53230 Building Maintenance Services	\$20,000.00	33.33%	\$6,666.00	\$9,739.08	\$3,246.04	48.70%
53240 Landscape/Park Maint Svcs	\$53,500.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
53250 Vehicle/Equip Maint Svcs	\$126,280.00	25.00%	\$31,570.00	\$39,200.35	\$9,800.09	31.04%
53290 Misc R&M Svcs	\$266,976.00	33.33%	\$88,983.10	\$14,947.44	\$4,981.98	5.60%
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
53330 Vehic Replcmt Rental Charge	\$30,000.00	18.83%	\$5,649.00	\$0.00	\$0.00	0.00%
53910 Solid Waste Services	\$6,200.00	33.33%	\$2,066.46	\$2,655.49	\$885.07	42.83%
TOTAL	\$522,156.00		\$134,934.56	\$72,179.57	\$18,913.18	14.02%
<u>5400 OTHER SERVICES</u>						
54210 Telephone Expenses	\$17,000.00	20.00%	\$3,400.00	\$4,760.23	\$952.05	28.00%
54220 Mobile/wireless Expenses	\$13,400.00	20.00%	\$2,680.00	\$3,039.03	\$607.81	22.68%
54310 Legal Notices & Advertisements	\$5,000.00	25.00%	\$1,250.00	\$0.00	\$0.00	0.00%
54410 Printing and Binding	\$6,180.00	25.00%	\$1,545.00	\$330.35	\$82.59	5.35%
54610 Travel & Training	\$44,970.00	25.00%	\$11,242.50	\$4,760.00	\$1,190.00	10.58%
54910 Dues & Subscriptions	\$14,690.00	25.00%	\$3,672.50	\$4,265.80	\$1,066.45	29.04%
54990 Other Administrative Services	\$300.00	25.00%	\$75.00	\$128.00	\$32.00	42.67%
TOTAL	\$101,540.00		\$23,865.00	\$17,283.41	\$3,930.89	16.47%

5500 SUPPLIES

55110	General Office Supplies	\$6,000.00	25.00%	\$1,500.00	\$1,300.16	\$325.04	21.67%
55120	Postage & Delivery	\$2,400.00	25.00%	\$600.00	\$222.20	\$55.55	9.26%
55130	Photocopying Charges	\$1,000.00	25.00%	\$250.00	\$0.00	\$0.00	0.00%
55210	Fuel	\$42,800.00	27.00%	\$11,556.00	\$11,049.69	\$2,983.42	25.82%
55230	Medical Supplies	\$28,200.00	30.00%	\$8,460.00	\$6,030.43	\$1,809.13	21.38%
55240	Clothing & Uniform Supplies	\$53,600.00	33.33%	\$17,864.88	\$8,052.56	\$2,683.92	15.02%
55250	Vehicle & Equipmt Supplies	\$14,490.00	25.00%	\$3,622.50	\$0.00	\$0.00	0.00%
55290	Other Operating Supplies	\$8,500.00	25.00%	\$2,125.00	\$1,043.76	\$260.94	12.28%
55520	Building Supplies	\$6,035.00	25.00%	\$1,508.75	\$1,554.75	\$388.69	25.76%
TOTAL		\$163,025.00		\$45,387.13	\$29,253.55	\$8,506.68	18.74%

5600 CAPITAL OUTLAY

56310	Improvements, Not Buildings	\$7,800.00	0.00%	\$0.00	\$219.50	\$0.00	0.00%
56410	Office Equipment <\$10K	\$9,000.00	0.00%	\$0.00	\$14,902.44	\$0.00	0.00%
56710	Other Equipment < \$10K	\$6,000.00	0.00%	\$0.00	\$3,205.03	\$0.00	0.00%
56720	Other Equipment > \$10K	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
TOTAL		\$22,800.00		\$0.00	\$18,326.97	\$0.00	0.00%

5800 OTHER CHARGES

58220	Licenses & Permits	\$5,450.00	25.00%	\$1,362.50	\$0.00	\$0.00	0.00%
TOTAL		\$5,450.00		\$1,362.50	\$0.00	\$0.00	0.00%

GRAND TOTAL

\$10,816,158.38	\$2,982,658.72	\$4,449,760.46	\$1,228,990.15	41.20%
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OVERHEAD CHARGES (9% Of Personnel)

\$890,032.26	27.75%	\$246,983.95	\$107,324.98	43.45%
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TOTAL COMPENSATION COST SHARE

\$0.00	50.00%	\$0.00	\$0.00	0.00%
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UNRECONCILED CONTRACT AMOUNT

\$3,229,642.67	\$1,336,315.13	41.38%
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RECONCILIATION 2018-2019 FY BUDGET TO ACTUAL

\$289,193.75	\$144,596.88	50.00%
(\$662.00)	(\$331.00)	50.00%

COMPENSATION COST SHARE**EL CERRITO CONTRACT FEE FY 2020-2021**

\$3,518,174.42	\$1,480,581.01	42.08%
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KENSINGTON FIRE PROTECTION DISTRICT BUDGET

Prior Year Reconciliation

LINE ITEM DETAIL BUDGET EXPENDITURES

	<u>FY 2019-20</u> <u>Budgeted</u>	<u>FY 2019-20</u> <u>Actual</u>	<u>Difference</u>	<u>Percentage</u>	<u>Reconciliation</u>
<u>5100 SALARIES & BENEFITS</u>					
51110 Salaries	\$5,249,744.00	\$4,981,328.08	\$268,415.92	27.75%	\$74,485.42
51120 Temporary/Part-time Salaries	\$1,560.00	\$1,350.00	\$210.00	27.75%	\$58.28
51130 Temporary/Part-time Salaries	\$0.00	\$0.00	\$0.00	27.75%	
51140 Overtime Pay	\$700,000.00	\$1,107,189.18	(\$407,189.18)	27.75%	(\$112,995.00)
51145 FLSA Overtime pay	\$98,800.00	\$100,517.93	(\$1,717.93)	27.75%	(\$476.73)
51146 Non Suppression Overtime pay	\$87,360.00	\$36,788.79	\$50,571.21	27.75%	\$14,033.51
51150 Special Pay			\$0.00	27.75%	\$0.00
51155 One-Time Payout		\$2,399.88	(\$2,399.88)	27.75%	(\$665.97)
51210 PERS Contributions	\$2,467,586.00	\$2,527,499.41	(\$59,913.41)	27.75%	(\$16,625.97)
51200 PARS Contributions			\$0.00	27.75%	\$0.00
51220 FICA/MEDICARE	\$76,005.00	\$84,921.60	(\$8,916.60)	27.75%	(\$2,474.36)
51230 Insurance and Benefits	\$851,379.00	\$753,545.70	\$97,833.30	27.75%	\$27,148.74
51235 Life & LTD Insurance	\$40,942.00	\$48,746.81	(\$7,804.81)	27.75%	(\$2,165.83)
51237 Allowances & Other Benefits	\$160,025.00	\$147,495.84	\$12,529.16	27.75%	\$3,476.84
51240 Workers Compensation	\$199,245.00	\$204,706.40	(\$5,461.40)	27.75%	(\$1,515.54)
51242 Workers Compensation Pay (In Lieu of Salary)		\$0.00	\$0.00	27.75%	\$0.00
51990 Salary Savings	(\$657,359.00)	\$0.00	(\$657,359.00)	27.75%	(\$182,417.12)
TOTAL	\$9,275,287.00	\$9,996,489.62	(\$721,202.62)		(\$200,133.73)
<u>5200 PROFESSIONAL SERVICES</u>					
52190 Misc Professional Services	\$55,000.00	\$40,618.34	\$14,381.66	33.33%	\$4,793.41
52220 Medical Services	\$15,450.00	\$10,829.00	\$4,621.00	33.33%	\$1,540.18
52230 Other Technical Services	\$13,500.00	\$364.30	\$13,135.70	33.33%	\$4,378.13
TOTAL	\$83,950.00	\$51,811.64	\$32,138.36		\$10,711.72
<u>5300 PROPERTY SERVICES</u>					
53110 Utilities	\$16,004.00	\$21,365.08	(\$5,361.08)	0.00%	\$0.00
53230 Building Maintenance Services	\$20,000.00	\$27,342.63	(\$7,342.63)	33.33%	(\$2,447.30)
53240 Landscape/Park Maint Svcs	\$35,000.00	\$137,350.00	(\$102,350.00)	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$97,850.00	\$114,240.25	(\$16,390.25)	25.00%	(\$4,097.56)
53290 Misc R&M Svcs	\$220,000.00	\$255,015.30	(\$35,015.30)	33.33%	(\$11,670.60)
53320 Vehicle & Equip Lease	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
53330 Vehicle Replcmt Rental Charge	\$166,860.00	\$133,860.00	\$33,000.00	18.83%	\$6,213.90
53910 Solid Waste Services	\$8,240.00	\$8,405.65	(\$165.65)	33.33%	(\$55.21)
53990 Other Property Services		\$684.89	(\$684.89)	33.33%	(\$228.27)
TOTAL	\$563,954.00	\$698,263.80	(\$134,309.80)		(\$12,285.05)
<u>5400 OTHER SERVICES</u>					
54210 Telephone Expenses	\$17,510.00	\$16,497.76	\$1,012.24	20.00%	\$202.45
54220 Mobile/wireless Expenses	\$17,510.00	\$17,538.07	(\$28.07)	20.00%	(\$5.61)
54310 Legal Notices & Advertisements	\$6,180.00	\$27.50	\$6,152.50	25.00%	\$1,538.13
54410 Printing and Binding	\$6,180.00	\$6,566.49	(\$386.49)	25.00%	(\$96.62)
54610 Travel & Training	\$40,000.00	\$29,928.90	\$10,071.10	25.00%	\$2,517.78
54910 Dues & Subscriptions	\$14,420.00	\$14,836.29	(\$416.29)	25.00%	(\$104.07)
54990 Other Administrative Services	\$20,600.00	\$20,912.98	(\$312.98)	25.00%	(\$78.24)
TOTAL	\$122,400.00	\$106,307.99	\$16,092.01		\$3,973.79
<u>5500 SUPPLIES</u>					
55110 General Office Supplies	\$6,180.00	\$3,265.80	\$2,914.20	25.00%	\$728.55
55120 Postage & Delivery	\$1,030.00	\$2,058.29	(\$1,028.29)	25.00%	(\$257.07)
55130 Photocopying Charges	\$3,090.00	\$2,939.47	\$150.53	25.00%	\$37.63
55210 Fuel	\$41,200.00	\$38,737.59	\$2,462.41	27.00%	\$664.85
55230 Medical Supplies	\$25,000.00	\$24,398.23	\$601.77	30.00%	\$180.53
55240 Clothing & Uniform Supplies	\$36,050.00	\$25,105.38	\$10,944.62	33.33%	\$3,647.84
55250 Vehicle & Equipmt Supplies	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$10,300.00	\$4,910.79	\$5,389.21	25.00%	\$1,347.30
55520 Building Supplies	\$7,000.00	\$11,862.00	(\$4,862.00)	25.00%	(\$1,215.50)
TOTAL	\$129,850.00	\$113,277.55	\$16,572.45		\$5,134.14
<u>5600 CAPITAL OUTLAY</u>					

56310	Improvements, Not Buildings	\$25,750.00	\$11,862.00	\$13,888.00	0.00%	\$0.00
56410	Office Equipment < \$10K	\$3,090.00	\$23,693.26	(\$20,603.26)	0.00%	\$0.00
56710	Other Equipment < \$10K	\$20,600.00	\$4,239.74	\$16,360.26	0.00%	\$0.00
TOTAL		\$49,440.00	\$39,795.00	\$9,645.00		\$0.00
5800 OTHER CHARGES						
58220	Licenses & Permits	\$1,030.00	\$1,379.00	(\$349.00)	25.00%	(\$87.25)
TOTAL		\$1,030.00	\$1,379.00	(\$349.00)		(\$87.25)
TOTAL EXPENDITURES		\$10,225,911.00	\$11,007,324.60	(\$781,413.60)		(\$192,686.38)

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2021-22

LINE ITEM DETAIL BUDGET EXPENDITURES
101 GENERAL FUND

	Proposed Budget FY21-22	Shared %	Proposed Fee Schedule
<u>5100 SALARIES & BENEFITS</u>			
51110 Salaries	\$0.00	27.75%	\$0.00
51130 Temporary/Part-time Salaries	\$0.00	27.75%	\$0.00
51140 Overtime Pay	\$0.00	27.75%	\$0.00
51145 FLSA Overtime Pay	\$0.00	27.75%	\$0.00
51146 Non-Suppression Overtime Pay	\$0.00	27.75%	\$0.00
51147 Fire OES Response	\$0.00	0.00%	\$0.00
51155 One Time Payouts	\$0.00	27.75%	\$0.00
51200 PARS Contributions	\$0.00	27.75%	\$0.00
51210 PERS Contributions	\$0.00	27.75%	\$0.00
51211 PERS UAL	\$0.00	27.75%	\$0.00
51220 FICA/Medicare	\$0.00	27.75%	\$0.00
51230 Medical Benefits	\$0.00	27.75%	\$0.00
51235 Life & LTD Insurance	\$0.00	27.75%	\$0.00
51237 Allowances & Other Benefits	\$0.00	27.75%	\$0.00
51240 Workers Compensation	\$0.00	27.75%	\$0.00
51242 Workers Compensation Pay (In Lieu of Salary)	\$0.00	27.75%	\$0.00
51990 Salary Savings	\$0.00	27.75%	\$0.00
TOTAL	\$0.00		\$0.00
<u>5200 PROFESSIONAL SERVICES</u>			
52190 Miscellaneous Professional Services	\$0.00	33.33%	\$0.00
52220 Medical Services	\$0.00	33.33%	\$0.00
52230 Other Technical Services	\$0.00	33.33%	\$0.00
52260 OES Equipment & Apparatus	\$0.00	0.00%	\$0.00
TOTAL	\$0.00		\$0.00
<u>5300 PROPERTY SERVICES</u>			
53110 Utilities	\$0.00	0.00%	\$0.00
53230 Building Maintenance Services	\$0.00	33.33%	\$0.00
53240 Landscape/Park Maintenance Services	\$0.00	0.00%	\$0.00
53250 Vehicle/Equipment Maintenance Services	\$0.00	25.00%	\$0.00
53270 Weed Abatement	\$0.00	0.00%	\$0.00
53290 Miscellaneous Repair & Maintenance Services	\$0.00	33.33%	\$0.00
53330 Vehicle Replacement Rental Charge	\$0.00	18.83%	\$0.00
53910 Solid Waste Services	\$0.00	33.33%	\$0.00
TOTAL	\$0.00		\$0.00
<u>5400 OTHER SERVICES</u>			
54210 Telephone Expenses	\$0.00	20.00%	\$0.00
54220 Mobile/Wireless Expenses	\$0.00	20.00%	\$0.00
54230 Internet Services	\$0.00	33.33%	\$0.00

54240 Software Licenses & Maintenance	\$0.00	33.30%	\$0.00
54310 Legal Notices & Advertisements	\$0.00	25.00%	\$0.00
54410 Printing and Binding	\$0.00	25.00%	\$0.00
54610 Travel & Training	\$0.00	25.00%	\$0.00
54910 Dues & Subscriptions	\$0.00	25.00%	\$0.00
54990 Other Administrative Services	\$0.00	25.00%	\$0.00
TOTAL	\$0.00		\$0.00

<u>5500 SUPPLIES</u>				
55110	General Office Supplies	\$0.00	25.00%	\$0.00
55120	Postage & Delivery	\$0.00	25.00%	\$0.00
55130	Photocopying Charges	\$0.00	25.00%	\$0.00
55210	Fuel	\$0.00	27.00%	\$0.00
55230	Medical Supplies	\$0.00	30.00%	\$0.00
55240	Clothing & Uniform Supplies	\$0.00	33.33%	\$0.00
55250	Vehicle & Equipment Supplies	\$0.00	25.00%	\$0.00
55290	Other Operating Supplies	\$0.00	25.00%	\$0.00
55520	Building Supplies	\$0.00	25.00%	\$0.00
	TOTAL	\$0.00		\$0.00
<u>5600 CAPITAL OUTLAY</u>				
56310	Improvements, Not Buildings	\$0.00	0.00%	\$0.00
56410	Office Equipment <\$10K	\$0.00	0.00%	\$0.00
56710	Other Equipment < \$10K	\$0.00	0.00%	\$0.00
56720	Other Equipment > \$10K	\$0.00	0.00%	\$0.00
	TOTAL	\$0.00		\$0.00
<u>5800 OTHER CHARGES</u>				
58220	Licenses & Permits	\$0.00	25.00%	\$0.00
	TOTAL	\$0.00		\$0.00
	<u>GRAND TOTAL</u>	<u>\$0.00</u>		<u>\$0.00</u>
	<u>OVERHEAD CHARGES (9% of Personnel)</u>	\$0.00	27.75%	\$0.00
	<u>UNRECONCILED CONTRACT AMOUNT</u>			\$0.00
	<u>RECONCILIATION FY 2019-2020 BUDGET TO ACTUAL</u>			\$0.00
	<u>PROPOSED EL CERRITO CONTRACT FEE FY 2021-2022</u>			\$0.00



KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

DATE/TIME: December 04, 2020 / 1:00pm

LOCATION: Via Zoom

PRESENT: Directors: President Stein, Director Dommer
 Staff: IGM Mary Morris-Mayorga, GM Hansell (Joined at 1:45pm)
 Consultants: Deputy General Counsel Rachel Hundley

1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 1:05 p.m. and called roll.

2. PUBLIC COMMENT:

No public comment.

3. APPROVE MINUTES OF THE AUGUST 27, 2020 FINANCE COMMITTEE MEETING:

The minutes were approved

4. DISCUSSION ITEMS:

4.1 General Manager's Timesheets/Reimbursements:

President Stein thanked IGM Morris-Mayorga for showing how she was spending her time programmatically because she felt that it gave the District a lot of data to see exactly how the GM spends their time and provided a good analysis for future reference. Both Director Stein & Dommer approved her timesheets with no other comments.

President Stein stated that the District has a new GM Bill Hansell and, although he will not be taking over until January 1, he had been authorized to start work ahead of time to start transitioning over to being the new GM. She stated that she would like to take his timesheets to the full Board and Director Dommer agreed.

4.3 General Manager Transition Task List: (Note: Agenda Order Changed)

President Stein asked IGM Morris-Mayorga to walk through the transition plan with them for more clarification. IGM Morris-Mayorga walked through the plan and explained the process. Director Stein stated that her concern was how long it will take Bill to run everything on his own. IGM Morris-Mayorga responded by stating that it depended on how long it will take him to familiarize himself with everything. He has experience working at another District in a similar way so he should be familiar with the systems at this District. Director Dommer requested that he would like to see a master plan or schedule in advance to make sure everything is balanced out.

4.2 Public Safety Building Budget Cost Estimate: (Note: Agenda Order Changed)

IGM Morris-Mayorga reviewed the construction costs and the contingencies as recommended by Mack 5 which was 10% for change orders and 15% for renovation projects. She reported that the replacement cost must remain under \$4.1 million and, as of right now, an estimate with an elevator is \$4.5 million so there would need to be a scope adjustment for the 50% threshold.

5. FUTURE AGENDA ITEMS:

There were no items requested.

6. ADJOURNMENT:

Meeting adjourned at 2:06pm



**KENSINGTON FIRE PROTECTION DISTRICT
FINANCE COMMITTEE SPECIAL MEETING MINUTES**

DATE/TIME: December 04, 2020 / 2:15pm

LOCATION: Via Zoom

PRESENT: Directors: President Stein, Director Dommer
Staff: IGM Mary Morris-Mayorga, GM Hansell
Consultants: Deputy General Counsel Rachel Hundley

1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 2:16 p.m. and called roll.

2. PUBLIC COMMENT:

No public comment.

3. CONSIDER AND REFER TO THE BOARD OF DIRECTORS A CONSULTING AGREEMENT WITH MARY MORRIS-MAYORGA FOR OPERATIONAL SUPPORT (SUPPORTING MATERIALS)

Deputy General Counsel Hundley reviewed the proposed consultant agreement to contract with Mary Morris-Mayorga for operational support services. The details of the agreement were discussed and proposed revisions were implemented and will be forwarded to the next board meeting for approval.

4. ADJOURNMENT:

Meeting adjourned at 2:56pm



KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

DATE/TIME: January 29, 2021 / 10:00am

LOCATION: Via Zoom

PRESENT: Directors: President Nagel, Director Kosel (Chair)
 Staff: GM Hansell, District Clerk Sasha Amiri-Nair, Chief Pigoni
 Consultants: Mary Morris-Mayorga, Robert Summers & Peter Medina from
 Maze & Associates

1. CALL TO ORDER/ROLL CALL:

Director Kosel called the meeting to order at 10:01 a.m. and called roll.

2. PUBLIC COMMENT:

No public comment.

3. FINANCE COMMITTEE MEETING DATES FOR CALENDAR YEAR 2021:

Director Kosel explained that the committee was required to meet a few times year, the first being the meeting in January to prepare for the mid-year budget review in February, then again in May to review the proposed contract budget with El Cerrito, and then in August to review any budget amendments for the September Board meeting to formerly adopt the budget. President Nagel suggested adding a March meeting and Director Kosel suggested that they go to the full Board at the February meeting first to see if there are any budget proposal requests. If so, then the committee can schedule another meeting for March. Director Nagel agreed.

4. MANAGEMENT TIMESHEET REVIEW:

Timesheets were approved and brought to the full Board in the regular February Board meeting for informational purposes only.

5. MID-YEAR FINANCIAL REVIEWS:

5.1 Mid-Year Review of Fire Services Contract Financials

Chief Pigoni gave his mid-year budget review. He discussed how overtime was over-budget due to a hiring freeze because of COVID, two employees on family leave, Worker's Comp injuries, and nine personnel exposed to COVID. He explained that although the overtime costs were unbudgeted the Fire Dept. salary fund was under 50%. Even with all of these things occurring the department was still within its budgeted amount.

5.2 Mid-Year Review of District Budget

Director Kosel had questions about the income items and the expense items and what it means for the overall picture. She also requested a list of what our reserves were and a separate list of where they were and to see if the County had any available CD's so the District could get a significantly higher rate of return than what they were currently getting.

Former IGM Morris-Mayorga reviewed the District's budget for 2020-21 and went over the background for the year which involved property tax revenues, new hires, contracts, and re-evaluation of services related to the building renovation.

6. FINANCIAL STATEMENTS-CASH FLOW, INVESTMENTS:

Former IGM Morris-Mayorga reviewed the trial balance and explained specific line items in detail. President Nagel requested a balance sheet to be included in the next Finance Committee meeting and GM Hansell confirmed that there would be one included for the regular Board meeting in February.

7. FY2019-2020 AUDIT UPDATE:

Former IGM Morris-Mayorga explained that the audit was in its final stages and the reason that it has taken so long was because of the reconciliation of cash between the District and the County. She stated that both she and Robert were finalizing the State Controllers report and after a final review the audit should be available for the March Board meeting.

8. FUTURE AGENDA ITEMS:

President Nagel requested that drafts of the Finance Committee meeting minutes be published and approved on a timelier basis.

9. ADJOURNMENT:

Meeting adjourned at 11:57 a.m.

**KENSINGTON FIRE PROTECTION DISTRICT**

DATE: February 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8c(i)**
CCSDA Report

SUBMITTED BY: Director Larry Nagel, President

The latest meeting of the CCSDA was held on January 25, 2021. The guest speaker was Diane Burgis, who is the Contra Costa County Supervisor for District 3 (East Contra Costa County). Diane gave an overview of Contra Costa County efforts in COVID Vaccinations, county reopening plans, and the status of the proposed merger of the East Contra Costa County Fire Protection District and the Contra Costa County Fire Protection District. This merger is moving forward, with the ECCFPD filing papers in January 2021 to begin the process. The CCSDA is forming an ad-hoc committee to plan the 30th Anniversary celebration of the CCSDA. The next meeting will be held on March 15, 2021.