



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

Wednesday, January 18th, 2023 7:00pm  
Via Zoom Teleconference

Due to COVID-19, and in accordance with California AB 361, 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 and participate in the meeting by attending the Zoom webinar (on the day and time of the meeting) and may also provide public comment by sending advance comments prior to meeting to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](mailto: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](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

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

This agenda is available on the KFPD website under the relevant meeting date at: <https://www.kensingtonfire.org/governance> . Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

**Internet Address:**

<https://us06web.zoom.us/j/88001077214?pwd=TjN6WDIyTU5Cdkw5K1ZtTE5Bb0JnUT09>

**Telephone Access:**

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

**Zoom Meeting ID:** 880 0107 7214

**Passcode:** 112233

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

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

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

**2. (7:01pm) PUBLIC COMMENT**

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. (7:05pm) ADOPTION OF CONSENT ITEMS**

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

a. **Approval of Minutes** of the Board of Director's meetings of 04/13/2022, 04/28/2022, 05/11/2022 (Approve)

b. **Acceptance of Incident Activity Report** December 2022 (Accept)

c. **Approval of Monthly Transmittal** 01/18/2023 (Approve)

d. **Approval of Monthly Financial Reports** 12/31/2022 (Approve)

**4. (7:15pm) OLD BUSINESS**

a. **(7:15pm) Approval Of Monthly Financial Reports 11/30/2022** (Supporting Material)  
Action = Discuss/approve

b. **(7:25pm) General Manager Search** (Supporting Material)  
Action = Discuss/approve and/or provide direction to the Interim General Manager

**5. (7:35pm) NEW BUSINESS**

a. **(7:35pm) Board Standing Committee Assignments** (Supporting Material)  
Selection by President with Consent of the Board  
Action = Approve assignments

b. **(7:45pm) Proposed Policy on Commendation for Board Member Service**  
(Levine/Stein, Supporting Material)  
Action = Discuss and review for first reading

c. **(7:55pm) Proposed Resolution 2023-02 Commending the Service of Former Director Janice Kosel** (Levine/Stein, Supporting Material)  
Action = Discuss and adopt Resolution 2023-02

6. **(8:05pm) FIRE CHIEF'S REPORT** (Supporting Material)  
Action = Presentation/Discussion
7. **(8:15pm) EMERGENCY PREP COORDINATOR'S REPORT** (Supporting Material)  
Action = Presentation/Discussion
8. **(8:25pm) GENERAL MANAGER'S REPORT** (Supporting Material)  
Action = Presentation/Discussion
9. **(8:35pm) COMMITTEE REPORTS**  
Informational reports from Board members or staff covering the following assignments:
  - a. **Emergency Preparedness Committee Meeting** – None
  - b. **Finance Committee Meeting** - None
10. **(8:35pm) OUTSIDE AGENCIES REPORTS**
  - a. **Contra Costa Special Districts Association** – Nagel
11. **(8:45pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, February 15, 2023 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, February 1, 2023 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, February 8, 2023 by 1:00pm.



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** January 5, 2023

**TO:** Kensington Fire Protection District Board Members

**FROM:** Jose Castrejon: Battalion Chief

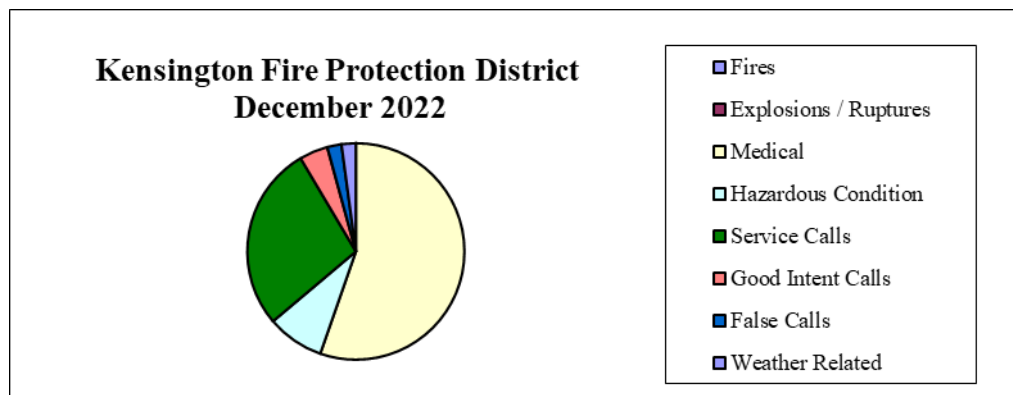
**RE:** **Incident Activity Reports for the Month of December 2022**

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Forty-six incidents occurred during the month of December in the community of Kensington. This is an increase of four incidents over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of seventy-two calls for service, which is an increase of three incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 4,100 calls for service so far this year.

The chart below is a breakdown of 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, and all the responses in the community of Kensington.

|               |                              |  | <u>Percentages</u> |
|---------------|------------------------------|--|--------------------|
| <b>1:</b>     | <b>Fires</b>                 | <i>(Structure, Trash, Vehicles, Vegetation Fires)</i>        | 0 0.00%            |
| <b>2:</b>     | <b>Explosions / Ruptures</b> | <i>(Over Pressure/Ruptures, Explosions, Bombs)</i>           | 0 0.00%            |
| <b>3:</b>     | <b>Medical</b>               | <i>(EMS, Vehicle Accidents, Extrication Rescue)</i>          | 26 55.32%          |
| <b>4:</b>     | <b>Hazardous Condition</b>   | <i>(Chemical Spills, Leaks, Down Power Lines)</i>            | 4 8.51%            |
| <b>5:</b>     | <b>Service Calls</b>         | <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 13 27.66%          |
| <b>6:</b>     | <b>Good Intent Calls</b>     | <i>(Cancelled En Route, Wrong Location)</i>                  | 2 4.26%            |
| <b>7:</b>     | <b>False Calls</b>           | <i>(Wrong Company/Unit Dispatched)</i>                       | 1 2.13%            |
| <b>8</b>      | <b>Weather Related</b>       | <i>(flooding, wind, lightning)</i>                           | 1 2.13%            |
| <b>Totals</b> |                              |  | <b>47 100.00%</b>  |



**E65 Responses  
December 2022**

| #  | Incident   | Date               | Type | st | street         | street | city       | apparatusid |
|----|------------|--------------------|------|----|----------------|--------|------------|-------------|
| 1  | 0022143814 | 01-Dec-22 14:00:49 | 322  |    | Carlson        | BLVD   | El Cerrito | E165        |
| 2  | 0022143916 | 01-Dec-22 18:20:24 | 611F |    | San Luis       | RD     | Berkeley   | E165        |
| 3  | 0022144742 | 03-Dec-22 13:47:09 | 321  |    | Arlington      | AVE    | Kensington | E165        |
| 4  | 0022144826 | 03-Dec-22 17:15:38 | 321  |    | Hotchkiss      | AVE    | El Cerrito | E165        |
| 5  | 0022144893 | 03-Dec-22 19:46:46 | 611M |    | El Cerrito     | PLZ    | El Cerrito | E165        |
| 6  | 0022144971 | 03-Dec-22 23:18:34 | 735  |    | El Cerrito     | PLZ    | El Cerrito | E165        |
| 7  | 0022145518 | 05-Dec-22 08:23:04 | 113  |    | Lexington      | AVE    | El Cerrito | E165        |
| 8  | 0022145912 | 05-Dec-22 23:10:37 | 611X |    | Lincoln        | AVE    | El Cerrito | E165        |
| 9  | 0022146136 | 06-Dec-22 12:56:32 | 321  |    | King           | DR     | El Cerrito | E165        |
| 10 | 0022146154 | 06-Dec-22 13:55:57 | 5000 |    | Scott          | ST     | El Cerrito | E165        |
| 11 | 0022146230 | 06-Dec-22 16:37:19 | 321  |    | Portola        | DR     | El Cerrito | E165        |
| 12 | 0022146390 | 07-Dec-22 03:56:24 | 321  |    | Kingston       | RD     | Kensington | E165        |
| 13 | 0022146703 | 07-Dec-22 16:59:33 | 550  |    | Kenilworth     | DR     | Kensington | E165        |
| 14 | 0022146977 | 08-Dec-22 09:53:21 | 321  |    | Baron          | CT     | El Cerrito | E165        |
| 15 | 0022147020 | 08-Dec-22 12:07:54 | 321  |    | Edgescroft     | RD     | Kensington | E165        |
| 16 | 0022147049 | 08-Dec-22 13:01:23 | 611M | E  | Wildcat Canyon | RD     | Orinda     | E165        |
| 17 | 0022147401 | 09-Dec-22 11:06:15 | 745  |    | Carmel         | AVE    | El Cerrito | E165        |
| 18 | 0022147687 | 09-Dec-22 21:10:11 | 321  |    | Trinity        | AVE    | Kensington | E165        |
| 19 | 0022147725 | 10-Dec-22 00:26:50 | 321  |    | Kensington     | RD     | Kensington | E165        |
| 20 | 0022147825 | 10-Dec-22 08:01:33 | 321  |    | Lake           | DR     | Kensington | E165        |
| 21 | 0022147846 | 10-Dec-22 08:59:36 | 321  |    | Arlington      | AVE    | Berkeley   | E165        |
| 22 | 0022147905 | 10-Dec-22 10:51:37 | 321  |    | Windsor        | AVE    | Kensington | E165        |
| 23 | 0022148483 | 11-Dec-22 18:02:39 | 321  |    | Edgescroft     | RD     | Kensington | E165        |
| 24 | 0022148518 | 11-Dec-22 19:26:16 | 554  |    | Ocean View     | AVE    | Kensington | E165        |
| 25 | 0022148723 | 12-Dec-22 09:42:33 | 321  |    | Cutting        | BLVD   | El Cerrito | E165        |
| 26 | 0022148960 | 12-Dec-22 19:01:48 | 321  |    | Arlington      | AVE    | Kensington | E165        |
| 27 | 0022148991 | 12-Dec-22 20:16:57 | 733  |    | Edgehill       | CT     | El Cerrito | E165        |
| 28 | 0022149161 | 13-Dec-22 09:07:38 | 321  |    | Arlington      | AVE    | Kensington | E165        |
| 29 | 0022149187 | 13-Dec-22 10:19:52 | 353  |    | El Cerrito     | PLZ    | El Cerrito | E165        |
| 30 | 0022149321 | 13-Dec-22 15:21:48 | 321  |    | Trinity        | AVE    | Kensington | E165        |
| 31 | 0022149437 | 13-Dec-22 19:29:25 | 553  |    | Windsor        | AVE    | Kensington | E165        |

**E65 Responses  
December 2022**

|    |            |                    |        |               |      |            |      |
|----|------------|--------------------|--------|---------------|------|------------|------|
| 32 | 0022149762 | 14-Dec-22 13:56:32 | 321    | San Carlos    | AVE  | El Cerrito | E165 |
| 33 | 0022149859 | 14-Dec-22 17:31:54 | 321    | Kingston      | RD   | Kensington | E165 |
| 34 | 0022149946 | 14-Dec-22 21:53:21 | 411    | Berkeley Park | BLVD | Kensington | E165 |
| 35 | 0022149959 | 14-Dec-22 23:02:45 | 321    | Arlington     | AVE  | Kensington | E165 |
| 36 | 0022150126 | 15-Dec-22 10:48:36 | 321    | El Cerrito    | PLZ  | El Cerrito | E165 |
| 37 | 0022150164 | 15-Dec-22 12:32:21 | 321    | Sunset        | DR   | Kensington | E165 |
| 38 | 0022150437 | 16-Dec-22 00:28:39 | 113    | Eureka        | AVE  | El Cerrito | E165 |
| 39 | 0022150538 | 16-Dec-22 09:27:17 | 5000   | Portola       | DR   | El Cerrito | E165 |
| 40 | 0022151123 | 17-Dec-22 14:57:30 | 611M S | Park          | DR   | Orinda     | E165 |
| 41 | 0022151182 | 17-Dec-22 17:16:57 | 321    | Contra Costa  | DR   | El Cerrito | E165 |
| 42 | 0022151223 | 17-Dec-22 19:36:47 | 554    | Ocean View    | AVE  | Kensington | E165 |
| 43 | 0022151593 | 18-Dec-22 17:24:53 | 740    | Coventry      | RD   | Kensington | E165 |
| 44 | 0022151843 | 19-Dec-22 10:21:04 | 5000   | San Pablo     | AVE  | El Cerrito | E165 |
| 45 | 0022151950 | 19-Dec-22 14:45:56 | 321    | Galvin        | DR   | El Cerrito | E165 |
| 46 | 0022152311 | 20-Dec-22 10:39:46 | 321    | Highgate      | CT   | Kensington | E165 |
| 47 | 0022152441 | 20-Dec-22 15:54:56 | 321    | Trinity       | AVE  | Kensington | E165 |
| 48 | 0022152618 | 21-Dec-22 03:08:24 | 321    | Highland      | BLVD | Kensington | E165 |
| 49 | 0022152655 | 21-Dec-22 06:41:01 | 5000   | Kensington    | RD   | Kensington | E165 |
| 50 | 0022152699 | 21-Dec-22 09:08:52 | 321    | Coventry      | RD   | Kensington | E165 |
| 51 | 0022152848 | 21-Dec-22 16:33:02 | 740    | Highgate      | RD   | Kensington | E165 |
| 52 | 0022152911 | 21-Dec-22 19:08:46 | 412    | Vassar        | AVE  | Kensington | E165 |
| 53 | 0022153250 | 22-Dec-22 15:32:41 | 550    | Ocean View    | AVE  | Kensington | E165 |
| 54 | 0022153547 | 23-Dec-22 09:27:47 | 554    | Ocean View    | AVE  | Kensington | E165 |
| 55 | 0022153551 | 23-Dec-22 09:39:52 | 321    | Lenox         | RD   | Kensington | E165 |
| 56 | 0022153944 | 24-Dec-22 03:44:04 | 554    | Kensington    | RD   | Kensington | E165 |
| 57 | 0022154003 | 24-Dec-22 08:19:58 | 321    | Purdue        | AVE  | Kensington | E165 |
| 58 | 0022154016 | 24-Dec-22 09:13:22 | 321    | Leneve        | PL   | El Cerrito | E165 |
| 59 | 0022154207 | 24-Dec-22 16:44:20 | 611F   | Carmel        | AVE  | El Cerrito | E165 |
| 60 | 0022154704 | 25-Dec-22 20:25:16 | 321    | Coventry      | RD   | Kensington | E165 |
| 61 | 0022154846 | 26-Dec-22 09:17:38 | 551    | Baron         | CT   | El Cerrito | E165 |
| 62 | 0022154888 | 26-Dec-22 11:03:28 | 321    | Edgcroft      | RD   | Kensington | E165 |
| 63 | 0022154933 | 26-Dec-22 12:50:10 | 5000   | Liberty       | ST   | El Cerrito | E165 |

**E65 Responses  
December 2022**

|    |            |                    |      |             |      |            |      |
|----|------------|--------------------|------|-------------|------|------------|------|
| 64 | 0022155547 | 27-Dec-22 18:29:48 | 5000 | Gladys      | AVE  | El Cerrito | E165 |
| 65 | 0022155808 | 28-Dec-22 11:44:22 | 321  | Purdue      | AVE  | Kensington | E165 |
| 66 | 0022156367 | 29-Dec-22 16:44:52 | 321  | Villa Nueva | DR   | El Cerrito | E165 |
| 67 | 0022156432 | 29-Dec-22 19:19:55 | 321  | Trinity     | AVE  | Kensington | E165 |
| 68 | 0022156618 | 30-Dec-22 09:03:06 | 321  | Terrace     | DR   | El Cerrito | E165 |
| 69 | 0022156770 | 30-Dec-22 14:41:49 | 321  | Cutting     | BLVD | El Cerrito | E165 |
| 70 | 0022157142 | 31-Dec-22 09:46:51 | 412  | Reed        | PL   | Kensington | E165 |
| 71 | 0022157175 | 31-Dec-22 10:33:22 | 113  | Navellier   | ST   | El Cerrito | E165 |
| 72 | 0022157263 | 31-Dec-22 12:45:32 | 520  | Arlington   | AVE  | Kensington | E165 |

**Kensington Responses  
December 2022**

| #  | incident   | Date               | Type | st:streethighway | street st: | city       | apparatus |
|----|------------|--------------------|------|------------------|------------|------------|-----------|
| 1  | 0022143717 | 01-Dec-22 10:36:20 | 444  | Coventry         | RD         | Kensington | E171      |
| 2  | 0022144742 | 03-Dec-22 13:47:09 | 321  | Arlington        | AVE        | Kensington | E165      |
| 3  | 0022146390 | 07-Dec-22 03:56:24 | 321  | Kingston         | RD         | Kensington | E165      |
| 4  | 0022146703 | 07-Dec-22 16:59:33 | 550  | Kenilworth       | DR         | Kensington | E165      |
| 5  | 0022146768 | 07-Dec-22 19:33:18 | 554  | Ocean View       | AVE        | Kensington | E171      |
| 6  | 0022147020 | 08-Dec-22 12:07:54 | 321  | Edgecroft        | RD         | Kensington | E165      |
| 7  | 0022147687 | 09-Dec-22 21:10:11 | 321  | Trinity          | AVE        | Kensington | E165      |
| 8  | 0022147725 | 10-Dec-22 00:26:50 | 321  | Kensington       | RD         | Kensington | E165      |
| 9  | 0022147825 | 10-Dec-22 08:01:33 | 321  | Lake             | DR         | Kensington | E165      |
| 10 | 0022147905 | 10-Dec-22 10:51:37 | 321  | Windsor          | AVE        | Kensington | E165      |
| 11 | 0022148483 | 11-Dec-22 18:02:39 | 321  | Edgecroft        | RD         | Kensington | E165      |
| 12 | 0022148518 | 11-Dec-22 19:26:16 | 554  | Ocean View       | AVE        | Kensington | E165      |
| 13 | 0022148960 | 12-Dec-22 19:01:48 | 321  | Arlington        | AVE        | Kensington | E165      |
| 14 | 0022149161 | 13-Dec-22 09:07:38 | 321  | Arlington        | AVE        | Kensington | E165      |
| 15 | 0022149321 | 13-Dec-22 15:21:48 | 321  | Trinity          | AVE        | Kensington | E165      |
| 16 | 0022149437 | 13-Dec-22 19:29:25 | 553  | Windsor          | AVE        | Kensington | E165      |
| 17 | 0022149859 | 14-Dec-22 17:31:54 | 321  | Kingston         | RD         | Kensington | E165      |
| 18 | 0022149946 | 14-Dec-22 21:53:21 | 411  | Berkeley Park    | BLVD       | Kensington | E165      |
| 19 | 0022149959 | 14-Dec-22 23:02:45 | 321  | Arlington        | AVE        | Kensington | E165      |
| 20 | 0022150164 | 15-Dec-22 12:32:21 | 321  | Sunset           | DR         | Kensington | E165      |
| 21 | 0022150166 | 15-Dec-22 12:34:59 | 321  | Reed             | PL         | Kensington | E172      |
| 22 | 0022151223 | 17-Dec-22 19:36:47 | 554  | Ocean View       | AVE        | Kensington | E165      |
| 23 | 0022151593 | 18-Dec-22 17:24:53 | 740  | Coventry         | RD         | Kensington | E165      |
| 24 | 0022152311 | 20-Dec-22 10:39:46 | 321  | Highgate         | CT         | Kensington | E165      |
| 25 | 0022152441 | 20-Dec-22 15:54:56 | 321  | Trinity          | AVE        | Kensington | E165      |
| 26 | 0022152618 | 21-Dec-22 03:08:24 | 321  | Highland         | BLVD       | Kensington | E165      |
| 27 | 0022152655 | 21-Dec-22 06:41:01 | 5000 | Kensington       | RD         | Kensington | E165      |
| 28 | 0022152699 | 21-Dec-22 09:08:52 | 321  | Coventry         | RD         | Kensington | E165      |
| 29 | 0022152848 | 21-Dec-22 16:33:02 | 740  | Highgate         | RD         | Kensington | E165      |
| 30 | 0022152911 | 21-Dec-22 19:08:46 | 412  | Vassar           | AVE        | Kensington | E165      |
| 31 | 0022153250 | 22-Dec-22 15:32:41 | 550  | Ocean View       | AVE        | Kensington | E165      |



**Kensington Responses  
December 2022**

|    |            |                    |     |            |     |            |      |
|----|------------|--------------------|-----|------------|-----|------------|------|
| 32 | 0022153547 | 23-Dec-22 09:27:47 | 554 | Ocean View | AVE | Kensington | E165 |
| 33 | 0022153551 | 23-Dec-22 09:39:52 | 321 | Lenox      | RD  | Kensington | E165 |
| 34 | 0022153944 | 24-Dec-22 03:44:04 | 554 | Kensington | RD  | Kensington | E165 |
| 35 | 0022154003 | 24-Dec-22 08:19:58 | 321 | Purdue     | AVE | Kensington | E165 |
| 36 | 0022154203 | 24-Dec-22 16:36:22 | 321 | Kerr       | AVE | Kensington | E171 |
| 37 | 0022154704 | 25-Dec-22 20:25:16 | 321 | Coventry   | RD  | Kensington | E165 |
| 38 | 0022154888 | 26-Dec-22 11:03:28 | 321 | Edgecroft  | RD  | Kensington | E165 |
| 39 | 0022155696 | 28-Dec-22 07:34:13 | 553 | Ocean View | AVE | Kensington | E171 |
| 40 | 0022155808 | 28-Dec-22 11:44:22 | 321 | Purdue     | AVE | Kensington | E165 |
| 41 | 0022156432 | 29-Dec-22 19:19:55 | 321 | Trinity    | AVE | Kensington | E165 |
| 42 | 0022157142 | 31-Dec-22 09:46:51 | 412 | Reed       | PL  | Kensington | E165 |
| 43 | 0022157263 | 31-Dec-22 12:45:32 | 520 | Arlington  | AVE | Kensington | E165 |
| 44 | 0022157268 | 31-Dec-22 12:53:38 | 520 | Highgate   | RD  | Kensington | E172 |
| 45 | 0022157275 | 31-Dec-22 12:57:52 | 812 | Arlington  | AVE | Kensington | E171 |
| 46 | 0022157450 | 31-Dec-22 19:29:34 | 554 | Ocean View | AVE | Kensington | E171 |

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 :** 1/18/2023  
**LOCATION #:** 13  
**FILENAME:** KENSINGTON

| VEND #       | VENDOR NAME                | INVOICE DATE | DESCRIPTION                         | FUND /ORG | SUB-ACCT | TASK | OPT. | ACTIVITY /WORK AUTH. | ENCUMB (P.O.) / Invoice # | P/C | PAYMENT AMOUNT    |
|--------------|----------------------------|--------------|-------------------------------------|-----------|----------|------|------|----------------------|---------------------------|-----|-------------------|
| 50151        | El Cerrito                 | 1/1/2023     | Fire Protection Services 01/01/2023 | 7840      | 2328     |      |      |                      |                           |     | 330,554.02        |
| 50387        | OBS Engineering Inc        | 1/2/2023     | Temp Station: Contractor Pmt 04     | 7847      | 2310     |      |      |                      |                           |     | 15,342.75         |
| 50390        | CWS Construction Group Inc | 1/3/2023     | PSB Renovation: Contractor Pmt 02   | 7847      | 2310     |      |      |                      |                           |     | 156,618.05        |
| 50358        | Marjang Design             | 1/12/2023    | PSB Renovation: Soft Costs          | 7847      | 2310     |      |      |                      |                           |     | 10,869.50         |
| 50147        | KFPD Revolving Fund        | 1/18/2023    | Reimburse Revolving fund            | 7840      | 2490     |      |      |                      |                           |     | 72,290.78         |
| <b>TOTAL</b> |                            |              |                                     |           |          |      |      |                      |                           |     | <b>585,675.10</b> |

Kensington FPD Approval

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 General Manager

Kensington Fire Protection District  
 Checking Account Replenishment  
 January 18, 2023

Transactions:

| Payee                                       | Date       | Expenses     | Description                                   |
|---|------------|--------------|---|
| Google                                      | 12/05/2022 | \$ 90.00     | Email Service                                 |
| W Hansell                                   | 12/07/2022 | \$ 4,940.43  | Payroll                                       |
| Fed/State                                   | 12/07/2022 | \$ 2,172.02  | Payroll Tax Withholding                       |
| Heartland Payroll                           | 12/07/2022 | \$ 95.27     | Payroll Processing Fee                        |
| AT&T  | 12/07/2022 | \$ 856.93    | Telephone Service                             |
| Best Buy                                    | 12/12/2022 | \$ 251.22    | Office Equipment                              |
| Nerd Crossing                               | 12/12/2022 | \$ 618.75    | IT Services and Equipment                     |
| Acapulco Rock & Soil                        | 12/13/2022 | \$ 779.23    | Community Sandbags                            |
| Craigslist                                  | 12/14/2022 | \$ 150.00    | Recruitment Posting                           |
| CSDA  | 12/14/2022 | \$ 210.00    | Recruitment Posting                           |
| Office Depot                                | 12/15/2022 | \$ 38.58     | Office Equipment                              |
| EBMUD                                       | 12/19/2022 | \$ 283.64    | Water/Sewer                                   |
| Stericycle                                  | 12/20/2022 | \$ 323.54    | Disposal Services                             |
| W Hansell                                   | 12/22/2022 | \$ 3,844.65  | Payroll                                       |
| Fed/State                                   | 12/22/2022 | \$ 1,518.49  | Payroll Tax Withholding                       |
| Heartland Payroll                           | 12/22/2022 | \$ 196.27    | Payroll Processing Fee                        |
| Comcast                                     | 12/23/2022 | \$ 196.60    | Internet                                      |
| PG&E  | 12/27/2022 | \$ 25.44     | Gas Service                                   |
| PG&E  | 12/30/2022 | \$ 617.15    | Electric Service                              |
| Zoom  | 12/06/2022 | \$ 140.00    | Zoom Payment                                  |
| Hulu  | 12/20/2022 | \$ 69.99     | Monthly TV Subscription for Temp Fire Station |
| CrashPlan                                   | 12/21/2022 | \$ 9.99      | Monthly Payment for Cloud Backup              |
| Ooma Inc.                                   | 12/22/2022 | \$ 81.11     | Office Telephone                              |
| Terminix                                    | 12/27/2022 | \$ 165.00    | ScanMaster                                    |
| Northbay Reprographics (Check #995142)      | 12/09/2022 | \$ 66.90     | Prints for PSB Renovation                     |
| Nerd Crossing (Check #995150)               | 12/06/2022 | \$ 250.00    | IT Support                                    |
| Mack 5 (Check #995151)                      | 12/01/2022 | \$ 15,729.74 | PSB Renovation Soft Cost                      |
| Altivu (Check #995152)                      | 12/01/2022 | \$ 8,766.66  | Emergency Preparedness Coordinator            |
| Meyers Nave (Check #995153)                 | 12/07/2022 | \$ 1,533.60  | Legal Services                                |
| Pacific Mobile Structures (Check #995154)   | 12/12/2022 | \$ 3,752.92  | Modular Building Rent                         |
| Maze & Associates (Check #995156)           | 12/21/2022 | \$ 3,000.00  | November Accounting Services                  |
| Maze & Associates (Check #995157)           | 12/30/2022 | \$ 3,000.00  | October Accounting Services                   |
| Altivu (Check #995158)                      | 12/30/2022 | \$ 8,766.66  | Emergency Preparedness Coordinator            |
| BHI Management Consulting (Check #995159)   | 12/30/2022 | \$ 9,750.00  | Interim GM Recruitment                        |
| Net Withdrawals<br>for Replenishment        |            | \$ 72,290.78 |   |
|   |            | \$ -         |   |
| Replenishment Adjusted for<br>Monthly Bills |            | \$ 72,290.78 |   |

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Board President \_\_\_\_\_ Date \_\_\_\_\_

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General Manager \_\_\_\_\_ Date \_\_\_\_\_

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of December 31, 2022**

Agenda Item 3d

**Current Cash and Investments**

| <b>Cash Balance</b>                        |                                   | <u>Comments</u>                                   |
|--|-----------------------------------|---|
| Petty Cash                                 | 200.00                            |   |
| KFPD Revolving Acct - Gen Fund             | 151,193.34                        | Balance as of 12/31/2022                          |
| General Fund                               | 2,483,828.43                      | Balance as of 12/31/2022, Pending Reconciliations |
| Special Tax Fund                           | 116,361.87                        | Balance as of 12/31/2022, Pending Reconciliations |
| Capital Fund                               | 520,665.61                        | Balance as of 12/31/2022, Pending Reconciliations |
| <b>Total Cash Balance</b>                  | <u><b>3,272,249.25</b></u>        |   |
| <br>                                       |                                   |   |
| <b>Investments</b>                         |                                   |   |
| US T-Bills - 4/20/23                       | 3,000,000.00                      | Balance as of 12/31/2022, Pending Reconciliations |
| Fed Home Lon Bk Fixed Securities - 9/27/23 | 3,500,000.00                      | Balance as of 12/31/2022, Pending Reconciliations |
| LAIF Balance                               | 14,586.30                         | Balance as of 12/31/2022, Pending Reconciliations |
| <b>Total Investments</b>                   | <u><b>6,514,586.30</b></u>        |   |
| <br>                                       |                                   |   |
| <b>Total Current Cash and Investments</b>  | <u><u><b>9,786,835.55</b></u></u> |   |

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2022

|                                       | <u>Jul - Dec 22</u> | <u>Budget</u>       | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------------|---------------------|---------------------|-----------------------|--------------------|
| <b>Ordinary Income/Expense</b>        |                     |                     |                       |                    |
| <b>Income</b>                         |                     |                     |                       |                    |
| Property Taxes                        | 5,112,065.43        | 4,689,181.00        | 422,884.43            | 109.02%            |
| Special Taxes                         | 200,436.70          | 206,462.00          | -6,025.30             | 97.08%             |
| Other Tax Income                      | 0.00                | 24,000.00           | -24,000.00            | 0.0%               |
| Lease Agreement                       | 3,050.25            | 0.00                | 3,050.25              | 100.0%             |
| Interest Income                       | 33,260.17           | 20,000.00           | 13,260.17             | 166.3%             |
| CERBT Reimbursement                   | 18,088.02           | 80,000.00           | -61,911.98            | 22.61%             |
| Miscellaneous Income                  | 163.18              | 0.00                | 163.18                | 100.0%             |
| <b>Total Income</b>                   | <u>5,367,063.75</u> | <u>5,019,643.00</u> | <u>347,420.75</u>     | <u>106.92%</u>     |
| <b>Expense</b>                        |                     |                     |                       |                    |
| <b>Staff</b>                          |                     |                     |                       |                    |
| Wages                                 | 69,832.26           | 130,000.00          | -60,167.74            | 53.72%             |
| Vacation Wages                        | 4,686.96            | 21,665.00           | -16,978.04            | 21.63%             |
| Medical/dental ins compensation       | 6,000.00            | 12,000.00           | -6,000.00             | 50.0%              |
| Payroll Taxes                         | 5,179.72            | 12,500.00           | -7,320.28             | 41.44%             |
| Workers Compensation/Life Ins         | 1,760.33            | 650.00              | 1,110.33              | 270.82%            |
| Payroll Processing                    | 1,235.78            | 2,500.00            | -1,264.22             | 49.43%             |
| <b>Total Staff</b>                    | <u>88,695.05</u>    | <u>179,315.00</u>   | <u>-90,619.95</u>     | <u>49.46%</u>      |
| <b>RETIREE MEDICAL BENEFITS</b>       |                     |                     |                       |                    |
| PERS Medical                          | 23,180.51           | 72,500.00           | -49,319.49            | 31.97%             |
| Delta Dental                          | 5,692.74            | 14,000.00           | -8,307.26             | 40.66%             |
| Vision Care                           | 1,292.40            | 4,100.00            | -2,807.60             | 31.52%             |
| CalPERS Settlement                    | 0.00                | 7,616.00            | -7,616.00             | 0.0%               |
| <b>Total RETIREE MEDICAL BENEFITS</b> | <u>30,165.65</u>    | <u>98,216.00</u>    | <u>-68,050.35</u>     | <u>30.71%</u>      |
| <b>OUTSIDE PROFESSIONAL SERVICES</b>  |                     |                     |                       |                    |
| Nixle Fee                             | 0.00                | 4,000.00            | -4,000.00             | 0.0%               |
| Long Term Financial Planner           | 3,162.50            | 5,000.00            | -1,837.50             | 63.25%             |
| Emergency Prep Coordinator            | 52,599.96           | 105,200.00          | -52,600.04            | 50.0%              |
| Accounting                            | 15,000.00           | 36,000.00           | -21,000.00            | 41.67%             |
| Actuarial Valuation                   | 0.00                | 5,600.00            | -5,600.00             | 0.0%               |
| Audit                                 | 0.00                | 16,000.00           | -16,000.00            | 0.0%               |
| Bank Fee                              | 0.00                | 25.00               | -25.00                | 0.0%               |
| Contra Costa County Expenses          | 23,773.09           | 38,000.00           | -14,226.91            | 62.56%             |
| El Cerrito Contract Fee               | 1,921,741.55        | 3,843,483.00        | -1,921,741.45         | 50.0%              |
| El Cerrito Reconciliation(s)          | 61,582.55           | 123,165.00          | -61,582.45            | 50.0%              |
| IT Services and Equipment             | 2,118.75            | 15,000.00           | -12,881.25            | 14.13%             |
| Fire Abatement Contract               | 0.00                | 5,000.00            | -5,000.00             | 0.0%               |
| Fire Engineer Plan Review             | 640.00              | 3,000.00            | -2,360.00             | 21.33%             |
| Grant Writer/Coordinator              | 0.00                | 50,000.00           | -50,000.00            | 0.0%               |
| Risk Management Insurance             | 0.00                | 19,000.00           | -19,000.00            | 0.0%               |
| LAFCO Fees                            | 0.00                | 5,000.00            | -5,000.00             | 0.0%               |
| Legal Fees                            | 10,045.08           | 20,000.00           | -9,954.92             | 50.23%             |
| Recruitment                           | 10,110.00           | 0.00                | 10,110.00             | 100.0%             |

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2022

|  | Jul - Dec 22        | Budget              | \$ Over Budget       | % of Budget   |
|--|---------------------|---------------------|----------------------|---------------|
| Water System Improvements                  | 0.00                | 10,000.00           | -10,000.00           | 0.0%          |
| Website Development/Maintenance            | 1,560.00            | 4,500.00            | -2,940.00            | 34.67%        |
| Wildland Vegetation Mgmt                   | 2,500.00            | 7,600.00            | -5,100.00            | 32.9%         |
| <b>Total OUTSIDE PROFESSIONAL SERVICES</b> | <b>2,104,833.48</b> | <b>4,315,573.00</b> | <b>-2,210,739.52</b> | <b>48.77%</b> |
| <b>COMMUNITY SERVICE ACTIVITIES</b>        |                     |                     |                      |               |
| Public Education                           | 7,227.93            | 30,000.00           | -22,772.07           | 24.09%        |
| EP Coord Expense Account                   | 0.00                | 1,000.00            | -1,000.00            | 0.0%          |
| Comm. Pharmaceutical Drop-Off              | 0.00                | 2,500.00            | -2,500.00            | 0.0%          |
| CERT Emerg Kits/Sheds/Prepared             | 0.00                | 4,000.00            | -4,000.00            | 0.0%          |
| Open Houses                                | 718.88              | 1,800.00            | -1,081.12            | 39.94%        |
| Community Shredder                         | 4,461.15            | 5,000.00            | -538.85              | 89.22%        |
| Firesafe Planting Grants                   | 0.00                | 25,000.00           | -25,000.00           | 0.0%          |
| Community Sandbags                         | 1,492.61            | 1,900.00            | -407.39              | 78.56%        |
| Volunteer Appreciation                     | 0.00                | 500.00              | -500.00              | 0.0%          |
| Community Center Contribution              | 0.00                | 500.00              | -500.00              | 0.0%          |
| <b>Total COMMUNITY SERVICE ACTIVITIES</b>  | <b>13,900.57</b>    | <b>72,200.00</b>    | <b>-58,299.43</b>    | <b>19.25%</b> |
| <b>DISTRICT ACTIVITIES</b>                 |                     |                     |                      |               |
| Professional Development                   | 595.00              | 10,000.00           | -9,405.00            | 5.95%         |
| <b>Office</b>                              |                     |                     |                      |               |
| Mtg Room Rentals                           | 80.00               |                     |                      |               |
| Internet                                   | 1,146.00            |                     |                      |               |
| Office Equipment                           | 1,189.03            |                     |                      |               |
| Office Expense                             | 1,789.01            | 5,000.00            | -3,210.99            | 35.78%        |
| Office Supplies                            | 0.00                | 2,000.00            | -2,000.00            | 0.0%          |
| Telephone                                  | 6,792.26            | 8,000.00            | -1,207.74            | 84.9%         |
| Office- Other                              | 0.00                | 500.00              | -500.00              | 0.0%          |
| <b>Total Office</b>                        | <b>10,996.30</b>    | <b>15,500.00</b>    | <b>-4,503.70</b>     | <b>70.94%</b> |
| Election                                   | 0.00                | 7,500.00            | -7,500.00            | 0.0%          |
| Firefighter's Apparel & PPE                | 1,264.02            | 2,000.00            | -735.98              | 63.2%         |
| Firefighters' Expenses                     | 28,581.68           | 30,000.00           | -1,418.32            | 95.27%        |
| Staff Appreciation                         | 0.00                | 3,000.00            | -3,000.00            | 0.0%          |
| Memberships                                | 9,505.00            | 9,000.00            | 505.00               | 105.61%       |
| <b>Building Maintenance</b>                |                     |                     |                      |               |
| Gardening service                          | 0.00                | 4,000.00            | -4,000.00            | 0.0%          |
| Building alarm                             | 0.00                | 1,500.00            | -1,500.00            | 0.0%          |
| Medical Waste Disposal                     | 0.00                | 7,500.00            | -7,500.00            | 0.0%          |
| Janitorial Service                         | 806.24              | 2,000.00            | -1,193.76            | 40.31%        |
| Miscellaneous Maint.                       | 9,364.70            | 5,000.00            | 4,364.70             | 187.29%       |
| <b>Total Building Maintenance</b>          | <b>10,170.94</b>    | <b>20,000.00</b>    | <b>-9,829.06</b>     | <b>50.86%</b> |
| <b>Building Utilities/Service</b>          |                     |                     |                      |               |
| Refuse Collection                          | 623.20              |                     |                      |               |
| Gas and Electric                           | 6,436.06            | 13,000.00           | -6,563.94            | 49.51%        |
| Water/Sewer                                | 1,755.96            | 4,000.00            | -2,244.04            | 43.9%         |
| Building Utilities/Service - Other         | 69.99               |                     |                      |               |

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2022

|                                  | <u>Jul - Dec 22</u>        | <u>Budget</u>            | <u>\$ Over Budget</u>      | <u>% of Budget</u>      |
|----------------------------------|----------------------------|--------------------------|----------------------------|-------------------------|
| Total Building Utilities/Service | 8,885.21                   | 17,000.00                | -8,114.79                  | 52.27%                  |
| <b>Total DISTRICT ACTIVITIES</b> | <b>69,998.15</b>           | <b>114,000.00</b>        | <b>-44,001.85</b>          | <b>61.4%</b>            |
| Contingency                      |                            |                          |                            |                         |
| General                          | 0.00                       | 25,000.00                | -25,000.00                 | 0.0%                    |
| <b>Total Contingency</b>         | <b>0.00</b>                | <b>25,000.00</b>         | <b>-25,000.00</b>          | <b>0.0%</b>             |
| <b>Total Expense</b>             | <b>2,307,592.90</b>        | <b>4,804,304.00</b>      | <b>-2,496,711.10</b>       | <b>48.03%</b>           |
| <b>Net Ordinary Income</b>       | <b>3,059,470.85</b>        | <b>215,339.00</b>        | <b>2,844,131.85</b>        | <b>1,420.77%</b>        |
| <b>Other Income/Expense</b>      |                            |                          |                            |                         |
| Other Income                     |                            |                          |                            |                         |
| Discount on US TBills            | 61,625.00                  |                          |                            |                         |
| Discount on Fixed Security       | 143,060.07                 |                          |                            |                         |
| <b>Total Other Income</b>        | <b>204,685.07</b>          |                          |                            |                         |
| <b>Net Other Income</b>          | <b>204,685.07</b>          |                          |                            |                         |
| <b>Net Income</b>                | <b><u>3,264,155.92</u></b> | <b><u>215,339.00</u></b> | <b><u>3,048,816.92</u></b> | <b><u>1,515.82%</u></b> |

01/12/23

Accrual Basis

## Kensington Fire Protection District Profit & Loss Prev Year Comparison July through December 2022

|  | Jul - Dec 22        | Jul - Dec 21        | \$ Change         | % Change      |
|--|---------------------|---------------------|-------------------|---------------|
| <b>Ordinary Income/Expense</b>             |                     |                     |                   |               |
| <b>Income</b>                              |                     |                     |                   |               |
| Property Taxes                             | 5,112,065.43        | 4,649,209.40        | 462,856.03        | 10.0%         |
| Special Taxes                              | 200,436.70          | 204,417.70          | -3,981.00         | -2.0%         |
| Lease Agreement                            | 3,050.25            | 18,301.50           | -15,251.25        | -83.3%        |
| Interest Income                            | 33,260.17           | 4,530.66            | 28,729.51         | 634.1%        |
| CERBT Reimbursement                        | 18,088.02           | 0.00                | 18,088.02         | 100.0%        |
| Miscellaneous Income                       | 163.18              | 387,210.00          | -387,046.82       | -100.0%       |
| <b>Total Income</b>                        | <b>5,367,063.75</b> | <b>5,263,669.26</b> | <b>103,394.49</b> | <b>2.0%</b>   |
| <b>Expense</b>                             |                     |                     |                   |               |
| <b>Staff</b>                               |                     |                     |                   |               |
| Wages                                      | 69,832.26           | 72,524.00           | -2,691.74         | -3.7%         |
| Vacation Wages                             | 4,686.96            | 0.00                | 4,686.96          | 100.0%        |
| Medical/dental ins compensation            | 6,000.00            | 1,000.00            | 5,000.00          | 500.0%        |
| Payroll Taxes                              | 5,179.72            | 5,058.73            | 120.99            | 2.4%          |
| Workers Compensation/Life Ins              | 1,760.33            | 393.90              | 1,366.43          | 346.9%        |
| Payroll Processing                         | 1,235.78            | 988.36              | 247.42            | 25.0%         |
| <b>Total Staff</b>                         | <b>88,695.05</b>    | <b>79,964.99</b>    | <b>8,730.06</b>   | <b>10.9%</b>  |
| <b>RETIREE MEDICAL BENEFITS</b>            |                     |                     |                   |               |
| PERS Medical                               | 23,180.51           | 0.00                | 23,180.51         | 100.0%        |
| Delta Dental                               | 5,692.74            | 0.00                | 5,692.74          | 100.0%        |
| Vision Care                                | 1,292.40            | 0.00                | 1,292.40          | 100.0%        |
| CalPERS Settlement                         | 0.00                | 6,664.56            | -6,664.56         | -100.0%       |
| <b>Total RETIREE MEDICAL BENEFITS</b>      | <b>30,165.65</b>    | <b>6,664.56</b>     | <b>23,501.09</b>  | <b>352.6%</b> |
| <b>OUTSIDE PROFESSIONAL SERVICES</b>       |                     |                     |                   |               |
| Nixle Fee                                  | 0.00                | 3,182.70            | -3,182.70         | -100.0%       |
| Long Term Financial Planner                | 3,162.50            | 14,981.25           | -11,818.75        | -78.9%        |
| Emergency Prep Coordinator                 | 52,599.96           | 49,999.98           | 2,599.98          | 5.2%          |
| Accounting                                 | 15,000.00           | 18,000.00           | -3,000.00         | -16.7%        |
| Bank Fee                                   | 0.00                | 25.00               | -25.00            | -100.0%       |
| Contra Costa County Expenses               | 23,773.09           | 19,850.53           | 3,922.56          | 19.8%         |
| EI Cerrito Contract Fee                    | 1,921,741.55        | 1,762,935.26        | 158,806.29        | 9.0%          |
| EI Cerrito Reconciliation(s)               | 61,582.55           | 95,524.81           | -33,942.26        | -35.5%        |
| IT Services and Equipment                  | 2,118.75            | 22.78               | 2,095.97          | 9,200.9%      |
| Fire Engineer Plan Review                  | 640.00              | 688.00              | -48.00            | -7.0%         |
| Grant Writer/Coordinator                   | 0.00                | 4,587.50            | -4,587.50         | -100.0%       |
| Legal Fees                                 | 10,045.08           | 4,997.00            | 5,048.08          | 101.0%        |
| Recruitment                                | 10,110.00           | 0.00                | 10,110.00         | 100.0%        |
| Website Development/Maintenance            | 1,560.00            | 1,560.00            | 0.00              | 0.0%          |
| Wildland Vegetation Mgmt                   | 2,500.00            | 0.00                | 2,500.00          | 100.0%        |
| <b>Total OUTSIDE PROFESSIONAL SERVICES</b> | <b>2,104,833.48</b> | <b>1,976,354.81</b> | <b>128,478.67</b> | <b>6.5%</b>   |
| <b>COMMUNITY SERVICE ACTIVITIES</b>        |                     |                     |                   |               |
| Public Education                           | 7,227.93            | 10,293.54           | -3,065.61         | -29.8%        |
| Open Houses                                | 718.88              | 0.00                | 718.88            | 100.0%        |
| Community Shredder                         | 4,461.15            | 2,367.50            | 2,093.65          | 88.4%         |
| Community Sandbags                         | 1,492.61            | 1,728.57            | -235.96           | -13.7%        |
| <b>Total COMMUNITY SERVICE ACTIVITIES</b>  | <b>13,900.57</b>    | <b>14,389.61</b>    | <b>-489.04</b>    | <b>-3.4%</b>  |
| <b>DISTRICT ACTIVITIES</b>                 |                     |                     |                   |               |
| Equipment                                  | 0.00                | 1,696.98            | -1,696.98         | -100.0%       |
| Professional Development                   | 595.00              | 3,323.58            | -2,728.58         | -82.1%        |
| <b>Office</b>                              |                     |                     |                   |               |
| Mtg Room Rentals                           | 80.00               | 0.00                | 80.00             | 100.0%        |
| Internet                                   | 1,146.00            | 0.00                | 1,146.00          | 100.0%        |
| Office Equipment                           | 1,189.03            | 0.00                | 1,189.03          | 100.0%        |
| Office Expense                             | 1,789.01            | 1,612.13            | 176.88            | 11.0%         |
| Office Supplies                            | 0.00                | 694.33              | -694.33           | -100.0%       |
| Telephone                                  | 6,792.26            | 3,416.59            | 3,375.67          | 98.8%         |
| <b>Total Office</b>                        | <b>10,996.30</b>    | <b>5,723.05</b>     | <b>5,273.25</b>   | <b>92.1%</b>  |



01/12/23

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**July through December 2022**

Accrual Basis

|   | Jul - Dec 22        | Jul - Dec 21        | \$ Change         | % Change    |
|---|---------------------|---------------------|-------------------|-------------|
| <b>Firefighter's Apparel &amp; PPE</b>  | 1,264.02            | 0.00                | 1,264.02          | 100.0%      |
| <b>Firefighters' Expenses</b>           | 28,581.68           | 0.00                | 28,581.68         | 100.0%      |
| <b>Staff Appreciation</b>               | 0.00                | 93.49               | -93.49            | -100.0%     |
| <b>Memberships</b>                      | 9,505.00            | 7,615.00            | 1,890.00          | 24.8%       |
| <b>Building Maintenance</b>             |                     |                     |                   |             |
| Gardening service                       | 0.00                | 2,100.00            | -2,100.00         | -100.0%     |
| Medical Waste Disposal                  | 0.00                | 1,524.25            | -1,524.25         | -100.0%     |
| Janitorial Service                      | 806.24              | 1,034.03            | -227.79           | -22.0%      |
| Miscellaneous Maint.                    | 9,364.70            | 5,177.72            | 4,186.98          | 80.9%       |
| <b>Total Building Maintenance</b>       | 10,170.94           | 9,836.00            | 334.94            | 3.4%        |
| <b>Building Utilities/Service</b>       |                     |                     |                   |             |
| Refuse Collection                       | 623.20              | 0.00                | 623.20            | 100.0%      |
| Gas and Electric                        | 6,436.06            | 6,061.79            | 374.27            | 6.2%        |
| Water/Sewer                             | 1,755.96            | 3,025.76            | -1,269.80         | -42.0%      |
| Building Utilities/Service - Other      | 69.99               | 0.00                | 69.99             | 100.0%      |
| <b>Total Building Utilities/Service</b> | 8,885.21            | 9,087.55            | -202.34           | -2.2%       |
| <b>Total DISTRICT ACTIVITIES</b>        | 69,998.15           | 37,375.65           | 32,622.50         | 87.3%       |
| <b>Total Expense</b>                    | 2,307,592.90        | 2,114,749.62        | 192,843.28        | 9.1%        |
| <b>Net Ordinary Income</b>              | 3,059,470.85        | 3,148,919.64        | -89,448.79        | -2.8%       |
| <b>Other Income/Expense</b>             |                     |                     |                   |             |
| Other Income                            |                     |                     |                   |             |
| Discount on US TBills                   | 61,625.00           | 0.00                | 61,625.00         | 100.0%      |
| Discount on Fixed Security              | 143,060.07          | 0.00                | 143,060.07        | 100.0%      |
| <b>Total Other Income</b>               | 204,685.07          | 0.00                | 204,685.07        | 100.0%      |
| <b>Net Other Income</b>                 | 204,685.07          | 0.00                | 204,685.07        | 100.0%      |
| <b>Net Income</b>                       | <b>3,264,155.92</b> | <b>3,148,919.64</b> | <b>115,236.28</b> | <b>3.7%</b> |

# Kensington Fire Protection District Trial Balance

01/12/23

Accrual Basis

As of December 31, 2022

|  | Dec 31, 22   |              |
|--|--------------|--------------|
|  | Debit        | Credit       |
| Petty Cash   | 200.00       |              |
| KFPD Revolving Acct - Gen Fund                             | 173,356.48   |              |
| General Fund   | 2,483,828.43 |              |
| Special Tax Fund   | 116,361.87   |              |
| Capital Fund   | 520,665.61   |              |
| Accounts Receivable  | 4,805.80     |              |
| Advance on Taxes   | 2,403,130.73 |              |
| Advance on Supplemental Taxes                              | 95,090.40    |              |
| Prepaid Services - EC                                      | 0.07         |              |
| Prepaid Exp.   | 2,757.00     |              |
| Prepaid CERBT - Retiree Trust                              | 420,105.48   |              |
| Investments:LAIF Balance                                   | 14,586.30    |              |
| Investments:US TBills - 4/20/23                            | 3,000,000.00 |              |
| Investments:Fed Home Loan Bk - 9/27/23                     | 3,500,000.00 |              |
| Land   | 5,800.00     |              |
| Equipment  | 1,793,886.43 |              |
| Accumulated Depreciation-Equip                             |              | 813,762.41   |
| Building and Improvements                                  | 2,391,581.26 |              |
| Accumulated Depreciation - Bldg                            |              | 1,276,205.07 |
| Current Capital Outlay:PSB Renovation Soft Costs           | 668,118.56   |              |
| Current Capital Outlay:PSB Renovation Hard Cost            | 214,343.75   |              |
| Current Capital Outlay:Temp Facility - Soft Costs          | 161,316.47   |              |
| Current Capital Outlay:Temp Facilities - Hard Costs        | 525,635.40   |              |
| Current Capital Outlay:Temp Facilities - Lot Rental        | 6,000.00     |              |
| Current Capital Outlay:Temp Facilities - Modular           | 9,687.84     |              |
| Current Capital Outlay:Temp Facilities - Admin Sublet      | 12,192.75    |              |
| Current Capital Outlay:Temp Facilities - Relocation        | 6,941.76     |              |
| Current Capital Outlay:Fire Engine Type I                  | 104.40       |              |
| Current Capital Outlay:Firefighters Qtrs/Equip             | 210.00       |              |
| Deferred Outflow of Res. - OPEB                            | 6,527.00     |              |
| Due to Revolving Acct - Gen Fnd                            |              | 10,692.91    |
| Due to Other - Issued by CCC                               |              | 50,708.21    |
| Accounts Payable   |              | 1,605.34     |
| Wages & PR Taxes Payable                                   |              | 6,424.55     |
| EI Cerrito Reconciliation Liab.                            |              | 233,481.39   |
| Postretirement Health Ben Liab                             |              | 0.14         |
| Fund Equity - General                                      |              | 3,889,496.00 |
| Fund Equity - Capital Projects                             |              | 3,213,698.00 |
| Fund Equity - Special Revenue                              |              | 109,075.00   |
| Fund Equity - Gen Fixed Asset                              |              | 2,212,997.01 |
| Fund Equity  |              | 3,454,931.84 |
| Property Taxes   |              | 5,112,065.43 |
| Special Taxes  |              | 200,436.70   |
| Lease Agreement  |              | 3,050.25     |
| Interest Income  |              | 33,260.17    |
| CERBT Reimbursement  |              | 18,088.02    |
| Miscellaneous Income                                       |              | 163.18       |
| Staff:Wages  | 69,832.26    |              |
| Staff:Vacation Wages                                       | 4,686.96     |              |
| Staff:Medical/dental ins compensation                      | 6,000.00     |              |
| Staff:Payroll Taxes  | 5,179.72     |              |
| Staff:Workers Compensation/Life Ins                        | 1,760.33     |              |
| Staff:Payroll Processing                                   | 1,235.78     |              |
| RETIREE MEDICAL BENEFITS:PERS Medical                      | 23,180.51    |              |
| RETIREE MEDICAL BENEFITS:Delta Dental                      | 5,692.74     |              |
| RETIREE MEDICAL BENEFITS:Vision Care                       | 1,292.40     |              |
| OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner  | 3,162.50     |              |
| OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator   | 52,599.96    |              |
| OUTSIDE PROFESSIONAL SERVICES:Accounting                   | 15,000.00    |              |
| OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses | 23,773.09    |              |
| OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee      | 1,921,741.55 |              |
| OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s) | 61,582.55    |              |
| OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment    | 2,118.75     |              |
| OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review    | 640.00       |              |
| OUTSIDE PROFESSIONAL SERVICES:Legal Fees                   | 10,045.08    |              |
| OUTSIDE PROFESSIONAL SERVICES:Recruitment                  | 10,110.00    |              |

# Kensington Fire Protection District Trial Balance

01/12/23

Accrual Basis

As of December 31, 2022

|  | Dec 31, 22           |                      |
|--|----------------------|----------------------|
|  | Debit                | Credit               |
| OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance    | 1,560.00             |                      |
| OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt           | 2,500.00             |                      |
| COMMUNITY SERVICE ACTIVITIES:Public Education                    | 7,227.93             |                      |
| COMMUNITY SERVICE ACTIVITIES:Open Houses                         | 718.88               |                      |
| COMMUNITY SERVICE ACTIVITIES:Community Shredder                  | 4,461.15             |                      |
| COMMUNITY SERVICE ACTIVITIES:Community Sandbags                  | 1,492.61             |                      |
| DISTRICT ACTIVITIES:Professional Development                     | 595.00               |                      |
| DISTRICT ACTIVITIES:Office:Mtg Room Rentals                      | 80.00                |                      |
| DISTRICT ACTIVITIES:Office:Internet                              | 1,146.00             |                      |
| DISTRICT ACTIVITIES:Office:Office Equipment                      | 1,189.03             |                      |
| DISTRICT ACTIVITIES:Office:Office Expense                        | 1,789.01             |                      |
| DISTRICT ACTIVITIES:Office:Telephone                             | 6,792.26             |                      |
| DISTRICT ACTIVITIES:Firefighter's Apparel & PPE                  | 1,264.02             |                      |
| DISTRICT ACTIVITIES:Firefighters' Expenses                       | 28,581.68            |                      |
| DISTRICT ACTIVITIES:Memberships                                  | 9,505.00             |                      |
| DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service      | 806.24               |                      |
| DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.    | 9,364.70             |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service                   | 69.99                |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection | 623.20               |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric  | 6,436.06             |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer       | 1,755.96             |                      |
| Discount on US TBills  |                      | 61,625.00            |
| Discount on Fixed Security                                       |                      | 143,060.07           |
| <b>TOTAL</b>   | <b>20,844,826.69</b> | <b>20,844,826.69</b> |

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of November 30, 2022**

**Current Cash and Investments**

| <b>Cash Balance</b>                        |                     | Comments  |
|--|---------------------|---|
| Petty Cash                                 | 200.00              |   |
| KFPD Revolving Acct - Gen Fund             | 70,495.13           | Balance as of 11/30/2022                          |
| General Fund                               | 212,568.46          | Balance as of 11/30/2022, Pending Reconciliations |
| Special Tax Fund                           | 0.02                | Balance as of 11/30/2022, Pending Reconciliations |
| Capital Fund                               | 583,105.13          | Balance as of 11/30/2022, Pending Reconciliations |
| <b>Total Cash Balance</b>                  | <b>866,368.74</b>   |   |
| <br>                                       |                     |   |
| <b>Investments</b>                         |                     |   |
| US T-Bills - 4/20/23                       | 3,000,000.00        | Balance as of 11/30/2022, Pending Reconciliations |
| Fed Home Lon Bk Fixed Securities - 9/27/23 | 3,500,000.00        | Balance as of 11/30/2022, Pending Reconciliations |
| LAIF                                       | 17,719.01           | Balance as of 11/30/2022, Pending Reconciliations |
| <b>Total Investments</b>                   | <b>6,517,719.01</b> |   |
| <br>                                       |                     |   |
| <b>Total Current Cash and Investments</b>  | <b>7,384,087.75</b> |   |

Reserve Balance Note:

For the end of Fiscal Year 2022-2023, the Minimum Reserve Balance for the El Cerrito Contract Reserve (equal to 6-month operating expenses) and Rolling Stock Reserves = **\$2,863,505**. For detailed projections on minimum reserve amounts, see the attached calculations from the NHA Final Analysis presented on 07/13/2022.

Target Fiscal Year Reserve Balance  
for EC Reserve (6-Month Operating Expenses) + Rolling Stock  
From NHA Final Analysis Presented on 07/13/2022

| Fiscal<br>Year<br>Ending | El Cerrito<br>Contract<br>Reserve | Rolling Stock<br>Reserve | End of Fiscal Year<br>Reserve Balance<br>EC Reserve<br>+<br>Rolling Stock |
|--------------------------|-----------------------------------|--------------------------|---|
| 2022                     | \$1,921,742                       | \$662,094                | \$2,583,835   |
| 2023                     | \$1,998,611                       | \$864,894                | \$2,863,505   |
| 2024                     | \$2,078,556                       | \$1,075,806              | \$3,154,362   |
| 2025                     | \$2,161,698                       | \$1,295,154              | \$3,456,852   |
| 2026                     | \$2,248,166                       | \$1,523,277              | \$3,771,443   |
| 2027                     | \$2,338,093                       | \$1,760,524              | \$4,098,617   |
| 2028                     | \$2,431,616                       | \$1,909,832              | \$4,341,448   |
| 2029                     | \$2,528,881                       | \$2,166,438              | \$4,695,319   |
| 2030                     | \$2,630,036                       | \$2,433,309              | \$5,063,345   |
| 2031                     | \$2,735,238                       | \$1,088,280              | \$3,823,517   |
| 2032                     | \$2,844,647                       | \$1,376,927              | \$4,221,574   |
| 2033                     | \$2,958,433                       | \$1,677,121              | \$4,635,554   |
| 2034                     | \$3,076,770                       | \$1,989,322              | \$5,066,092   |
| 2035                     | \$3,199,841                       | \$2,314,011              | \$5,513,852   |
| 2036                     | \$3,327,835                       | \$920,012                | \$4,247,847   |
| 2037                     | \$3,460,948                       | \$1,271,196              | \$4,732,144   |
| 2038                     | \$3,599,386                       | \$1,492,208              | \$5,091,594   |
| 2039                     | \$3,743,361                       | \$1,872,048              | \$5,615,410   |
| 2040                     | \$3,893,096                       | \$2,267,082              | \$6,160,178   |
| 2041                     | \$4,048,820                       | \$2,677,918              | \$6,726,738   |
| 2042                     | \$4,210,773                       | \$3,105,187              | \$7,315,960   |
| 2043                     | \$4,379,203                       | \$3,549,547              | \$7,928,750   |
| 2044                     | \$4,554,372                       | \$4,011,681              | \$8,566,053   |
| 2045                     | \$4,736,546                       | \$4,492,301              | \$9,228,847   |
| 2046                     | \$4,926,008                       | \$2,069,978              | \$6,995,986   |
| 2047                     | \$5,123,049                       | \$2,589,816              | \$7,712,865   |
| 2048                     | \$5,327,971                       | \$2,916,968              | \$8,244,938   |
| 2049                     | \$5,541,089                       | \$3,479,225              | \$9,020,314   |
| 2050                     | \$5,762,733                       | \$4,063,972              | \$9,826,705   |
| 2051                     | \$5,993,242                       | \$1,553,457              | \$7,546,700   |
| 2052                     | \$6,232,972                       | \$2,185,920              | \$8,418,892   |
| 2053                     | \$6,482,291                       | \$2,843,681              | \$9,325,972   |

\*See Note Below

\* For FY2022-2023, the monthly set-aside equals +/- \$23,306/month.

Target Fiscal Year Reserve Balance for Rolling Stock (Per Vehicle)  
From NHA Final Analysis Presented on 07/13/2022

| Fiscal Year Ending | Set-Asides  |             |                 |              | Outlays     |             |                 |                       | Reserve |             |                 |                       |             |
|--------------------|-------------|-------------|-----------------|--------------|-------------|-------------|-----------------|-----------------------|---------|-------------|-----------------|-----------------------|-------------|
|                    | Type I      | Type III    | Command Vehicle | Total        | Type I      | Type III    | Command Vehicle | Rolling Stock Outlays | Type I  | Type III    | Command Vehicle | Rolling Stock Reserve |             |
| 2021               |             |             |                 |              |             |             |                 | \$0                   |         | \$440,730   | \$0             | \$26,363              | \$467,094   |
| 2022               | \$99,000    | \$86,500    | \$9,500         | \$195,000    |             |             |                 | \$0                   |         | \$539,730   | \$86,500        | \$35,863              | \$662,094   |
| 2023               | \$102,960   | \$89,960    | \$9,880         | \$202,800    |             |             |                 | \$0                   |         | \$642,690   | \$176,460       | \$45,743              | \$864,894   |
| 2024               | \$107,078   | \$93,558    | \$10,275        | \$210,912    |             |             |                 | \$0                   |         | \$749,769   | \$270,018       | \$56,019              | \$1,075,806 |
| 2025               | \$111,362   | \$97,301    | \$10,686        | \$219,348    |             |             |                 | \$0                   |         | \$861,130   | \$367,319       | \$66,705              | \$1,295,154 |
| 2026               | \$115,816   | \$101,193   | \$11,114        | \$228,122    |             |             |                 | \$0                   |         | \$976,946   | \$468,512       | \$77,818              | \$1,523,277 |
| 2027               | \$120,449   | \$105,240   | \$11,558        | \$237,247    |             |             |                 | \$0                   |         | \$1,097,395 | \$573,752       | \$89,377              | \$1,760,524 |
| 2028               | \$125,267   | \$109,450   | \$12,021        | \$246,737    |             |             | \$97,430        | \$97,430              |         | \$1,222,662 | \$683,202       | \$3,968               | \$1,909,832 |
| 2029               | \$130,277   | \$113,828   | \$12,501        | \$256,607    |             |             |                 | \$0                   |         | \$1,352,939 | \$797,031       | \$16,469              | \$2,166,438 |
| 2030               | \$135,488   | \$118,381   | \$13,001        | \$266,871    |             |             |                 | \$0                   |         | \$1,488,427 | \$915,412       | \$29,470              | \$2,433,309 |
| 2031               | \$140,908   | \$123,116   | \$13,521        | \$277,546    | \$1,622,575 |             |                 | \$1,622,575           |         | \$6,760     | \$1,038,528     | \$42,992              | \$1,088,280 |
| 2032               | \$146,544   | \$128,041   | \$14,062        | \$288,648    |             |             |                 | \$0                   |         | \$153,304   | \$1,166,569     | \$57,054              | \$1,376,927 |
| 2033               | \$152,406   | \$133,163   | \$14,625        | \$300,194    |             |             |                 | \$0                   |         | \$305,710   | \$1,299,732     | \$71,679              | \$1,677,121 |
| 2034               | \$158,502   | \$138,489   | \$15,210        | \$312,201    |             |             |                 | \$0                   |         | \$464,212   | \$1,438,221     | \$86,889              | \$1,989,322 |
| 2035               | \$164,842   | \$144,029   | \$15,818        | \$324,689    |             |             |                 | \$0                   |         | \$629,054   | \$1,582,250     | \$102,707             | \$2,314,011 |
| 2036               | \$171,436   | \$149,790   | \$16,451        | \$337,677    |             | \$1,731,676 |                 | \$1,731,676           |         | \$800,490   | \$364           | \$119,158             | \$920,012   |
| 2037               | \$178,293   | \$155,782   | \$17,109        | \$351,184    |             |             |                 | \$0                   |         | \$978,784   | \$156,145       | \$136,267             | \$1,271,196 |
| 2038               | \$185,425   | \$162,013   | \$17,793        | \$365,231    |             |             | \$144,220       | \$144,220             |         | \$1,164,209 | \$318,158       | \$9,841               | \$1,492,208 |
| 2039               | \$192,842   | \$168,493   | \$18,505        | \$379,841    |             |             |                 | \$0                   |         | \$1,357,051 | \$486,652       | \$28,346              | \$1,872,048 |
| 2040               | \$200,556   | \$175,233   | \$19,245        | \$395,034    |             |             |                 | \$0                   |         | \$1,557,607 | \$661,885       | \$47,591              | \$2,267,082 |
| 2041               | \$208,578   | \$182,242   | \$20,015        | \$410,836    |             |             |                 | \$0                   |         | \$1,766,185 | \$844,127       | \$67,606              | \$2,677,918 |
| 2042               | \$216,921   | \$189,532   | \$20,816        | \$427,269    |             |             |                 | \$0                   |         | \$1,983,106 | \$1,033,660     | \$88,422              | \$3,105,187 |
| 2043               | \$225,598   | \$197,113   | \$21,648        | \$444,360    |             |             |                 | \$0                   |         | \$2,208,704 | \$1,230,773     | \$110,070             | \$3,549,547 |
| 2044               | \$234,622   | \$204,998   | \$22,514        | \$462,134    |             |             |                 | \$0                   |         | \$2,443,326 | \$1,435,771     | \$132,584             | \$4,011,681 |
| 2045               | \$244,007   | \$213,198   | \$23,415        | \$480,620    |             |             |                 | \$0                   |         | \$2,687,333 | \$1,648,969     | \$155,999             | \$4,492,301 |
| 2046               | \$253,767   | \$221,726   | \$24,351        | \$499,844    | \$2,922,167 |             |                 | \$2,922,167           |         | \$18,933    | \$1,870,695     | \$180,350             | \$2,069,978 |
| 2047               | \$263,918   | \$230,595   | \$25,325        | \$519,838    |             |             |                 | \$0                   |         | \$282,851   | \$2,101,289     | \$205,676             | \$2,589,816 |
| 2048               | \$274,475   | \$239,819   | \$26,338        | \$540,632    |             |             | \$213,480       | \$213,480             |         | \$557,325   | \$2,341,108     | \$18,534              | \$2,916,968 |
| 2049               | \$285,453   | \$249,411   | \$27,392        | \$562,257    |             |             |                 | \$0                   |         | \$842,779   | \$2,590,519     | \$45,926              | \$3,479,225 |
| 2050               | \$296,872   | \$259,388   | \$28,488        | \$584,747    |             |             |                 | \$0                   |         | \$1,139,651 | \$2,849,907     | \$74,414              | \$4,063,972 |
| 2051               | \$308,746   | \$269,763   | \$29,627        | \$608,137    |             | \$3,118,651 |                 | \$3,118,651           |         | \$1,448,397 | \$1,019         | \$104,041             | \$1,553,457 |
| 2052               | \$321,096   | \$280,554   | \$30,812        | \$632,463    |             |             |                 | \$0                   |         | \$1,769,493 | \$281,573       | \$134,853             | \$2,185,920 |
| 2053               | \$333,940   | \$291,776   | \$32,045        | \$657,761    |             |             |                 | \$0                   |         | \$2,103,434 | \$573,349       | \$166,898             | \$2,843,681 |
|                    | \$6,207,445 | \$5,423,677 | \$595,664       | \$12,226,786 | \$4,544,742 | \$4,850,328 | \$455,129       | \$9,850,199           |         |             |                 |                       |             |

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2022

|                                       | <u>Jul - Nov 22</u> | <u>Budget</u>       | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------------|---------------------|---------------------|-----------------------|--------------------|
| <b>Ordinary Income/Expense</b>        |                     |                     |                       |                    |
| <b>Income</b>                         |                     |                     |                       |                    |
| Property Taxes                        | 4,637,166.22        | 4,689,181.00        | -52,014.78            | 98.89%             |
| Special Taxes                         | 200,436.70          | 206,462.00          | -6,025.30             | 97.08%             |
| Other Tax Income                      | 0.00                | 24,000.00           | -24,000.00            | 0.0%               |
| Lease Agreement                       | 3,050.25            | 0.00                | 3,050.25              | 100.0%             |
| Interest Income                       | 33,260.17           | 20,000.00           | 13,260.17             | 166.3%             |
| CERBT Reimbursement                   | 18,088.02           | 80,000.00           | -61,911.98            | 22.61%             |
| Miscellaneous Income                  | 163.18              | 0.00                | 163.18                | 100.0%             |
| <b>Total Income</b>                   | <u>4,892,164.54</u> | <u>5,019,643.00</u> | <u>-127,478.46</u>    | <u>97.46%</u>      |
| <b>Expense</b>                        |                     |                     |                       |                    |
| Rent                                  | 3,330.00            |                     |                       |                    |
| Vehicle Maintenance                   | 500.00              |                     |                       |                    |
| <b>Staff</b>                          |                     |                     |                       |                    |
| Wages                                 | 62,542.64           | 130,000.00          | -67,457.36            | 48.11%             |
| Vacation Wages                        | 2,700.00            | 21,665.00           | -18,965.00            | 12.46%             |
| Medical/dental ins compensation       | 3,000.00            | 12,000.00           | -9,000.00             | 25.0%              |
| Payroll Taxes                         | 4,980.71            | 12,500.00           | -7,519.29             | 39.85%             |
| Workers Compensation/Life Ins         | 1,760.33            | 650.00              | 1,110.33              | 270.82%            |
| Payroll Processing                    | 944.24              | 2,500.00            | -1,555.76             | 37.77%             |
| <b>Total Staff</b>                    | <u>75,927.92</u>    | <u>179,315.00</u>   | <u>-103,387.08</u>    | <u>42.34%</u>      |
| <b>RETIREE MEDICAL BENEFITS</b>       |                     |                     |                       |                    |
| PERS Medical                          | 23,180.51           | 72,500.00           | -49,319.49            | 31.97%             |
| Delta Dental                          | 4,743.95            | 14,000.00           | -9,256.05             | 33.89%             |
| Vision Care                           | 1,292.40            | 4,100.00            | -2,807.60             | 31.52%             |
| CalPERS Settlement                    | 0.00                | 7,616.00            | -7,616.00             | 0.0%               |
| <b>Total RETIREE MEDICAL BENEFITS</b> | <u>29,216.86</u>    | <u>98,216.00</u>    | <u>-68,999.14</u>     | <u>29.75%</u>      |
| <b>OUTSIDE PROFESSIONAL SERVICES</b>  |                     |                     |                       |                    |
| Nixle Fee                             | 3,182.70            | 4,000.00            | -817.30               | 79.57%             |
| Long Term Financial Planner           | 3,162.50            | 5,000.00            | -1,837.50             | 63.25%             |
| Emergency Prep Coordinator            | 35,066.64           | 105,200.00          | -70,133.36            | 33.33%             |
| Accounting                            | 9,000.00            | 36,000.00           | -27,000.00            | 25.0%              |
| Actuarial Valuation                   | 0.00                | 5,600.00            | -5,600.00             | 0.0%               |
| Audit                                 | 0.00                | 16,000.00           | -16,000.00            | 0.0%               |
| Bank Fee                              | 0.00                | 25.00               | -25.00                | 0.0%               |
| Contra Costa County Expenses          | 23,735.48           | 38,000.00           | -14,264.52            | 62.46%             |
| El Cerrito Contract Fee               | 1,601,451.29        | 3,843,483.00        | -2,242,031.71         | 41.67%             |
| El Cerrito Reconciliation(s)          | 51,318.79           | 123,165.00          | -71,846.21            | 41.67%             |
| IT Services and Equipment             | 1,250.00            | 15,000.00           | -13,750.00            | 8.33%              |
| Fire Abatement Contract               | 0.00                | 5,000.00            | -5,000.00             | 0.0%               |
| Fire Engineer Plan Review             | 640.00              | 3,000.00            | -2,360.00             | 21.33%             |
| Grant Writer/Coordinator              | 0.00                | 50,000.00           | -50,000.00            | 0.0%               |
| Risk Management Insurance             | 0.00                | 19,000.00           | -19,000.00            | 0.0%               |
| LAFCO Fees                            | 0.00                | 5,000.00            | -5,000.00             | 0.0%               |

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2022

|  | <u>Jul - Nov 22</u> | <u>Budget</u>       | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| Legal Fees                                 | 9,815.04            | 20,000.00           | -10,184.96            | 49.08%             |
| Water System Improvements                  | 0.00                | 10,000.00           | -10,000.00            | 0.0%               |
| Website Development/Maintenance            | 1,300.00            | 4,500.00            | -3,200.00             | 28.89%             |
| Wildland Vegetation Mgmt                   | 2,500.00            | 7,600.00            | -5,100.00             | 32.9%              |
| <b>Total OUTSIDE PROFESSIONAL SERVICES</b> | <u>1,742,422.44</u> | <u>4,315,573.00</u> | <u>-2,573,150.56</u>  | <u>40.38%</u>      |
| <b>COMMUNITY SERVICE ACTIVITIES</b>        |                     |                     |                       |                    |
| Public Education                           | 4,045.23            | 30,000.00           | -25,954.77            | 13.48%             |
| EP Coord Expense Account                   | 0.00                | 1,000.00            | -1,000.00             | 0.0%               |
| Comm. Pharmaceutical Drop-Off              | 0.00                | 2,500.00            | -2,500.00             | 0.0%               |
| CERT Emerg Kits/Sheds/Prepared             | 0.00                | 4,000.00            | -4,000.00             | 0.0%               |
| Open Houses                                | 718.88              | 1,800.00            | -1,081.12             | 39.94%             |
| Community Shredder                         | 4,137.33            | 5,000.00            | -862.67               | 82.75%             |
| Firesafe Planting Grants                   | 0.00                | 25,000.00           | -25,000.00            | 0.0%               |
| Community Sandbags                         | 713.38              | 1,900.00            | -1,186.62             | 37.55%             |
| Volunteer Appreciation                     | 0.00                | 500.00              | -500.00               | 0.0%               |
| Community Center Contribution              | 0.00                | 500.00              | -500.00               | 0.0%               |
| <b>Total COMMUNITY SERVICE ACTIVITIES</b>  | <u>9,614.82</u>     | <u>72,200.00</u>    | <u>-62,585.18</u>     | <u>13.32%</u>      |
| <b>DISTRICT ACTIVITIES</b>                 |                     |                     |                       |                    |
| Professional Development                   | 595.00              | 10,000.00           | -9,405.00             | 5.95%              |
| <b>Office</b>                              |                     |                     |                       |                    |
| Office Equipment                           | 899.23              |                     |                       |                    |
| Office Expense                             | 1,586.63            | 5,000.00            | -3,413.37             | 31.73%             |
| Office Supplies                            | 0.00                | 2,000.00            | -2,000.00             | 0.0%               |
| Telephone                                  | 6,607.02            | 8,000.00            | -1,392.98             | 82.59%             |
| Office- Other                              | 0.00                | 500.00              | -500.00               | 0.0%               |
| <b>Total Office</b>                        | <u>9,092.88</u>     | <u>15,500.00</u>    | <u>-6,407.12</u>      | <u>58.66%</u>      |
| Election                                   | 0.00                | 7,500.00            | -7,500.00             | 0.0%               |
| Firefighter's Apparel & PPE                | 1,264.02            | 2,000.00            | -735.98               | 63.2%              |
| Firefighters' Expenses                     | 28,581.68           | 30,000.00           | -1,418.32             | 95.27%             |
| Staff Appreciation                         | 0.00                | 3,000.00            | -3,000.00             | 0.0%               |
| Memberships                                | 695.00              | 9,000.00            | -8,305.00             | 7.72%              |
| <b>Building Maintenance</b>                |                     |                     |                       |                    |
| Gardening service                          | 0.00                | 4,000.00            | -4,000.00             | 0.0%               |
| Building alarm                             | 0.00                | 1,500.00            | -1,500.00             | 0.0%               |
| Medical Waste Disposal                     | 0.00                | 7,500.00            | -7,500.00             | 0.0%               |
| Janitorial Service                         | 1,256.24            | 2,000.00            | -743.76               | 62.81%             |
| Miscellaneous Maint.                       | 9,199.70            | 5,000.00            | 4,199.70              | 183.99%            |
| <b>Total Building Maintenance</b>          | <u>10,455.94</u>    | <u>20,000.00</u>    | <u>-9,544.06</u>      | <u>52.28%</u>      |
| <b>Building Utilities/Service</b>          |                     |                     |                       |                    |
| Refuse Collection                          | 623.20              |                     |                       |                    |
| Gas and Electric                           | 5,793.47            | 13,000.00           | -7,206.53             | 44.57%             |
| Water/Sewer                                | 1,472.32            | 4,000.00            | -2,527.68             | 36.81%             |
| <b>Total Building Utilities/Service</b>    | <u>7,888.99</u>     | <u>17,000.00</u>    | <u>-9,111.01</u>      | <u>46.41%</u>      |
| <b>Total DISTRICT ACTIVITIES</b>           | <u>58,573.51</u>    | <u>114,000.00</u>   | <u>-55,426.49</u>     | <u>51.38%</u>      |



## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2022

|                            | <u>Jul - Nov 22</u>        | <u>Budget</u>            | <u>\$ Over Budget</u>      | <u>% of Budget</u>      |
|----------------------------|----------------------------|--------------------------|----------------------------|-------------------------|
| Contingency                |                            |                          |                            |                         |
| General                    | 0.00                       | 25,000.00                | -25,000.00                 | 0.0%                    |
| Total Contingency          | <u>0.00</u>                | <u>25,000.00</u>         | <u>-25,000.00</u>          | <u>0.0%</u>             |
| Total Expense              | <u>1,919,585.55</u>        | <u>4,804,304.00</u>      | <u>-2,884,718.45</u>       | <u>39.96%</u>           |
| Net Ordinary Income        | 2,972,578.99               | 215,339.00               | 2,757,239.99               | 1,380.42%               |
| Other Income/Expense       |                            |                          |                            |                         |
| Other Income               |                            |                          |                            |                         |
| Discount on US TBills      | 61,625.00                  |                          |                            |                         |
| Discount on Fixed Security | 143,060.07                 |                          |                            |                         |
| Total Other Income         | <u>204,685.07</u>          |                          |                            |                         |
| Net Other Income           | 204,685.07                 |                          |                            |                         |
| Net Income                 | <u><u>3,177,264.06</u></u> | <u><u>215,339.00</u></u> | <u><u>2,961,925.06</u></u> | <u><u>1,475.47%</u></u> |

12/07/22

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

Accrual Basis

July through November 2022

|  | Jul - Nov 22 | Jul - Nov 21 | \$ Change  | % Change |
|--|--------------|--------------|------------|----------|
| <b>Ordinary Income/Expense</b>             |              |              |            |          |
| <b>Income</b>                              |              |              |            |          |
| Property Taxes                             | 4,637,166.22 | 4,429,660.08 | 207,506.14 | 4.7%     |
| Special Taxes                              | 200,436.70   | 204,417.70   | -3,981.00  | -2.0%    |
| Lease Agreement                            | 3,050.25     | 15,251.25    | -12,201.00 | -80.0%   |
| Interest Income                            | 33,260.17    | 4,530.66     | 28,729.51  | 634.1%   |
| CERBT Reimbursement                        | 18,088.02    | 0.00         | 18,088.02  | 100.0%   |
| Miscellaneous Income                       | 163.18       | 0.00         | 163.18     | 100.0%   |
| <b>Total Income</b>                        | 4,892,164.54 | 4,653,859.69 | 238,304.85 | 5.1%     |
| <b>Expense</b>                             |              |              |            |          |
| Rent                                       | 3,330.00     | 0.00         | 3,330.00   | 100.0%   |
| Vehicle Maintenance                        | 500.00       | 0.00         | 500.00     | 100.0%   |
| <b>Staff</b>                               |              |              |            |          |
| Wages                                      | 62,542.64    | 60,535.00    | 2,007.64   | 3.3%     |
| Vacation Wages                             | 2,700.00     | 0.00         | 2,700.00   | 100.0%   |
| Medical/dental ins compensation            | 3,000.00     | 1,000.00     | 2,000.00   | 200.0%   |
| Payroll Taxes                              | 4,980.71     | 4,707.42     | 273.29     | 5.8%     |
| Workers Compensation/Life Ins              | 1,760.33     | 211.40       | 1,548.93   | 732.7%   |
| Payroll Processing                         | 944.24       | 736.33       | 207.91     | 28.2%    |
| <b>Total Staff</b>                         | 75,927.92    | 67,190.15    | 8,737.77   | 13.0%    |
| <b>RETIREE MEDICAL BENEFITS</b>            |              |              |            |          |
| PERS Medical                               | 23,180.51    | 0.00         | 23,180.51  | 100.0%   |
| Delta Dental                               | 4,743.95     | 0.00         | 4,743.95   | 100.0%   |
| Vision Care                                | 1,292.40     | 0.00         | 1,292.40   | 100.0%   |
| CalPERS Settlement                         | 0.00         | 5,712.48     | -5,712.48  | -100.0%  |
| <b>Total RETIREE MEDICAL BENEFITS</b>      | 29,216.86    | 5,712.48     | 23,504.38  | 411.5%   |
| <b>OUTSIDE PROFESSIONAL SERVICES</b>       |              |              |            |          |
| Nixle Fee                                  | 3,182.70     | 3,182.70     | 0.00       | 0.0%     |
| Long Term Financial Planner                | 3,162.50     | 14,981.25    | -11,818.75 | -78.9%   |
| Emergency Prep Coordinator                 | 35,066.64    | 41,666.65    | -6,600.01  | -15.8%   |
| Accounting                                 | 9,000.00     | 15,000.00    | -6,000.00  | -40.0%   |
| Bank Fee                                   | 0.00         | 25.00        | -25.00     | -100.0%  |
| Contra Costa County Expenses               | 23,735.48    | 19,850.53    | 3,884.95   | 19.6%    |
| El Cerrito Contract Fee                    | 1,601,451.29 | 1,469,112.72 | 132,338.57 | 9.0%     |
| El Cerrito Reconciliation(s)               | 51,318.79    | 79,604.01    | -28,285.22 | -35.5%   |
| IT Services and Equipment                  | 1,250.00     | 22.78        | 1,227.22   | 5,387.3% |
| Fire Engineer Plan Review                  | 640.00       | 0.00         | 640.00     | 100.0%   |
| Legal Fees                                 | 9,815.04     | 4,997.00     | 4,818.04   | 96.4%    |
| Website Development/Maintenance            | 1,300.00     | 1,300.00     | 0.00       | 0.0%     |
| Wildland Vegetation Mgmt                   | 2,500.00     | 0.00         | 2,500.00   | 100.0%   |
| <b>Total OUTSIDE PROFESSIONAL SERVICES</b> | 1,742,422.44 | 1,649,742.64 | 92,679.80  | 5.6%     |
| <b>COMMUNITY SERVICE ACTIVITIES</b>        |              |              |            |          |
| Public Education                           | 4,045.23     | 10,293.54    | -6,248.31  | -60.7%   |
| Open Houses                                | 718.88       | 0.00         | 718.88     | 100.0%   |
| Community Shredder                         | 4,137.33     | 2,367.50     | 1,769.83   | 74.8%    |
| Community Sandbags                         | 713.38       | 669.48       | 43.90      | 6.6%     |
| <b>Total COMMUNITY SERVICE ACTIVITIES</b>  | 9,614.82     | 13,330.52    | -3,715.70  | -27.9%   |
| <b>DISTRICT ACTIVITIES</b>                 |              |              |            |          |
| Equipment                                  | 0.00         | 1,696.98     | -1,696.98  | -100.0%  |
| Professional Development                   | 595.00       | 3,323.58     | -2,728.58  | -82.1%   |
| <b>Office</b>                              |              |              |            |          |
| Office Equipment                           | 899.23       | 0.00         | 899.23     | 100.0%   |
| Office Expense                             | 1,586.63     | 1,270.46     | 316.17     | 24.9%    |
| Office Supplies                            | 0.00         | 694.33       | -694.33    | -100.0%  |
| Telephone                                  | 6,607.02     | 2,848.94     | 3,758.08   | 131.9%   |
| <b>Total Office</b>                        | 9,092.88     | 4,813.73     | 4,279.15   | 88.9%    |

12/07/22

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

Accrual Basis

July through November 2022

|   | Jul - Nov 22        | Jul - Nov 21        | \$ Change         | % Change     |
|---|---------------------|---------------------|-------------------|--------------|
| <b>Firefighter's Apparel &amp; PPE</b>  | 1,264.02            | 0.00                | 1,264.02          | 100.0%       |
| <b>Firefighters' Expenses</b>           | 28,581.68           | 0.00                | 28,581.68         | 100.0%       |
| <b>Staff Appreciation</b>               | 0.00                | 93.49               | -93.49            | -100.0%      |
| <b>Memberships</b>                      | 695.00              | 7,615.00            | -6,920.00         | -90.9%       |
| <b>Building Maintenance</b>             |                     |                     |                   |              |
| Gardening service                       | 0.00                | 2,100.00            | -2,100.00         | -100.0%      |
| Medical Waste Disposal                  | 0.00                | 1,216.15            | -1,216.15         | -100.0%      |
| Janitorial Service                      | 1,256.24            | 838.34              | 417.90            | 49.9%        |
| Miscellaneous Maint.                    | 9,199.70            | 5,177.72            | 4,021.98          | 77.7%        |
| <b>Total Building Maintenance</b>       | 10,455.94           | 9,332.21            | 1,123.73          | 12.0%        |
| <b>Building Utilities/Service</b>       |                     |                     |                   |              |
| Refuse Collection                       | 623.20              | 0.00                | 623.20            | 100.0%       |
| Gas and Electric                        | 5,793.47            | 5,097.40            | 696.07            | 13.7%        |
| Water/Sewer                             | 1,472.32            | 2,614.30            | -1,141.98         | -43.7%       |
| <b>Total Building Utilities/Service</b> | 7,888.99            | 7,711.70            | 177.29            | 2.3%         |
| <b>Total DISTRICT ACTIVITIES</b>        | 58,573.51           | 34,586.69           | 23,986.82         | 69.4%        |
| <b>Total Expense</b>                    | 1,919,585.55        | 1,770,562.48        | 149,023.07        | 8.4%         |
| <b>Net Ordinary Income</b>              | 2,972,578.99        | 2,883,297.21        | 89,281.78         | 3.1%         |
| <b>Other Income/Expense</b>             |                     |                     |                   |              |
| Other Income                            |                     |                     |                   |              |
| Discount on US TBills                   | 61,625.00           | 0.00                | 61,625.00         | 100.0%       |
| Discount on Fixed Security              | 143,060.07          | 0.00                | 143,060.07        | 100.0%       |
| <b>Total Other Income</b>               | 204,685.07          | 0.00                | 204,685.07        | 100.0%       |
| <b>Net Other Income</b>                 | 204,685.07          | 0.00                | 204,685.07        | 100.0%       |
| <b>Net Income</b>                       | <b>3,177,264.06</b> | <b>2,883,297.21</b> | <b>293,966.85</b> | <b>10.2%</b> |

# Kensington Fire Protection District Trial Balance

12/07/22

Accrual Basis

As of November 30, 2022

|   | Nov 30, 22   |              |
|---|--------------|--------------|
|   | Debit        | Credit       |
| Petty Cash  | 200.00       |              |
| KFPD Revolving Acct - Gen Fund                                | 194,829.85   |              |
| General Fund  | 212,568.46   |              |
| Special Tax Fund  | 0.02         |              |
| Capital Fund  | 583,105.13   |              |
| Accounts Receivable   | 4,805.80     |              |
| Advance on Taxes  | 4,697,224.77 |              |
| Advance on Supplemental Taxes                                 | 95,090.40    |              |
| Deposits on Fixed Assets                                      | 20,000.00    |              |
| Prepaid Services - EC   | 0.07         |              |
| Prepaid Exp.  | 1,159.00     |              |
| Prepaid CERBT - Retiree Trust                                 | 461,679.48   |              |
| Investments:US TBills - 4/20/23                               | 3,000,000.00 |              |
| Investments:Fed Home Loan Bk - 9/27/23                        | 3,500,000.00 |              |
| Investments:Fire Protect. Contract Reserves                   | 17,719.01    |              |
| Land  | 5,800.00     |              |
| Equipment   | 2,073,780.43 |              |
| Accumulated Depreciation-Equip                                |              | 1,011,602.78 |
| Building and Improvements                                     | 2,391,581.26 |              |
| Accumulated Depreciation - Bldg                               |              | 1,208,874.20 |
| Current Capital Outlay:PSB Renovation Hard Cost               | 214,343.75   |              |
| Current Capital Outlay:Temporary Facilities Project           | 658,128.44   |              |
| Current Capital Outlay:PSB Renovation Soft Costs              | 612,318.18   |              |
| Current Capital Outlay:P/S Building Repair/Replace            | 22,803.83    |              |
| Current Capital Outlay:Fire Engine Type I                     | 104.40       |              |
| Current Capital Outlay:Firefighters Qtrs/Equip                | 210.00       |              |
| Due to Revolving Acct - Gen Fnd                               |              | 4,173.31     |
| Due to Other - Issued by CCC                                  |              | 31,019.31    |
| Accounts Payable  |              | 1,605.34     |
| Deferred Inflow of Resources                                  |              | 9,731.00     |
| EI Cerrito Reconciliation Liab.                               |              | 419,249.04   |
| CalPERS Settlement Payable                                    |              | 28,562.56    |
| Postretirement Health Ben Liab                                | 20,094.86    |              |
| Fund Equity - General   |              | 3,889,496.00 |
| Fund Equity - Capital Projects                                |              | 3,213,698.00 |
| Fund Equity - Special Revenue                                 |              | 109,075.00   |
| Fund Equity - Gen Fixed Asset                                 |              | 2,212,997.01 |
| Fund Equity   |              | 3,470,199.53 |
| Property Taxes  |              | 4,637,166.22 |
| Special Taxes   |              | 200,436.70   |
| Lease Agreement   |              | 3,050.25     |
| Interest Income   |              | 33,260.17    |
| CERBT Reimbursement   |              | 18,088.02    |
| Miscellaneous Income  |              | 163.18       |
| Rent  | 3,330.00     |              |
| Vehicle Maintenance   | 500.00       |              |
| Staff:Wages   | 62,542.64    |              |
| Staff:Vacation Wages  | 2,700.00     |              |
| Staff:Medical/dental ins compensation                         | 3,000.00     |              |
| Staff:Payroll Taxes   | 4,980.71     |              |
| Staff:Workers Compensation/Life Ins                           | 1,760.33     |              |
| Staff:Payroll Processing                                      | 944.24       |              |
| RETIREE MEDICAL BENEFITS:PERS Medical                         | 23,180.51    |              |
| RETIREE MEDICAL BENEFITS:Delta Dental                         | 4,743.95     |              |
| RETIREE MEDICAL BENEFITS:Vision Care                          | 1,292.40     |              |
| OUTSIDE PROFESSIONAL SERVICES:Nixle Fee                       | 3,182.70     |              |
| OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner     | 3,162.50     |              |
| OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator      | 35,066.64    |              |
| OUTSIDE PROFESSIONAL SERVICES:Accounting                      | 9,000.00     |              |
| OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses    | 23,735.48    |              |
| OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee         | 1,601,451.29 |              |
| OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)    | 51,318.79    |              |
| OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment       | 1,250.00     |              |
| OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review       | 640.00       |              |
| OUTSIDE PROFESSIONAL SERVICES:Legal Fees                      | 9,815.04     |              |
| OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance | 1,300.00     |              |

**Kensington Fire Protection District  
Trial Balance**

12/07/22

Accrual Basis

As of November 30, 2022

|  | Nov 30, 22           |                      |
|--|----------------------|----------------------|
|  | Debit                | Credit               |
| OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt           | 2,500.00             |                      |
| COMMUNITY SERVICE ACTIVITIES:Public Education                    | 4,045.23             |                      |
| COMMUNITY SERVICE ACTIVITIES:Open Houses                         | 718.88               |                      |
| COMMUNITY SERVICE ACTIVITIES:Community Shredder                  | 4,137.33             |                      |
| COMMUNITY SERVICE ACTIVITIES:Community Sandbags                  | 713.38               |                      |
| DISTRICT ACTIVITIES:Professional Development                     | 595.00               |                      |
| DISTRICT ACTIVITIES:Office:Office Equipment                      | 899.23               |                      |
| DISTRICT ACTIVITIES:Office:Office Expense                        | 1,586.63             |                      |
| DISTRICT ACTIVITIES:Office:Telephone                             | 6,607.02             |                      |
| DISTRICT ACTIVITIES:Firefighter's Apparel & PPE                  | 1,264.02             |                      |
| DISTRICT ACTIVITIES:Firefighters' Expenses                       | 28,581.68            |                      |
| DISTRICT ACTIVITIES:Memberships                                  | 695.00               |                      |
| DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service      | 1,256.24             |                      |
| DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.    | 9,199.70             |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection | 623.20               |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric  | 5,793.47             |                      |
| DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer       | 1,472.32             |                      |
| Discount on US TBills  |                      | 61,625.00            |
| Discount on Fixed Security                                       |                      | 143,060.07           |
| <b>TOTAL</b>   | <b>20,707,132.69</b> | <b>20,707,132.69</b> |

Mr. Larry Nagel, Board President  
Kensington Fire Protection District

November 29, 2022

**Proposal for two-step process for 1.) Placement of a Consulting Manager/Interim General Manager, 2.) Permanent General Manager**

**Scope of Work – PHASE 1:**

I am glad to offer services to recruit and place a Consulting/Interim GM (Phase 1) to serve for up to but not limited to a period of about 6 months. This could be preceded by the placement of a consulting manager while specifics are being worked out for the actual interim position. More time may be negotiated if required. BHI will use the currently available job description as a general basis for the search. It is highly desirable to secure an interim who is well professionally qualified and objective to District past and current situations or personnel.

It is seen that sometime between notification to proceed to BHI, 2-4 weeks may be required to identify and vet, then work the logistics and contract of a Consulting or Interim General Manager, with the goal of securing a start date of January 2<sup>nd</sup>, 2023. Should that not be possible, BHI will work with the Board to take necessary actions for coverage. Contracting with a managing consultant can generally happen rather quickly, whereas a formal Interim includes procedural steps that may not be able to achieve before the end of the calendar year. The In some scenarios, the Consulting or Interim may work for the District through a contract with BHI.

The general approach is utilizing the BHI network of California professionals to identify highly qualified persons that may be interested in such a part time position at a practical hourly rate. The process would include vetting one or more candidates through an ad hoc committee. If possible, the qualified individual would be presented to the District for consideration, then BHI would assist with verbally agreed details, such as contract, lodging, hourly rate, in person office hours, days of week, start date, etc. Those details would be included into a contract, worked in conjunction with the District's counsel to complete contractual details, then presented to the Board at an appropriate Board meeting.

The Interim GM would be responsible for:

1. Daily District operations
2. Managing any tasks currently work with the District through contract
3. Generation of the 2022/2023 annual budget for the District
4. Be prepared to leave the District with an assessment of the state of the District including, but not limited to, staffing versus contract work necessary regarding sustainable daily operations, status of the annual budget, adequacy of District policies and assessing policy/practice audit and more. This report would be required at contract end.

**Deliverable for Task A**—recruit, vet and place a fully qualified interim General Manager to the KFPD for the 6mo. timeframe.

**Estimated Hours/Cost**—Fixed fee of \$9,750.00, plus expenses.

Upon placement of the interim(s), BHI may begin the process of recruiting a permanent half-time GM (Phase 2) for the District.

**Scope of Work – PHASE 2**

**Approach: (detailed further below)** Five tasks lead the Board through the process. The first will begin at the completion of Phase 1 activities, in January 2023, they will progress through 6-8 months thereafter.

**Task 1** - Board preparation meeting/workshop through candidate **description** of the next GM. This may include one-on-one interviews with the Board members if desired.

**Task 2 – A.** Development of materials necessary to reach a broad and qualified candidate pool, generating interest in the position. **B.** Establish a full suite of qualified candidates based on the GM Candidate Description utilizing numerous different methods to assure the highest-level qualified candidate pool possible. Much of this is completed through the use of contacts and phone calls, along with the standard media outreach and appropriate periodical ads.

**Task 3** - Preparing the Board and conduct of a suite of selection activities and assure Board readiness for the decision-making process. Facilitate the selection process.

**Task 4** – Conduct the initial starting negotiations with finalist.

**Task 5** - (4-6 weeks after start date) Facilitate GM/Board “Successful start-up session” to clarify performance expectations for the first year. This is truly a unique feature of BHI. Please note that there are three (3) optional tasks included herein and outlined below for the Board to consider. Each option is described in the text and costed in the cost table in section 6.

**Task 1** - This is a best practice step in finding the best-fit manager for KFPD. This dedicated time upfront gathering input from various sources is crucial to assure that candidates match your true needs and traits/experience that fit at KFPD. The Task includes a 3-4 hour workshop to develop a District GM Candidate Description and discuss important aspects of an upcoming permanent GM recruitment process. Some key questions that must be answered in this work are:

- *What are the aspects of former managers that you all liked, and perhaps did not like?*
- *What level of experience in what fields will be clearly necessary in our next GM?*
- *What are the likely challenges that your next GM will face?*
- *What educational levels of accomplishment are pre-requisite to considering our next GM?*
- *What will be important desired character related traits that our new GM should possess?*
- *What are the obvious needs of the community ratepayers that will be important to our next GM?*
- *What type of manager of employees would we like the new manager to be?*
- *What is clearly necessary regarding communications from and to our next GM?*

The discussion of these and other topics set the baseline for the resultant Candidate Description. The candidate description is used to set the direction for the marketing of the position, the candidate pool sorting and the selection activities with the final candidates. These findings will be carefully mapped with the skills, knowledge, abilities and experience necessary to FIT well with the District. It is important that all Board member points-of-view are considered when conducting such a workshop. Should there be any issues within the Board leading up to this search, those varied points of view

will need to be addressed. Public disagreements by the Board are easy to discover by top candidates, thus it is critical that any of these be addressed early in the search effort.

The workshop to develop the Description is best when preceded by other means of input, often from a variety of sources. The following are optional, pre-Board workshop, activities that assist with the use of workshop time and allow for added perspective for the Board during the Description development. Consultant WILL personally interviews each Board member, one-on-one (ZOOM?).

**Task 2 –**

**• Search activities and Candidate Pool Development and Candidate Pool Narrowing**

BHI has been recruiting executives for Special Districts in California over 14 years. There are three proven methods to reach and aggressively develop a candidate pool:

- 1.) Strong media advertising,
- 2.) Proactively contacting targeted currently employed, qualified candidates, and
- 3.) Directly contacting of a well-developed network of qualified individuals.

BHI enjoys a strong network of competent executives working in public agencies and are often sought out by those seeking new challenges and locations. We typically establish a candidate pool with well over 50 candidates with over 20% of the candidates being well qualified, presenting a broad set of candidate options from which the Board/committee can select. It should be noted that the candidate pool for such executive level part-time employees is very limited since many have retired since the Covid-19 pandemic. The media ads and candidate brochure will be strategically crafted and placed within the market and to individuals in order to create interest and visibility of those most qualified. BHI will work with KFPD staff for bring out the best in brochure design and assure accurate descriptions of the full package being offered.

BHI will also establish a target list of those individuals within his well-established network in executive level public agencies across the state and nation. As mentioned above, we are confident that 3-4 individuals that we have recently worked with or have expressed interest to us would be interested in this position. Help from the KFPD Board, staff, partner agencies and others will help formulate this list.



- **Develop Compelling Advertisements and Candidate Brochure:** Ads and all other position marketing materials must be made to compel the highest levels of professional to consider the position. BHI will work with KFPD staff to develop ads and the brochure. If the District Board desires an ad-hoc committee, this will be part of their scope of work as well. We will use District sanctioned logos and consider utilizing the services of printers and other services providers typically used by the District. The District will provide additional guidance for any industry specific ad placements over and above those selected by the Consultant.
- **Strategically place ads:** The Consultant will strategically place advertisements in various electronic media outlets along with appropriate job posting boards. This will key on those publications that industry professionals typically review. Typical on-line publications for such a position are CSDA, PSJobs, Western Cities, local newspapers, KFPD website, LinkedIn jobs and more as directed by District leadership, etc.
- **Proactively seek qualified individuals:** The Consultant will contact and develop interest in the position at logical and available professional associations and may potentially attend events where such professionals attend.

### **Task 2 - Target Qualified Individuals**

BHI will target individuals who meet the criteria, using California Special District and KFPD network. It is anticipated that BHI will market the position at the CSDA General Manager Summit in June. Attendance at these gatherings will present a nominal cost to the District in sharing registration cost for two consultants (Lynda Ives, candidate marketing specialist) and specialized marketing materials for each conference purpose.

Near the end of the position marketing stage, the Consultant will begin sorting the full pool according to the Candidate description developed in Task 1. This down-select process puts the candidates in a rank order of the consultant's view of the pool only and may involve an ad-hoc committee of the Board if one such committee exists. The entire pool is presented to the Board/committee before and further narrowing occurs. In many cases, the consultant will begin calling the references of those most highly qualified. It is important that if 5-10 "highly" qualified candidates express interest in the position, that the consultant demonstrates specific interest in those to keep interest fresh.

The **deliverable** for Task 2 is to develop and present the best most highly qualified candidate pool possible. The candidate description guides this effort and the consultant's network aids in this work.

Also important to this stage is the actual compensation package or package range being offered. KFPD must also be an attractive place to work. All of these are aspects are important considerations that top candidates review and consider.

**Task 3 – Selection Activities**

It is first critical that the Board is properly and fully prepared for the selection from the pool of qualified candidates. The Consultant will meet with the Board to present all candidates, as directed by the ad-hoc committee. He will lead Board through a finer down-selection process, to a set of four to six finalist candidates, thereby identifying those most qualified for the upcoming, formal finalist's selection activities.

At that time the Consultant and Board will discuss the options for specific selections activities potentially including interviewing, optional on-line leadership/personality/communication assessments (optional), employee panels, community panels, pre-selection activity candidate assignments, potentially, an objective panel of individuals at similar levels, and/or managers, etc. In some cases these activities may present additional cost to the effort. These considerations of options will also be first introduced at the candidate description meeting at the beginning of the process (Task 1) and decided upon at this stage.

The Consultant will prepare the Board and/or panels for all approved selection activities and also prepare for interviewing by providing a briefing on behavioral interviewing to the Board directly prior to final interviews. This unique service allows the Board to be more thoroughly prepared to assess each candidate in areas which have shown to be most important and that align with the description. This will best prepare the Board panel for each step of the selection activity.

BHI will work with and through designated staff assure that all selection activities are well organized, deliberate, have purpose, and add value to the decision makers. The Consultant Brent Ives will guide through each step of this process. Any Board selected ancillary activities, like other panels, will be completed by this time and results prepared for the Board. (Note: inclusion, coordination and management of ancillary group interviewing processes may result in additional cost.)

The **deliverable** of Task 3 is to select a finalist from the entire candidate pool. This will occur through a set of activities of the Board's choosing.

**Task 4 – Initial Negotiations**

Consultant will assist as needed with the initial offer and negotiations between the chosen finalist and the District. The Consultant may represent the Board with an initial position in negotiations and may lead the Board through decisions on key elements of the contract. It is customary that District General Counsel also assists with this process, and takes the initial discussions through to a contract for consideration. It is recommended however that BHI be included in this process through to completion. A thorough background check on the selected finalist will be performed at this time, along with any specific requirements that the District may typically require (physical fitness, etc.) This may be completed by the District should that be the choice or can be completed by BHI as an option. The background should, at minimum, include checks on educational background, local, State and federal criminal checks, checks on social media, credit, driving and credentials and more.

The **deliverable** for Task 4 is a fully executed contract with the selected candidate.

**Task 5 – Successful “Start-up” Session**

A very unique service incorporated in the BHI process happens four to six weeks after the start day of the new GM. The Consultant will schedule the 2-hour performance workshop with the Board and the GM. This is the final yet critical stage of getting off to a good start. The deliverables for the assembled group are performance goals and expectations for the first year. These goals and expectations can then be integrated into the first year performance evaluation, or if the Board desires an initial 6-month performance review. This best practice allows for a beginning of the relationship with documented clarity and feeds into a well informed and professional performance review process. This process is also a unique and critical part of securing BHI as your search firm. The **deliverable** for Task 5 is a clearly understood start-up set of performance expectations for the GM and assurance of the Board of clear direction.

**1. Firm**

BHI Management Consulting, a wholly owned sole proprietorship  
2459 Neptune Ct.  
Tracy, CA 95304  
Website: [www.bhiconsulting.com](http://www.bhiconsulting.com)  
Email: [brent@bhiconsulting.com](mailto:brent@bhiconsulting.com)  
Project lead, contact and sole consultant: Brent Ives  
Cell Phone #: 209-740-6779

BHI affirms understanding and the ability to comply with the requirements of KFPD standard professional services agreement. BHI is a sole-proprietor owned business, fully insured and benefited. Those individuals that BHI provides to assignments are single purpose contractors with BHI, under BHI coverage.

**2. Background on BHI Management Consulting and Brent Ives**

BHI Management Consulting is owned and operated by Brent Ives and is based in Tracy, California. Since 1994 the firm has specialized in serving public agencies to find and keep great leaders and employees as well as a variety of other organizational projects. It is important to understand that BHI offers this service as a focused, customized service to California Special Districts, not doing dozens each year but 5-6 annually. This presents a more focused, present and attentive recruitment process to KFPD. Your consultant throughout the entire process is the firm’s Principal, Brent Ives. BHI will support much of the effort with administrative support at their offices and use additional support at conferences while marketing the position.

Brent has served as a City Council member for the City of Tracy, California since 1992 and as directly elected Mayor of the City of Tracy, termed-out in 2014. This experience and knowledge allows Brent to bring valuable perspective to the executive search process.

At BHI we believe that, while we must be able to, and are consistently successful at, establishing a strong and qualified candidate pool, a co-equal challenge is assuring overall job-fit. Therefore, the process outlined herein, BHI is fully prepared, experienced and will focus only on your description development. BHI can meet all insurance requirements for this engagement.

BHI also includes a number of 'back-office' associates who support search efforts with the care and providing clear information to all candidates. This respect of the candidate pool is what we believe to be representative of the District and important to begin establishing a proper relationship. Our firm is known for taking the extra time in communicating with both the client District and the candidate pool.

It is very important to note that BHI is very and careful with both candidate and District confidentiality, search inclusivity, avoiding any bias and sensitivity to internal candidates while conducting all elements of the search.

**References: BHI Executive Recruitment**

•• Mt. View Sanitary District (2019)– nationwide search for **District Manager**  
DM –Lilia Corona, lcorona@mvsd.org, (925) 586-5605....(925) 228-5635  
Board President – Stan Caldwell – emails – (stan\_caldwell@comcast.net),  
Director.caldwell@mvsd.org – (925) 228-8922

•• East Contra Costa County Fire Protection District, nationwide search for **Business Services Manager**  
Chief Brian Helmick, Fire Chief - (925) 584-8468  
BHelmick@eccfpd.org  
Recruitment for Business Services Manager – manager successfully placed

•• Ironhouse Sanitary District, nationwide search for **General Manager**  
Chris Laurizen, Board President  
Chad Davisson, General Manager  
davisson@isd.us.com, Office: (925) 809-3001, Cell: (925) 727-2938 Placed  
Chad Davisson as GM.

•• Calaveras County Water District, nationwide search for **General Manager.**  
Mr. Scott Ratterman, Board Member,  
ratt@goldrush.com, (209) 754-3426  
Placed David Eggerton as GM, (209) 754-3543

**Cost/Schedule**

**Cost** - The following table outlines the cost per task and per BHI individual assigned for each Phase. As such, anticipated hours/costs include preparation for and conducting the workshop and providing

## BHI MANAGEMENT CONSULTING

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the Interim GM and GM Recruitment, including task descriptions within each scope. Basic charges for Phase 1 are fixed at **\$9,750.00**. Effort charges for Phase 2 are quoted at **\$29,150.00**. Expenses are also included in the table and anticipated to include typical travel related expenses. Should it become advantageous for the consultant to attend a candidate-rich conference to assist with the search, consultant will negotiate expenses to attend which are not currently estimated within this table. It should be clear that one or both of the work phases above may be commissioned.

| GM Recruitment<br>Estimated Effort Costs                      | Principal (lves@\$375/hr)                                    |           |           | Cand. Specialist (@\$80/hr.) | LaborHours/task<br>Total | Dollars            | Comments   |
|---|--|-----------|-----------|------------------------------|--------------------------|--------------------|--|
|   | Hours  | Hours     | Hours     | Hours                        |                          |                    |  |
| <b>INTERIM GM - PHASE 1</b>                                   | Hours  | Hours     | Hours     | Hours                        | Hours                    | Dollars            | Notes  |
| 1. Effort necessary to complete the placement                 | 26   | -         | -         | -                            | 26                       | \$9,750.00         |  |
| <b>TOTAL FOR INTERIM RECRUITING</b>                           |  |           |           |                              |                          | <b>\$9,750.00</b>  |  |
| <b>PERMANENT GM - PHASE 2</b>                                 | Hours  | Hours     | Hours     | Hours                        | Hours                    | Dollars            | Notes  |
| 1. Input and GM Description                                   | 8  | 0         | 0         | 0                            | 8                        | \$3,000.00         | Meetings/calls. Etc.   |
| 2. Position marketing   | 36   | 24        | 12        | 12                           | 72                       | \$16,380.00        | Anticipated 60-90 days.  |
| 3. Selection Activities                                       | 24   | 0         | 0         | 0                            | 24                       | \$9,000.00         | Meetings as needed (Note: the actual cost of this stage can vary with the Board's decision to include other groups within the selection) |
| 4. Initial Negotiations                                       | 6  | 0         | 0         | 0                            | 6                        | \$2,250.00         |  |
| 5. Start-up Session   | 8  | 0         | 0         | 0                            | 8                        | \$3,000.00         | Board workshop   |
| <b>TOTAL PERMANENT GM RECRUITING SERVICES</b>                 | <b>68</b>  | <b>24</b> | <b>12</b> | <b>12</b>                    | <b>104</b>               | <b>\$28,500.00</b> |  |
| <b>ESTIMATED EXPENSES</b>                                     |  |           |           |                              |                          |                    |  |
|   | Time or Expense  | Cost per  | Cost      |                              |                          | Dollars            |  |
| <b>Travel expenses</b>  | Estimated travel expenses for attending meetings of District | 3 Visits  | \$500.00  | -                            | -                        | \$500.00           | Trip costs are estimated and can vary. For budget purposes, \$100/tip is used as a basis.  |
| <b>Office Supplies, printing, postage and telephone costs</b> | -  | -         | \$150.00  | -                            | -                        | \$150.00           |  |
| <b>TOTAL EXPENSES</b>   | 0  | 0         | \$650.00  | 0                            | 0                        | \$650.00           |  |
| <b>TOTAL PHASE 2 - PERMANENT GM</b>                           |  |           |           |                              |                          | <b>\$29,150.00</b> |  |

Should none of the final candidates be deemed sufficient to the Board for hire, BHI will work with the District to identify others with the candidate pool to consider for hire. Efforts may also be taken to re-market the position as well for cost. Should the selected candidate be dismissed for cause

## **BHI MANAGEMENT CONSULTING**

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within one year of placement, BHI will conduct a search using all foundational elements of the original to establish a process for another selection. This will take place after a negotiated price plan as appropriate.

**Schedule and requirements** – BHI is prepared to begin the process with phase #1 within days of notice to proceed. BHI assumes that, upon approval, with Board President, ad-hoc committee and District Counsel will be available to the consultant for discussions during the process and for contractual assistance. It is also expected that BHI will be allowed to provide recommendations to the Board of Directors for structure governance improvements as the process evolves. The Board is provided a monthly written update during all phases of the search. Depending on the agreed position marketing time allowed and contract negotiations, the search process can take up to 6-8 months to fulfill the placement. Notice to proceed must minimally take place via email from the General Manager of the District.

**Summary** – We fully understand that this is a critically important task for the District Board of Directors. Solving the immediate issues for interim management is critical. The choices involved with the next GM are vitally important for the District and its future.

Job/position/location/community/Board ‘fit’ are unique and challenging but must be carefully assessed to the chances of a long- term, productive association. BHI offers to lead the District Board through the entire process with a deliberate and focused effort to get the very best candidates for the Board to consider, and then help to get off to a strong start with the selected individual. We welcome any questions or thoughts you may have on this proposal.

Sincerely,

Brent H. Ives                      11/28/2022

Brent H. Ives, Principal  
BHI Management  
Consulting

[brent@bhiconsulting.com](mailto:brent@bhiconsulting.com)

*(Brent H. Ives is authorized to sign and bind the firm through contractual agreements)*

**Supporting material for agenda item 5:****STANDING COMMITTEES OF THE KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

**1140.20** The following shall be standing committees of the Board:

**1140.21** A Finance Committee composed of two members of the Board of Directors.

**1140.22** An Emergency Preparedness and Warning Systems Committee composed of two members of the Board of Directors, plus a supplemental number of members of the public as needed to fulfill the mission of the committee.

**1140.30** The Board President shall appoint and publicly announce the Board members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

**1140.31** New standing committees may be formed and announced at any time during the calendar year, subject to approval of the Board.

**1140.32** Standing committees attain a quorum when a simple majority of the committee members are present.

**1140.33** The President may appoint or remove members of the public at any time, subject to approval of the Board.

**1140.40** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**1. FINANCE COMMITTEE (Julie Stein and Jim Watt)**

**1140.50** The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

**2. EMERGENCY PREPAREDNESS COMMITTEE (Volunteers and nominations will be taken at the board meeting and acted upon by the board.)**

**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.

**NOTE:** In 2019, the Board established 1) a practice that all members of the Emergency Preparedness Committee shall obtain AB 1234 Ethics Training and 2) a policy that all members of the Emergency Preparedness Committee shall complete the statutory conflict of interest disclosures annually.

**POLICY TITLE:** Board Actions and Decisions  
**POLICY NUMBER:** 1100

...

1100.40 At the regular meeting immediately following a Director's departure from the Board, a resolution shall be automatically placed on the agenda as follows:

"The Kensington Fire Protection District thanks Director <name of Director> for <his/her/their> <time of service> of service to the Kensington community."

where <name of Director> is the full name of the Director, <his/her/their> is that Director's preferred pronoun, and <time of service> is the total length of time that that Director served on the Kensington Fire Protection District Board of Directors.

1100.41 While the Board is free to discuss the specific accomplishments and contributions of a board member during the discussion of the above resolution (and, pursuant to Policy #1090.40, Directors may request brief comments with their own attribution be included in the minutes, thereby entering it into the public record), no other language shall be added to the resolution nor shall additional resolutions thanking Directors for their service be admissible.





**RESOLUTION 2023-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT COMMENDING JANICE KOSEL FOR HER DEDICATED SERVICE AS A DIRECTOR TO THE RESIDENTS OF KENSINGTON**

**BE IT RESOLVED** that the Kensington Fire Protection District thanks Director Janice Kosel for her 28 years of service to the Kensington community.

\*\*\*\*\*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 18<sup>th</sup> day of January 2023 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Julie Stein, President**

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**Larry Nagel, 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](http://www.el-cerrito.org)



**DATE:** January 18, 2023

**TO:** Mary Morris-Mayorga: Interim General Manager

**FROM:** Eric Saylor: Fire Chief

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

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### Operations

The El Cerrito-Kensington fire department (ECKFD) continues to provide constant services to the Kensington community from temporary station 65 in the Unitarian Universalist Church of Berkley parking lot on Craft Avenue, Station 71 at 10900 San Pablo, and Station 72 at 1520 Arlington Blvd. The Kensington community receives mutual aid from Berkeley, Albany, and Richmond Fire departments.

### Administration

#### *BLS Ambulances*

Contra Costa County Fire Protection District (CCCFPD) plans on staffing Basic Life Support (BLS) ambulances in 2023. There is a shortage of paramedics in the state, and CCCFPD intends to run some BLS ambulances in place of Advanced Life Support (ALS). CCCFPD is the transportation provider for Kensington, and the potential downgrade from ALS to BLS ambulances will drastically impact our community. Fire administration monitors the situation closely while working with the Local Emergency Medical Authority and the State Emergency Medical Authority. The shortage of paramedics and the increase in ambulance patient offload time (APOT) at hospitals present a significant challenge to all fire departments. Fire administration is considering potential contingencies to ensure quality patient care, including telehealth, positioning an ambulance at St 65, and collaboration with Berkley Fire.

#### *Fire Hazard Severity Report*

Cal Fire updated its fire hazard severity zones (FHSZ) map in 2022. Public Resource Code 4201-4204 directs Cal fire to map State Responsibility Areas (SRA) and affected areas based on fuel loading, slope, and fire weather. In 2023, Cal Fire is considering including Local Response Areas (LRA) in its severity zones. Including LRAs in the severity zones will impact Kensington but will likely affect its neighboring communities more. This increase in severity zones will likely increase the use of Office of Emergency Services (OES) funded prepositioned strike teams during the summer months. ECKFD is monitoring the situation closely and collaborating with neighboring agencies.

#### *Vegetation Inspections*

ECKFD continues its residential inspections for compliance with the District's Vegetation Management Policy. State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times; Annual grasses and weeds must always be maintained to 4" to 6". Cutting or mowing short dry grass is much safer than waiting until it is 2' or taller and dry. The District's and Cal Fire's websites provide information on safe practices around the home to create a safe environment.

### Training

ECKFD initiated training for the behavioral health unit and peer support group. The training will occur during the course of 2023 and includes classes on group and individual crisis intervention, advanced group crisis intervention, and suicide prevention/intervention/postvention. Suicide continues to be one of the leading causes of death in the service, and the El Cerrito-Kensington fire department is taking action to support its firefighters.

*Citizen Engagement*

ECKFD started reviewing the current FEMA curriculum to rebuild a Community Emergency Response Team (CERT) in the community. The department will actively seek Team leaders, Section leaders, and Volunteers. The goals for 2023 are to include CERT members in the earthquake, active shooter, firefighter survival, incident command, and wildfire drills. CERT members will regularly operate out of Station 65 and assist with emergency planning and response.



**DATE:** January 18, 2023  
**TO:** Kensington Fire Protection District Board  
**RE:** Emergency Preparedness Coordinator Report  
**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

---

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

**1. Community Event/Engagement**

**2. District Communications/ Publications**

- 1/3/2023 Nextdoor Emergency Alert High Wind Warning
- 1/3/2023 KFPD Email Blast High Wind Warning
- 1/3/2023 KFPD Email Blast Sandbag Order
- 1/3/2023 Facebook National Weather Service Outlook
- 1/3/2023 Facebook High Wind Warning
- 1/3/2023 Nextdoor Sandbag Information
- 1/4/2023 KFPD Email Blast Sandbags
- 1/4/2023 Nextdoor Sandbag Update
- 1/5/2023 Nextdoor Sandbag Update
- 1/7/2023 Nextdoor Weather Timeline
- 1/13/2023 Facebook Flood Watch
- 1/13/2023 Nextdoor Flood Watch
- Kensington Outlook Article

**3. Initiatives/ Deliverables**

- Register community members for Red Flag Alert Emails
- Assisted community members with registration to CWS
- Review Wildcat Firewise application content and strategy.
- Respond to community member inquiries regarding storm and resources
- Placed orders for sandbags delivered to Kensington.
- Created a Sandbag info page on the KFPD website
- Develop Home Hardening Checklist
- Coordinate with KPD regarding Sandbag information and updates
- Assist Contra Costa County OES with information update request

**4. Meetings**

- 12/14/2022 KFPD Monthly Board Meeting
- 1/3/2023 Joe Grupalo Zonehaven
- 1/11/2023 KFPD Special Meeting

**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** January 18, 2023

**TO:** Board of Directors  
Kensington Fire Protection District

**RE:** **General Manager's Report**

**SUBMITTED BY:** Mary Morris-Mayorga, Interim General Manager

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Due to my recent return, there are just a few items to report on at this time:

1. **Management Transition** – Former General Manager, Bill Hansell, has been extremely helpful with the transition of activities, files, and projects.
2. **Executive Asst / Board Clerk Recruitment** – Several applications have been received and are in the process of review, evaluation, and interview as warranted.
3. **Account Passwords** – *LastPass* account access to the district's secure password list has been provided to the Interim General Manager.
4. **FY2021-2022 Audit** – The audit fieldwork began on 12/19/2022 and is in progress. An update on the estimated time of completion will be provided soon.
5. **GASB75 Actuarial Report** – Maze Associates is assisting with the information required by Nicolay Consulting to complete the report.