



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 09, 2022

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

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

**SUBMITTED BY:** Bill Hansell, General Manager

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Highlights of the regular business and other special projects for the district by management are noted below:

- 1. Investments** – Per the direction of the Finance Committee, I liquidated the LAIF assets and made two deposits into more favorable interest securities. \$3.5M was invested in a 12-month Federal Home Loan Bank deposit at 4.145%, and \$3.0M was invested in 6-month US Treasury Bills at 4.25%. For refence, our former investments in LAIF reported 1.35% interest for FY22-23 Q1, and ranged from 0.24% to 0.75% in FY21-22.
- 2. Utilities** – As part of the decommissioning of the PSB for the renovation project, I cancelled utility accounts that will not be necessary during the scope of work and/or will be modified by the project. This included the ATT phone service. There were six legacy lines on the account but it appears only two are necessary. The ATT charges had grown again recently to +\$1,400/month. I transferred the districts main number and one other number (formerly used for faxes) to a VOIP service, Ooma Office. The new service is much more versatile as it is internet-based and provides a very good automated answering service with an expandable extension directory, voicemails forwarded to email, call-forwarding to and returns from cell phones or computers that still show the caller-ID of the district. The current billing is under \$100/month.
- 3. County Insurance Pool** – As part of the annual review of district insurance requirements covered by the County insurance pool, I updated our coverage to reflect the renovation work (the GC's policy covers the property during this time) and our temporary station location. Separately, prior to the start of construction I conveyed all the GC's final insurance documents to the lender, as required.
- 4. General Manager Timesheets** – Attached are timesheets from 07/01/2022 to 10/31/2022, as well as a summary showing the category totals for each period. The September and October timesheets show the intensive amount of work required to finalize the temporary fire station, relocate from the PSB, and start the renovation project. Approximately 45% of my total time was focused on that work. Now that the Construction Managers are handling the renovation and the Temp Station is substantially complete, that amount will be reduced and I intend to limit my hours in the following pay periods to bring the average total back to target. Currently, the total hours are 15.7% above the budgeted amount, but that can be corrected in the following quarters. Please note that I am also covering the hours of a Board Clerk/Secretary, so overall personnel expenses are within budget. The advertisement to fill that position is being placed this week.



# Kensington Fire Protection District

## Employee Timesheet Summary

FY2022-2023

Bill Hansell, General Manager

Activity Code	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Target	Actual	GA	FB	EP	PL	PS	HL	SL	VL
7/15/2022	51.45	73.50	23.00	12.50	0.00	1.00	31.00	6.00	0.00	0.00
7/31/2022	54.88	36.50	4.50	4.50	2.00	0.00	25.50	0.00	0.00	0.00
8/15/2022	51.45	51.00	4.50	8.00	0.00	2.00	6.00	0.00	13.00	17.50
8/31/2022	54.88	34.00	3.50	8.00	2.50	0.50	16.75	0.00	1.25	1.50
9/15/2022	51.45	76.75	36.50	15.25	3.50	0.00	15.50	6.00	0.00	0.00
9/30/2022	51.45	75.68	23.50	0.50	2.50	1.00	44.75	0.00	3.43	0.00
10/15/2022	51.45	86.25	11.50	18.00	4.00	1.00	51.75	0.00	0.00	0.00
10/31/2022	54.88	54.50	6.00	12.25	2.00	0.00	28.25	0.00	6.00	0.00
11/15/2022	51.45	0.00								
11/30/2022	51.45	0.00								
12/15/2022	51.45	0.00								
12/31/2022	54.88	0.00								
1/15/2023	51.45	0.00								
1/31/2023	54.88	0.00								
2/15/2023	51.45	0.00								
2/28/2023	44.59	0.00								
3/15/2023	51.45	0.00								
3/31/2023	54.88	0.00								
4/15/2023	51.45	0.00								
4/30/2023	51.45	0.00								
5/15/2023	51.45	0.00								
5/31/2023	54.88	0.00								
6/15/2023	51.45	0.00								
6/30/2023	51.45	0.00								
<b>Total Hours:</b>	<b>1,251.95</b>	<b>488.18</b>	<b>113.00</b>	<b>79.00</b>	<b>16.50</b>	<b>5.50</b>	<b>219.50</b>	<b>12.00</b>	<b>23.68</b>	<b>19.00</b>
		<b>38.99%</b>	<b>23.15%</b>	<b>16.18%</b>	<b>3.38%</b>	<b>1.13%</b>	<b>44.96%</b>	<b>2.46%</b>	<b>4.85%</b>	<b>3.89%</b>



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 10/16/2022  
 Pay Period End: 10/31/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
10/16/2022	See Separate Task Sheet	5.00					5.00			
10/17/2022	"	9.00	3.50				5.50			
10/18/2022	"	5.00					5.00			
10/19/2022	"	4.75	0.50	1.50			2.75			
10/20/2022	"	4.50					4.50			
10/21/2022	"	4.00	1.00				3.00			
10/22/2022	"									
10/23/2022	"									
10/24/2022	"	6.00							6.00	
10/25/2022	"	1.50		1.50						
10/26/2022	"	1.50	1.00		0.50					
10/27/2022	"	3.50		1.00	1.50		1.00			
10/28/2022	"	0.75		0.75						
10/29/2022	"									
10/30/2022	"	3.50		3.50						
10/31/2022	"	5.50		4.00			1.50			
	Total Hours	54.50	6.00	12.25	2.00	0.00	28.25	0.00	6.00	0.00
	Rate	\$ 108.00								
	Total Gross Pay	<u>\$ 5,886.00</u>								

*Bill Hansell*

10/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Complete Move-Out	5.00	Sun 10/16/2022	KFPD PSB
<b>Total:</b>	<b>5.00</b>		
KFPD - Gen Mgmt re: PSB mobilization	2.00	Mon 10/17/2022	KFPD Gen Mgmt
KFPD - PSB re: PSB mobilization	3.00	Mon 10/17/2022	KFPD PSB
KFPD - PSB re: PSB mobilization	1.50	Mon 10/17/2022	KFPD PSB
KFPD - PSB re: Temp Station Added Work	1.00	Mon 10/17/2022	KFPD PSB
KFPD - Gen Mgmt re: KPPCSD info request	1.50	Mon 10/17/2022	KFPD Gen Mgmt
<b>Total:</b>	<b>9.00</b>		
KFPD - PSB re: Temp Station Added Work	5.00	Tue 10/18/2022	KFPD PSB
<b>Total:</b>	<b>5.00</b>		
KFPD - Gen Mgmt re: Schedule Rex Locksmith	0.25	Wed 10/19/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Repair light)	0.25	Wed 10/19/2022	KFPD PSB
KFPD - PSB re: Temp Station Added Work	2.00	Wed 10/19/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Clear site)	0.50	Wed 10/19/2022	KFPD PSB
KFPD - Finance (Risk Mgmt Insurance)	1.50	Wed 10/19/2022	KFPD Finance
KFPD - Gen Mgmt re: Special Mtg	0.25	Wed 10/19/2022	KFPD Gen Mgmt
<b>Total:</b>	<b>4.75</b>		
KFPD - PSB re: Groundbreaking Ceremony	4.50	Thu 10/20/2022	KFPD PSB
<b>Total:</b>	<b>4.50</b>		
KFPD - PSB re: Temp Station (Security details)	3.00	Fri 10/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Computer Network	1.00	Fri 10/21/2022	KFPD Gen Mgmt
<b>Total:</b>	<b>4.00</b>		
KFPD - Sick Leave	6.00	Mon 10/24/2022	KFPD Sick
<b>Total:</b>	<b>6.00</b>		
KFPD - Finance (Cash Flow; Transfer from LAIF)	1.50	Tue 10/25/2022	KFPD Finance
<b>Total:</b>	<b>1.50</b>		
KFPD - EPC re: Coord w/JV	0.50	Wed 10/26/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications (Ooma Account)	1.00	Wed 10/26/2022	KFPD Gen Mgmt
<b>Total:</b>	<b>1.50</b>		
KFPD - PSB re: Team Mtg	1.00	Thu 10/27/2022	KFPD PSB
KFPD - Finance (Cash Flow; Investments; Transfers)	1.00	Thu 10/27/2022	KFPD Finance
KFPD - EPC re: Committee Mtg	1.50	Thu 10/27/2022	KFPD EPC
<b>Total:</b>	<b>3.50</b>		
KFPD - Finance (Cash Flow; Investments; Transfers)	0.75	Fri 10/28/2022	KFPD Finance
<b>Total:</b>	<b>0.75</b>		
KFPD - Finance re: Invoices	3.50	Sun 10/30/2022	KFPD Finance
<b>Total:</b>	<b>3.50</b>		
KFPD - Finance re: Invoices	4.00	Mon 10/31/2022	KFPD Finance
KFPD - PSB re: Temp Fire Station CORs	1.50	Mon 10/31/2022	KFPD PSB
<b>Total:</b>	<b>5.50</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>	<b>54.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>(0.38)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 10/1/2022  
 Pay Period End: 10/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
10/1/2022	See Separate Task Sheet									
10/2/2022	"									
10/3/2022	"									
10/4/2022	"	3.00					3.00			
10/5/2022	"	2.50					2.50			
10/6/2022	"	8.50	0.50	3.50		1.00	3.50			
10/7/2022	"	5.00	1.50	1.00	0.50		2.00			
10/8/2022	"									
10/9/2022	"	3.50	2.50				1.00			
10/10/2022	"	10.50	3.50				7.00			
10/11/2022	"	10.00	0.50	4.50	1.00		4.00			
10/12/2022	"	11.00	2.50	1.00			7.50			
10/13/2022	"	10.75	0.50	5.00			5.25			
10/14/2022	"	10.50		3.00	0.50		7.00			
10/15/2022	"	11.00			2.00		9.00			
Total Hours		86.25	11.50	18.00	4.00	1.00	51.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 9,315.00</u>								

*Bill Hansell*

10/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (Carport delivered)	3.00	Tue 10/4/2022	KFPD PSB
<b>Total:</b>	<b>3.00</b>		
KFPD - PSB re: Pre-Con Site Mtg	1.50	Wed 10/5/2022	KFPD PSB
KFPD - PSB re: Temp Bldg Coordination	1.00	Wed 10/5/2022	KFPD PSB
<b>Total:</b>	<b>2.50</b>		
KFPD - Legal re: Contract	1.00	Thu 10/6/2022	KFPD Legal
KFPD - PSB re: Temp Bldg Coordination	3.50	Thu 10/6/2022	KFPD PSB
KFPD - Gen Mgmt re:2022 Biennial Notice - Conflict of Interest Code	0.50	Thu 10/6/2022	KFPD Gen Mgmt
KFPD - Finance re: invoices	3.50	Thu 10/6/2022	KFPD Finance
<b>Total:</b>	<b>8.50</b>		
KFPD - Finance re: invoices	1.00	Fri 10/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Agenda	1.50	Fri 10/7/2022	KFPD Gen Mgmt
KFPD - EPC re: Pancake Breakfast Event (Supplies)	0.50	Fri 10/7/2022	KFPD EPC
KFPD - PSB re: Temp Bldg (Carport completion); Move Coordination	2.00	Fri 10/7/2022	KFPD PSB
<b>Total:</b>	<b>5.00</b>		
KFPD - Gen Mgmt re: UUCB Pancake Breakfast	2.50	Sun 10/9/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Bldg (Appliances, Paving, Carport doors)	1.00	Sun 10/9/2022	KFPD PSB
<b>Total:</b>	<b>3.50</b>		
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.50	Mon 10/10/2022	KFPD PSB
KFPD - Gen Mgmt re: Contract review	1.00	Mon 10/10/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.50	Mon 10/10/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Mon 10/10/2022	KFPD Gen Mgmt
<b>Total:</b>	<b>10.50</b>		
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	1.00	Tue 10/11/2022	KFPD PSB
KFPD - EPC re: Webinar on FireWise Communities	1.00	Tue 10/11/2022	KFPD EPC
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.00	Tue 10/11/2022	KFPD PSB
KFPD - Gen Mgmt re: Notify Cleaners, Stericycle,	0.50	Tue 10/11/2022	KFPD Gen Mgmt
KFPD - Finance (Invoice Pmts)	3.00	Tue 10/11/2022	KFPD Finance
KFPD - Finance (Invoice Pmts)	1.50	Tue 10/11/2022	KFPD Finance
<b>Total:</b>	<b>10.00</b>		
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Wed 10/12/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.00	Wed 10/12/2022	KFPD PSB
KFPD - PSB re: Temp Facility relocation (movers, ramp, gate, fence coord)	4.00	Wed 10/12/2022	KFPD PSB
KFPD - PSB re: Notice to Residents	0.50	Wed 10/12/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)	1.00	Wed 10/12/2022	KFPD Finance
<b>Total:</b>	<b>11.00</b>		
KFPD - Finance (Invoice Pmts)	1.00	Thu 10/13/2022	KFPD Finance
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	1.00	Thu 10/13/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)	2.50	Thu 10/13/2022	KFPD Finance
KFPD - Gen Mgmt re: ATT to VOIP	0.50	Thu 10/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station (ATT HotSpot)	0.50	Thu 10/13/2022	KFPD PSB
KFPD - PSB re: Temp Facility Modular Cleaning Company	0.50	Thu 10/13/2022	KFPD PSB
KFPD - PSB re: Move Admin materials	3.25	Thu 10/13/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)	1.50	Thu 10/13/2022	KFPD Finance
<b>Total:</b>	<b>10.75</b>		
KFPD - Finance (Invoices)	1.50	Fri 10/14/2022	KFPD Finance
KFPD - EPC re: Sandbag order	0.50	Fri 10/14/2022	KFPD EPC
KFPD - PSB re: PSB complete move out	7.00	Fri 10/14/2022	KFPD PSB
KFPD - Finance (Invoices)	1.50	Fri 10/14/2022	KFPD Finance
<b>Total:</b>	<b>10.50</b>		
KFPD - EPC re: Wildfire Response Planning	2.00	Sat 10/15/2022	KFPD EPC
KFPD - PSB re: Temp Facility relocation	9.00	Sat 10/15/2022	KFPD PSB
<b>Total:</b>	<b>11.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>86.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>34.80</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 9/16/2022  
 Pay Period End: 9/30/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
9/16/2022	See Separate Task Sheet	6.00					6.00			
9/17/2022	"									
9/18/2022	"	6.50	0.50				6.00			
9/19/2022	"	7.00	1.00				6.00			
9/20/2022	"	5.50	2.50		0.50		2.50			
9/21/2022	"	10.00	3.00			1.00	6.00			
9/22/2022	"	7.50	4.50		2.00		1.00			
9/23/2022	"	7.00	5.00	0.50			1.50			
9/24/2022	"									
9/25/2022	"									
9/26/2022	"									
9/27/2022	"	8.25	5.50				2.75			
9/28/2022	"	6.93					3.50		3.43	
9/29/2022	"	5.00					5.00			
9/30/2022	"	6.00	1.50				4.50			
Total Hours		75.68	23.50	0.50	2.50	1.00	44.75	0.00	3.43	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 8,173.44</u>								

*Bill Hansell*

9/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (RFIs)	2.50	Fri 9/16/2022	KFPD PSB
KFPD - PSB re: CM	3.50	Fri 9/16/2022	KFPD PSB
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re: Timesheets/Payroll	0.50	Sun 9/18/2022	KFPD Gen Mgmt
KFPD - PSB re: Review and report on alternate plans	6.00	Sun 9/18/2022	KFPD PSB
<b>Day Total:</b>	<b>6.50</b>		
KFPD - Gen Mgmt re: CCSDA Mtg	1.00	Mon 9/19/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station site mtg for Fence/Gate and Generator; Access with	1.00	Mon 9/19/2022	KFPD PSB
KFPD - PSB re: Relocation coordination	2.00	Mon 9/19/2022	KFPD PSB
KFPD - PSB re: Project Management	3.00	Mon 9/19/2022	KFPD PSB
<b>Day Total:</b>	<b>7.00</b>		
KFPD - EPC re: Committee correspondence; postings	0.50	Tue 9/20/2022	KFPD EPC
KFPD - PSB re: Project Management	2.00	Tue 9/20/2022	KFPD PSB
KFPD - Gen Mgmt re: Recording redactions	1.00	Tue 9/20/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: CCSDA Mtg	1.50	Tue 9/20/2022	KFPD Gen Mgmt
KFPD - PSB re: Project Management	0.50	Tue 9/20/2022	KFPD PSB
<b>Day Total:</b>	<b>5.50</b>		
KFPD - PSB re: Project Management	3.50	Wed 9/21/2022	KFPD PSB
KFPD - PSB re: Insurance docs; CM coordination	1.00	Wed 9/21/2022	KFPD PSB
KFPD - Legal re: Email/Tel w/Counsel	1.00	Wed 9/21/2022	KFPD Legal
KFPD - PSB re: Temp Station coord	1.50	Wed 9/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 9/21/2022	KFPD Gen Mgmt
KFPD - Board Mtg	1.50	Wed 9/21/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.00</b>		
KFPD - PSB re: Team Mtg	1.00	Thu 9/22/2022	KFPD PSB
KFPD - Gen Mgmt re: Resolution files	3.00	Thu 9/22/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 9/22/2022	KFPD EPC
KFPD - Gen Mgmt re: Resolution, Minutes files	1.50	Thu 9/22/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: Resolution, Minutes files	1.50	Fri 9/23/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mtg; msgs; mail; signatures	2.50	Fri 9/23/2022	KFPD Gen Mgmt
KFPD - Finance re: Investment (LAIF options)	0.50	Fri 9/23/2022	KFPD Finance
KFPD - PSB re: Temp Station coord	1.50	Fri 9/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 9/23/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.00</b>		
KFPD - PSB re: Temp Station (Modular delivery issues)	2.00	Tue 9/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Fire Chief at PSB	2.00	Tue 9/27/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (On site)	0.75	Tue 9/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Communications; Emails	3.50	Tue 9/27/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.25</b>		
KFPD - PSB re: Temp Station (Modular, Carport, Notifications; Coord)	3.50	Wed 9/28/2022	KFPD PSB
KFPD - Sick Leave	3.43	Wed 9/28/2022	KFPD Sick
<b>Day Total:</b>	<b>6.93</b>		
KFPD - PSB re: Temp Station (Coordination)	5.00	Thu 9/29/2022	KFPD PSB
<b>Day Total:</b>	<b>5.00</b>		
KFPD - PSB re: Temp Station (Modular delivery)	3.50	Fri 9/30/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for msg, staff	1.50	Fri 9/30/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Modular delivery)	1.00	Fri 9/30/2022	KFPD PSB
<b>Day Total:</b>	<b>6.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>75.68</b>		
<b>Target Hrs (Over/Under)</b>	<b>24.23</b>		
KFPD - PSB re:			KFPD PSB
KFPD - EPC re:			KFPD EPC
KFPD - Finance re:			KFPD Finance
KFPD - Gen Mgmt re:			KFPD Gen Mgmt
KFPD - Legal re:			KFPD Legal
KFPD - Vacation			KFPD Vacation
KFPD - Holiday			KFPD Holiday



KFPD - Sick

KFPD Sick



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 9/1/2022  
 Pay Period End: 9/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
9/1/2022	See Separate Task Sheet	4.25	0.25				4.00			
9/2/2022	"	1.75	1.00				0.75			
9/3/2022	"									
9/4/2022	"									
9/5/2022	"	7.50	0.50	1.00				6.00		
9/6/2022	"	6.00	0.50	2.50			3.00			
9/7/2022	"	6.50		3.50	2.00		1.00			
9/8/2022	"	8.50	1.50	6.00			1.00			
9/9/2022	"	10.50	8.25	2.25						
9/10/2022	"									
9/11/2022	"	1.50	1.50							
9/12/2022	"	8.00	8.00							
9/13/2022	"	7.00	5.50		1.50					
9/14/2022	"	8.75	8.50				0.25			
9/15/2022	"	6.50	1.00				5.50			
Total Hours		76.75	36.50	15.25	3.50	0.00	15.50	6.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 8,289.00</u>								

*Bill Hansell*

9/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (Carport coordination)	2.00	Thu 9/1/2022	KFPD PSB
KFPD - Gen Mgmt re: IT Notebook Maintenance	0.25	Thu 9/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Carport coordination)	1.00	Thu 9/1/2022	KFPD PSB
KFPD - PSB re: GC & Design Team Coordination	1.00	Thu 9/1/2022	KFPD PSB
<b>Day Total:</b>	<b>4.25</b>		
KFPD - Gen Mgmt re: Misc emails	1.00	Fri 9/2/2022	KFPD Gen Mgmt
KFPD - PSB re: GC docs; Correspondences	0.75	Fri 9/2/2022	KFPD PSB
<b>Day Total:</b>	<b>1.75</b>		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 9/5/2022	KFPD Holiday
KFPD - Agenda for Finance Committee Mtg	1.00	Mon 9/5/2022	KFPD Finance
KFPD - Gen Mgmt re: Post agenda, PSB for mail, msgs	0.50	Mon 9/5/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.50</b>		
KFPD - PSB re: GC docs;	1.00	Tue 9/6/2022	KFPD PSB
KFPD - PSB re: Contract coordination	0.50	Tue 9/6/2022	KFPD PSB
KFPD - Gen Mgmt re: CalPERS issues	0.50	Tue 9/6/2022	KFPD Gen Mgmt
KFPD - PSB re: GC Insurance	0.50	Tue 9/6/2022	KFPD PSB
KFPD - Finance re: GASB 75 FY 6/30/2022 Data Request	0.50	Tue 9/6/2022	KFPD Finance
KFPD - Finance re: Invoices	0.50	Tue 9/6/2022	KFPD Finance
KFPD - PSB re: CM search	1.00	Tue 9/6/2022	KFPD PSB
KFPD - Finance re: FC Mtg Mins	1.50	Tue 9/6/2022	KFPD Finance
<b>Day Total:</b>	<b>6.00</b>		
KFPD - EPC re: Mtg w/Chief, JV	2.00	Wed 9/7/2022	KFPD EPC
KFPD - PSB re: Chief review of plans	1.00	Wed 9/7/2022	KFPD PSB
KFPD - Finance re: FC Mtg Mins	1.50	Wed 9/7/2022	KFPD Finance
KFPD - Finance re: FC Mtg Mins	1.00	Wed 9/7/2022	KFPD Finance
KFPD - Finance re: FC Mtg Mins	1.00	Wed 9/7/2022	KFPD Finance
<b>Day Total:</b>	<b>6.50</b>		
KFPD - Finance re: FC Packet	3.00	Thu 9/8/2022	KFPD Finance
KFPD - Finance re: Budget	3.00	Thu 9/8/2022	KFPD Finance
KFPD - PSB re: Temp Station (RFIs)	1.00	Thu 9/8/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	1.50	Thu 9/8/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.50</b>		
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	2.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Finance Committee Mtg	1.25	Fri 9/9/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	0.75	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Staff, Msgs, Mail)	0.50	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	1.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Fri 9/9/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	3.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	1.00	Fri 9/9/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.50</b>		
KFPD - Gen Mgmt re: BoD Mtg Packet	1.50	Sun 9/11/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Gen Mgmt re: BoD Mtg Packet	0.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mtg;	1.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	1.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00	Mon 9/12/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.00</b>		
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Tue 9/13/2022	KFPD Gen Mgmt
KFPD - EPC re: HEF mtg	1.50	Tue 9/13/2022	KFPD EPC
KFPD - Gen Mgmt re: BoD Mtg Packet	3.00	Tue 9/13/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.00</b>		
KFPD - Gen Mgmt re: BoD Mtg Packet	3.00	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	0.50	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	4.50	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Fire Staff	0.25	Wed 9/14/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Packet	0.50	Wed 9/14/2022	KFPD Gen Mgmt

	<b>Day Total:</b>	<b>8.75</b>		
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00		Thu 9/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Team Mtg	1.00		Thu 9/15/2022	KFPD PSB
KFPD - PSB re: Tel w/Contract Insurance issues	1.50		Thu 9/15/2022	KFPD PSB
KFPD - PSB re: CM	3.00		Thu 9/15/2022	KFPD PSB
	<b>Day Total:</b>	<b>6.50</b>		
	<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>76.75</b>		
	<b>Target Hrs (Over/Under)</b>	<b>25.30</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 8/16/2022  
 Pay Period End: 8/31/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
8/16/2022	See Separate Task Sheet									
8/17/2022	"	3.50		1.00			2.50			
8/18/2022	"	3.75					3.75			
8/19/2022	"									
8/20/2022	"									
8/21/2022	"	1.50	1.00		0.50					
8/22/2022	"	1.50				0.50	1.00			
8/23/2022	"	1.50								1.50
8/24/2022	"	1.75					0.50		1.25	
8/25/2022	"	2.50	0.50		2.00					
8/26/2022	"	4.00	2.00				2.00			
8/27/2022	"									
8/28/2022	"	1.50					1.50			
8/29/2022	"	2.50					2.50			
8/30/2022	"	3.00		1.00			2.00			
8/31/2022	"	7.00		6.00			1.00			
	Total Hours	34.00	3.50	8.00	2.50	0.50	16.75	0.00	1.25	1.50
	Rate	\$ 108.00								
	Total Gross Pay	\$ 3,672.00								

*Bill Hansell*

8/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (Lease)	1.00	Wed 8/17/2022	KFPD PSB
KFPD - Finance re: Invoices	1.00	Wed 8/17/2022	KFPD Finance
KFPD - PSB re: Temp Station (CA)	1.50	Wed 8/17/2022	KFPD PSB
<b>Day Total:</b>	<b>3.50</b>		
KFPD - PSB re: Temp Station (Carport Permit Issues)	1.25	Thu 8/18/2022	KFPD PSB
KFPD - PSB re: Temp Station (Code Issues)	1.50	Thu 8/18/2022	KFPD PSB
KFPD - PSB re: Temp Station (Code Issues)	1.00	Thu 8/18/2022	KFPD PSB
<b>Day Total:</b>	<b>3.75</b>		
KFPD - EPC re: Agenda posts	0.50	Sun 8/21/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for Mail, Msgs, Staff	1.00	Sun 8/21/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Legal re: Virtual Meetings	0.50	Mon 8/22/2022	KFPD Legal
KFPD - PSB re: Temp Station (Lease and Insurance)	1.00	Mon 8/22/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Vacation	1.50	Tue 8/23/2022	KFPD Vacation
<b>Day Total:</b>	<b>1.50</b>		
KFPD - PSB re: Dwg Set	0.50	Wed 8/24/2022	KFPD PSB
KFPD - Sick	1.25	Wed 8/24/2022	KFPD Sick
<b>Day Total:</b>	<b>1.75</b>		
KFPD - Gen Mgmt re: Public Correspondence	0.50	Thu 8/25/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 8/25/2022	KFPD EPC
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Gen Mgmt re: PSB Generator Issues	0.50	Fri 8/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Mail; Msgs; Staff)	1.50	Fri 8/26/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Modular)	2.00	Fri 8/26/2022	KFPD PSB
<b>Day Total:</b>	<b>4.00</b>		
KFPD - PSB re: GC Contract (Include insurance requirements)	1.50	Sun 8/28/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - PSB re: Temp Station (RFI's)	2.50	Mon 8/29/2022	KFPD PSB
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Invoices	1.00	Tue 8/30/2022	KFPD Finance
KFPD - PSB re: Temp Station (RFI's)	2.00	Tue 8/30/2022	KFPD PSB
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Invoices	1.00	Wed 8/31/2022	KFPD Finance
KFPD - Finance re: Invoices	3.50	Wed 8/31/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Proj Mgmt)	1.00	Wed 8/31/2022	KFPD PSB
KFPD - Finance re: Invoices	1.50	Wed 8/31/2022	KFPD Finance
<b>Day Total:</b>	<b>7.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):</b>	<b>34.00</b>		
<b>Target Hrs (Over/Under)</b>	<b>(20.88)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 8/1/2022  
 Pay Period End: 8/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
8/1/2022	See Separate Task Sheet	1.00					1.00			
8/2/2022	"	6.00							6.00	
8/3/2022	"	6.00							6.00	
8/4/2022	"	3.50	0.50	1.00			1.00		1.00	
8/5/2022	"	2.50	2.50							
8/6/2022	"									
8/7/2022	"	0.50	0.50							
8/8/2022	"	7.00					1.00			6.00
8/9/2022	"	7.00				1.00				6.00
8/10/2022	"	4.00		2.00		1.00	1.00			
8/11/2022	"	2.50	1.00	1.50						
8/12/2022	"	5.00		3.50			1.50			
8/13/2022	"									
8/14/2022	"									
8/15/2022	"	6.00					0.50			5.50
Total Hours		51.00	4.50	8.00	0.00	2.00	6.00	0.00	13.00	17.50
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 5,508.00</u>								

*Bill Hansell*

8/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	1.00	Mon 8/1/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Sick	6.00	Tue 8/2/2022	KFPD Sick
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Sick	6.00	Wed 8/3/2022	KFPD Sick
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Sick	1.00	Thu 8/4/2022	KFPD Sick
KFPD - PSB re: Struct Plan Check verification	1.00	Thu 8/4/2022	KFPD PSB
KFPD - Finance re: DOIT tax roll request	1.00	Thu 8/4/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda	0.50	Thu 8/4/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Gen Mgmt re: BoD mtg agenda	2.50	Fri 8/5/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Gen Mgmt re: Mtg cancellation notice	0.50	Sun 8/7/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.50</b>		
KFPD - PSB re: Temp Facility (Permit Fees)	0.50	Mon 8/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Proj Mgmt)	0.50	Mon 8/8/2022	KFPD PSB
KFPD - Vacation	6.00	Mon 8/8/2022	KFPD Vacation
<b>Day Total:</b>	<b>7.00</b>		
KFPD - Vacation	6.00	Tue 8/9/2022	KFPD Vacation
KFPD - Legal re: AB361	1.00	Tue 8/9/2022	KFPD Legal
<b>Day Total:</b>	<b>7.00</b>		
KFPD - Finance re: Special Tax Levy Forms	1.50	Wed 8/10/2022	KFPD Finance
KFPD - Legal re: AB361	1.00	Wed 8/10/2022	KFPD Legal
KFPD - PSB re: Temp Facility (Carpport issues)	1.00	Wed 8/10/2022	KFPD PSB
KFPD - Finance re: Special Tax Levy Forms	0.50	Wed 8/10/2022	KFPD Finance
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Finance re: Invoices	0.50	Thu 8/11/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB (Mail; Msgs; Staff)	1.00	Thu 8/11/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Thu 8/11/2022	KFPD Finance
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Invoices	0.50	Fri 8/12/2022	KFPD Finance
KFPD - Finance re: Invoices	3.00	Fri 8/12/2022	KFPD Finance
KFPD - PSB re: Notice of Award to CWS (Insurance docs)	1.50	Fri 8/12/2022	KFPD PSB
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Vacation	5.50	Mon 8/15/2022	KFPD Vacation
KFPD - PSB re: Temp Station (Gate details, payment)	0.50	Mon 8/15/2022	KFPD PSB
<b>Day Total:</b>	<b>6.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>51.00</b>		
<b>Target Hrs (Over/Under)</b>	<b>(0.45)</b>		

KFPD - PSB re:	KFPD PSB
KFPD - EPC re:	KFPD EPC
KFPD - Finance re:	KFPD Finance
KFPD - Gen Mgmt re:	KFPD Gen Mgmt
KFPD - Legal re:	KFPD Legal
KFPD - Vacation	KFPD Vacation
KFPD - Holiday	KFPD Holiday
KFPD - Sick	KFPD Sick





## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 7/16/2022  
 Pay Period End: 7/31/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
7/16/2022	See Separate Task Sheet									
7/17/2022	"									
7/18/2022	"	1.00					1.00			
7/19/2022	"	7.50					7.50			
7/20/2022	"	5.50	1.00				4.50			
7/21/2022	"									
7/22/2022	"									
7/23/2022	"									
7/24/2022	"									
7/25/2022	"	1.00					1.00			
7/26/2022	"	2.00					2.00			
7/27/2022	"	1.00					1.00			
7/28/2022	"	7.50		0.50	2.00		5.00			
7/29/2022	"	7.50		4.00			3.50			
7/30/2022	"	3.50	3.50							
7/31/2022	"									
	Total Hours	36.50	4.50	4.50	2.00	0.00	25.50	0.00	0.00	0.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 3,942.00								

*Bill Hansell*

7/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Leaseback Issues (Insurance)	1.00	Mon 7/18/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Leaseback Issues (Reimbursable expenses to date)	3.00	Tue 7/19/2022	KFPD PSB
KFPD - Temp Facility re: City Council Hearing	4.50	Tue 7/19/2022	KFPD PSB
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: PSB (Mail; Msgs); Station 71	1.00	Wed 7/20/2022	KFPD Gen Mgmt
KFPD - PSB re: Leaseback Closing Docs	1.50	Wed 7/20/2022	KFPD PSB
KFPD - Temp Facility re: PM coordination; OBS Notice To Proceed	2.50	Wed 7/20/2022	KFPD PSB
KFPD - PSB re: Mail docs to KutakRock	0.50	Wed 7/20/2022	KFPD PSB
<b>Day Total:</b>	<b>5.50</b>		
KFPD - Gen Mgmt re: PSB (Mail; Msgs); Power Out	1.00	Mon 7/25/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Temp Facility (GC Contract)	2.00	Tue 7/26/2022	KFPD PSB
<b>Day Total:</b>	<b>2.00</b>		
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	1.00	Wed 7/27/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Temp Facility (NTP)	0.50	Thu 7/28/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	3.50	Thu 7/28/2022	KFPD PSB
KFPD - EPC re: Committee Mtg	2.00	Thu 7/28/2022	KFPD EPC
KFPD - PSB re: Submit Bldg Plan Comments Response	1.00	Thu 7/28/2022	KFPD PSB
KFPD - Finance re: Submit CERBT Disbursement	0.50	Thu 7/28/2022	KFPD Finance
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Finance re: Invoices to Maze	0.50	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Insurance coverage)	1.00	Fri 7/29/2022	KFPD PSB
KFPD - Finance re: Submit CERBT Disbursement	1.00	Fri 7/29/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	1.50	Fri 7/29/2022	KFPD PSB
KFPD - Finance re: CERBT report due 7/29	1.00	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Submit Bldg Plan Comments Response	1.00	Fri 7/29/2022	KFPD PSB
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: Communications	3.50	Sat 7/30/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.50</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):</b>	<b>36.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>(18.38)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 7/1/2022  
 Pay Period End: 7/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
7/1/2022	See Separate Task Sheet	5.00					5.00			
7/2/2022	"	1.50					1.50			
7/3/2022	"									
7/4/2022	"	6.00						6.00		
7/5/2022	"	1.75	0.75			1.00				
7/6/2022	"	1.00					1.00			
7/7/2022	"	13.00	3.00				10.00			
7/8/2022	"	8.00	8.00							
7/9/2022	"	6.75	6.75							
7/10/2022	"	5.00		5.00						
7/11/2022	"	3.00		2.50			0.50			
7/12/2022	"	7.50	3.00	4.50						
7/13/2022	"	4.00	1.50				2.50			
7/14/2022	"	11.00		0.50			10.50			
7/15/2022	"									
Total Hours		73.50	23.00	12.50	0.00	1.00	31.00	6.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 7,938.00</u>								

*Bill Hansell*

7/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Renovation (Bid Opening)	1.00	Fri 7/1/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Analysis and Summary)	3.00	Fri 7/1/2022	KFPD PSB
KFPD - PSB re: Renovation (Coordination and Report)	1.00	Fri 7/1/2022	KFPD PSB
<b>Day Total:</b>	<b>5.00</b>		
KFPD - PSB re: Renovation (Coordination and Report)	1.50	Sat 7/2/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 7/4/2022	KFPD Holiday
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re: Mtg videos	0.75	Tue 7/5/2022	KFPD Gen Mgmt
KFPD - Legal re: Mtg w/Meyers Nave (Various Issues)	1.00	Tue 7/5/2022	KFPD Legal
<b>Day Total:</b>	<b>1.75</b>		
KFPD - PSB re: Plan Check Response (Egress issues)	1.00	Wed 7/6/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Plan Check Response (Egress issues)	1.50	Thu 7/7/2022	KFPD PSB
KFPD - Gen Mgmt re: Return election materials	1.50	Thu 7/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Plan Check Response (Egress issues)	2.50	Thu 7/7/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Draft lease)	3.50	Thu 7/7/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Agenda Materials	1.50	Thu 7/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Draft lease)	2.50	Thu 7/7/2022	KFPD PSB
<b>Day Total:</b>	<b>13.00</b>		
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents	6.00	Fri 7/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Election materials	2.00	Fri 7/8/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.00</b>		
KFPD - Gen Mgmt re: Return election materials	2.50	Sat 7/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents	2.50	Sat 7/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post agenda; PSB for mail, msgs	1.75	Sat 7/9/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.75</b>		
KFPD - Finance re: Invoices	1.00	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices	2.00	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices	0.50	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Sun 7/10/2022	KFPD Finance
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Finance re: Invoices	1.00	Mon 7/11/2022	KFPD Finance
KFPD - PSB re: Tel Legal Counsel (appeal hearing)	0.50	Mon 7/11/2022	KFPD PSB
KFPD - Finance re: Invoices	1.50	Mon 7/11/2022	KFPD Finance
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Invoices	2.00	Tue 7/12/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Tue 7/12/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents	1.50	Tue 7/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: HEF Mtg	1.50	Tue 7/12/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Tue 7/12/2022	KFPD Finance
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: BoD Mtg Documents	1.50	Wed 7/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility bldg permit submissions	2.50	Wed 7/13/2022	KFPD PSB
<b>Day Total:</b>	<b>4.00</b>		
KFPD - PSB re: Lease documents	1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Conf Call w/NHA, Capital One	0.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Update	1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents; Notary; Forwarding	3.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents	1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents	2.00	Thu 7/14/2022	KFPD PSB
KFPD - Finance re: Fund Transfer Request	0.50	Thu 7/14/2022	KFPD Finance
<b>Day Total:</b>	<b>11.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>73.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>22.05</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 6/16/2022  
 Pay Period End: 6/30/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/16/2022	See Separate Task Sheet	4.25	1.50	0.75	2.00					
6/17/2022	"	4.75		0.25			4.50			
6/18/2022	"									
6/19/2022	"									
6/20/2022	"	1.00					1.00			
6/21/2022	"	5.50	1.00				4.50			
6/22/2022	"	1.50					1.50			
6/23/2022	"	3.00	1.00				2.00			
6/24/2022	"	4.50					4.50			
6/25/2022	"									
6/26/2022	"	5.50	5.50							
6/27/2022	"	6.00	3.50				2.50			
6/28/2022	"	4.75	1.25	1.00	0.25		2.25			
6/29/2022	"	5.00	4.00	1.00						
6/30/2022	"	0.25	0.25							
Total Hours		46.00	18.00	3.00	2.25	0.00	22.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 4,968.00</u>								

*Bill Hansell*

6/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Wildfire Regional Priority Plan Stakeholder Meeting #6	1.50	Thu 6/16/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 6/16/2022	KFPD EPC
KFPD - Financial re: Transmittal	0.75	Thu 6/16/2022	KFPD Finance
<b>Day Total:</b>	<b>4.25</b>		
KFPD - PSB re: Renovation (Revised Bid Set)	1.00	Fri 6/17/2022	KFPD PSB
KFPD - Financial re: Timesheet. Payroll	0.25	Fri 6/17/2022	KFPD Finance
KFPD - PSB re: Renovation (Revised Bid Set)	3.50	Fri 6/17/2022	KFPD PSB
<b>Day Total:</b>	<b>4.75</b>		
KFPD - PSB re: Temp Facility Bid Opening	1.00	Mon 6/20/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: Mtg w/Residents	3.00	Tue 6/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: RFI Response review w/Arch	1.50	Tue 6/21/2022	KFPD PSB
<b>Day Total:</b>	<b>5.50</b>		
KFPD - PSB re: Bid RFI	0.50	Wed 6/22/2022	KFPD PSB
KFPD - PSB re: Temp Facility planning issues	1.00	Wed 6/22/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Temp Facility re: PGE Mtg; School Director	1.00	Thu 6/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Docs at PSB	1.00	Thu 6/23/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District, EC City Hall	1.00	Thu 6/23/2022	KFPD PSB
<b>Day Total:</b>	<b>3.00</b>		
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: NHA Zoom Mtg	0.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Public Forum planning	1.00	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
<b>Day Total:</b>	<b>4.50</b>		
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	1.50	Sun 6/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	4.00	Sun 6/26/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>5.50</b>		
KFPD - Temp Facility re: Mack5 Mtg	1.00	Mon 6/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	3.50	Mon 6/27/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Bid Protest Response	1.50	Mon 6/27/2022	KFPD PSB
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Temp Facility re: Revised Bid Pricing Schedule	1.50	Tue 6/28/2022	KFPD PSB
KFPD - Temp Facility re: Tel w/KPPCSD GM	0.25	Tue 6/28/2022	KFPD PSB
KFPD - EPC re: Tel w/EP Coord (Purchases, Solano Stroll, FireWise)	0.25	Tue 6/28/2022	KFPD EPC
KFPD - Finance re: Check signature	0.50	Tue 6/28/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, msg, staff mtg	0.75	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District for permit	0.50	Tue 6/28/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/Chief	0.50	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Finance re: CERBT Disbursement	0.50	Tue 6/28/2022	KFPD Finance
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Finance re: CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Finance re: Submit CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Board Special Mtg re: Temp Facility Bid Approval	1.00	Wed 6/29/2022	KFPD Gen Mgmt
KFPD - Board Regular BoD Mtg	3.00	Wed 6/29/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Gen Mgmt re: PSB for mail, msg	0.25	Thu 6/30/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>46.00</b>		
<b>Target Hrs (Over/Under)</b>	<b>(5.45)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 6/1/2022  
 Pay Period End: 6/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/1/2022	See Separate Task Sheet	6.75	2.00	0.25			4.50			
6/2/2022	"	11.00		8.50			2.50			
6/3/2022	"	10.75	3.50	3.75	2.00		1.50			
6/4/2022	"	3.00	3.00							
6/5/2022	"	10.50	10.50							
6/6/2022	"	7.50	7.50							
6/7/2022	"	8.75	6.00	1.00			1.75			
6/8/2022	"	8.25	2.25	1.75	0.25		4.00			
6/9/2022	"	2.75	1.50		0.25		1.00			
6/10/2022	"	3.25			0.75		2.50			
6/11/2022	"	0.00								
6/12/2022	"	0.00								
6/13/2022	"	0.25		0.25						
6/14/2022	"	10.00	2.00		1.50		6.50			
6/15/2022	"	10.25	1.75	1.00			7.50			
Total Hours		93.00	40.00	16.50	4.75	0.00	31.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 10,044.00</u>								

*Bill Hansell*

6/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: BOD mtg packet	1.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (On site for turning radius)	1.50	Wed 6/1/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB (Mail, Messages)	0.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Mechanics Bank (Deposits, Issues w/County reimbursements)	0.25	Wed 6/1/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Unitarian Board Mtg)	1.00	Wed 6/1/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Site Plan revs)	2.00	Wed 6/1/2022	KFPD PSB
<b>Day Total:</b>	<b>6.75</b>		
KFPD - PSB re: Temp Facility (Site Plan revs)	1.50	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	0.50	Thu 6/2/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Power Pole Permit)	1.00	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	5.00	Thu 6/2/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	3.00	Thu 6/2/2022	KFPD Finance
<b>Day Total:</b>	<b>11.00</b>		
KFPD - Finance re: Bookkeeping	2.00	Fri 6/3/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	1.75	Fri 6/3/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda (Tel w/LN)	1.75	Fri 6/3/2022	KFPD Gen Mgmt
KFPD - EPC re: Wildfire JPA Mtg	2.00	Fri 6/3/2022	KFPD EPC
KFPD - PSB re: Renovation bid posting	1.50	Fri 6/3/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD mtg agenda	1.75	Fri 6/3/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.75</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sat 6/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sat 6/4/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	4.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, post agenda	0.50	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Sun 6/5/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.50</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.50	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Mon 6/6/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Finance re: Tel w/NHA (Prelim loan responses)	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Communications	0.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg w/Chief (Abatement info)	1.00	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Mins	1.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - PSB re: EC Conditional Use Permit questions (Tel w/SM)	1.00	Tue 6/7/2022	KFPD PSB
KFPD - PSB re: EC Modular, Schedule(Tel w/TK)	0.75	Tue 6/7/2022	KFPD PSB
KFPD - Finance re: Tel w/Tom Phillips, Risk Management (Insurance for tem station	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Tue 6/7/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.75</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: NHA consulting (Bond option analysis)	2.00	Wed 6/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Dwgs)	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Re-issue warrants (Martinez); Mechanics Bank	1.50	Wed 6/8/2022	KFPD Finance
KFPD - EPC re: Community events (Tel w/JV)	0.25	Wed 6/8/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.25	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: KPPCSD coord w/Chief Gancasz	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Confirm Recon/Spec Tax History (Tel w/MP)	0.25	Wed 6/8/2022	KFPD Finance
KFPD - PSB re: NHA consulting (Financial Model)	1.00	Wed 6/8/2022	KFPD PSB
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Gen Mgmt re: BoD mtg notices; Outreach to CSD	1.50	Thu 6/9/2022	KFPD Gen Mgmt
KFPD - EPC re: Mtg agenda	0.25	Thu 6/9/2022	KFPD EPC
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Thu 6/9/2022	KFPD PSB
<b>Day Total:</b>	<b>2.75</b>		
KFPD - PSB re: NHA consulting (Bond option analysis)	1.50	Fri 6/10/2022	KFPD PSB
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Fri 6/10/2022	KFPD PSB
KFPD - EPC re: Committee Mtg agenda	0.75	Fri 6/10/2022	KFPD EPC



	<b>Day Total:</b>	<b>3.25</b>		
KFPD - Finance re: Tel VSP (Account access)		0.25	Mon 6/13/2022	KFPD Finance
	<b>Day Total:</b>	<b>0.25</b>		
KFPD - PSB re: Temp Facility (Submit for Bldg Permit)		0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Submit for Sanitary Permit)		0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Site Visit)		1.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Craft Ave neighbor outreach)		1.00	Tue 6/14/2022	KFPD PSB
KFPD - EPC re: HEF Mtg		1.50	Tue 6/14/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications		2.00	Tue 6/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (Bid Pricing Schedule)		3.00	Tue 6/14/2022	KFPD PSB
	<b>Day Total:</b>	<b>10.00</b>		
KFPD - PSB re: Renovation (Bid Pricing Schedule)		1.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Renovation (Loan questions)		0.50	Wed 6/15/2022	KFPD PSB
KFPD - Financial re: CERBT Year-End Webinar		1.00	Wed 6/15/2022	KFPD Finance
KFPD - PSB re: Renovation (Loan questions)		0.50	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (On site for modular delivery)		1.50	Wed 6/15/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for mail, msgs, staff questions		1.75	Wed 6/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (RFI's, Bid Docs)		2.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (EC Planning Conditional Use Hearing)		2.00	Wed 6/15/2022	KFPD PSB
	<b>Day Total:</b>	<b>10.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>		<b>93.00</b>		
<b>Target Hrs (Over/Under)</b>		<b>41.55</b>		