



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

Date of Meeting: May 13, 2020  
Time of Meeting: 7:00 p.m.  
Place of Meeting: **Via Zoom teleconference**  
<https://us02web.zoom.us/j/89081925699>

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**\* COVID-19 NOTICE \***

Consistent with Executive Orders No. -25-20 from the Executive Department of the State of California and the Contra Costa County March 16, 2020 Shelter in Place Order, the KFPD Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via Zoom Video Conferencing.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://us02web.zoom.us/j/89081925699> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](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.

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).

Telephone No. (510) 527-8395 Website: [www.kensingtonfire.org](http://www.kensingtonfire.org)  
This meeting will be conducted via a virtual teleconference.  
<https://us02web.zoom.us/j/89081925699>

Or iPhone one-tap :

US: +16699009128, 89081925699# or +13462487799, 89081925699#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or  
+1 312 626 6799 or +1 646 558 8656

Webinar ID: 890 8192 5699

International numbers available: <https://us02web.zoom.us/j/89081925699>

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

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

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, and 6. All matters listed with the notation “CC” are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.
2. **ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.
3. **CC: APPROVAL OF ACTION MINUTES.** Approval of the action minutes of the regular meeting of October 9, October 17, November 13, 2019 and February 12, 2020. (APPROVE)
4. **CC: ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** April 2020 (ACCEPT)
5. **CC: APPROVAL OF MONTHLY FINANCIAL REPORT.** April 2020 (APPROVE)
6. **CC: APPROVAL OF MONTHLY TRANSMITTAL.** April 2020 (APPROVE)
7. Adoption of Resolution Establishing Expectations for Interim General Manager (ACTION) (Supporting material, Padian and Stein)
8. Adoption of Resolution Ratifying Employment Agreement for Interim General Manager (ACTION) (Supporting material)
9. Authorization of Board President to Terminate Consultant Agreement Dated May 6, 2020 (ACTION) (Supporting material)
10. Report from BHI Management Consulting on the Search for a Permanent General Manager (Supporting material, Ives)
11. Adoption of Resolution Approving Amendments to Policy 1070.11-12 Regarding the Role of the President and Addition of Section 1190 General Manager (Second Reading and ACTION on Board Resolution) (Supporting material)
12. Regional Government Services Invoice, Transmittal Request, and Supporting Report (ACTION)(Supporting material, RGS)

13. Review and Discussion of Budget Development Guiding Principles (Supporting material, Morris-Mayorga)
14. Authorization of the Board President to Sign a Letter of Intent to Lease Office Space at 289-291 Arlington (ACTION) (Supporting material, Dommer)
15. Review of Policy to Replace the Existing Board Policy 1020 Code of Conduct (First Reading), (Supporting material, Kosel)
16. **PRESIDENT'S REPORT**
  - a. Update on RGS engagement completion process
17. **FIRE CHIEF'S REPORT**
  - a. Review of operations
  - b. Regional issues and developments
18. **BOARD REPORTS**

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

  - a. 2x2 Committee (Dommer/Stein)
  - b. Anti-harassment Policy (Kosel)
  - c. Building Committee (Dommer/Nagel)
  - d. Finance Committee (Dommer/Stein)
  - b. Emergency Preparedness Committee (Padian/Nagel) (supporting documents)
  - c. Information Technology Committee (Nagel/Stein) (supporting documents)
  - d. California Special Districts Association Representatives:
    - i. County (Nagel)
    - ii. State Professional Development and Membership Services Committees (Kosel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on June 10, 2020 at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707 (location subject to change).

The deadline for agenda items to be included in the Board packet for the next regular meeting of 6/10/20 is Wednesday, 5/27/20 by 1:00 p.m. The deadline for agenda related materials to be included in the Board packet is Wednesday, 6/3/20 by 1:00 p.m., Fire Protection District Administrative Office, 217 Arlington Avenue, Kensington.

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

# CONSENT ITEM 3

## KENSINGTON FIRE PROTECTION DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES

**Date of Meeting:** October 9, 2019

**Time of Meeting:** 6:00 p.m.

**Place of Meeting:** Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

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**PRESENT:** Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

### CALL TO ORDER:

President Stein called the meeting to order at 6:09 p.m. and called roll.

### ADJOURN TO CLOSED SESSION

### RECONVENED TO OPEN SESSION @ 7 p.m.

President Stein reported out that they gave staff direction to bring back a contract to the Board for recruiting services for both Interim and Permanent District Manager for the Fire Protection District.

### 1. ADOPTION OF CONSENT ITEMS: Items 3, 4, 5, & 6

MOTION: M/s Nagel/Dommer. To adopt Consent Calendar Items 3, 4 & 5	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.50

Director Kosel pulled Consent item 6.

### 2. ORAL COMMUNICATIONS:

Commencement of Board member period for oral communications and public comments.

### CC ITEM 6: APPROVAL OF MONTHLY TRANSMITTAL #4. October 2019

MOTION: M/s Nagel/Dommer: To approve the monthly transmittal after discussion.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously	Audio Time Stamped: 8.44

**(8 on the agenda) Cost Estimate for Public Safety Building Renovation from Mack5 Dated October 4, 2019**

No Motion. Director Dommer gave a brief report with discussion from the public.
No Vote.

**(9 on the agenda) Engagement Letter from RossDrulisCusenbery Architecture to Represent KFPD in Meetins with the Department of State Architecture and to Attend and Present at 11/16/19 Public Forum.**

MOTION: M/s Nagel/Dommer: To represent the KFPD in meetings with the Dept. of State Architect and to attend and present at the November 16, 2019 public forum.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. <span style="float: right;">Audio Time Stamped: 33.50</span>

**Director Dommer left the meeting at 7:39 p.m.**

**(10 on the agenda) Proposal from RossDulisCusenbery Architecture for Extra Services Temporary Fire Station Site Feasibility Study in the Amount of \$39,380.**

No motion. Item tabled to next meeting
No vote.

**(11 on the agenda) Proposal for Concept Phase Cost Estimate for Temporary Facility from Mack5 in the Amount of \$2,000**

No motion. Item tabled to next meeting
No vote.

**(12 on the agenda): Proposed Purchase and Mounting of Fire Danger Today Signs for the Arlington Median and Intersection of Beloit and Grizzly Peak.**

No Motion. Item tabled to next meeting
No Vote.

**Motion to Adjourn the meeting to be resumed on Thursday, October 17 at 3:30 p.m.**

MOTION: M/s Nagel/Padian: To adjourn the meeting to be resumed on Thursday, October 17 @ 3:30 p.m. Place to be determined at a later date.
VOTE: Ayes: Nagel, Padian, Stein - Noes: None – Absent: Dommer, Kosel
Motion passed unanimously. <span style="float: right;">Audio Time Stamped: 1.16.21</span>

**ADJOURNMENT:** The meeting was adjourned at 8:18 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

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

Attest:

\_\_\_\_\_  
Board Secretary

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

**Date of Meeting: October 17, 2019**

**Time of Meeting: 3:30 p.m.**

**Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707**

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**PRESENT:**     Directors Present: Don Dommer, Larry Nagel, Kevin Padian and Julie Stein  
                  Directors Absent: Janice Kosel

**CALL TO ORDER:**

President Stein called the meeting to order at 3:30 p.m. and called roll.

**ADJOURN TO CLOSED SESSION**

**RECONVENED TO OPEN SESSION @ 3:44 p.m.**

No report.

**1. Proposal from Regional Government Services (RGS) to Provide Administrative Services 20 hours per week for a Three-Month Period and to Conduct a Search for a District Manager and Authorization for the Board President to Execute a Contract with RGS.**

MOTION: M/s Nagel/Padian. To authorize the President to sign a contract with RGS to provide us with 6 months of temporary coverage for the District Manager job as specified in their letter dated Oct. 11, 2019.
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VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None – Absent: Kosel
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Motion passed.
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Audio Time Stamped: 24.20
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**RECONVENE ADJOURNED BOARD MEETING FROM OCTOBER 9, 2019**

**CALL TO ORDER:**

President Stein called the meeting to order at 4:15 p.m. and called roll.

**2. ORAL COMMUNICATIONS:**

Commencement of Board member period for oral communications and public comments.

**(13 on the agenda) Proposed Procedure for Setting Board Agendas Submitted by Padian.**

MOTION: M/s Nagel/Padian: Adopt the proposed procedure for setting Board meeting agendas with the deletion of the last sentence in the first paragraph about the Brown Act and have it placed in the Operations Manual.	
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None – Absent: Kosel	
Motion passed.	Audio Time Stamped: 49.44

**(14 on the agenda) Proposed Procedure for Handling Correspondence Received by the District Submitted by Padian.**

MOTION: M/s Nagel/Dommer: To adopt the proposed procedure for handling correspondence received by the District with the exception that the first paragraph is omitted and the last sentence in paragraph 5 is omitted.	
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None – Absent: Kosel	
Motion passed.	Audio Time Stamped: 1.04.19

**(15 on the Agenda) FIRE CHIEF’S REPORT:**

Chief Pigoni gave his report.

**(16 on Agenda) PRESIDENT’S REPORT:**

President Stein gave the President’s report.

**(17 on Agenda) BOARD REPORTS:**

Board members gave informational reports.

**ADJOURNMENT:** The meeting was adjourned at 4:46 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

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

Attest:

\_\_\_\_\_  
Board Secretary



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

**Date of Meeting:** November 13, 2019

**Time of Meeting:** 7:00 p.m.

**Place of Meeting:** Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

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**PRESENT:** Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

**CALL TO ORDER:**

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

**1. ADOPTION OF CONSENT ITEMS:** Items 3, 4, 5, 6 & 7

MOTION: M/s Nagel/Dommer. To approve item 3 on the consent.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. <span style="float: right;">Audio Time Stamped: 1.01</span>

President Stein pulled Consent item 6 and Director Kosel pulled Consent items 4, 5 & 7.

**2. ORAL COMMUNICATIONS:**

Commencement of Board member period for oral communications and public comments.

**CC ITEM 4: ACCEPTANCE OF INCIDENT ACTIVITY REPORT. October 2019**

MOTION: M/s Nagel/Dommer: To accept the incident activity report with the corrections noted.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 16.30</span>

**CC ITEM 5: APPROVAL OF MONTHLY FINANCIAL REPORT. September/October 2019**

MOTION: M/s Nagel/Dommer: To approve the monthly financial report.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 18.56</span>

**CC ITEM 6: APPROVAL OF MONTHLY TRANSMITTAL #5. November 2019**

MOTION: M/s Nagel/Kosel: To accept the transmittal approval conditional on the fact that the District locates and approves a contract for ZoneHaven for \$5,000.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 33.24</span>

**CC ITEM 7: ADOPTION OF ACTUARIAL VALUATION. Revised June 30, 2019**

MOTION: M/s Nagel/Kosel: To adopt the actuarial valuation.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 35.40</span>

**(8 on the Agenda) PRESIDENT’S REPORT:**

President Stein gave the President’s report.

**(9 on the Agenda) OLD BUSINESS: Update from RossDrulisCusenberry Architects on the Public Safety Building Project**

RossDrulisCusenberry gave an updated report.

**(10 on the Agenda) NEW BUSINESS: Proposal from Mack5 to Provide Project Management Advisory Services and a Cost Estimate for Replacement Cost of the Existing Fire Station.**

MOTION: M/s Nagel/Dommer. To accept the Mack5 proposal to provide project management advisory services and to produce a rough order of magnitude cost estimate for replacement costs of the existing station at a cost not to exceed \$19,000.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: Kosel – Absent: None
Motion passed. <span style="float: right;">Audio Time Stamped: 2.02.39</span>

**(11 on the Agenda) Proposed Purchase and Mounting of Fire Danger Today Signs for the Arlington Median and Intersection of Beloit and Grizzly Peak.**

MOTION: M/s Nagel/Dommer. To table the agenda item.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: Kosel – Absent: None
Motion passed. <span style="float: right;">Audio Time Stamped: 2.19.16</span>

**(12 on the Agenda) Proposed Policy Manual Revisions to Polic 1040-Conflict of Interest and Policy 1140-Committees of the Board.**

Director Padian gave his report on the first reading.

**(13 on the Agenda) FIRE CHIEF'S REPORT:**

Chief Pigoni gave his report.

**(14 on Agenda) BOARD REPORTS:**

Board members gave informational reports.

**ADJOURNMENT:** The meeting was adjourned at 10:00 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

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

\_\_\_\_\_.

Attest:

\_\_\_\_\_

Board Secretary

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

**Date of Meeting:** February 12, 2020

**Time of Meeting:** 7:00 p.m.

**Place of Meeting:** Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

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**PRESENT:**    Directors Present: Don Dommer, Janice Kosel, Kevin Padian and Julie Stein  
                  Directors Absent: Larry Nagel

**CALL TO ORDER:**

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

**1. ADOPTION OF CONSENT ITEMS:** Items 3, 4, 5, 6, 7, 8 & 9

MOTION: M/s Kosel/Padian. To adopt Consent Calendar Items 4 & 9
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously. <span style="float: right;">Audio Time Stamped: 2.31</span>

President Stein pulled Consent item 6. Director Kosel pulled Consent items 5, 6, 7 & 8 and VP Padian pulled Consent items 5, 6, 7, & 8.

**2. ORAL COMMUNICATIONS:**

Commencement of Board member period for oral communications and public comments.

**(16 on Agenda) FIRE CHIEF'S REPORT:**

Chief Pigoni gave his report.

**CC ITEM 3: ACCEPTANCE OF INCIDENT ACTIVITY REPORT. January, 2020**

MOTION: M/s Kosel/Dommer: To accept the incident activity report as submitted.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 31.14</span>

**(11 on the agenda) Review and Approve Proposed Job Descriptions, Compensation Package and Recruitment Plan for a General Manager and a New Administrative Support Position.**

MOTION: M/s Dommer/Padian: To have another Saturday work session.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously. <span style="float: right;">Audio Time Stamped: 1.10.40</span>

**(13 on Agenda) Report of Traffic Patterns and Load on the Streets of Kensington and Adjacent Areas (Presented by Stephen Wong, Consultant).**

MOTION: No Action
VOTE: No Action

**CC ITEM 7: Request from Kensington Improvement Club (KIC) for Funds in the Amount of \$4,000 for Kiosk Project.**

MOTION: M/s Padian/Kosel: To table the original motion which was to approve the \$4,000 kiosk project
VOTE: Ayes: Kosel, Padian - Noes: Dommer, Stein - Absent: Nagel
Split Motion – Motion did not pass. <span style="float: right;">Audio Time Stamped: 2.03.45</span>

**CC ITEM 6: Consideration of Moving the Location of Kensington Fire Protection District’s Regular Board Meetings for the year 2020 through February 2021 to the University Unitarian Church of Berkeley (UUCB).**

MOTION: M/s Padian/Kosel: To reject this proposal.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 2.08.03</span>

**CC ITEM 8: Request to Purchase California Special Districts Association’s Administrative Salary and Benefits Survey.**

MOTION: M/s Kosel/Dommer: To buy the Admin salary & benefits survey prepared by CSDA
VOTE: Ayes: Dommer, Kosel, Stein - Noes: Padian - Absent: Nagel
Motion passed. <span style="float: right;">Audio Time Stamped: 2.13.00</span>

**CC ITEM 5: APPROVAL OF MONTHLY TRANSMITTAL. January, 2020**

MOTION: M/s Padian/Kosel: To approve the monthly transmittal.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously <span style="float: right;">Audio Time Stamped: 2.18.56</span>

**(10 on Agenda) Proposed Amendments to Policy 1070.11-13 Regarding the Role of the President and Policy 200.100 and 200.11 Regarding District Manager and Add New Section 1190 General Manager.**

MOTION: M/s Kosel/Dommer: To approve in concept provisional 1190.13 regarding the President’s ability to speak on behalf of the organization of the District to other organizations and to the public.
VOTE: Ayes: Dommer, Kosel, Stein - Noes: Padian - Absent: Nagel
Motion passed. <span style="float: right;">Audio Time Stamped: 2.32.00</span>

**(12 on Agenda): Discussion and Possible Decision to Authorize the Board President to seek Proposals for Governance and Structural Recommendations for the Kensington Fire Protection District.**

MOTION: M/s Kosel/Dommer. Approve to authorize the President to seek proposals from consultants for Governance and Structural Recommendations for the District.	
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel	
Motion passed unanimously.	Audio Time Stamped: 2.35.55

**(14 on Agenda) Engage Meyers Nave to Update Anti-Harassment Policy for Kensington Fire Protection District's Board of Directors and Staff.**

MOTION: M/s Kosel/Dommer. To engage Meyers Nave to revise our Director's Policy and Procedure manual and our employment manual in the area of sexual harassment.	
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel	
Motion passed unanimously.	Audio Time Stamped: 2.37.18

**(15 on Agenda) PRESIDENT'S REPORT:**

President Stein gave the President's report.

**(16 on Agenda) BOARD REPORTS:**

Board members gave informational reports.

**MEETING EXTENSION**

MOTION: M/s Stein/Dommer. To continue the meeting until 10:15 p.m.	
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel	
Motion passed unanimously.	Audio Time Stamped: 2.57.34

**(16 on Agenda) BOARD REPORTS CONT'D:**

Board members gave informational reports.

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

MINUTES PREPARED BY: Sasha Amiri-Nair

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

Attest:

\_\_\_\_\_  
Board Secretary



## 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)



May 4, 2020

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

**FROM:** Michael Pigoni: Fire Chief

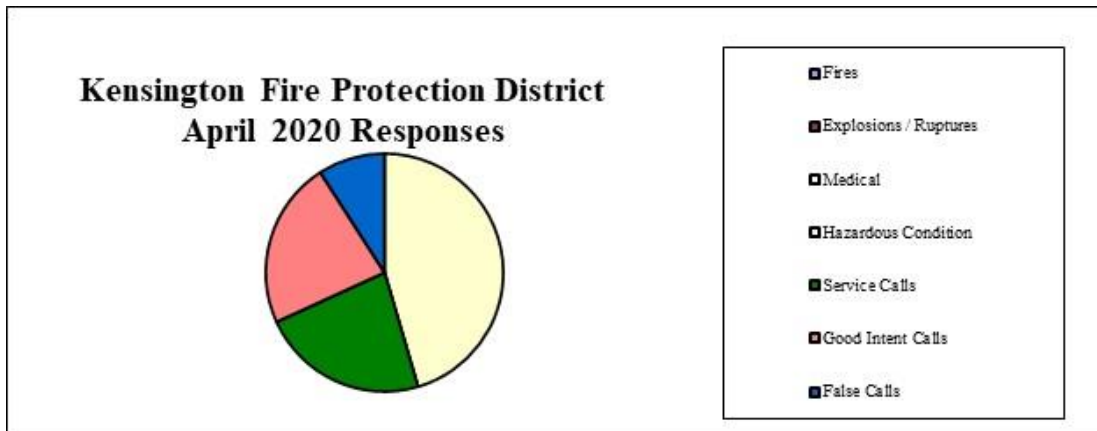
**RE:** **Incident Activity Reports for the Month of April 2020**

There were 22 incidents that occurred during the month of April in the community of Kensington. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of 39 calls in all districts, a decrease of 21 calls from last month.

This month there was a drastic decrease in the number of calls for service. A major part of this is due to the shelter in place and residents not requiring assistance. The incidents in all the districts was also significantly reduced for the same reasons. Fortunately, there were no fires or property loss.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	45.45%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	22.73%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	5	22.73%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	9.09%
<b>Totals</b>		<b>22</b>	<b>100.00%</b>



## Kensington Fire Protection District Response Log for April 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020035725	05-Apr-20 11:02:06	18 Arlington CT	Kensington	E165	321
2	0020035909	05-Apr-20 23:02:12	269 Colgate AVE	Kensington	E165	700
3	0020036006	06-Apr-20 09:21:53	17 Sunset CT	Kensington	E165	5000
4	0020036557	07-Apr-20 20:52:24	281 Lexington RD	Kensington	E165	743
5	0020036849	08-Apr-20 18:40:09	28 Highgate CT	Kensington	E165	554
6	0020037094	09-Apr-20 16:18:50	45 Highland BLVD	Kensington	E165	321
7	0020037516	11-Apr-20 02:24:21	764 Coventry RD	Kensington	E165	321
8	0020038055	12-Apr-20 21:25:22	421 Yale AVE	Kensington	E165	311
9	0020038633	14-Apr-20 15:38:51	260 Amherst AVE	Kensington	E165	554
10	0020038725	14-Apr-20 21:31:48	54 Norwood AVE	Kensington	E165	651
11	0020040995	22-Apr-20 10:06:58	800 Coventry RD	Kensington	E165	5000
12	0020041085	22-Apr-20 15:26:28	176 Highland BLVD	Kensington	E165	321
13	0020041121	22-Apr-20 17:29:53	7 Highgate CT	Kensington	E165	611F
14	0020041473	23-Apr-20 21:21:59	86 Arlington AVE	Kensington	E165	321
15	0020041634	24-Apr-20 11:28:24	251 Colgate AVE	Kensington	E165	651
16	0020041802	24-Apr-20 19:22:31	19 Norwood AVE	Kensington	E165	321
17	0020042339	26-Apr-20 10:25:11	Lake DR	Kensington	E165	651
18	0020042350	26-Apr-20 11:23:20	316 Vassar AVE	Kensington	E165	321
19	0020042471	26-Apr-20 18:24:26	256 Trinity AVE	Kensington	E165	321
20	0020042746	27-Apr-20 15:37:19	69 Stratford RD	Kensington	E165	611
21	0020043165	28-Apr-20 20:33:25	79 Arlington AVE	Kensington	E165	5000
22	0020043870	30-Apr-20 21:58:07	764 Coventry RD	Kensington	E165	321

\* See Attached Table for Incident Type Explanations

### Type Series

**100**

***(Structure, Trash, Vehicle, Vegetation Fire)***

**200**

***(Over Pressure/Ruptures Explosions, Bombs)***

**300**

***(EMS, Vehicle Accidents, Extrication, Rescue)***

**400**

***(Chemical Spills, Leaks, Down power Lines)***



500

*(Distress, Water/ Smoke/Odor Problems, Public Assists)*

600

*(Cancelled En Route, Wrong Location)*

700

*(Wrong Company/Unit Dispatched)*

**Kensington Fire Protection District**  
**Revenue & Expense Annual Budget vs. Actual YTD**  
 July 2019 through June 2020

**CONSENT ITEM 5**

**Kensington Fire Protection District**

	<u>Approved Budget</u>	<u>Jul '19 - Mar 20</u>	<u>Jul '18 - Mar 19</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Property Taxes	4,263,164.00	4,263,163.76	4,046,049.87	-0.24	100.0%
Special Taxes	200,450.00	200,652.50	200,453.30	202.50	100.1%
Other Tax Income	25,250.00	12,508.33	12,495.35	-12,741.67	49.54%
Lease Agreement	36,603.00	24,402.00	26,884.77	-12,201.00	66.67%
Interest Income	120,000.00	29,826.45	72,733.14	-90,173.55	24.86%
Salary Reimbursement Agreement	34,000.00	22,760.68	47,640.46	-11,239.32	66.94%
Salary Reimb Agreement Recon(s)	400.00	299.97	0.00	-100.03	74.99%
Grant Revenue	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	1,610.24	4,314.08	1,610.24	100.0%
<b>Total Income</b>	<b>4,679,867.00</b>	<b>4,555,223.93</b>	<b>4,410,570.97</b>	<b>-124,643.07</b>	<b>97.34%</b>
<b>Expense</b>					
<b>Staff</b>					
Wages	33,278.00	33,278.00	71,310.06	0.00	100.0%
Longevity Pay	1,000.00	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	5,327.00	5,327.47	1,474.14	0.47	100.01%
Vacation Wages	15,714.00	15,713.82	0.00	-0.18	100.0%
Medical/dental ins compensation	3,920.00	3,920.00	7,542.00	0.00	100.0%
Retirement Contribution	2,529.00	2,621.96	5,419.44	92.96	103.68%
Payroll Taxes	4,202.00	4,201.71	6,375.46	-0.29	99.99%
Workers Compensation/Life Ins	1,498.00	1,497.52	1,842.06	-0.48	99.97%
Payroll Processing	617.00	871.49	1,248.65	254.49	141.25%
<b>Total Staff</b>	<b>68,085.00</b>	<b>68,431.97</b>	<b>96,211.81</b>	<b>346.97</b>	<b>100.51%</b>
<b>RETIREE MEDICAL BENEFITS</b>					
PERS Medical	0.00	24,113.12	0.00	24,113.12	100.0%
Delta Dental	0.00	1,897.58	0.00	1,897.58	100.0%
Vision Care	0.00	2,584.80	0.00	2,584.80	100.0%
CalPERS Settlement	0.00	0.00	0.00	0.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>0.00</b>	<b>28,595.50</b>	<b>0.00</b>	<b>28,595.50</b>	<b>100.0%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>					
Accounting	4,000.00	5,323.80	2,025.00	1,323.80	133.1%
Actuarial Valuation	2,900.00	2,900.00	0.00	0.00	100.0%
Audit	16,000.00	16,000.00	16,000.00	0.00	100.0%
Bank Fee		25.00	0.00		
Contra Costa County Expenses	37,630.00	2,982.16	35,408.98	-34,647.84	7.93%
EI Cerrito Contract Fee	3,194,000.00	2,043,220.82	2,309,197.19	-1,150,779.18	63.97%
EI Cerrito Reconciliation(s)	137,000.00	102,750.03	0.00	-34,249.97	75.0%
IT Services and Equipment	15,100.00	107.40	0.00	-14,992.60	0.71%
Fire Abatement Contract	11,250.00	0.00	665.00	-11,250.00	0.0%
Fire Engineer Plan Review	2,000.00	698.66	403.50	-1,301.34	34.93%
RGS Contract	226,000.00	177,205.54	0.00	-48,794.46	78.41%
Grant Writer/Coordinator	0.00	0.00	0.00	0.00	0.0%
Risk Management Insurance	14,000.00	13,385.00	12,507.00	-615.00	95.61%
LAFCO Fees	2,550.00	2,548.19	2,278.47	-1.81	99.93%
Legal Fees	53,600.00	33,192.18	56,359.29	-20,407.82	61.93%
Polygon Study	10,000.00	5,000.00	0.00	-5,000.00	50.0%
RFP Consultant	15,000.00	15,045.84	0.00	45.84	100.31%
Traffic Study	20,000.00	13,890.00	0.00	-6,110.00	69.45%
Professional Fees	0.00	2,260.00	0.00	2,260.00	100.0%
Water System Improvements	20,000.00	0.00	0.00	-20,000.00	0.0%
Website Development/Maintenance	2,520.00	1,151.74	2,000.00	-1,368.26	45.7%
Wildland Vegetation Mgmt	12,600.00	6,300.00	2,500.00	-6,300.00	50.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,796,150.00</b>	<b>2,443,986.36</b>	<b>2,439,344.43</b>	<b>-1,352,163.64</b>	<b>64.38%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>					
Public Education	27,000.00	10,730.13	7,849.10	-16,269.87	39.74%
Comm. Pharmaceutical Drop-Off	2,500.00	0.00	371.40	-2,500.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	3,500.00	0.00	0.00	-3,500.00	0.0%
Open Houses	1,800.00	1,125.25	261.28	-674.75	62.51%
Community Shredder	3,200.00	1,619.38	1,155.00	-1,580.62	50.61%
DFSC Matching Grants	24,000.00	0.00	23,880.00	-24,000.00	0.0%
Firesafe Planting Grants	3,000.00	0.00	0.00	-3,000.00	0.0%
Demonstration Garden	0.00	0.00	6,147.11	0.00	0.0%
Community Sandbags	1,500.00	0.00	1,993.81	-1,500.00	0.0%
Volunteer Appreciation	1,500.00	0.00	0.00	-1,500.00	0.0%
Community Center Contribution	35,000.00	0.00	0.00	-35,000.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>103,000.00</b>	<b>13,474.76</b>	<b>41,657.70</b>	<b>-89,525.24</b>	<b>13.08%</b>
<b>DISTRICT ACTIVITIES</b>					

**Kensington Fire Protection District**  
**Revenue & Expense Annual Budget vs. Actual YTD**  
 July 2019 through June 2020

	<u>Approved Budget</u>	<u>Jul '19 - Mar 20</u>	<u>Jul '18 - Mar 19</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Professional Development	7,500.00	3,879.05	3,262.85	-3,620.95	51.72%
Office					
Office Expense	2,900.00	1,033.79	2,599.97	-1,866.21	35.65%
Office Supplies	2,800.00	1,480.99	1,684.25	-1,319.01	52.89%
Telephone	8,000.00	7,787.98	4,634.29	-212.02	97.35%
Office- Other	100.00	418.81	0.00	318.81	418.81%
Office - Other		80.00	0.00		
Total Office	13,800.00	10,801.57	8,918.51	-2,998.43	78.27%
Election	0.00	0.00	3,855.77	0.00	0.00%
Firefighter's Apparel & PPE	750.00	0.00	-336.74	-750.00	0.00%
Firefighters' Expenses	5,000.00	59,099.96	1,192.00	54,099.96	1,182.00%
Staff Appreciation	1,750.00	1,017.12	1,275.32	-732.88	58.12%
Memberships	11,000.00	8,527.00	7,390.00	-2,473.00	77.52%
Building Maintenance					
Needs Assess/Feasibility Study	115,000.00	41,246.41	0.00	-73,753.59	35.87%
Gardening service	2,000.00	650.00	480.00	-1,350.00	32.5%
Building alarm	800.00	1,615.81	1,264.44	815.81	201.98%
Medical Waste Disposal	8,000.00	4,758.50	3,723.40	-3,241.50	59.48%
Janitorial Service	1,500.00	1,050.00	945.00	-450.00	70.0%
Miscellaneous Maint.	17,000.00	15,358.25	1,393.40	-1,641.75	90.34%
Total Building Maintenance	144,300.00	64,678.97	7,806.24	-79,621.03	44.82%
Building Utilities/Service					
Gas and Electric	10,600.00	5,149.94	7,193.79	-5,450.06	48.58%
Water/Sewer	2,400.00	1,082.86	1,527.79	-1,317.14	45.12%
Total Building Utilities/Service	13,000.00	6,232.80	8,721.58	-6,767.20	47.95%
Total DISTRICT ACTIVITIES	197,100.00	154,236.47	42,085.53	-42,863.53	78.25%
Contingency					
General	0.00	0.00	0.00	0.00	0.00%
Contingency - Other	0.00	1,767.50	0.00	1,767.50	100.00%
Total Contingency	0.00	1,767.50	0.00	1,767.50	100.00%
Total Expense	4,164,335.00	2,710,492.56	2,619,299.47	-1,453,842.44	65.09%
Net Ordinary Income	515,532.00	1,844,731.37	1,791,271.50	1,329,199.37	357.83%
Other Income/Expense					
Other Income					
Transfers In - Capital	0.00	-2,621.54	567,874.00	-2,621.54	100.00%
Transfers In - General	0.00	23,510.99	254,781.82	23,510.99	100.00%
Total Other Income	0.00	20,889.45	822,655.82	20,889.45	100.00%
Other Expense					
Depreciation Expense	0.00	0.00	0.00	0.00	0.00%
Transfers Out - Capital	0.00	23,510.99	29,781.82	23,510.99	100.00%
Transfers Out - Special	0.00	0.00	225,000.00	0.00	0.00%
Transfers Out - General	0.00	-2,621.54	567,874.00	-2,621.54	100.00%
<Gain>/Loss on Asset Disposal	0.00	0.00	191.00	0.00	0.00%
Total Other Expense	0.00	20,889.45	822,846.82	20,889.45	100.00%
Net Other Income	0.00	0.00	-191.00	0.00	0.00%
Net Income	<u>515,532.00</u>	<u>1,844,731.37</u>	<u>1,791,080.50</u>	<u>1,329,199.37</u>	<u>357.83%</u>
Command Vehicle Replacement Fund	75,880				
Engine Replacement Fund	450,000				
Public Safety Building Fund	525,880				
Designated Funds					
Command Vehicle Replacement Fund	0				
Engine Replacement Fund	75,880				
Public Safety Building Fund	450,000				
Total Designated Funds	525,880				
Beginning Cash	9,321,224				
Revenue	4,679,867				
Operating Expenditures	4,164,335				
Capital Expenditures	-452,000				
Accrual to Cash Adjustment					
<b>ENDING CASH</b>	9,384,756				
Cumulative Designated Funds					
Capital Replacement Funds	-4,280,053				
Prepaid CERBT - Retiree Trust	-1,010,137				
El Cerrito Contract 12 month set aside	-3,169,488				
<b>AVAILABLE CASH</b>	925,078				

Kensington Fire Protection District

**Balance Sheet**  
 As of March 31, 2020

Mar 31, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	42,104.10
General Fund	1,513,116.89
Special Tax Fund	10,152.74
Capital Fund	-6,512.96

**Total Checking/Savings** 1,559,060.77

**Accounts Receivable**

Accounts Receivable	-13,866.79
Advance on Taxes	2,130,109.66
Advance on Supplemental Taxes	60,682.81

**Total Accounts Receivable** 2,176,925.68

**Other Current Assets**

E/C Salary Reimbursement Receiv	45,254.13
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	1,516,243.81
Prepaid CERBT - Retiree Trust	255,234.60

**Investments**

Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	347,276.96
Investments - Other	-591,490.26

**Total Investments** 6,322,447.21

**Total Other Current Assets** 8,359,179.75

**Total Current Assets** 12,095,166.20

**Fixed Assets**

Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00

**Current Capital Outlay**

Firefighters Qtrs/Equip	105.00
Type III Engine	10,801.56

**Total Current Capital Outlay** 10,906.56

**Total Fixed Assets** 1,963,104.62

**TOTAL ASSETS** 14,058,270.82

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Due to Revolving Acct - Gen Fnd	8,762.49
Due to Other - Issued by CCC	112,081.59

# Kensington Fire Protection District

## Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>
Total Accounts Payable	120,844.08
<b>Other Current Liabilities</b>	
Accrued Salary Reimb Income-EC	45,521.32
EI Cerrito Service Contract Pay	1,516,243.74
Wages & PR Taxes Payable	7,785.46
Deferred Inflow of Resources	6,911.00
<b>Total Other Current Liabilities</b>	<u>1,576,461.52</u>
<b>Total Current Liabilities</b>	1,697,305.60
<b>Long Term Liabilities</b>	
EI Cerrito Reconciliation Liab.	285,013.46
CalPERS Settlement Payable	31,418.80
<b>Total Long Term Liabilities</b>	<u>316,432.26</u>
<b>Total Liabilities</b>	2,013,737.86
<b>Equity</b>	
Fund Equity - General	3,889,496.00
Fund Equity - Capital Projects	3,213,698.00
Fund Equity - Special Revenue	109,075.00
Fund Equity - Gen Fixed Asset	2,212,892.01
Fund Equity	774,640.58
Net Income	1,844,731.37
<b>Total Equity</b>	<u>12,044,532.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>14,058,270.82</u></u>

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD TRANSMITTAL - APPROVAL Invoices										PY/CY:	
										BATCH #:	
										DATE :	5/13/2020
										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
50131	Meyers Nave	4/22/2020	Legal counsel through 3/31/20	7840	2490				2020030513		\$6,988.68
	James E Art, PE	3/4/2020	13D Fire Sprinklers 220 Yale Ave	7840	2490						\$535.50
50283	Regional Government Services	3/31/2020	Reimbursable expenses: Lazof & Amiri-Nair	7840	2490				10887		\$326.87
	All-Ways Green Services	5/1/2020	Janitorial Services 2 x week	7840	2490				43433		\$105.00
	BHI Management Consulting	4/30/2020	Recruitment of Interim General Manager	7840	2490				020-12		\$8,700.00
	Julie Stein	5/2/2020	Reimbursement Zoom webinar for May 2020	7840	2490				18782314		\$37.33
	Julie Stein	5/2/2020	Reimbursement Zoom Standard Pro for 4/30-5/29	7840	2490				18270808		\$29.98
50291	Nerd Crossing	5/5/2020	Email migration contract 50% deposit	7840	2490						\$1,732.50
<b>TOTAL</b>											<b>\$18,455.86</b>
Kensington FPD Approval											

Kensington FPD Approval

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

RESOLUTION NO. 20-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON FIRE PROTECTION DISTRICT  
ADOPTING A POLICY ENTITLED  
EXPECTATIONS AND RESPONSIBILITIES OF THE INTERIM GENERAL  
MANAGER OF THE KENSINGTON FIRE PROTECTION DISTRICT**

**WHEREAS**, the Board of Directors (“Board”) of the Kensington Fire Protection District (“District”) created the position of General Manager and engaged in a recruitment process to fill such position; and

**WHEREAS**, to assist the District during the recruitment for the position of General Manager, the Board created the position of Interim General Manager and desires to appoint an employee to such position; and

**WHEREAS**, the Board now desires to adopt a policy entitled Expectations and Responsibilities of the Interim General Manager of the Kensington Fire Protection District, attached hereto as Exhibit A, to establish certain expectations and responsibilities of the Interim General Manager position; and

**WHEREAS**, the Board intends this policy to supplement Section 4, Employee’s Duties of the Kensington Fire Protection District Agreement for Employment of Interim General Manager, which will be considered for ratification by the Board at its May 13, 2020 regular meeting.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Kensington Fire Protection District (“District”) hereby approves the policy entitled Expectations and Responsibilities of the Interim General Manager of the Kensington Fire Protection District, attached hereto as Exhibit A, and intends such policy to supplement Section 4, Employee’s Duties of the Kensington Fire Protection District Agreement for Employment of Interim General Manager.

**BE IT FURTHER RESOLVED**, that this Resolution shall become effective immediately upon passage and adoption.

[signatures on next page]

\* \* \* \* \*

**PASSED, APPROVED AND ADOPTED** this 13<sup>th</sup> day of May, 2020, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Julie Stein  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Laurence Nagel  
Board Secretary

\_\_\_\_\_  
John Bakker  
General Counsel



**Exhibit A**  
**Expectations and Responsibilities of the  
Interim General Manager of the Kensington Fire Protection District**

**I. General Expectations**

The primary responsibilities of the Kensington Fire Protection District (District) Interim General Manager are to perform all supervisory and administrative tasks generally required of an executive officer for a similarly situated public agency on a temporary basis during the term of the Interim General Manager position.

The functions include, but are not limited to:

- Supervising all District administrative and financial activities;
- Supervising financial functions;
- Serving as the primary contact with the Board;
- Supervising the preparation of the agendas and staff reports of the Board of Directors, including its subcommittees;
- Pursuing goals and policies adopted by the Board of Directors; and
- Overall responsibility for the District's functioning during this interim period.

**II. Specific Expectations & Special Projects**

In addition to the responsibilities stated in Section I, above, and any duties, responsibilities, or special projects stated in an employment agreement or established by action by the Board of Directors, the Interim General Manager shall:

1. Effect a complete, orderly, and prompt transition of services performed by the District's current administrative support contractor, including, but not limited to: conducting exit interviews, as needed, and ensuring the timely delivery from contractor of all District property and records.
2. Develop effective working relationships with the El Cerrito City Manager and Fire Chief, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Supervisor Gioia, and County administrative staff as needed.
3. Prepare the budget for the FY 2020-21 Fiscal Year for the June 2020 board meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.

4. Oversee, coordinate, and administer all activities related to a potential renovation of the Public Safety Building, including, but not limited to: negotiating a short-term renewal of the current lease to KPPCSD; negotiating cost-sharing agreements with KPPCSD for a potential renovation; and establishing temporary facilities for the fire department and District administration.
5. Analyze District needs for payments of bills and claims, including, but not limited to: drafting and implementing updates as needed to internal procedures for managing and making payments; internal controls; and procedures for purchasing and credit card usage.
6. Serve as the primary administrative contact to the City of El Cerrito in matters of oversight, management, and compliance for the fire services contract between the District and El Cerrito.
7. Serve as the primary administrative contact to the District's information technology (IT) service provider to ensure the completion of all current and recommended IT and office infrastructure projects.
8. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Prepare and implement a procedure for administration of legacy health benefits payments.
9. Assess and make recommendations on cost-saving opportunities and the possible outsourcing of some District administrative functions or employment of additional staff or consultants as necessary.
10. Develop a Long-Term Financial Plan which ensures sustainability for providing District services, including, but not limited to: drafting a long-term plan policy; forecasting revenue and expenditures, using relevant inflation factors or other information; incorporating known or foreseeable changes in District operations; and presenting plan to the Finance Committee then Board of Directors for approval.
11. Establish a Records Management Policy and Records Retention Schedule in accordance with the California Public Records Act (PRA), Government Code Section 12236 and recommended practices, including, but not limited to: drafting a records management policy; developing a records retention schedule encompassing District records (specifically and/or by category); and providing public with the process for PRA requests.
12. Apply for or renew, as applicable, certifications recommended by local government best practices, including, but not limited to: Special District Leadership Foundation

(SDLF) District Transparency Certificate of Excellence; SDLF District of Distinction Accreditation; and others as identified.

13. Produce a final report to the District board of directors assessing the status of District administration and recommendations for future revision of District administrative functions.

**RESOLUTION NO. 20-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON FIRE PROTECTION DISTRICT  
APPROVING AN EMPLOYMENT AGREEMENT WITH  
MARY A. MORRIS-MAYORGA  
TO SERVE AS INTERIM GENERAL MANAGER**

**WHEREAS**, the Board of Directors (“Board”) of the Kensington Fire Protection District (“District”) voted to create the position of General Manager and engage in a recruitment process to fill such position; and

**WHEREAS**, to assist the District during the recruitment for the position of General Manager, the Board desires to appoint an Interim General Manager; and

**WHEREAS**, the Board appointed President Julie Stein and Director Kevin Padian to an ad-hoc subcommittee for the purpose of working with BHI Management Consulting to recruit and interview candidates for the Interim General Manager positions (“Ad-Hoc Subcommittee”); and

**WHEREAS**, the Ad-hoc Subcommittee presented Mary A. Morris-Mayorga to the Board at a Closed Session Special Meeting on May 1, 2020, wherein the Board interviewed Ms. Morris-Mayorga and authorized the Ad-Hoc Sub-Committee to negotiate an employment agreement with the candidate; and

**WHEREAS**, the Board considered and approved an Agreement for Employment of Interim General Manager, attached hereto as Exhibit A, at a Closed Session Regular Meeting on May 13, 2020; and

**WHEREAS**, the Board adopted a policy entitled Expectations and Responsibilities of the Interim General Manager of the Kensington Fire Protection District at its May 13, 2020 regular meeting; and

**WHEREAS**, the Board now desires to ratify such Agreement for Employment of Interim General Manager in accordance with Section 53262, subdivision (a) of the Government Code and appoint Ms. Morris-Mayorga as Interim General Manager pursuant to the terms of the attached agreement, the Expectations and Responsibilities of the Interim General Manager of the Kensington Fire Protection District, and any .

[continued on next page]

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Kensington Fire Protection District (“District”) hereby ratifies the Agreement for Employment of Interim General Manager between the District and Mary A. Morris-Mayorga , attached hereto as Exhibit A.

**BE IT FURTHER RESOLVED**, that the Board of Directors hereby authorizes the President to execute the agreement.

**BE IT FURTHER RESOLVED**, that this Resolution shall become effective immediately upon passage and adoption.

\* \* \* \* \*

**PASSED, APPROVED AND ADOPTED** this 13<sup>th</sup> day of May, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Julie Stein  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Laurence Nagel  
Board Secretary

\_\_\_\_\_  
John Bakker  
General Counsel

**Exhibit A**  
**KENSINGTON FIRE PROTECTION DISTRICT**  
**AGREEMENT FOR EMPLOYMENT OF**  
**INTERIM GENERAL MANAGER**

This Agreement made and effective as of the 14th day of May, 2020, between Mary A. Morris-Mayorga, an individual (“Employee”), and KENSINGTON FIRE PROTECTION DIRECT, a California special district (“KFPD”), (collectively, the “Parties”).

**WHEREAS**, KFPD has begun an active and open recruitment to fill its position of General Manager; and

**WHEREAS**, until such a permanent General Manager is hired, KFPD desires to employ Employee as an at-will employee for services as an Interim General Manager; and

**WHEREAS**, Employee desires to be employed as an at-will employee for services as an Interim General Manager; and

**WHEREAS**, Employee has previously served as an Interim General Manager, Assistant General Manager, and other administrative leadership positions with other public agencies and therefore possesses the specialized skills necessary to perform the duties of Interim General Manager for a limited duration; and

**WHEREAS**, the Parties wish to set forth in writing the terms and conditions of Employee’s employment as Interim General Manager; and

**WHEREAS**, it is the desire of KFPD to provide compensation on an hourly basis, and establish certain conditions of employment for the position of Interim General Manager;

**NOW, THEREFORE**, in consideration of the material advantages accruing to the parties and the mutual covenants contained herein, Employee and KFPD agree as follows:

**Section 1.**     Appointment. The Board of Directors hereby appoints Employee to the position of Interim General Manager in and for the Kensington Fire Protection District. Employee hereby accepts such appointment under the terms and conditions of this Agreement.

**Section 2.**     Term.

**2.1**     This Agreement will become effective upon the date it is executed by both Parties following approval by the Board of Directors. Employee’s first day of employment shall be May 13, 2020. This Agreement will expire at the time KFPD hires a permanent General Manager, unless terminated earlier pursuant to this agreement.

**2.2**     Notwithstanding the foregoing, the Authority may extend the term for a brief period after KFPD hires a permanent General Manager so that Employee can assist in the transition of the permanent appointment.

**Section 3. At-Will Status.**

**3.1** Employee is an at-will employee who shall serve at the pleasure of the Board of Directors. Accordingly, the Board of Directors may terminate Employee's employment under this Agreement at any time, with or without cause.

**3.2** Nothing in this Agreement is intended to, or does, confer upon Employee any right to any property interest in continued employment, or any due process right to a hearing before or after the decision to terminate her employment either for, or not for, good cause. Both parties agree that Employee is retained on a temporary, at-will basis.

**3.3** Both parties agree that this relationship is governed solely by this Agreement, and not by any statutory provisions.

**3.4** Employee shall be covered as Interim General Manager by KFPD's Workers Compensation coverage in the event of an accident or injury.

**Section 4. Employee's Duties.** Employee shall render her best professional services and skills for the benefit of KFPD, performing the duties of an Interim General Manager of KFPD. Her primary responsibilities are to temporarily perform all supervisory and administrative tasks generally required of an executive officer for a similarly situated public agency. These General Manager functions include, but are not limited to: supervising all KFPD administrative and financial activities; supervising financial functions; serving as the primary contact with the Board; supervising the preparation of the agendas and staff reports of the Board of Directors, including its subcommittees; pursuing goals and policies adopted by the Board of Directors; and overall responsibility for KFPD's functioning during this interim period. Employee shall be responsible for performing the work under this Agreement in a manner which is consistent with the generally accepted standards for a professional public agency administrator.

**Section 5. Compensation, Benefits and Reimbursement.**

**5.1 Hourly Pay.** Employee shall be paid at a rate of \$90 (ninety dollars) per hour for all approved hours worked, less all applicable Federal, State and local withholding, payable on the KFPD-established payroll cycle. Employee shall provide the Finance Committee with a report of hours worked by way of a twice-monthly timesheet. Compensation shall be paid twice per month in accordance with District policies or as established by the Board of Directors.

**5.2** It is expected that the position of Interim General Manager will be a fifty-percent full-time equivalent (50% FTE) and that the duties and responsibilities of the Interim General Manager position will require twenty (20) hours per week. KFPD recognizes that the duties and responsibilities of the position may require Employee to work additional time during the initial transition and periodically thereafter due to specific events and tasks. Advance permission is hereby given to work up to forty (40) hours per week during the first thirty (30) days. Hours in excess of thirty (30) hours per week after the first thirty (30) days and through the end of the employment term must be approved in writing in advance by the KFPD Finance

Committee. Employee shall have no right to compensation for hours worked in excess of the foregoing limits in this section unless such prior written approval was granted.

**5.3** The Parties agree that the position of Interim General Manager is an exempt position under the terms of the federal Fair Labor Standards Act, and that therefore no overtime will be paid under this Agreement.

**5.4** Taxes and other legally required deductions will be deducted from Employee's compensation under this Agreement.

**5.5** Medical or Other Unavailability. In accordance with state law, Employee shall accrue one hour of paid sick leave for every thirty hours worked. Employee may use such paid sick leave on or after her ninetieth (90<sup>th</sup>) day of employment. Accrued paid sick leave shall have no cash value, and Employee shall not be paid for available paid sick leave upon termination of this Agreement. Use of paid sick leave shall be subject to any applicable policy adopted by the Board of Directors. Except as set forth in this Agreement, Employee shall not accrue any other type of leave, including personal leave, during the term of this Agreement.

**5.6** Expense Reimbursement.

- (i) Employee shall provide her own automobile for use in conducting normal KFPD business.
- (ii) KFPD agrees to pay the travel, including mileage, for trips outside the service area, and subsistence expenses of Employee for that official travel, meetings and occasions which are reasonably necessary to enable Employee to pursue official or other functions for KFPD, provided such travel is consistent with employee activities directed or authorized by the Board of Directors. KFPD will not reimburse expenses related to commuting.

**Section 6.** Schedule.

**6.1** While it is anticipated that Employee will normally work a 20-hour work week, it is expected, due to the nature of the job, that from time to time the 20 hours per week will be exceeded, subject to Section 5, above.

**6.2** Manager represents that her current additional activities will not interfere with his/her duties as Interim General Manager.

**6.3** Manager shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Manager shall complete all disclosure forms required by law.

**Section 7.** Possession and Ownership of Property. Employee may use such KFPD property and materials without charge as is necessary and appropriate to carry out Employee's responsibilities hereunder. Upon termination of this Agreement, regardless of how termination



may be effected, or whenever requested by KFPD, Employee shall immediately turn over to KFPD all of KFPD's property, including all items used by Employee in rendering services for KFPD hereunder or otherwise, that may be in Employee's possession, or under her control. All rights, title, royalties and interest to all work product of Employee resulting from her performance under this Agreement, including software, systems, specifications, data, reports, opinions and any other such information and materials as may be accumulated by Employee in performance of work under this Agreement, whether complete or in progress, shall be vested in KFPD.

**Section 8. Termination.**

**8.1** Either Party may this Agreement at any time, with or without cause, upon giving the other party fourteen (14) days' prior written notice. Neither party's right to terminate this Agreement shall be limited by an implied covenant or oral agreement. In the event of termination of this Agreement for any reason, Employee shall be entitled to payment prorated to the date of termination.

**8.2** Notwithstanding subsection (i) of this section, KFPD may terminate Employee for cause without prior written notice. A termination "for cause" may include, but shall not be limited to, the following:

- (i) Violation of administrative policies and procedures;
- (ii) Failure to properly perform assigned duties;
- (iii) Theft of KFPD property;
- (iv) Insubordination;
- (v) Conviction of a felony or misdemeanor relating to Manager's fitness to perform assigned duties;
- (vi) Unauthorized absence from employment;
- (vii) Failure to maintain satisfactory working relationships with other employees, agents, or the public;
- (viii) Improper use of KFPD funds;
- (ix) Unauthorized use of KFPD property;
- (x) Willful misconduct or malfeasance;
- (xi) Any act of moral turpitude or dishonesty; and
- (xii) Other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to KFPD.

- (xiii) Following any notice of termination, Employee shall fully cooperate with KFPD in all matters relating to the winding up of her pending duties on behalf of KFPD and the orderly transfer of any such pending work to such other employee(s) of KFPD or the permanent General Manager.

**Section 9.** Indemnification & Professional Liability. KFPD shall defend, hold harmless and indemnify Employee against any tort, civil rights, personnel, discrimination, or professional liability claim, demand, suit, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties in accordance with the provisions of Government Code section 825. KFPD shall provide a defense in accordance with Government Code section 995 through 999.6. KFPD may decline to defend and/or indemnify Employee only as permitted by the Government Code. KFPD may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom.

**Section 10.** Waiver and Release Concerning Additional Compensation.

**10.1** The Parties understand and agree that the consideration specified in Section 5, above, is the sole compensation to which Employee will be entitled for work performed pursuant to this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of herself and her heirs, estate, executors, managers, successors and assigns waives, releases and discharges KFPD and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all compensation or consideration in addition ("Additional Compensation") to that specified in Section 5, above, concerning Employee's performance as Interim General Manager.

**10.2** Except as may otherwise be required by law, the "Additional Compensation" waived, released and discharged pursuant to this provision includes, but is not limited to, compensation in the form of benefits pursuant to the Public Employees Retirement System ("PERS") concerning work performed for KFPD, and any and all other compensation or benefits that may otherwise be due Employee under KFPD policies .

**Section 11.** Waiver and Release of Rights Concerning Termination or Expiration of this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of herself and her heirs, estate, executors, successors and assigns waives, releases and discharges KFPD and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all rights Employee may otherwise have concerning notice, hearing or other procedural rights ("Procedural Rights") under the KFPD policies, or other applicable law, regulation or rule, concerning termination or expiration of this Agreement, so long as such termination or expiration is in accordance with the terms of this Agreement.

**Section 12.** Waiver and Release of Unknown Claims. By signing this Agreement Employee understands and agrees that the waivers and releases specified in Section 10 and Section 11, above, waive, to the maximum extent allowable by law, any and all existing rights and claims against KFPD arising from the performance of the Services concerning Additional Compensation and Procedural Rights, including those which Employee does not know or suspect

to exist in Employee's favor at the time of executing this Agreement which, if known by Employee would have materially affected this Agreement. Employee specifically waives her rights under Section 1542 of the California Civil Code, which provides that:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.”

**Section 13. Indemnification for PERS Benefits and Liability.** In the event a court of competent jurisdiction or an authorized PERS representative determines Employee to be eligible for enrollment in PERS as an employee of KFPD, or determines Employee and/or KFPD to be liable for costs, expenses, penalties or other PERS-related liability arising from or related to Employee's performance as Interim General Manager pursuant to this Agreement, Employee shall indemnify, defend and hold KFPD harmless for payment of any employee and/or employer contributions for PERS benefits on behalf of Employee, as well as for the payment of any penalties or interest or other liability concerning such contributions or other PERS-related liability that would otherwise be the responsibility of KFPD.

**Section 14. Entire Agreement.** This Agreement constitutes the entire agreement between the parties and contains all the agreements between them with respect to the subject matter hereof. It also supersedes any and all other agreements (including but not limited to employment or letter agreements) or contracts, either oral or written, between the parties with respect to the subject matter hereof. No party has made or relied upon any representations, warranties or commitments with respect to the subject matter of this Agreement except those specifically set forth herein. This Agreement shall be modified only with a written instrument duly executed by each of the parties.

**Section 15. Confidentiality.** The Employee agrees that in addition to any other limitation, regardless of the circumstances of the termination of retention, she will not communicate to any person, firm or corporation any confidential information relating to KFPD which she might from time to time acquire in the course of carrying out her responsibilities under this Agreement.

**Section 16. Waiver.** Failure of either party to require the performance of any term or condition of this Agreement, or the waiver by either party of any breach of this Agreement, shall not prevent subsequent enforcement of any such term or any other term, nor be deemed to be a waiver of any subsequent breach.

**Section 17. Notices.** Any and all notices or communications required or permitted to be given under this Agreement shall be delivered in writing by registered or certified mail, postage prepaid, and addressed, in the case of Employee, to \_\_\_\_\_, and, in the case of the KFPD, to 217 Arlington Avenue, Kensington, CA, 94707, or to such other address as either party hereto shall hereafter designate by written notice to the other party. Mailed notices or communications shall be delivered upon deposit thereof in the mail in accordance with this paragraph.

**Section 18. Miscellaneous.**

**18.1 Amendments.** Except as otherwise specifically provided, the terms and conditions of this Agreement may be amended by mutual agreement, provided that before any amendment shall be valid or effective, it must be reduced to writing and signed by both parties. This Agreement may be extended past its termination date by direction of the Board and written consent of Employee.

**18.2 Binding on Heirs, Successors and Assigns.** The employee retention provisions of this Agreement are personal to Employee, but the administrative provisions of this Agreement shall be binding upon and inure to the benefit of and shall be enforceable by the heirs, administrators, executors, successors and assigns of the parties hereto.

**18.3 Arbitration and Attorney's Fees.** If any dispute arises concerning the rights of either party regarding the terms of this Agreement, the parties shall submit that dispute to arbitration and shall accept as final and binding the decision of the duly selected arbitrator. The dispute shall be arbitrated pursuant to the California Employment Dispute Resolution Rules developed by the American Arbitration Association.

**18.4 Headings and Severability.** The paragraph headings contained in this Agreement are for reference purposes only and do not constitute substantive matter to be considered in construing the terms and provisions of this Agreement. The invalidity or unenforceability of any particular provision of this Agreement shall not affect its other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision had been omitted.

**18.5 Drafting of Agreement.** This Agreement was negotiated between the parties and shall be read as if it was prepared jointly by the parties.

**18.6 Review.** Each party to this Agreement has had the opportunity to adequately review this Agreement, and failure to do so and any consequences thereof shall not be charged to the other party.

**18.7 Choice of Law.** This Agreement shall be construed and enforced under the laws of the state of California.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement.

\_\_\_\_\_  
Mary A. Morris-Mayorga                      Date

\_\_\_\_\_  
Julie Stein, Board President                      Date

ATTEST:

\_\_\_\_\_  
Laurence Nagel, Board Secretary                      Date

APPROVED AS TO FORM:

\_\_\_\_\_  
John Bakker, General Counsel                      Date

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performance of services, such as telecommunications, cellular phone, insurance, postage, and photocopying.

6. Standard of Performance:

CONSULTANT shall perform all Work in a first-class manner in conformance with the standards of quality normally observed by a person practicing in CONSULTANT's profession.

7. Inspection:

All Work performed and materials (if any) provided by CONSULTANT shall be subject to inspection and approval by KFPD.

8. Invoicing:

CONSULTANT shall submit one original and one copy of each invoice to: Kensington Fire Protection District, 217 Arlington Ave., Kensington, CA 94707. All invoices must reference this contract by the name of the parties and date executed, service performed.

9. Consultant's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the KFPD. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. A copy of CONSULTANT's current business license shall be provided to KFPD. The CONSULTANT shall not have any claim under this Agreement or otherwise against KFPD for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. KFPD will issue a form 1099 at year-end for fees earned.

10. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of KFPD. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

11. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to KFPD. CONSULTANT may contract with other agencies, private companies or individuals for similar services.

12. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

CONSULTANT represents and warrants that CONSULTANT possesses all licenses, permits, and qualifications legally required for the performance of the Work. CONSULTANT shall, at CONSULTANT's sole cost and expense, maintain all such licenses, permits and qualifications in full force and effect throughout the term of this Agreement.

13. Indemnification, Hold Harmless and Defense:

CONSULTANT shall indemnify, defend with counsel acceptable to KFPD, and hold harmless KFPD and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of KFPD.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

CONSULTANT's obligation to defend and indemnify shall not be excused because of CONSULTANT's inability to evaluate Liability or because CONSULTANT evaluates Liability and determines that CONSULTANT is not liable to the claimant. CONSULTANT must respond within 30 days to the tender of any claim for defense and indemnity by the KFPD. If CONSULTANT fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to CONSULTANT under and by virtue of this Agreement as shall reasonably be considered necessary by KFPD, may be retained by KFPD until disposition has been made of the claim or suit for damages, or until CONSULTANT accepts or rejects the tender of defense, whichever occurs first.

14. Discrimination:

CONSULTANT shall not discriminate in the provision of service or in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, gender, marital status, sexual orientation, age, physical or mental disability in violation of any applicable local, state or federal laws or regulations.



15. Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on the first page of this Agreement.

16. Termination:

KFPD may cancel this Agreement at any time and without cause upon written notification to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to compensation for undisputed services performed to the effective date of termination.

17. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire KFPD's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of KFPD. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

18. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

19. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

20. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is Contra Costa County. The provision of this paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

21. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the KFPD whether executed by or for the CONSULTANT for KFPD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to KFPD forthwith upon termination or completion of the work under this Agreement.

22. Attorneys' Fees:

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which such party may be entitled.

23. Waiver:

No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party.

24. No Third Party Beneficiaries:

Nothing contained in this Agreement is intended to or shall be deemed to confer upon any person, other than the parties, any rights or remedies hereunder.

25. Headings:

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

26. Non-Liability of Officials, Employees and Agents:

No officer, official, employee or agent of KFPD shall be personally liable to CONSULTANT in the event of any default or breach by KFPD or for any amount which may become due to CONSULTANT pursuant to this Agreement.

27. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

[Signatures follow on next page]

IN WITNESS WHEREOF, KFPD and CONSULTANT have executed this Agreement on the day and year first written above.

Mary A. Morris-Mayorga

By: Mary A. Morris-Mayorga  
Consultant

Kensington Fire Protection District,  
a political subdivision of the State of California

By: Julie Stein  
Julie Stein  
President, Board of directors

Date: 6 May 2020

Approved as to Form:

By: Rachel Hundley  
Rachel Hundley  
Deputy General Counsel

## **SCOPE OF SERVICES**

### **Financial Internal Procedure Needs Analysis and Development**

1. Analyze District needs for payments of bills and claims. Draft proposed internal procedure for managing and making payments, recommended internal controls, and purchasing and credit card procedures.
2. Analyze District historic practices in developing annual budget. Draft proposed procedure for initiating annual budget development, including potential mechanisms for cost escalation. Provide budget guideline policy recommendations.
3. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Draft a procedure for administration of legacy health benefits payments.

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**To: Ad-hoc Committee for the General Manager Recruitment - Kensington Fire Protection District**

**From: Brent Ives, BHI Management Consulting**

**Subject: Status Report on Interim and Permanent GM Recruiting Efforts**

**Date: May 5, 2020**

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On April 8<sup>th</sup>, 2020 at the Board of Directors Regular meeting, a proposal was approved with BHI Management Consulting to begin recruiting for both an interim and permanent District General Manager positions. This report is to advise the Board of Directors on the status and next steps status of the recruitment effort for these positions.

- BHI consultant (Consultant) recruited three qualified candidates for the Interim position, then vetted those candidates via Zoom interviews with a committee of the Board to select one for full Board consideration.
- On April 23<sup>rd</sup>, at a Special Meeting, the Board of Directors, after a Zoom interview with the selectee, approved that selection and has since worked the details of hiring that individual for a start date in early May.
- Upon confirmation of Interim start date, Consultant began working on the preparation stages for the recruitment effort for the permanent GM position. This effort will generally proceed with the following steps:

1. Set up time with each Board member, including committee members, approx. 30 minutes each (Wk. of May 11<sup>th</sup>?).
2. Set up a special public meeting with the Board to run the Board through a process that allows the finalization of a profile for the position. Other items will also be discussed at this meeting such as candidate pool narrowing, the process once candidate pool is narrowed to finalists, compensation range, benefits, hours, various potential contract elements, selection criteria, and activities. (Wk. of May 18<sup>th</sup>?).

3. With the created profile as guidance, develop candidate brochure and advertisement for the permanent position. Work with the committee to finalize both (Complete June 1).
4. Get the position to market digitally, and potentially in writing (June 1-5<sup>th</sup>?).
5. The timeframe then begins that allows time for the position to soak the market and allows me to directly market the position to and through people I know (60 days).

The Consultant will proceed through these steps with the temporary committee and full Board and provide a report for each regular Board meeting. If, in the meantime, you have questions or identify individuals whom I should contact about the position, please advise.

Thank you,

\_\_\_\_\_  
Brent H Ives

Brent Ives, Principal  
BHI Management Consulting

## RESOLUTION NO. 20-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON FIRE PROTECTION DISTRICT  
AMENDING SECTION 1070 PERTAINING TO THE  
POWERS OF THE BOARD PRESIDENT**

**WHEREAS**, the Board of Directors (“Board”) of the Kensington Fire Protection District (“District”) created the position of General Manager and engaged in a recruitment process to fill such position; and

**WHEREAS**, to assist the District during the recruitment for the position of General Manager, the Board created the position of Interim General Manager and appointed an employee to such position at its May 13, 2020 regular meeting; and

**WHEREAS**, with the creation and appointment of the Interim General Manager position, the Board desires to amend the powers and authorities granted to the President of the Board of Directors by the Kensington Fire and Protection District Policy Handbook to facilitate the transfer of such powers and authorities to the Interim General Manager and, ultimately, the General Manager; and

**WHEREAS**, the Board held a first reading of a proposed amendment to Section 1070 of the Kensington Fire and Protection District Policy Handbook on February 12, 2020, as well as the addition of Section 1190; and

**WHEREAS**, at its February 12, 2020 meeting, the Board also expressed a desire to interpret references to “District Manager” in the Kensington Fire and Protection District Policy Handbook to include the Interim General Manager and General Manager positions; and

**WHEREAS**, the Board now desires to hold a second reading and adopt an amendment to Section 1070 as it pertains to the powers and authorities of the Board President, an addition of Section 1190 pertaining to the General Manager, and an interpretation of “District Manager” as including the Interim General Manager and General Manager positions.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Kensington Fire Protection District (“District”) hereby amends Section 1070 of Kensington Fire and Protection District Policy Handbook as follows (additions in underline, deletions in ~~striketrough~~):

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

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



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

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

1070.14 Preside at business meetings.

1070.15 Appoint committees.

1070.16 Sign letters or documents necessary to carry out the will of the organization.

1070.17 Preside at meetings of the Board of Directors or governing board.

**BE IT FURTHER RESOLVED**, that Section 1190 is added to the Kensington Fire and Protection District Policy Handbook as follows:

1190. General Manager.

1190.11 Act as chief administrative officer and legal head of the organization.

1190.12 Exercise supervision over the organization and all its activities and employees.

1190.13 Represent and speak for the organization to other organizations and to the public

**BE IT FURTHER RESOLVED**, that any reference to “District Manager” in the Kensington Fire and Protection District Policy Handbook shall be interpreted to include the positions of Interim General Manager or General Manager.

**BE IT FURTHER RESOLVED**, that this Resolution shall become effective immediately upon passage and adoption.

[Signatures on following page]

\* \* \* \* \*

**PASSED, APPROVED AND ADOPTED** this 13<sup>th</sup> day of May, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Julie Stein  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Laurence Nagel  
Board Secretary

\_\_\_\_\_  
John Bakker  
General Counsel

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# REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors  
Kensington Fire Protection District

DATE: February 12, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, Regional  
Government Services

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**AGENDA ITEM: First Reading Proposed Amendments to Policy 1070.11-13  
Regarding the Role of the President and Policy 200.10 and  
200.11 regarding District Manager and Add New Section 1190  
General Manager**

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## RECOMMENDED ACTION

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

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

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

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

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

- 2) Direct that the final approval of Policy revision occurs only when the District is prepared to appoint an authority to fulfil the executive role.
  - 3) Provide Direction on retaining or deleting 1070.13
  - 4) Add new Section 1190 General Manager as follows
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- 1190.11 Act as chief administrative officer and legal head of the organization.
- 1190.12 Exercise supervision over the organization and all its activities and employees.
- 1190.13 Represent and speak for the organization to other organizations and to the public

## **BACKGROUND AND DISCUSSION**

Discussion at the December meeting indicated that the Board was interested in considering revising the Policy establishing that the President is the executive authority of the District. The Board further moved towards establishment of a Job Classification for a General Manager position at the January 25 Special Meeting

When the recommended revision has received final approval, an alternative needs to be on hand to exercise the authority which is now held by the President. It is therefore recommended that the final approval (second reading) be delayed until an acceptable alternative is in waiting. Approval of the pending revision at this time, would be congruent with organizational decisions being shaped over the upcoming weeks.

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

## **FISCAL IMPACT**

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

## **ALTERNATIVES**

- 1) The Board may take no action. The existing policy would conflict with the establishment of the General Manager position establishing staff responsibility for executive functions of the district.



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

**DATE:** May 13, 2020

**SUBMITTED BY:** Glenn Lazof, Administration and Finance Advisor  
John Mercurio, Project Advisor  
Shahrzad Pantera, Finance Advisor  
Sasha Amiri-Nair, Board Clerk Advisor  
MJ Brown, Board Clerk Advisor

## **RGS Activity Report for April**

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**Board Meetings:** Prepare for practice for April regular meeting via Zoom. Begin preparation of Agenda and Materials Regular Meeting of May including participation and minutes. Special meeting of May 1 including discussions regarding agenda, including a fair amount of time with the President working out the complexity of holding a Closed Session on Zoom.

**Transition:** Anticipating a Transition to an Interim General Manager, RGS began limiting our activities the first full week of May. This course will avoid duplication of effort, prevent us from being out of sync with the approach of leadership, and of course reduce charges for our services during the month.

As of this writing RGS is restricting activity to:

- Processing bills for transmittal payment.
- Scheduling Board or Committee Meetings, as requested.
- Transferring files, completed desk manuals, and items on the District Computer or other designated locations
- Salary Computation for Chief Pigoni for upcoming reconciliation

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Review e-mails and voice mail to district and forward or respond as appropriate.

Preparing materials and Agendas for board and committee meetings as requested, including Financial Report  
Support for E-mail host migration

This list will continue to be expanded or contracted at the request of the Interim General Manager.

**Administration:**

On site time, two days per week was suspended through the month. (As of this writing Contra Costa County Shelter in Place is in effect through May).

**Fireplug:** Final text edit has been submitted by President; distribution should be imminent.

**Finance:** Ongoing accounts payable AP including report and check processing, Transmittal, and Supplemental Transmittal. Challenges to these processes, related to the shelter in place orders, that had to be overcome. President Stein made the excellent suggestion that we utilize the transmittal process as often as we can during the shelter in place order. We have implemented this and a supplemental transmittal was prepared for the Special Meeting held May 1.

After you have interim staff in place, and the shelter in place is lifted, it is recommended that the Board lift the dollar limit on the amount permitted to be held in the Mechanics Bank account.<sup>1</sup> This would enable your staff to manage cash, and give the district full control of accounts payable. It would also be far less time consuming than the current method. The only item that would need to be on the County Transmittal would be the monthly replenishment of the Mechanics Bank account, although the District might opt to keep the large Monthly Fire Contract payment with the county. The vast majority of public agencies manage all aspects of their Accounts Payable and the Interim General Manager can establish procedures which provide for similar, or stronger controls than currently exist in place for the account payments and transparent reporting on expenditures. RGS will assist if requested.

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<sup>1</sup> Research needed, to determine if there is a legal reason the District has adopted the current system for payable transactions using the County.

Significant time was spent communicating with PERS about payments. Much of the confusion is due to issues with lack of online access to invoices, delayed payments, miscommunications related to payments coming direct from the county among other issues. The Board will soon be able to appoint an administrator to access invoices, post payments, and receive and transmit information online. PERS agreed to help set this up and training for the PERS administrator should occur when the interim GM is appointed. There is strong reason to expect improvements shortly.

RGS and President Stein agreed to engagement of Maze and Associates CPA Jessie Kim. Jessie has had success resolving reconciliations between the KPPCSD's financial system and the County Ledgers. Rather than ask Shahrzad to re-invent the wheel, it was more obviously cost efficient to subcontract to cover the same ground for us, and point the way forward. The objective is to leave the Interim GM with a CPA reviewed starting point for the District Financial reporting, and reconciliation between the County and District records. This phase of the engagement was intended to end May 13, 2020, and permit the Interim GM, who has particular finance expertise, to decide if this service is needed. The District can still contract for this service directly with Maze if the Interim GM is interested.

Jessie's rate with Maze is \$140 an hour. It was agreed that RGS will pass the cost through to the district on the expense invoice. However, only an introductory discussion has occurred so the charge should not be significant.

**California Employers' Retiree Benefit Trust (CERBT) Fund:** Met with Trustee to discuss particulars of the Trust and Transaction procedures. Filed FY 2019 actuarial report. Wrote memo (attached) for Interim GM and Finance Committee to pass on the information on workings and requirements of CBERT. There are also options in that report to reimbursement that the Interim GM and Board may wish to consider.

RGS completed research into retiree dental payment reporting and source of revenue offsets. We are available to consult with the Interim GM regarding next steps and assist as directed.

**RGS Team Change:** Shahrzad Pantera will roll off the team May 6. We are joined by Linda Wong. Linda is a CPA with 11 years of Governmental

Accounting experience, including the cities of Walnut Creek and Concord. We were fortunate to have overlap to provide for a smooth transition, as Linda shadowed Shahrzad's work.

This change was for RGS' benefit. There will be no charge for Ms. Wong's time prior to Shahrzad's departure, nor will there be a change in the billing rate.

**Local Agency Investment Fund:** First Quarter 2020 \$21,567.87 earned, final balance \$4,329,310.81. 2.03% interest rate.

**Committees:** RGS assisted with posting the EPC agenda.

**Information Services:**

We continued to have issues with e-mail receiving and sending. New e-mail host discussion by Directors scheduled May 1 Special Meeting. The IT Committee desired a Board discussion

Nerd Crossing has proceeded with the improved VPN solution. The establishment of this enhanced connection to the KFPD computer has improved reliability and made access much simpler for the team. The access to email has been much improved.

**Minutes Backlog:** The minutes of October 10 & 17, November 13, 2019 and February 12, 2020 were completed. We anticipate that minutes of November 16, 2019, January 25, March 4 and March 11, 2020 will be presented for approval at the June meeting. This will wipe out the backlog.

**Building Maintenance:** There has been a recurring issue with a sink in the Fire Quarters. John Mercurio spoke with fire staff to understand what was going on (a strange gurgling sound and a very slow drain) He called Olivero Plumbing and asked them to make a visit and investigate. No other contact has been received from fire staff.

An ongoing electrical issue was referred to Mighetto Electric. John Mercurio called the owner and described what was occurring, as relayed to him by fire staff. A loud humming was emanating from an electrical box which has caused problems in the past, which Mighetto Electric is familiar with. The possible solution to this is a new part.





REGIONAL  
GOVERNMENT  
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

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

**DATE:** April 8, 2020

**SUBMITTED BY:** Glenn Lazof, Administration and Finance Advisor, for the RGS  
Kensington Fire Protection District Team

### **RGS Activity Report for March**

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**Board Meetings:** Notice and Materials Regular Meeting including participation and minutes. A priority became preparing for essential meetings in compliance with the Brown Act as modified by the Governor's emergency executive order. This order was a significant change in the operation of public agency meetings that required both education and multiple discussions. We believe that these expenses are likely reimbursable to the District by FEMA as well as administrative costs related to filing claims. RGS is documenting time expended as a result of compliance with the orders in the event that the District seeks to pursue reimbursement.

The April Finance Committee meeting was canceled, as it was determined that none of the suggested topics qualified as either essential or could not wait until a May meeting. It is now expected that the executive order will be in effect in May. RGS Finance is recommending that our partner agencies adopt a truncated budget process for this spring, adequate enough to meet legal requirements and permit functioning in the new fiscal year, but to hold off full blown more participatory budget discussion and processes until after the emergency. This will also have the advantage of allowing the District to complete its budget when impacts of the crisis will be better known as well as to allow RGS's successor to have a more direct hand in the budget they will need to work under.

**Administration:** Responding to emails and voice mail we experienced a period during which e-mail access was not current, this has been cured and this is being monitored again. The commitment to be on site 2 days per week was suspended March 17 due to pandemic orders, now assumed to last through April. As of this writing, best information is that the Shelter in Place order, will be extended until May 31.

**Fireplug Newsletter:** RGS has been working on the newsletter with support from the Board President and Director Padian. We expect it will be published after this writing of this report, but before your meeting.

**DocuSign:** The District now has a DocuSign account.

**Shredding Event and Pharmaceutical Drop Off:** Postponed until at least May, due to “Shelter in Place” will be noted in the Newsletter. We have appropriately consulted with district partners in Police and Fire.

**Comply with a Public Records Act Request:** RGS was able to fully respond in 10-day period.

Timely responses to PRA’s can be challenged by past practices that do not guarantee safeguarding of e-mail, as well as the lack of a modern board approved retention policy. The former has been addressed by RGS, NERD Crossing, and the co-operation of affected Directors. The latter is on the “to do” list, awaiting prioritization.

**Finance:** AP including report and check processing. Continued communications and research with vendor to resolve questions; Transmittal, and Deposit Processing including County EDP (Electronic Deposit Approval System). Continued improvements to Monthly Financial Reporting.

There were several challenges to this process, related to the shelter in place orders, that had to be overcome. We have requested that the County consider altering wet ink transmittal signatures and other measures to facilitate compliance with the executive order. No responses, as of this writing. Also, no responses to inquiries regarding when previous transmittal will be processed.

Review of County Ledgers, ongoing research Retiree medical payment reporting and source of revenue offsets.

Enter Approved Budget (Midyear) into Quickbooks to reflect in Financial Reporting.

Business Bill Pay has been added to your Business Online Banking user profile and activated, but as of this writing not fully implemented. This will greatly streamline payments from the revolving fund account, and promote better safety during shelter in place. This improved technology was only possible as the result of great deal of effort by President Stein. However, we are working through on line procedures that do not continue to place a large portion of the burden for making payments on the Board President.

Policy (8.2) should be clarified specifically for this efficiency. We believe the approval of two directors each payment is maintained by documenting e-mail approval of Director Dommer, and online payment approval of President Stein.

**8.20 Checks** written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the Manager and/or the Directors on the Finance Committee.

**Building Maintenance:** Plumbing emergency, Saturday March 14. Smell of Sewage in Fire Station. Had to call a dispatch service to locate plumber. The District's previous regular plumber is closed weekends, not what I would advise for a best practice for 24-7 public safety operation. Regular plumber was out earlier in the week but smell returned, several return calls as second plumber also has to come out two more times. Our information was that it is normal for to take 2-3 days for the smell to dissipate. We kept the station updated with multiple phone calls.

**Miscellaneous:** Plan completion of Government Compensation in California report to State Controller's Office

**Billing Adjustment:** There will be an adjustment credit of \$630 on the RGS Invoice for March. This is a previously agreed upon correction for 4.5 hours of time charged by an RGS Advisor for work that was not requested which had been billed in an earlier month.

**Committees:** Arrange March 18 CSDA Ethics training for Public Members of the EPC.  
2X2 joint committee meeting.

#### **Board Training and Development:**

**Policy and Procedures:** Prepare Budget Authorization policy for Finance Committee Review. Consideration of revisions to travel reimbursement policy.

#### **Information Services:**

The reason the KFIRE e-mail went down was because, unknown to anyone other than the former manager (as far as we determined), an AOL account not associated with our official e-mail was established for the district long before RGS was on the scene. It was determined that this may have been an original e-mail account prior to being hosted by "Host Gator"

Our e-mail host "Host Gator" sent their bills to that AOL account. We owed \$108 and were shut down. The President, deeming this an operational emergency, paid via debit card (with great difficulty as we were not yet authorized to do so with Host Gator) and service was restored. The episode probably cost \$1,000 in Nerd use of our block of hours, RGS time, and the loss of quite a bit of the Presidents time which would have beneficial for other matters. It also required us to defer needed IT work until the following week. That work is subsequently on hold due to the emergency order.

Access to e-mail using the office computer, which RGS accesses remotely became unavailable March 24. A priority 1 help ticket was filed. Service was restored the next day. NERD CROSSING believes the problem many have been caused because we cannot shut the computer completely down (other than the quick restart) without losing subsequent access until the permanent remote solution is in place. Nerd XING will now be shutting the computer down and restarting a regular time.

RGS reviewed the status of the Block of hours purchased from Nerd XING. The level of work is burning through the first block much faster than anticipated and we have requested to be invoiced for another block. A report of activities from Nerd XING follows this report.

A district e-mail address is now available to all Directors (Dir. Kosel did not have one). Nerd Crossing can arrange set up by appointment. We also have an account specific to Accounts Payable, [AP@kensingtonfire.org](mailto:AP@kensingtonfire.org) RGS has begun contacting vendors to send invoices to that in box.

**Minutes Backlog:** Workplan is to complete Minutes as follows: May: October 9, October 17, November 13, November 16 and April 8. June: January 25, February 12, March 4, March 8. March 11, and May 13.

Continuing to investigate the cost of transcription services or software to more efficiently meet address Board desire for verbatim recording.

**No Progress to Report:**

Obtain T Shirts for Firefighters

Identified Policy needs:

    Purchasing and Procurement Policy.

    Payroll Approval Policies.

Conference Room Communications

Verification of Transparency Certificate Compliance

**PO Box 1350**  
**Carmel Valley, CA 93924**

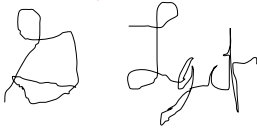
# Invoice

Date	Invoice #
3/31/2020	10808

**Bill To:**

Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	4/30/2020	4/11/2020

Date	Description	Amount
3/31/2020	Contract Services for March - please see attached	38,701.75
	Credit of .4 hours for Januay for Allison Picard (.4 x \$140)	-56.00
	Credit of 4.5 hours for January for Allison Picard (4.5 x \$140)	-630.00
	Balance billed to date is \$148,282 against an NTE of \$285,000	
	<p>Reviewed by Glenn Lazof 5 6 2020</p> 	

	<b>Total</b>	<b>\$38,015.75</b>
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**Kensington Fire Protection District**

Month: **March, 2020**

Advisor Name	Hours and Rates by Pay Period				Monthly Total Billed
	1st -15th		16th - EOM		
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	
Andrea M Ausberry	24.77	\$ 90.00	3.58	\$ 90.00	\$ 2,551.50
Glenn Lazof	70.30	\$ 150.00	55.90	\$ 150.00	\$ 18,930.00
Mary J Brown	11.50	\$ 110.00	14.50	\$ 110.00	\$ 2,860.00
Shahrzad Pantera	33.45	\$ 95.00	37.25	\$ 95.00	\$ 6,716.50
Shaghayegh S Amiri	22.25	\$ 95.00	14.50	\$ 95.00	\$ 3,491.25
John Mercurio	11.00	\$ 105.00	23.50	\$ 105.00	\$ 3,622.50
Jolene R Miller	1.25	\$ 80.00	3.00	\$ 80.00	\$ 340.00
Tiffany Buraglio	0.00	\$ -	2.00	\$ 95.00	\$ 190.00
<b>Totals</b>	<b>174.52</b>		<b>154.23</b>		<b>\$ 38,701.75</b>

## Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES  
 User Name Shailvina Pannu  
 Report Run Date 04/06/2020

Date Range 03/01/2020 to 03/31/2020  
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions.

Include Comments Yes  
 Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

### AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Finance Meeting									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Agenda prep & emails									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750
Employee Comments: Agenda Packet prep									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Agenda prep & posting									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Agenda prep/issues									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Special meeting agenda prep									
03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Special Meeting and Regular Board meeting attendance									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & agenda prep									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Agenda update & audio uploads to website									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Conference call with team & Julie									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
03/28/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
03/29/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: emails									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Agenda & minutes									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500

Employee Comments: Emails, minutes for Sept. 11, 2019 &amp; March 11, 2020.

Regular	36.750
Overtime	0.000
Double Time	0.000
Total Hours	36.750

**AUSBERRY, ANDREA M. (00781)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: administrative process: phone and email correspondence.									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100
Employee Comments: administrative process: phone and email correspondence.									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: administrative process: communications, phone email correspondence									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	10.320	0.000	0.000	10.320
Employee Comments: District Manager Administration, Board Clerk processing agenda, agenda packet, AP, training for a transition, agenda packet overview with board president.									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.200	0.000	0.000	1.200
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: administrative process: phone and email correspondence.									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.080	0.000	0.000	5.080
Employee Comments: administrative process: phone and email correspondence. creation of desk manual for District Manager/Clerk, RingCentral Kensington team meeting.									
03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.300	0.000	0.000	2.300
Employee Comments: administrative process: phone and email correspondence.									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.170	0.000	0.000	0.170
Employee Comments: administrative process: phone and email correspondence.									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: administrative process: phone and email correspondence.									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.280	0.000	0.000	0.280
Employee Comments: Email correspondence with Team regarding transition									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.180	0.000	0.000	0.180
Employee Comments: Email correspondence with Team regarding transition									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Email correspondence with Team regarding transition; RC Team meeting.									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.630	0.000	0.000	0.630
Employee Comments: RC Transition training meeting									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.240	0.000	0.000	0.240
Employee Comments: Email correspondence with Team regarding transition.									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000



Entry)

Employee Comments: RC Team meeting.

Regular	28.350
Overtime	0.000
Double Time	0.000
Total Hours	28.350

**BROWN, MARY J. (00845)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/01/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Update spreadsheet Email to team									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Agenda production Brown Act special meeting rules Team call with Lazof									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: emails Call w Amiri									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Research and emails about 2X2 joint subcommittee/Brown Act...advise Stein and Lazoff									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Call with Amiri RingCentral call w Kensington Fire workgroup Email to Stein									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Emails re advice on public records/personal email Emails re Form 700 Research of District Conflict of Interest code									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Review of Governors Executive Order and advice Emails with Lazof, Stein									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Review of sample agenda format's to accommodate Governor's EO									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Email retention PRAR Brown Act review and advice - EPC / Padian - serial meetings									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Need for emergency proclamation Email retention									
03/22/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Brown Act - agenda establishment for Committee									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Virtual meetings - advice Draft Executive Order posting verbiage - provide samples									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Advice on virtual meetings Advice on email retention Emails with Stein									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Talk to Amiri, emails with Lazof re virtual meeting, teleconference									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Entry);  
Regular  
(Manual  
Entry)

Employee Comments: Email, s w Amiri and Lazof, Form 700, Virtual meeting  
Employee Comments: Correspondence w Stein, RGS, re virtual meeting considerations

03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
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Employee Comments: Review of action minutes

Regular	26.000
Overtime	0.000
Double Time	0.000
Total Hours	26.000

**BURAGLIO, TIFFANY (00011)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750

Employee Comments: Train and advise on use of RingCentral for virtual Board Meetings due to COVID-19 public health directives.

03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
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Employee Comments: Train and advise on use of RingCentral for virtual Board Meetings due to COVID-19 public health directives.

Regular	2.000
Overtime	0.000
Double Time	0.000
Total Hours	2.000

**LAZOF, GLENN (00033)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.600	0.000	0.000	4.600

Employee Comments: IT, CALPERS PAy, Finance Co, 1099 corrections

03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	7.200	0.000	0.000	7.200
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Employee Comments: PERS Settlement Past Due and Pay off, IT, Special Meeting or Board, Proposed EPC meeting, March 11 Agenda Item reports, Drug Take Back Day, Management Letter and Recommendation, Legal Costs, Special Meetings and Salary Schedules, Task Follow up, Management Letter, Board Packet Reports

03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	9.000	0.000	0.000	9.000
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Employee Comments: Agenda Reports, Financial Issues, IT, Financials, Transmittal

03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	8.400	0.000	0.000	8.400
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Employee Comments: WIFI issues, Board Agenda Reports, meeting wrap up. 2 X 2, Packet Review

03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	6.600	0.000	0.000	6.600
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Employee Comments: Packet Procedures, building mtc. vendor for phone panel. Obtain nion -RGS recruiter references, conference Room Calendar, Budget, Finance Committee QB Reco

03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.900	0.000	0.000	4.900
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Employee Comments: 2 X 2, Fire plug, finance committee, reserves, special meeting, revolving fund, transmittal

03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.400	0.000	0.000	4.400
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Employee Comments: EPC Ethics Seminar, IT, Financial Reviews, proposed code of conduct, special meeting, Team and Task coordination. IT, Transmittal Procedures

03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	9.500	0.000	0.000	9.500
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Employee Comments: Meeting Prep, Ethics Training, IT, Ph confs with Julie, Attend Regular Meeting

03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.200	0.000	0.000	7.200	
Employee Comments: IT issues cause by unknown district AOL Account. Transmittal Include Preapre, Follow up on County non processing of Feb Mech Bank, Mail of Hard Copies,										
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.200	0.000	0.000	4.200	
Employee Comments: Desk manual, Brown Act Covid 16 Exec order, Ethics for EPC, Reimbursement Procedures, Implementation of Bd Actions, Proceed with Shredding event? IT (AOL Account), fire plug										
03/14/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.300	0.000	0.000	4.300	
Employee Comments: Building mtc, sewage issue to plumber, update President. IT Notes, Shred Event, Cert Funding Protective gear										
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.700	0.000	0.000	4.700	
Employee Comments: SCO Comp Report, Directors reimbursement policy, plumber recall, Social Distancing and Regular Meeting										
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.600	0.000	0.000	5.600	
Employee Comments: April 8 regular meeting, Covid 19 activity restrictions. Director compliance with E-mail best practices. Correct mapping of e-mail. review of County expenditure ledgers to confirm lack of capital office equio expenditures. Other IT, Public Records Act request										
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.700	0.000	0.000	4.700	
Employee Comments: Transmittal Documentation for Shahrzad, 1099's requirements, AP Mailbox in Outlook. More hours fr. Nerd Crossing, Status of Pending Transmittals, PRA, Reflect Board Approved Budget (Mid-year)										
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.200	0.000	0.000	8.200	
Employee Comments: PRA, plumbing issue, IT Prep for phone meeting/ President, Reimbursement of Directors policy, Ph conf Bd Pres and Implementation: Use of Community Center, Legal Invoices, Emergency Order Impact on County Transactions										
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100	
Employee Comments: Reimbursement Memo, PRA, Sewage smell, Antenna report., Mail procedure during emergency, Drug Drop off postponement										
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.500	0.000	0.000	5.500	
Employee Comments: Task Tracking, Building security and Lease Expiration, PRA Response delivery, Prep Task prioritization for Pres. , Virtual meet, Plumber Payment, Bank Statement, upcoming agenda										
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.400	0.000	0.000	8.400	
Employee Comments: Check Policy re Emergency Order, On line banking, Sharzad re AP. Info for Recruit. Director Dommer Concerns, IT, E-mail retention										
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.300	0.000	0.000	0.300	
Employee Comments: Check Policy re Emergency Order										
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.400	0.000	0.000	6.400	
Employee Comments: Activity review, payment to plumber.overcoming county deposit restrictions during emergency, weekly with Pres and implementation thereof, Virtual Meeting Training for RC. IT reporting, banking,										
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.200	0.000	0.000	0.200	
Employee Comments: Implement FEMA reimb codes.										
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700	
Employee Comments: MGMT letter sign off and Subsequent events for 2018/19 Financial Statements, Info re: Recruit Proposals. IT, Online payment procedures, AP Issues										
03/29/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000	
Employee Comments: PERS Circulars, Report, IT issues										
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.400	0.000	0.000	1.400	
Employee Comments: Task review, Newsletter April 8 meeting, plumber Financials Fire Plug										
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: April 8 Virtual Meeting Arrangements										
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.700	0.000	0.000	4.700	

Finance

(Manual Entry)

Employee Comments: Financials, Prepare for April 8 report, balance sheet, April 8. April RGS report template Online Payment, Decipher the PERS Invoice.

Regular	126.200
Overtime	0.000
Double Time	0.000
Total Hours	126.200

**MERCURIO, JOHN (00851)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Phone meetings for board agenda packet and newsletter. Reading task lists									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Phone call with Glenn Lazof -- background on KFPD									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Meeting at KFPD to familiarize with district. Also video conference with board pres.									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Set up remote access to district files and video conf. regarding newsletter.									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Send and respond to emails video conference regarding board meeting									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Board ethics training registration research									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Video conf with Glenn Lazof, emails re: Fire Plug, agenda and remote work									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read/respond emails									
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Read and respond to emails, video conf. with Glenn Lazof, review KFPD latest financial reports									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Reading and responding to emails, compiling PRA request, troubleshooting access to KFPD emails									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: PRA request fulfillment, clean up and augment task list.									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Resolving email issue, phone call with Glenn Lazof									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Call with Glenn Lazof, Creating Nerd Crossing support ticket, email to task assignees, group video conference									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Phone call with Glenn Lazof, read and respond to emails, group video conference									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Read and respond to emails, Read and sort KFPD emails, Phone call with Andrea Ausberry regarding KFPD emails, create Nerd Crossing ticket									

03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: Attempt to resolve email access issue, call with Glenn Lazof, read and respond to emails, forward relevant emails to Shahrzad, Bureau of Labor Statistics reporting									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Phone call with Glenn Lazof, read and respond to emails, follow up on Nerd Crossing ticket									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Check KFPD emails, read Fire Plug draft, phone call with Andrea Ausberry re: accessing fire voicemails, read and respond to emails, video conference with Glenn Lazof and the team									
						Regular			34.500
						Overtime			0.000
						Double Time			0.000
						Total Hours			34.500

**MILLER, JOLENE R. (00698)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Morning and rescheduled afternoon meeting for fire plug distribution									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Newsletter update for all									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Communications with Glen, last year's newsletter in word for editing.									
						Regular			4.250
						Overtime			0.000
						Double Time			0.000
						Total Hours			4.250

**PANTERA, SHAHRZAD (00693)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000
Employee Comments: Travel, finance committee meeting, financial prep, GL accounting									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Remote log in, GL reconciliation, e-mail and meeting with Glenn									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Meeting with Glenn, email and remote log in filling									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.450	0.000	0.000	0.450
Employee Comments: E-mail and meeting with Glenn									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: E-mail correspondence- financial research and review of agency audit									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: E-mail correspondence, research for transmittal submission, review of files									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	9.500	0.000	0.000	9.500

Finance						(Manual Entry)				
Employee Comments: Travel, transmittal preparation, bookkeeping and AP run										
03/14/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500	
Employee Comments: Mailing of transmittal, travel, deposit of lease and utilities payment into bank.										
03/15/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750	
Employee Comments: E-mail correspondence, follow up on issue with sewer at station.										
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: Team meeting, email correspondence, review of AP and financial procedures and deadlines										
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000	
Employee Comments: Meeting with Glenn, correspondence with CCC, meeting with finance regarding W9 and procedures, bank deposit EDP, general ledger review and start of reconciliation										
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: online banking, meeting with Julie, purchase of DocuSign and update of BOD w9										
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: E-mail correspondence- invoice processing										
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Two team meetings, finance reconciliation, AP set up, budget review										
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: Finance meeting regarding SOP for KFPD- Invoice review										
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Financial reconciliation, meeting, email and remote log in filling										
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750	
Employee Comments: QB budget update, invoice entry, filling, remote log in, AP letter										
03/28/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: Meeting with district BOD- discussion on upcoming BOD meeting- financial data review										
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: E-mail correspondence- AP prep - invoice processing- bookkeeping- following up with vendors										
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Financial prep for BOD meeting- financial reporting- financial review, e-mail correspondence, team meeting										
							Regular		70.700	
							Overtime		0.000	
							Double Time		0.000	
							Total Hours		70.700	

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Regular	328.750
Overtime	0.000
Double Time	0.000
Total Hours	328.750

## Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES  
 User Name Shailvina Pannu  
 Report Run Date 02/05/2020

Date Range 01/01/2020 to 01/31/2020  
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8

Include Comments Yes  
 Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

### AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/25/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Manager Comments: Special Board Meeting for the Kensington Fire District									
01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Manager Comments: Listening to the audio to confirm all actions & motions and emailing them to Glenn & Andrea									
						Regular		3.250	
						Overtime		0.000	
						Double Time		0.000	
						Total Hours		3.250	

### AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.320	0.000	0.000	9.320
Employee Comments: District management administration research and communications									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.170	0.000	0.000	9.170
Employee Comments: District management administration, research, communications and agenda/packet creation and distribution.									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.230	0.000	0.000	6.230
Employee Comments: District management, administration, research and communications									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.540	0.000	0.000	1.540
Employee Comments: District management administration research and communications									
01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: District management administration research and communications									
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.730	0.000	0.000	7.730
Employee Comments: District management administration research and communications									
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: District management administration research and communications									
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.430	0.000	0.000	3.430
Employee Comments: District management administration research, communications and county form 700 training									
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.530	0.000	0.000	8.530
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite - organization of files, communications return calls/response to emails; research reconciliation									

A/P;minutes creation; agenda item list maintenance; building maintenance follow up

Date	Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.350	0.000	0.000	3.350
Employee Comments: Dist Mgmt/ Clerk and administration - calls/response to emails; research;minutes creation; agenda item list maintenance									
01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.970	0.000	0.000	5.970
Employee Comments: Dist Mgmt/ Clerk and administration;EPC meeting coordination, agenda creation, communications - call returns/response to emails									
01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.930	0.000	0.000	5.930
Employee Comments: Dist Mgmt/ Clerk and administration; onsite, mail distribution, EPC meeting coordination, agenda creation, communications - call and emails; BOD Special meeting coordination agenda, location reservation; minutes creation; research meeting locations change; file organization									
01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.170	0.000	0.000	6.170
Employee Comments: Dist Mgmt/ Clerk and administration;EPC meeting coordination, agenda creation, communications - call /emails									
01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.580	0.000	0.000	7.580
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite, Special BOD meeting coordination, agenda/packet distribution communications - calls/emails ; meeting w/BOD President contract approval, agenda posting throughout town									
01/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Dist Mgmt/ Clerk and administration;communications - subscriber/call/emails; contract negotiation meeting location rental.									
01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.530	0.000	0.000	5.530
Employee Comments: Dist Mgmt/ Clerk and administration;communications - calls/emails; SCO coordination; BOD location contract negotiations; agenda prep; research; Docusign submittals									
01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.870	0.000	0.000	6.870
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite, BOD agenda creation, communications - call/emails; mail distribution; A/P									
01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.670	0.000	0.000	5.670
Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda meeting creation, communications/ call/emails; research parliamentary procedures contract revision mtg location; RC mtg w/Lead and BOD president.									
01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
Employee Comments: Dist Mgmt/ Clerk and administration; BOD agenda creation, communications - calls/emails; building maintenance; call direction to Fire for resident fire alarm malfunction; CCC contract coordination.									
01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.630	0.000	0.000	5.630
Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda creation, communications - calls/emails; HostGator/NerdCrossing IT admin authorization resolution; CSD ethics webinar setup; contract revision negotiations mtg location; CCC Duty Board Clerk NetFile Form 700 call.									

Regular	116.150
Overtime	0.000
Double Time	0.000
Total Hours	116.150

**LAZOF, GLENN (00033)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.800	0.000	0.000	8.800
Employee Comments: Prep for Discussion and Plan org Discussion, Review Agenda Packet, Manager Role with Julie, Legal Invoices, Phone Conf, Julie Re: Packet									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.100	0.000	0.000	4.100
Employee Comments: Agenda Packer, payroll access, Finance and admin Task review.									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.700	0.000	0.000	2.700
Employee Comments: E-mails to President, Procedures, Incl Dir. Kosel Code of Conduct, Minutes. Finance Co.									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	3.300	0.000	0.000	3.300



		Finance				(Manual Entry)				
Employee Comments: Code of Conduct, Docusign, IT, Finance Processes, instruction for updating by laws per May revision, task review										
01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.200	0.000	0.000	8.200	
Employee Comments: Meet with Andrea, President, Board Meeting, Prep for Board Meeting, Legal Invoices										
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.500	0.000	0.000	5.500	
Employee Comments: Meeting Follow UP, Sandbags, Payroll inquiry, Feb Board meeting										
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.700	0.000	0.000	3.700	
Employee Comments: Mtg Follow up, Ad Hoc Committee. Sandbag vendor, Signature Authority. It Committee, Organization Struct Committee. Conflict of Interest, Audit Requirement Completion										
01/12/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.700	0.000	0.000	0.700	
Employee Comments: Web site payment. Meeting follow-up										
01/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.900	0.000	0.000	2.900	
Employee Comments: Meeting location, I, Cod of Conduct, finance Committee. Streamline payment, Authorization, Finance Tasks, Organizational Discussion										
01/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.600	0.000	0.000	2.600	
Employee Comments: Financial Task review, Authorizations, ethics webinar, agenda items, May addition to the By-laws.										
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.800	0.000	0.000	2.800	
Employee Comments: Ph. Call Contra Costa County Treasurer re Authorizations, Facilitating payments requested by BC Grupalo Committees Mid year adjustment, priorities review, grants										
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.800	0.000	0.000	3.800	
Employee Comments: Ph Conf with Board Pres. and follow up. IT, Outreach to Ad Hoc org committee. Credit card statements. Copy Central and related Fire KPFD communications.										
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: E-mail, IT vendors, code of conduct, Web posting, review LAIF Transfer completion, Special Meeting Planning										
01/19/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300	
Employee Comments: Horde, EPC Public Member training, Sandbags, Call to Julie										
01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500	
Employee Comments: Prop Spec. Meeting and Emerg. Prep Co. Meeting, Web Post, FY 2019 Finacncial Transactions Report, Check signing workflow										
01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500	
Employee Comments: IT, Gann Limit, payment Procedures, Special and Committee meetings, conf with President, Minute Order, Review mid year fire District										
01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.100	0.000	0.000	3.100	
Employee Comments: Spec Mtg, Executed Agreement, Minute order, ph conf with Bd Pres. Mid year review										
01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000	
Employee Comments: Minutes, AMM (PERS), Special Agenda - Vendor Payment follow up, Staffing recommendation mtg locations, legal invoices, Minute order, banking										
01/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700	
Employee Comments: Agenda Topics re: Special MTG , recording, Transaction Authorization										
01/25/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.800	0.000	0.000	0.800	
Employee Comments: Gann Limit, special meeting minutes and tape, follow up, Gann Limit										
01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.400	0.000	0.000	3.400	
Employee Comments: Spec Mtg. Follow up, ph conf with board pres. Fire Midyear, FTR and filing thereof.										
01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.800	0.000	0.000	4.800	

Finance

(Manual Entry)

Employee Comments: Audio Tape , Co-ordinate with Pres due to Jury Duty, FTR, Research for Vacation pay out, AMM and misc Finance issues, Shred and Rx disposal event, Agenda request form, leglal invoices, Minutes style.

01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	10.300	0.000	0.000	10.300
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Employee Comments: Legal Invoices, Conference Room, Agenda Item Request form, SB 778, Tape review action and discussion special meeting. Recruitment Materials Follow up. AMM, AB 778, payroll Accrual, Comp Study

01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
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Employee Comments: Feb Staff Reports and Financials, IT , Conf with Pres, QB report error, payroll oayments, plan for minutes back up.

01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Payroll Review, Job Description, Direction to Finance, Access issues, Banking.assure appropraite review of Capital Purchase.

Regular	103.000
Overtime	0.000
Double Time	0.000
Total Hours	103.000

**PANTERA, SHAHRZAD (00693)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: e-mails payroll agenda packet Fire department 2 + Phone call with Glenn, set up account with Payroll									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Financial follow up, e-mail follow up									
01/05/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Task list items and update of list									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Follow-up on board package, on qrt taxes, closing end of year payroll, work on SOP									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: E-mail and communication follow up									
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Task list- email follow up									
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: E-mail, task list, member communication									
01/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Task list - email communication									
01/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting with Glenn task list and documentation review									
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: E-mail correspondence and document review, filling									
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.000	0.000	0.000	9.000
Employee Comments: Travel time to and back to office, GL reconciliation and bookkeeping, cash management.									
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500

Employee Comments: W9 review, 1099 filings and e-mail correspondence

01/19/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: LAIF approval and funds transfer setup - e-mail correspondence

01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: Phone call and txt with team

01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Team meeting and task list update

01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
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Employee Comments: Task list review with Glenn and follow up

01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: E-mail correspondence and task list followup

01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Meeting prep, email correspondence, task list item

01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: meeting prep, task list, email correspondence, vacation accrual research

01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Task list update, meeting with Glenn & Andrea

01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: phone call with Glenn & Andrea task management

Regular	36.000
Overtime	0.000
Double Time	0.000
Total Hours	36.000

**PICARD, ALLISON (00806)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500

Employee Comments: Drafting of 1/8 staff report; major edits after Glenn and Board President feedback; edits to Glenn's staff report; edits to Board meeting minutes transmitted; review of multiple emails and responses

01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Phone mtg with Glenn, another with him and Board President; more edits to staff report

01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: Final edits and transmittal to Andrea and Glenn; phone mtg with Sophia about project status

01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.400	0.000	0.000	0.400
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Employee Comments: respond to emails from Board President

01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Prep and presentation at Board meeting; follow-up email on next steps

01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: .5 phone mtg with Glenn about salary GM survey and recruitment; review of staff report outline; phone mtg with Kay regarding recruitment planning; begin salary survey research

Regular	13.400
Overtime	0.000
Double Time	0.000
Total Hours	13.400

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Regular	271.800
Overtime	0.000
Double Time	0.000
Total Hours	271.800





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

**DATE:** May 13, 2020

**RE:** BUDGET DEVELOPMENT GUIDING PRINCIPLES

**SUBMITTED BY:** Mary A. Morris-Mayorga, Consultant

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## Recommended Action

This item is provided for review and discussion, no action is requested at this time. Staff will incorporate information contained in this report into the budget process.

## Background

Each year the District develops and adopts a budget in accordance with *Policy 1150 Budget Preparation and Review*. Consultants are currently reviewing the historical practices in developing the budget and recommend defining Budget Guiding Principles for staff. These are broad in nature to provide staff direction and are not intended to be the fully detailed budget process; however, a summary schedule is included for reference.

### Guiding Principles

1. Open and transparent - all components of the budget are available to the public with reporting that supports and enhances.
2. Strategic - delivery of District services and programs aligns with the mission and strategic goals and priorities.
3. Sustainable - a ten-year long-term financial plan demonstrates availability of resources for service delivery.
4. Resilience - future fiscal contingencies and risks are identified, assessed and prudently planned for through reserves or other measures.
5. Realistic - budget amounts are based upon the best information available.
6. Integrity and quality - budgetary forecasts and actual results are subject to quality assurance including independent audit.
7. Performance - evaluation of services and programs will be integral to the budget process.

In general, the budget process is comprised of the following:

**Strategic Plan:** The Board may identify strategic plans including goals, priorities and objectives to support the District mission.

**Long-Term Financial Plan:** A long-term financial plan will be developed and updated at least annually to assure adequacy of District funding for delivery of services and programs.

**Committee/Presentation:** Staff will present the budget to the Finance Committee and Board of Directors.

**Approval:** The budget will be approved in June.

**Adoption:** The budget is adopted in September. (Note: staff will investigate the possibility of adopting in June to eliminate this additional step.)

**Monitoring:** Staff will regularly monitor budget versus actual performance and provide reporting to the Board.

**Fiscal Impact**

There is no fiscal impact.



**PROPOSAL TO LEASE**

Date: May 7, 2020

The undersigned hereby agrees to lease through McNally Realty Advisors as agent the following described Premises at the rental, terms and conditions specified herein:

1. **TENANT:** Kensington Fire Protection District  
Tenant agrees to provide credit data and business references promptly for Landlord's review & approval and said approval shall not be unreasonably withheld.
2. **PREMISES:** An approximate 1,175 Sq.Ft. service and professional office space identified as 289 Arlington Blvd., Kensington, CA.
3. **TERM:** The term of the lease shall be for 60 months, commencing on August 1, 2020 and ending on July 31, 2025 with two 3-year options to extend at prevailing C.P.I increases.
4. **POSSESSION TO COMMENCE:** For initial space preparation, possession to commence immediately upon: 1) lease execution, 2) verification of deposits, and 3) placement of liability insurance, but no later than July 16, 2020.
5. **RENT:** \$3,750.00 per month with annual CPI% increases, minimum 2%/maximum 5% per year.  
Rent commences: August 1, 2020.
6. **ADVANCE RENT:** Tenant shall pay upon the execution of the Lease the sum of \$7,500.00 as rent for August and September, 2020.
7. **SECURITY DEPOSIT:** \$3,750.00, which shall be refundable under the terms of the Lease.
8. **USE:** The Premises shall be used and occupied for general and dispatch office, and storage for tenant's business. There shall be no unauthorized use of toxic substances or environmentally hazardous materials.
9. **CONDITIONS OF PREMISES:** Tenant shall accept the Premises in "as-is" condition subject to improvements outlined in paragraph 13 below and Landlord shall be responsible for putting into good working order all general purpose utility systems, installed as of the above date.
10. **OBLIGATIONS OF TENANT AND LANDLORD:**
  - a. Structural maintenance of foundations, ext. walls (not painting), and roof: Landlord
  - b. All other maintenance: Tenant
  - c. Real estate taxes: Landlord
  - d. Property insurance: Landlord                      Liability: Tenant, minimum \$1,000,000/\$2,000,000.
  - e. Utilities – Pro-rata share of total occupied space in building if not separately metered.
  - f. If real estate taxes or property insurance are Landlord's obligation, Tenant shall pay any increases in either that may occur after the first year of lease term in which the property is fully assessed. As a public service entity, should Tenant succeed in obtaining property tax relief, the pro-rated amount of said property tax relief shall be credited against future rent due.
11. **SUBLEASING:** Tenant shall have the right to sublease the Premises subject to Landlord's approval, which shall not be unreasonably withheld.
12. **SIGNS:** Tenant shall have the right to place its business signs upon the Premises subject to Landlord's approval, which shall not be unreasonably withheld.

Initials: \_\_\_\_\_  
                    Tenant                      Landlord



13. **IMPROVEMENTS: Landlord** at its sole cost and expense shall provide the following improvements prior to Lease commencement: **A)** Deliver in clean and ready condition.

**Tenant** to have permission to make the following improvements at its sole cost and expense upon funding and execution of Lease: **B)** Modify restroom for ADA Compliance; **C)** Partition off one private office; **D)** Modify storefront entrance; **E)** Customize space for its operations.

14. **DEPOSIT:** Tenant to provide a check in the amount of \$11,250.00 as a deposit, upon execution of the Lease, which is to be applied to the rent and security deposit due and payable.

15. **EXPIRATION:** This Proposal shall be valid through May 15, 2020. At any time thereafter, upon notice by Tenant or Landlord, this Proposal shall be deemed null and void. Tenant and Landlord agree not to pursue other transactions while this agreement is in full force and effect unless canceled. The terms and conditions herein shall not be binding until each party has reviewed, tenant Board of Directors approval, and fully executed a Lease agreement together with the required deposit funds tendered.

16. **AGENCY:** Tenant and Landlord hereby acknowledge that McNally Realty Advisors represents Landlord as listing agent, is to be compensated as such, and only and both parties consent to said agency.

**TENANT: Kensington Fire Protection District**

Date: \_\_\_\_\_

\_\_\_\_\_  
Julie Stein, KFD President

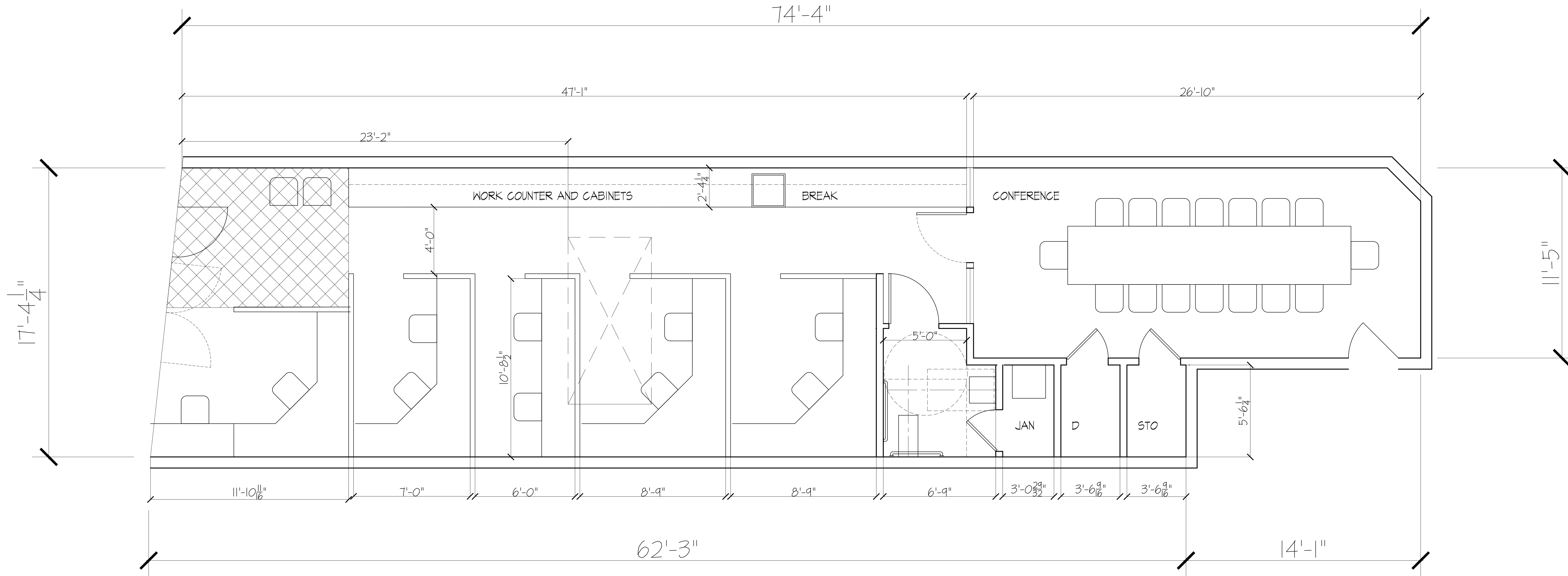
**Receipt of this Proposal and the above specified deposit is hereby acknowledged:**

Landlord hereby accepts this Proposal and shall forthwith proceed to prepare a Lease evidencing the terms herein, and furthermore agrees to pay a real estate brokerage commission equal to that per separate agreement to McNally Realty Advisors upon lease execution payable out of deposits collected by broker. In the event suit is instituted to collect any sum due McNally Realty Advisors hereunder, the prevailing party in such suit shall be awarded such additional sums as the court may declare reasonable for attorney's fees, and reasonable direct and indirect litigation expenses.

**LANDLORD: Thal Family Trust**

Date: \_\_\_\_\_

\_\_\_\_\_  
Lawrence Thal, as duly authorized



KFPD/KPPP CSD OFFICES

SP = 7

Don Dommer Associates  
5/8/2020

**KENSINGTON FIRE PROTECTION DISTRICT  
POLICY HANDBOOK**

**POLICY TITLE:** Code of Conduct  
**POLICY NUMBER:** 1020

**1020.10** The Board of Directors of the Kensington Fire Protection District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

**1020.11** The dignity, style, values and opinions of each Director shall be respected.

**1020.12** Responsiveness and attentive listening to communication is encouraged.

**1020.13** The needs of the District's constituents should be the priority of the Board of Directors.

**1020.14** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**1020.15** Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**1020.16** Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**1020.17** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not creating barriers to the implementation of said action.

**1020.20** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**1020.21** When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels.

**1020.22** Directors should develop a working relationship with the Manager and the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.

**1020.23** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**1020.24** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

## CODE OF CONDUCT

### A. Basic responsibilities of individual directors:

1. To be familiar with the laws and policies governing the district.
2. To understand the nature of fire protection services.
3. To be familiar with district finances.
4. To maintain regular attendance at board meetings. Board members should be on time and stay for the entire meeting. If they are unable to attend or know they will be arriving late or leaving early, they should advise the President.
5. To support decisions made by the board, even if there is individual disagreement with those decisions.
6. To be current on required CSDA ethics and sexual harassment training and recommended FEMA training.

### B. Required conduct: In order to ensure cooperation and a good working relationship among board members, the following rules should be observed:

1. The dignity, style, values and opinions of each board member shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable, uncivil, or disparaging of others. Once the board takes action, board members should commit to supporting the action and not create barriers to the implementation of the action.
4. Board members should function as a part of the whole. Issues should be brought to the attention of the board as a whole, rather than to individual members selectively.
5. Board members should refuse to participate in meetings that do not conform to the Brown Act.
6. An individual board member may not commit, nor represent that they commit, the district to any policy, act or expenditure.
7. The basic function of the board is policy and not administration.
8. The general manager has full administrative authority for properly discharging duties within the limits of established board policies.
9. District constituents have the right to be heard at official meetings within established parameters and guidelines for public testimony.
10. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at board meetings and public sessions.



## 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:** May 5, 2020

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

**FROM:** Michael Pigoni: Fire Chief

**RE:** Fire Chief's Report for May 2020 Board Meeting

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### Run Reports

There were 22 calls for service that occurred during the month of April in the community of Kensington which was exactly half of the previous month. During this same time, Engine 165 responded to a total of 39 calls in all the El Cerrito/Kensington districts which is a decrease of 21 incidents over the number of calls from last month. The "Incident Log" included in the Board packets will provided more details on the dates, times, locations, and incident types for these calls. The next update discusses possible reasons for these drastic decreases in calls.

### Corona Virus Update

The Corona Virus or COVID-19 pandemic continues to present challenges for the Fire Department. We continue to practice all the County recommended and mandated protocols as well as we have started morning health screening for all our personnel in which when they arrive at work and every morning while on duty they monitor their temperature as well as complete a health screening questionnaire. One side effect of the shelter in place and fears of the virus is the decrease in calls for service both within the community as well as the entire response area. This trend is being seen in most areas of the County and believed to be partial due to residents fear to go to the hospital for other medical issues in fear of being exposed to the virus and possibly due to more people at home, there are family members available to drive patients to the hospital. We will continue to monitor this in the next few months.

### Drone Search & Rescue Incident

On Sunday May 3<sup>rd</sup>, at approximately 7:30 pm, the fire Department was requested by Kensington PD to assist with a missing person. KPD was investigating a reported missing 72-year-old female on Grizzly Peak Blvd who had possible wandered away from her residence. They requested the Fire Department for the use our drone to use the infrared camera in searching for the elderly female who had possibly wandered into the park. The Fire Department responded with the drone to the scene. Contra Costa County Sheriffs, Albany PD, San Pablo PD, East Bay Parks was also assisting in the search. The Drone made several flights over the park and along the ridge with no results. Thankfully though, the person was located around 11:00 pm on San Pablo Avenue near Cutting Blvd in El Cerrito.

### Firefighter Vacancies

The Department is continuing to hold on interviewing and hiring a replacement for the vacant firefighter/paramedic due to the shelter in place orders. To save some on the overtime, the Fire Prevention Officer was temporarily reassigned to fill that position for the month of April and until this week. However, with the weather drying out and annual grasses (weeds) starting to dry, our FPO will be resuming his normal duties this week.

## **Fire Hazard Inspections**

While there was some late season precipitation last month, the weather for the most part is drying out and with the below average rain fall, the annual grasses and other small fuels are starting to dry out. The Fire Department has begun their hazard inspections this month which focuses primarily on vegetation reduction and management around the homes to create a more defensible space and help prevent wildland fires in the community. Vegetation management planning in the Very High Fire Hazard Severity Zones (VHFHSZ) focuses on areas where fire poses the greatest risk to life and property. There are three specific goals of the Fire Department's program:

1. Keep all fires small. Small fires generally are cooler than large fires and are more easily extinguished.
2. Limit the speed with which any fire will grow. Fires need fuel to burn; if fuel is available, fires will continue to grow rapidly. Fuel must be limited or made unavailable to spreading fire.
3. Make it more difficult for fires to ignite and spread. Small fires can ignite progressively larger fuels. Small fuels are like kindling and are easily ignited. Reducing and separating kindling fuels from larger fuels reduces sources for ignition and the potential for fire spread.

Fires will continue to be a part of California urban living. By implementing vegetation management standards, residents can significantly reduce the potential a small fire will grow into a catastrophic event involving one or more structures as well as lower the risk of ignition to their property in the event of a nearby fire or fire ember storm as can happen during the Diablo wind events. The primary method of stopping fire spread is by increasing separation distances between combustible fuels.

## **Register with the Contra Costa County Community Warning System**

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

**KENSINGTON FIRE PROTECTION DISTRICT****EMERGENCY PREPAREDNESS COMMITTEE MINUTES**

Date of Meeting: August 28, 2019  
Time of Meeting: 3:00 p.m.  
Place of Meeting: Arlington Community Church, Fireside Room  
52 Arlington Avenue, Kensington, CA 94707

The meeting was called to order at 3:34 PM. All members were present except Paul Moss (by advance notice). There was no public comment. The members introduced themselves and the protocols of the Brown Act were discussed. One-way communication of information, listed as “for information only,” is the only way to share findings with other committee members, and such communications cannot include recommendations for Committee or Board decisions. A quorum of the Committee is any five members. It was generally understood that as far as public communication goes, committee members are encouraged to discuss their work and their findings with their neighbors; they do not discuss possible actions to be recommended to the Board; and they do not speak officially for the Committee or for the Board. Questions may be referred to Board members on the Committee or to other Board members as appropriate. The charge of the committee is instantiated in Board Policy 1140.60.

The activities of the Committee to date were discussed as a prelude to the directions of future activities by the newly reconstituted Committee, and the relationships among the activities.

1. The Traffic Study: commissioned for the Board by the EPC, the consultants will map and measure the streets of Kensington and immediately adjacent streets; compile data on vehicle loads, traffic flows, street directions, and parking orientations; make recommendations about possible changes in traffic flow directions, parking orientations, and evacuation routes (good and bad); and provide their data to the Polygon Project designers (not connected with the EPC). Using these data and recommendations, the Committee will present actions to the Board; the Board may elect to recommend to the County such changes as will be deemed necessary to insure safer traffic flow in case of evacuation.<sup>1</sup>

2. Paths: This is a long-standing concern of the community that will be addressed in more depth at the next meeting.

3. Warning systems: these include but are not limited to cameras, sensors, and sirens. Because Kensington is so small, its roads are narrow and overloaded with vehicles, and much of its population in need of early warning, pre-evacuation is seen as the most important priority for the community. However the District cannot invest in technology until it is clear who will control it, what the criteria are for activating it, and how personnel are trained.<sup>2</sup>

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<sup>1</sup> Peter Guerrero recommended that the consultants check with the County as soon as possible to be sure that their methods are consonant with County standards, so that their eventual recommendations will be recognized as valid. Director Padian will facilitate this.

<sup>2</sup> Directors Padian and Nagel will consult County officials to determine the answers to these questions.



4. CERT training and the institution of FireSafe communities: Because residents will be largely on their own in case of a major fire or earthquake, neighborhood groups and training are critical to public safety. The EPC should take the lead at the neighborhood level to educate, provide help, identify new leaders, and help to organize meetings to raise consciousness.

5. Earthquake preparedness: Although fire preparedness and earthquake preparedness share some common features, there are also distinct characteristics of each. Fire poses a more tangible immediate danger but it is just as important to educate residents about dealing with an earthquake. This will be addressed at a future meeting.


Deployment of Committee members: Spath and Caronna will spearhead the initiative on Paths. Directors Padian and Nagel will work with the County on items summarized in footnotes 1-3.<sup>3</sup> Cooper and Guerrero will look into remote sensing devices. Gluck and Moss will investigate the logistics of sirens. Director Padian will discuss the topic of cell towers with County personnel. The approach to publicizing and propagating CERT neighborhoods and FireSafe communities will be under the purview of Director Nagel, along with Liddell, Cooper, and Guerrero. Contributions to these efforts are fluid but cannot comprise more than four members before recommendations are discussed in an open meeting.

Other concerns: Encouraging a shift in priorities for mitigation work in Tilden Park was addressed at two levels: local and regional, as discussed in Footnote 3. The topic of fire danger signs, to be placed at the intersection of Grizzly Peak and Beloit, and on the median strip of the Arlington south of the PSB, was discussed and will be on the Board's September agenda. The topic of providing emergency radios to all Kensington households, starting with a pilot program, should be investigated by the Committee at its next meeting before possibly bringing it to the Board.

Objectives for the next meeting include a report on the paths; a discussion of emergency radios; and progress on the assigned items.

Several members will be absent for most of September so will try to schedule our next meeting in late September. The meeting was adjourned at 5:38 PM.

**These minutes were prepared by Kevin Padian and approved at the Committee meeting of 23 April 2020.**

Attest:   
Emergency Preparedness Committee Member

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<sup>3</sup> The third item to address with the County was raised by Cort Cooper, concerning working with EBRP to attempt to get better hazard mitigation along the ridgeline. It was proposed that both local and regional approaches should be pursued. The neighbors along the Kensington ridgeline have worked informally with Parks personnel; John Gioia has also expressed strong interest in coordinating the discussions about this topic between EB municipalities on the one hand and the Park on the other. Directors Padian and Nagel will pursue this with his office.

## KENSINGTON FIRE PROTECTION DISTRICT

### EMERGENCY PREPAREDNESS COMMITTEE MINUTES

Date of Meeting: September 26, 2019  
Time of Meeting: 3:00 p.m.  
Place of Meeting: Arlington Community Church, Fireside Room  
52 Arlington Avenue, Kensington, CA 94707

Committee Members: Kevin Padian  
Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Liddell, Paul Moss, David Spath

**CALL TO ORDER:** Director Padian called the meeting to order at 3:08 pm. All members were present except Director Larry Nagel and Peter Guerrero, who were both excused (out of town).

**ORAL COMMUNICATIONS:** None.

#### **OLD BUSINESS:**

The activities of the committee, how they relate, and the deployment of various members on them were briefly reviewed. Cortis Cooper raised a concern from the last meeting about hazard mitigation priorities along the EBRP ridgeline. Many residents are concerned that not enough effort is being expended in this area. We discussed the difficulties of the decisions of agencies charged with spending unfortunately limited funds on mitigation, needing to set priorities long in advance. We discussed whether the Fire Board could write a letter to the EBRPD asking that more effort be deployed in our area. Some members observed that discussions with EBRPD Chief Aileen Thiele had been constructive but that their funds for this year were at their limit and already committed. It was suggested that such a letter might have greater traction with a contribution in kind; for example, if the KFPD could offer to contribute financially on specific projects and if our neighborhoods on the ridgeline could commit to redoubled efforts in debris clearing and house-hardening. Further discussion with the EBRPD is probably desirable.

#### **NEW BUSINESS:**

Padian reported that the preliminary report of the Traffic Study was presented in the September Board packet, and that the consultants are trying to work with the County on ensuring that they use a methodology that will conform to County practices.

Caronna and Spath presented a perspective on the steps that need to be taken to resolve ownership and future care of Kensington's paths. These points are summarized on the attached handout. Of the issues involved, the first is public ownership, which will enable maintenance, resolve liability, and allow the submission of grant proposals for improvement. The three most plausible solutions are ownership by the KFPD, ownership by the KPPCSD, and joint ownership through a Joint Powers Agreement. The next goal will be to develop arguments and evidence for each position to discuss and bring before the Fire Board and eventually the KPPCSD Board.

Padian suggested a plan to contact the County OES office to discuss standards and procedures involved in declaring an emergency that would include Kensington. If the KFPD were interested in investing in emergency sensing and notification equipment, from sensors to sirens, it would be important to know more about control and actuation of these devices and notifications. He and Director Nagel hope to make inquiries in the near future.

Padian spoke with a County staffer about cell tower capability during an emergency (see article in *SF Chronicle* 9/25/2019). Apparently local agencies (County, municipal) have little influence on the number and positioning of towers, which is increasingly a Federal jurisdiction. The number of towers, whether they have backup power (and for how long), and whether they have or can be brought generators in case of emergency varies among the five carriers that service this area. More and better coverage by cell towers, which are greatly improved over earlier models, is seen as a public safety issue. The community needs information on this.

The purchase of two fire danger signs is on the agenda for the October Board meeting. One is suggested for the Arlington near the PSB and the other in the hills at a site to be determined. The cost for both would be about \$2500 plus costs of mounting, to be done by the County. Some members felt that permanent signs would come to be ignored by motorists, and that occasional placement of “Red Flag Day” and other signs would be more effective. Most members seemed to feel that the cost was small enough to be of benefit, but also that other avenues (such as a portable “Red Flag Day” sign) could be considered. For one thing, residents need education on what a “Red Flag Day” warning actually means in terms of what residents should do and not do, and this could be addressed by mailed and emailed communications.

The topics of CERT training and FireWise communities were considered jointly. Both need greater awareness and participation in Kensington. Fewer and fewer CERT areas have coordinators. Currently B/C Joe Grupalo is primarily responsible (under the Chief) for Emergency Preparedness for the FD in both El Cerrito and Kensington. The Committee discussed whether to suggest that the Board consider hiring an emergency preparedness coordinator whose job would be to work with residents and neighborhoods to promote CERT training, house hardening, and the establishment of FireWise communities. Paul Moss opined that there were few real benefits for neighborhoods in acquiring FireSafe status, although it was acknowledged that some funding agencies (e.g., DFSC) were favoring this status in giving mitigation grants. Otherwise most of the criteria were things that residents would be doing anyway. It was observed that FireSafe status, to our knowledge, does not affect insurance coverage for any carriers except USAA. These considerations, however, are independent of whether a coordinator would be a useful investment by the District.

We discussed the possible deployment of sirens. Gluck and Liddell have begun to canvass local and regional agencies about their decisions, criteria, and operational questions regarding sirens. A pattern that seems to emerge is that, whereas most local citizens are in favor of sirens (or assume we already have them), public safety personnel are generally against them. One main problem appears to be public education about what people should do when they hear a siren (this was reflected in a recent FEMA research report). Several members, including some originally skeptical about sirens, were impressed by Berkeley’s commission report on sirens, which was balanced but overall positive (the \$1.1M projected cost was postponed for consideration until their City Council’s next budget meeting). There are about 100 sirens with various functionalities in our County; areas of Marin and Sonoma counties are apparently purchasing some new ones.

Gluck and Liddell report that their plans for the next KPSC (Kensington Public Safety Committee) event are well under way; they would like to hold it in the renovated Community Center when it reopens because Arlington Community Church is booked far into the future on weekends. They propose a combination of demonstrations, exhibits, and informational updates on critical issues.

Padian suggested that the Board might wish to discuss financial support for this event, which is traditionally organized by the independent and self-funded KPSC.

The Fire Board may consider a pilot program by which 500 emergency radios would be purchased and distributed on demand to residents, with the possibility of doing more if interest warrants. One model can be acquired for about \$30 per, including three AAA batteries to supply one of its four power sources; it features AM/FM/NOAA bands with two lights and a hand-activated siren. Another model would cost more like \$50 and it has most of the same features, plus it can automatically activate the NOAA band in an emergency (it can also flash a light for the hearing-impaired); it lacks the siren and its Li-ion battery is not replaceable.

Most members (as well as residents who attended) were strongly in favor of the program. We discussed which model would be better to offer; one possibility is to offer the \$30 model but to direct attention to the \$50 model that residents could purchase themselves if they preferred. Operational information, as well as local emergency frequencies, would be provided.

Another question is whether the radios would be given away free or if contributions would be encouraged. Most members seemed to feel that some contribution would provide “skin in the game” and better ensure that the radio would be used rather than shelved. One suggestion is that a “sliding scale” be used, although how to establish it could be difficult; another was that residents simply be informed of the attendant costs and advised that if they contributed what they could, more people could be helped. The mechanism for passing any funds to the District (cash or check) would need to be determined.

Committee members were informed that the Board may soon consider the question whether Committee members should be asked to submit State Form 700 (Financial Disclosure / Conflict of Interest), because some of its formal recommendations to the board (of which none have yet been made) may involve the use of District funds. The Board’s attorney has determined that this would not be required by the State but it may be prudent.

Agenda items will be solicited by email for the next Committee meeting, which will be scheduled through an online poll, intended to take place in the latter half of October.

The meeting was adjourned at 5:37 pm.

**These minutes were prepared by Kevin Padian and approved at the Committee meeting of 23 April 2020.**

Attest:   
Emergency Preparedness Committee Member

## KENSINGTON FIRE PROTECTION DISTRICT

### EMERGENCY PREPAREDNESS COMMITTEE MINUTES

Date of Meeting: October 24, 2019  
Time of Meeting: 3:00 p.m.  
Place of Meeting: Arlington Community Church, Fireside Room  
52 Arlington Avenue, Kensington, CA 94707

Committee Members: Kevin Padian, Larry Nagel  
Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Guerrero, Peter Liddell, Paul Moss, David Spath

Public: Robin Noda

1. Call to Order
2. Adoption of Agenda and Approval of Minutes – The agenda was adopted by consensus. The minutes of the September 25, 2019 EPC meeting were approved by consensus.
3. Public Comment – None
4. Old Business
  - a. Paths: Lisa Coronna reported on the activities of the Kensington Pathkeepers. They are working on improving public awareness of the paths and held a path walk for citizens which was attended by Contra Costa County Supervisor John Gioia. The Kensington Pathkeepers are holding meetings with residents whose homes adjoin a path with the goal of understanding resident's concerns. At present, the committee is focusing on the Willamette, Ardmore, and Beloit paths. The problem the Pathkeepers are struggling with is that Kensington groups have a problem affiliating with a nonprofit organization. Lisa noted that the KCC has been too busy to meet with the Pathkeepers. Another problem Lisa noted was that there are no surveys of the paths and the cost of surveying the Kensington paths is steep.
  - b. Sirens: Katie Gluck reported that she has met with Berkeley Fire Department Deputy Chief Keith Mays to obtain information about the Berkeley sirens. She also will meet with Contra Costa County OES personnel to obtain information about the County Community Warning System (CWS).
  - c. Fire Danger Signs: Kevin Padian reported that the major issue with procuring and installing Fire Danger Signs is determining who will maintain the signs and be responsible for the upkeep. Kevin will be meeting with Chief Mike Pigoni to attempt to resolve this issue

- d. Working with KFPD Board & EBRPD toward faster hazard mitigation: Larry Nagel reported that he and Cortis Cooper attended the last EBRPD Board meeting on October 1, 2019 and spoke during the public comment session on the need to update the EBRPD Fire Protection Plan, which now is ten years old. Larry reported that after the meeting, EBRPD Director Beverly Land (Ward 7) requested more information on which areas of the plan need improvement. Larry and Cortis will present a draft report at the next EPC meeting.
  - e. Next KPSC Forum: Katie Gluck noted that KPSC will wait until spring for the next forum. There was some discussion about how the KFPD could assist in KPSC forums.
  - f. Emergency Radios: Kevin brought two demonstration emergency radios. There was some discussion about whether the radios should be provided to residents free of charge or whether KFPD should charge for them. This needs more investigation.
1. New Business
    - a. Possible coordination of efforts on CERT training, home hardening, FireSafe communities: This topic was tabled due to lack of time
    - b. OES control of possible sensory and warning devices in Kensington: This topic was tabled due to lack of time
    - c. What have we learned from the recent PG&E shutoff? Translation to EP? This topic was tabled due to lack of time
    - d. Community education: what should our next steps be? This topic was tabled due to lack of time
      - i. mailers
      - ii. email / NextDoor notifications
      - iii. ads in the Outlook and elsewhere
      - iv. other approaches
  1. Agenda Items for Next Meeting: It was agreed that the agenda was way too long, and we'll probably need next meeting just to catch up. No new items were suggested for the November 21, 2019 meeting.
  2. Scheduling Next Meeting – Because of the holidays, it was decided to schedule the November meeting for November 21, 2019 (to avoid Thanksgiving) and the December meeting for December 19, 2019 (to avoid Christmas). Kevin agreed to reserve a room for these meetings.

3. Adjourn – Meeting was adjourned at 6:05 PM.

**These minutes were prepared by Larry Naøel and approved at the Committee meeting of 23 April 2020.**

Attest: \_\_\_\_\_s/ Kevin Padian  
Emergency Preparedness Commi

A handwritten signature in blue ink, appearing to be 'Kevin Padian', written over a horizontal line.

## KENSINGTON FIRE PROTECTION DISTRICT

### EMERGENCY PREPAREDNESS COMMITTEE MINUTES

Date of Meeting: November 21, 2019  
Time of Meeting: 3:00 PM  
Place of Meeting: Arlington Community Church, Fireside Room  
52 Arlington Avenue, Kensington, CA 94707

Committee Members: Kevin Padian, Larry Nagel  
Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Guerrero, Paul Moss

Public: Laurie Gomes

1. Call to Order
2. Public Comment – None
3. Adoption of Agenda and Approval of Minutes – The agenda was adopted by consensus. The minutes of the October 24, 2019 EPC meeting were approved by consensus with the correction by Lisa Caronna that the last sentence of her report should read “the KCC has been too busy to meet with the Pathkeepers.”
4. Old Business
  - a. Fire Danger Signs: Kevin Padian reviewed the status of the Fire Danger signs. Kevin will contact Aileen Thiele, Fire Chief of EBRPD, to determine if EBRPD would be able to maintain a sign in the hills but not on EBRPD property. Kevin also will contact the KPFDP attorney about liability issues with the sign in the hills.
  - b. Emergency Radios: At the last meeting, we decided on the Midland ER-210 radio, which includes an automatic alerting feature. Kevin will write up a proposal about the radios for the full Board addressing the following issues:
    - Do we provide radios or simply notify citizens of some options?
    - If we provide, do we sell at cost or solicit contributions on a pay-what-you-can basis?
    - We need to stress the importance of the radios for low-income and low-mobility people
    - Determine the availability of Midland ER-210s
  - c. Determining chain of command and protocol for county emergencies: It was suggested that this item was more appropriate for the upcoming Wildcat Canyon Fire Meeting at the Unitarian Church on December 2.



- d. Possible coordination of efforts on CERT training, home hardening, FireSafe communities: Kevin and Larry will strategize on this issue and bring back suggestions at the next EPC meeting.
- e. OES control of possible sensory and warning devices in Kensington: Kevin and Larry have to sit down and strategize to see about finding out who would control sirens in Kensington if we were to get them.
- f. What have we learned from the PG&E Shutoff? Translation to EP? No further discussion on this topic.
- g. Community education: what should our next steps be?
  - mailers
  - email / NextDoor notifications
  - ads in the Outlook and elsewhere
  - other approaches

There was no further discussion on this topic

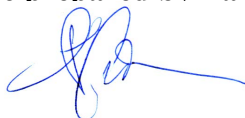
## 5. New Business

- a. Cortis Cooper for the East Bay Regional Park District (EBRPD). Working with KFPD Board & EBRPD toward faster hazard mitigation: Larry Nagel reported that he and Cortis Cooper attended the last EBRPD Board meeting on October 1, 2019 and spoke during the public comment session on the need to update the EBRPD Fire Protection Plan, which now is ten years old. Larry reported that after the meeting, EBRPD Director Beverly Land (Ward 7) requested more information on which areas of the plan need improvement. Larry and Cortis will present a draft report at the next EPC meeting.
- b. To where do Kensingtonians evacuate? (and how do they find out): There was considerable discussion on this topic. There were several questions for Kate Rauch, John Gioia, and Chief Pignoni about where to go in case of an evacuation and who is in charge of planning that for our area. Everyone agreed to check the registration of their cell phones with the county warning system.
- c. Discussion about advising Fire Board on hiring a grant writing consultant
- d. Request from traffic consultants about helping with a survey

6. Reports on Activities (various members)
  - a. Lisa Corona reported on the activities of the Kensington Pathkeepers. There will be a weed cleaning work party this Saturday for the Stratford Path. The Pathkeepers will attend a meeting of all the K groups to attempt to get some buy in.
  - b. Sirens: Katie Gluck reported that she has met with Berkeley Fire Department Deputy Chief Keith Mays to obtain information about the Berkeley sirens. Laguna Beach and San Francisco are pursuing sirens made by ATI. ATI sirens can be integrated into digital warning systems that send alerts to cell phones, laptops, and other electronic devices. These sirens have a omni-directional pattern.
  - c. Paul Moss assembled some good info on go-bags and we need to discuss this further; maybe he'll have some specific recommendations for the next meeting.
7. Agenda Items for Next Meeting: It was agreed that the agenda was way too long, and we'll probably need next meeting just to catch up. No new items were suggested for the December 19, 2019 meeting.
8. Scheduling Next Meeting – The next meeting will be held on December 19, 2019.
9. Adjourn – Meeting was adjourned at 5:45 PM.

**These minutes were prepared by Larry Nagel and approved at the Committee meeting of 23 April 2020.**

Attest: \_\_\_\_\_



Emergency Preparedness Committee Member

## KENSINGTON FIRE PROTECTION DISTRICT

### EMERGENCY PREPAREDNESS COMMITTEE MINUTES

Date of Meeting: January 23, 2020  
Time of Meeting: 3:00 PM  
Place of Meeting: Arlington Community Church, Fireside Room  
52 Arlington Avenue, Kensington, CA 94707

Committee Members: Kevin Padian, Larry Nagel  
Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell, Paul Moss, David Spath

Public: Jason Carrick, Chris Hilliard, Danielle Madulo, Gene Madulo,  
Curt Smith, Kathy Smith

1. Call To Order: Kevin Padian called the meeting to order at 3:06 PM
2. Public Comment: None
3. Approval of Committee Minutes: Deferred
4. Old Business

a. Emergency radio plan – supplemental information requested by Board

Kevin brought forth several logistical details that are hampering the distribution of emergency radios. The main problem is collecting the money to offset the cost of the radios.

- We could use the Moraga-Orinda CERT website, which is already used to distribute water containers and fire extinguisher
- We could set up a table at Station 65 and collect a contribution
- We could just allow people to pick up the radios and pay on an honor system

b. Proposal for go-bags

Paul Moss brought several examples of go-bags that we could provide to residents for little or no cost. The basic bag is about \$10, and loaded with essential supplies is still around \$30. However, we have the same logistical problem as with the emergency radios. The consensus was that we should delay action on the go-bags until we get the emergency radio situation figured out.

c. Fire danger sign

Kevin Padian noted that the sign that will be placed in front of Station 65 has been ordered. We still need to get permission from Contra Costa County to install the sign.

d. Contra Costa County emergency protocol and authority

Kevin Padian noted that we still need to work out what protocols with Contra Costa County are in place or need to be developed for emergency response. Specifically, if we install sirens, who would be responsible for sounding them? If we install cameras and sensors in the hills, who would be responsible for operating them? Kevin Padian and Larry Nagel will meet with Contra Costa County Fire officials to try to sort out this issue.

e. Transmission of EPC/Board letter to EBRPD

Larry Nagel reported that the report that Cortis Cooper and he wrote entitled “The Need for an Updated Fuel Reduction Plan” was sent to the East Bay Regional Park District Board of Directors on January 9, 2020 together with a cover letter on KFPD letterhead.

5. New Business

a. Climate Resiliency, Wildfire, Water Bond (SB 45)

The California Special Districts Association (CSDA) has requested that all Fire Districts provide feedback on proposed SB 45 regarding funding for wildfire prevention measures. The KFPD Board of Directors has, in turn, requested comments from the EPC on SB 45. Kevin asked all members to peruse the bill and present comments to him, so that he can collate the comments and present them to the KFPD Board.

b. Traffic consultants’ study report: discussion of basic points

The consultants who have been conducting a Traffic Survey of Kensington will be presenting their report to the Board shortly. Kevin has distributed a memo he wrote entitled “Preliminary EPC assessment of Traffic Consultants’ Final Report” and this memorandum is contained in Appendix A of these minutes. Kevin asked for feedback from EPC members.

c. Proposal for a KASEP class on CERT (information only, not KFPD business)

The KASEP has proposed a class on CERT training aimed at ages 6-11. Kevin Padian asked for feedback on this idea. The consensus of the group was that this class is an excellent idea.

6. Agenda Items for Next Meeting: No new items suggested

7. Scheduling Next Meeting:

The next meeting will be on Thursday, February 27, 2020 at 3 PM in the Fireside Room of the Arlington Community Church

8. Adjourn: The meeting was adjourned at 5:45 PM.

**These minutes were prepared by Larry Nagel and approved at the Committee meeting of 23 April 2020.**



**Attest:** \_\_\_\_\_  
Emergency Preparedness Committee Member

## APPENDIX A

### **Preliminary EPC assessment of Traffic Consultants' Final Report Kevin Padian**

The EPC members agreed that the Report is comprehensive, admirably detailed, suited for its purpose, and informative. It provides a great deal of baseline data as well as recommendations for future action by the KFPD Board, as well as (potentially) the KPPCSD and the County.

The main focus of the report is on traffic patterns and flow in Kensington and surrounding neighborhoods, and how traffic would be affected in case of a wildfire that would require evacuation. The report provides 43 recommendations, nearly all of which appear useful. Some pertain to local and others to regional situations; some are general and some are specific; some are clearly the provenience of the KFPD and others apply more to other agencies.

The EPC wished for a kind of Executive Summary that would epitomize the findings and recommendations of the consultants beyond the general statements of the Abstract and Conclusions. The EPC's board members will ask to take this up with the consultants at earliest convenience.

In general the report focuses on two aspects: the logistics of evacuation, given the traffic data collected, and the mechanics of improving access and information concerning evacuation routes and procedures.

First, the report lays out the dimensions, flow features, and traffic loads of the local streets, and assesses likely evacuation routes for these street segments depending on the direction of a wildfire threat. It also discusses specific problems with certain routes and areas, depending on factors such as how drivers might be directed to evacuate in case of emergency, and the availability of potential exit routes such as through the cemetery or the EBMUD facilities. It would be good to have these factors presented succinctly in an Executive Summary.

Second, the report provides some proposed mechanisms that should be considered by the District for recommendation to the County. These include additional signs at intersections to improve traffic control; painting curbs red at T-intersections, particularly narrow or winding stretches of road, and pinch points where emergency vehicles might find difficult access; possible changes in the direction of parking on certain street segments; possible limitations of parking to one side of the street on certain segments; possible changes of certain street segments to one-way only; infrastructural additions such as evacuation route signs and gutter gratings on highly sloping roads; and the limitation of street parking during Red Flag Days or Fire Danger Seasons. It would be good to have these factors presented succinctly in an Executive Summary.

Other specific questions were raised about logistical or practical details mentioned in the report, but these were mostly seen as less critical for the general consideration of the Report.

## KENSINGTON FIRE PROTECTION DISTRICT

### EMERGENCY PREPAREDNESS COMMITTEE MINUTES

Date of Meeting: February 27, 2020  
Time of Meeting: 3:00 PM  
Place of Meeting: Arlington Community Church, Fireside Room  
52 Arlington Avenue, Kensington, CA 94707

Committee Members: Kevin Padian, Larry Nagel  
Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Guerrero, Peter Liddell, Paul Moss

Public: Laurie Jones, Robin Noda, Danielle Medugo

1. Call To Order: Kevin Padian called the meeting to order at 3:10 PM
2. Public Comment

Laurie Jones asked the question about what are we doing to prepare for COVID-19. Kevin Padian responded that, although COVID-19 definitely is an emergency, it is beyond the scope and abilities of the EPC and has to be handled by health professional at the Contra Costa Health Department.

Danielle Medugo asked about the status of the cameras that will be used for detection of fire. Peter Guerrero responded that there are currently three cameras that are operational: Mt. Diablo, Vollmer Peak, and Vollmer Tower Top. All of the cameras in the Alert Wildfire system may be viewed at the following website:

<http://www.alertwildfire.org/southeastbay/>

3. Approval of Committee Minutes: Deferred
4. Old Business
  - a. Emergency radio plan – update  
Kevin Padian gave an update on emergency radios. The Midland ER-210 that we decided upon is no longer available through Amazon. Kevin is looking at the upgrade for the Midland ER-210. The retail cost is about \$60, but we should be able to purchase them for \$45. We still are facing the same logistical problems centering on how to collect money to offset the cost of the radios.
  - b. Proposal for go-bags  
The proposal for go-bags was tabled until we resolve the emergency radio issue.

c. Sirens

Katie Gluck gave a report on sirens. She has been in contact with Chris Roller who is the representative for Genasys (new name for ATI). A set of questions asked by Katie and answered by Chris are given in Appendix A of these minutes. Katie's suggestion is that we have Chris visit Kensington to make an assessment of installing sirens here. Chris could have a small group of fire district people escort him and assist him as needed. Katie suggested that perhaps Mike Pigoni, Kevin Padian, and Larry Nagel could be that group. Danielle Medugo noted that we could make topological maps available to assist in the project. Peter Guerrero noted that we need to figure out how to pay for these sirens.

d. CCC emergency protocol and authority

Kevin Padian reported that nothing has happened on this issue since last meeting.

e. Traffic consultants' study report: planning for a public weekend meeting

Kevin Padian reported that the consultants will be presenting the results of the Kensington Traffic Survey at a public meeting on April 11. Linnea Due also will be interviewing the consultants for an article in the Outlook. The study has identified traffic choke points in Kensington, and some of these can be addressed immediately. In some cases, the solution is as easy as painting curbs red. One issue is the need to be able to use the cemetery for evacuation. Kevin Padian and Larry Nagel will speak with the cemetery operators about this issue.

It was decided that the Traffic Study was too complicated an issue to cover in a regular meeting, and that we should schedule a special meeting of the EPC where the Traffic Study is the sole agenda item. This obviously has to happen before April 11. After some calendar checking, it was decided that March 5, 2020 would be a good day to have the meeting. Kevin will circulate a draft agenda.

5. New Business

a. SB45

Kevin thanked the EPC members who thoroughly read SB45 and proffered comments on what SB45 did do and didn't do for the Kensington Fire Protection District. Kevin collated these comments and sent them to KFPD Board President Julie Stein, who then forwarded the comments to the CSDA.

6. Agenda Items for Next Meeting: No new items were suggested

7. Scheduling Next Meeting

The Special Meeting of the EPC will be held on Thursday, March 5 at 3 PM, probably in the Fireside Room at the Arlington Community Church. The next regular meeting of the EPC will be held on Thursday, March 19, 2020 at 3 PM in the Fireside Room at the Arlington Community Church.



8. Adjourn: The meeting was adjourned at 5:35 PM.

**These minutes were prepared by Larry Nagel and approved at the Committee meeting of 23 April 2020.**

**Attest:**   
\_\_\_\_\_   
Emergency Preparedness Committee Member

## APPENDIX A

### Some questions about sirens answered by Chris Roller, Genasys

[Chris was good enough to answer some questions about sirens and his company's products.]

Please find a Genasys Overview Video at the following link: [https://drive.google.com/open?id=1n7799Y0rPJfghvaUs\\_osB-kyrs7uvKF](https://drive.google.com/open?id=1n7799Y0rPJfghvaUs_osB-kyrs7uvKF)

Some claim you won't be able to hear them in high wind.

Wind and foliage will reduce the distance but not significantly. The Genasys/LRAD speakers can be understood with astonishing clarity at great distances.

Can we have different signals, like pre-evacuation and evacuation?

The Genasys LRAD speakers are remarkable. They provide

- live voice from a remote computer or cell phone
- Live voice from a microphone at the base of the speaker
- Pre-recorded messages from the base of the speaker or from a remote locations (more than 100 messages can be recorded.)
- Any digital siren tone/music/chimes, anything can be recorded.

How will sirens fit in with the polygon program, which attempts to evacuate neighborhoods one at a time?

The remote software can allow the user to create a polygon or set a predefined group or area to provide an alert with a message following.

For example –

The North area – 10 second siren alert tone- Message “Please evacuate the area to the North”

South area – 10 second siren alert tone – Message “Please evacuate the area to the South”

If there is a voice, how far away can it be heard?

Yes. The voice can be heard as far as the siren tone. It depends on the size of the unit – Factor ½ mile up to 1mile.

Will they be tested all the time and drive people crazy?

No, the great thing about our system. It can be silent tested, it can have low volume test or it can play something relevant for the city, Good luck to the High School Basketball team.

Mill Valley tests their system the first Saturday at noon each month.

How is it determined where to situate them? Do they have to be on public or private land?

We can do a layout, Public land with some access for a truck to get to the area. It could be on a rooftop or pole 40-50 ft above grade. A fire station or open area like a park or school are great locations.

What if neighbors complain about not wanting them in their backyards?

We have found that more people are happy about the system than upset. If it is near a fire station, it is much different than hearing the Fire Trucks rollout.

In your experience, how are these sirens controlled? That is by what agencies?

Great question! The best practice is to have the software which is IP based. This software would reside at an EOC or Police 911 center. We have seen redundant activation points where an adjacent city has access or the County has access. Some customers are trying to use the IPAWS (we are IPAWS compliant) for activation.

Mill Valley – They have activation capability from their cell phone and software at the Fire Station but the County will monitor and activate the system in case of an emergency.

Laguna Beach – The City will manage it and they have an agreement with Newport Beach City of Irvine and Laguna to share activation capability. This software is cloud based so if you have access to the internet and the secure information, you can gain access.

What are the criteria they use to activate the sirens? There is no use installing them if they are not going to be used, or used too late.

This is another great question. However, this one falls onto the gov side. I am not really sure the protocols but could connect you to some people like Mill Valley or Newport Beach or others to get a feel for this protocol.

Is pre-evacuation a big component to using sirens?

The greatest asset regarding our speakers.

1. They do not rely on the existing infrastructure. It is battery backed up/ solar power and Satellite activation. In case the Power Company shuts down power or Cell company turns off their towers, the LRAD speakers will still work!
2. The Speakers can provide pre-evacuation information and alert
3. A second form of verification in case someone receives a text message and also hears the speakers they will react.
4. During the event – the speaker message can be changed on the fly to provide new directions
5. After the event – The speakers can provide messages about what to do or when the event is over and everyone is safe.

This is a multi-purpose system.



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

**DATE:** May 13, 2020

**SUBMITTED BY:** John Mercurio, Project Advisor

### **Email Migration Project Outline**

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- Kensington Fire Protection District will be using the Gmail alternative with all email addresses staying the same.
- Implementation will start Friday night, May 15 and finish in about five hours, possibly less. The longest it would go if there are problems would be 24 hours.
- The prep for the actual switchover will begin early next week.
- Jim/Jorge will be sending out a plan outlining the various steps along the way.
- Julie will brief the board at their 5/13 meeting so the board will know what is going to happen.
- Since the email will be available without getting into the fire computer, Jim suggests taking everyone off the VPN that only needs to get to the email.
- As staff members leave their roles at KFPD, NerdCrossing needs to be notified so that their VPN connection can be severed.

### **VPN Update:**

Virtual Private Network (VPN) has been initiated for access to the KFPD computer. This was implemented by NerdCrossing staff over a period of days as each team member's device became available for remote access to make the necessary changes. The process required about two hours per device.

The access is still a "party line" type configuration, meaning that only one user may be logged in at a time. But a system has been worked out whereby each potential user notifies the others of their intention to log on with an estimate of the time required for their work.

Access is now much simpler and seems to be more stable. The visual interface is far more readable than the prior setup. Work arounds that required time consuming restarts of the computer to get access to Outlook have been eliminated.

The following team members have been set up for access to the VPN:

- John Mercurio
- Shahrzad Pantera
- Linda Wong
- Jessie Kim
- Sasha Amiri-Nair

Since the recent transition of responsibilities, Glenn Lazof will not be receiving access to this VPN due to him no longer performing tasks that require this kind of connection.