



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 10/1/2021  
 Pay Period End: 10/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
10/1/2021	See Separate Task Sheet	6.50	2.00	3.00			1.50
10/2/2021	"	1.00			1.00		
10/3/2021	"	0.50		0.50			
10/4/2021	"	3.50	2.00				1.50
10/5/2021	"	0.75	0.25		0.50		
10/6/2021	"	8.75	4.00	2.50			2.25
10/7/2021	"	8.50	2.50	1.75	0.50		3.75
10/8/2021	"	12.75	9.50	1.25			2.00
10/9/2021	"	10.75	10.75				
10/10/2021	"	1.50	1.50				
10/11/2021	"	9.25	4.50	4.50	0.25		
10/12/2021	"	3.50	2.00	1.00			0.50
10/13/2021	"	9.50	7.50	0.75	0.25		1.00
10/14/2021	"	3.75	1.25	1.00	0.25		1.25
10/15/2021	"	4.25	0.50		0.25	3.00	0.50
Total Hours		84.75	48.25	16.25	3.00	3.00	14.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 8,390.25</u>					

*Bill Hansell*

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Employee Signature

10/15/2021

\_\_\_\_\_  
Date

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Finance Signature

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Date

Subject	Duration	Day	Under	Subject	Added from Prior
KFPD - Finance re: Committee Mtg	2.00	Fri 10/1/2021		KFPD Finance	
KFPD - Finance re: NHA coord	0.50	Fri 10/1/2021		KFPD Finance	
KFPD - Gen Mgmt re: Timesheets	0.25	Fri 10/1/2021		KFPD Gen Mgmt	
KFPD - Gen Mgmt re: PSB for mail, msgs, maintenance check	0.75	Fri 10/1/2021		KFPD Gen Mgmt	
KFPD - Finance re: Audit kick-off mtg	0.25	Fri 10/1/2021		KFPD Finance	
KFPD - Finance re: Tel w/Maze	0.25	Fri 10/1/2021		KFPD Finance	
KFPD - PSB re: DW order, confirmation	0.25	Fri 10/1/2021		KFPD PSB	
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 10/1/2021		KFPD Gen Mgmt	
KFPD - PSB re: Staff update	1.25	Fri 10/1/2021		KFPD PSB	
<b>Day Total:</b>	<b>6.50</b>				
KFPD - EPC re: Evacuation Drill, Restricted Pkg emails	1.00	Sat 10/2/2021		KFPD EPC	
<b>Day Total:</b>	<b>1.00</b>				
KFPD - Finance re: FY2020-2021 Audit ?'s	0.50	Sun 10/3/2021		KFPD Finance	
<b>Day Total:</b>	<b>0.50</b>				
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 10/4/2021		KFPD Gen Mgmt	
KFPD - PSB re: Zoom mtg w/Estimator and Team	1.00	Mon 10/4/2021		KFPD PSB	
KFPD - PSB re: Tel w/RB (Lease Negotiations)	0.25	Mon 10/4/2021		KFPD PSB	
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 10/4/2021		KFPD Gen Mgmt	
KFPD - PSB re: Maintenance repairs	0.25	Mon 10/4/2021		KFPD PSB	
<b>Day Total:</b>	<b>3.50</b>				
KFPD - Gen Mgmt re: Timesheets	0.25	Tue 10/5/2021		KFPD Gen Mgmt	
KFPD - EPC re: Tel w/JV	0.50	Tue 10/5/2021		KFPD EPC	
<b>Day Total:</b>	<b>0.75</b>				
KFPD - Finance re: Invoices	0.75	Wed 10/6/2021		KFPD Finance	
KFPD - Finance re: Invoices	1.75	Wed 10/6/2021		KFPD Finance	
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 10/6/2021		KFPD Gen Mgmt	
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	1.00	Wed 10/6/2021		KFPD Gen Mgmt	
KFPD - PSB re: Planning issues (Permit Process)	2.25	Wed 10/6/2021		KFPD PSB	
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 10/6/2021		KFPD Gen Mgmt	
<b>Day Total:</b>	<b>8.75</b>				
KFPD - PSB re: Planning issues (Permit Process)	1.50	Thu 10/7/2021		KFPD PSB	
KFPD - EPC re: Tel w/MG (Parking Restrictions; Drill)	0.50	Thu 10/7/2021		KFPD EPC	
KFPD - Finance re: FY2020-2021 Audit (Tel w/MunCPA)	0.50	Thu 10/7/2021		KFPD Finance	
KFPD - PSB re: Pricing Coord; Consul Coord	2.25	Thu 10/7/2021		KFPD PSB	
KFPD - Finance re: Update NHA	1.25	Thu 10/7/2021		KFPD Finance	
KFPD - Gen Mgmt re: BOD Mtg Agenda and Packet	2.50	Thu 10/7/2021		KFPD Gen Mgmt	
<b>Day Total:</b>	<b>8.50</b>				
KFPD - Gen Mgmt re: BOD Mtg Agenda and Packet	3.50	Fri 10/8/2021		KFPD Gen Mgmt	
KFPD - PSB re: Tel w/Judi Kallerman (A-P Act process; Plan check)	0.50	Fri 10/8/2021		KFPD PSB	
KFPD - PSB re: Tel w/Est; Dwg review	1.25	Fri 10/8/2021		KFPD PSB	
KFPD - Gen Mgmt re: BOD Mtg Packet	2.00	Fri 10/8/2021		KFPD Gen Mgmt	
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.25	Fri 10/8/2021		KFPD Gen Mgmt	
KFPD - PSB re: Tel w/KM (Schedule)	0.25	Fri 10/8/2021		KFPD PSB	
KFPD - Gen Mgmt re: Post agendas; Mail at PSB; Maintenance issues	0.75	Fri 10/8/2021		KFPD Gen Mgmt	
KFPD - Finance re: FY2020-2021 Audit issues	1.25	Fri 10/8/2021		KFPD Finance	
KFPD - Gen Mgmt re: BOD Mtg Packet	3.00	Fri 10/8/2021		KFPD Gen Mgmt	
<b>Day Total:</b>	<b>12.75</b>				
KFPD - Gen Mgmt re: BOD Mtg Packet	3.00	Sat 10/9/2021		KFPD Gen Mgmt	

KFPD - Gen Mgmt re: BOD Mtg Packet	4.50	Sat 10/9/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	0.50	Sat 10/9/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	2.75	Sat 10/9/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.75</b>		
KFPD - Gen Mgmt re: BOD Mtg Packet	1.50	Sun 10/10/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Finance re: Invoices, Statements	0.50	Mon 10/11/2021	KFPD Finance
KFPD - Finance re: Zoom mtg w/NHA	0.50	Mon 10/11/2021	KFPD Finance
KFPD - Finance re: Invoices, Statements	0.50	Mon 10/11/2021	KFPD Finance
KFPD - EPC re: Tel w/KP	0.25	Mon 10/11/2021	KFPD EPC
KFPD - Finance re: Invoices, Statements	3.00	Mon 10/11/2021	KFPD Finance
KFPD - Gen Mgmt re: BOD Mtg Packet	2.50	Mon 10/11/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	2.00	Mon 10/11/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.25</b>		
KFPD - Gen Mgmt re: Tel w/LN (Mtg review)	0.50	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/DD (Plan review)	0.50	Tue 10/12/2021	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg invites	0.75	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Pick up prints	0.00	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	0.75	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Update insurance valuations	1.00	Tue 10/12/2021	KFPD Finance
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Finance re: Invoices, Statements	0.75	Wed 10/13/2021	KFPD Finance
KFPD - EPC re: Tel w/KP	0.25	Wed 10/13/2021	KFPD EPC
KFPD - Gen Mgmt re: Mtg prep	1.50	Wed 10/13/2021	KFPD Gen Mgmt
KFPD - PSB re: Planning issues	1.00	Wed 10/13/2021	KFPD PSB
KFPD - Gen Mgmt re: Mtg prep	0.50	Wed 10/13/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg prep	0.75	Wed 10/13/2021	KFPD Gen Mgmt
KFPD - Board Special Mtg	1.00	Wed 10/13/2021	KFPD Board Mtg
KFPD - Board Mtg	3.00	Wed 10/13/2021	KFPD Board Mtg
KFPD - Gen Mgmt re: Complete and post Resolutions	0.75	Wed 10/13/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.50</b>		
KFPD - Gen Mgmt re: Complete and post Resolutions	0.25	Thu 10/14/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg Follow-up	1.00	Thu 10/14/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Statements	0.50	Thu 10/14/2021	KFPD Finance
KFPD - PSB re: Bldg & Planning Issues	1.00	Thu 10/14/2021	KFPD PSB
KFPD - PSB re: Tel w/RB (Lease Negotiations)	0.25	Thu 10/14/2021	KFPD PSB
KFPD - EPC re: Tel w/JV (Publications)	0.25	Thu 10/14/2021	KFPD EPC
KFPD - Finance re: Tel w/NHA	0.50	Thu 10/14/2021	KFPD Finance
<b>Day Total:</b>	<b>3.75</b>		
KFPD - Gen Mgmt re: Tel w/JK (Update on mtg)	0.50	Fri 10/15/2021	KFPD Gen Mgmt
KFPD - Legal re: Emails to JB (Contracts); Revisions	3.00	Fri 10/15/2021	KFPD Legal
KFPD - EPC re: Tel w/KP	0.25	Fri 10/15/2021	KFPD EPC
KFPD - PSB re: Email to TOR (Temp Facility)	0.50	Fri 10/15/2021	KFPD PSB
<b>Day Total:</b>	<b>4.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>84.75</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 10/16/2021  
 Pay Period End: 10/31/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
10/16/2021	See Separate Task Sheet						
10/17/2021	"						
10/18/2021	"	8.75	2.00	5.25	0.25		1.25
10/19/2021	"	6.50		4.00		0.25	2.25
10/20/2021	"	2.00	1.00	1.00			
10/21/2021	"	8.50	0.75	7.50			0.25
10/22/2021	"	1.25	1.00		0.25		
10/23/2021	"						
10/24/2021	"						
10/25/2021	"	6.25	4.75		1.50		
10/26/2021	"	6.00	6.00				
10/27/2021	"	6.00	6.00				
10/28/2021	"	3.00	0.75		2.00	0.25	
10/29/2021	"	6.00	6.00				
10/30/2021	"	0.50	0.50				
10/31/2021	"						
	Total Hours	54.75	28.75	17.75	4.00	0.50	3.75
	Rate	\$ 99.00					
	Total Gross Pay	<u>\$ 5,420.25</u>					

*Bill Hansell*

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Employee Signature

10/31/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Signature

\_\_\_\_\_  
Date

Subject	Duration	Day	Subject
KFPD - EPC re: Draft mtg agenda	0.25	Mon 10/18/2021	KFPD EPC
KFPD - Gen Mgmt re: Timesheet	0.50	Mon 10/18/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, voicemail, staff discussions	1.25	Mon 10/18/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/Kate Rauch (Supervisor issues)	0.25	Mon 10/18/2021	KFPD Gen Mgmt
KFPD - PSB re: Arch contract review	1.25	Mon 10/18/2021	KFPD PSB
KFPD - Finance re: Invoices, Statements	2.25	Mon 10/18/2021	KFPD Finance
KFPD - Finance re: Invoices, Statements	3.00	Mon 10/18/2021	KFPD Finance
<b>Day Total:</b>	<b>8.75</b>		
KFPD - Finance re: Invoices, Statements	2.00	Tue 10/19/2021	KFPD Finance
KFPD - Finance re: Deposit EDP at Wells Fargo	0.25	Tue 10/19/2021	KFPD Finance
KFPD - Legal re: PRA 2021-04	0.25	Tue 10/19/2021	KFPD Legal
KFPD - PSB re: Corrections to public comments	2.25	Tue 10/19/2021	KFPD PSB
KFPD - Finance re: Invoices, Statements, Heartland Payroll issues	1.75	Tue 10/19/2021	KFPD Finance
<b>Day Total:</b>	<b>6.50</b>		
KFPD - Finance re: Payroll report for Workers Comp Insurance	0.50	Wed 10/20/2021	KFPD Finance
KFPD - Gen Mgmt re: Tel w/LN (Closed session agenda)	1.00	Wed 10/20/2021	KFPD Gen Mgmt
KFPD - Finance re: Payroll report for Workers Comp Insurance	0.50	Wed 10/20/2021	KFPD Finance
<b>Day Total:</b>	<b>2.00</b>		
KFPD - Finance re: Audit Info	2.75	Thu 10/21/2021	KFPD Finance
KFPD - Finance re: Invoices, Statements	2.50	Thu 10/21/2021	KFPD Finance
KFPD - PSB re: Temp Facility tel w/UUCB	0.25	Thu 10/21/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	0.75	Thu 10/21/2021	KFPD Gen Mgmt
KFPD - Finance re: Audit work	1.25	Thu 10/21/2021	KFPD Finance
KFPD - Finance re: Audit work	1.00	Thu 10/21/2021	KFPD Finance
<b>Day Total:</b>	<b>8.50</b>		
KFPD - EPC re: Tel w/KP (Mtg agenda)	0.25	Fri 10/22/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 10/22/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.25</b>		
KFPD - EPC re: Committee Mtg (Agenda)	1.00	Mon 10/25/2021	KFPD EPC
KFPD - EPC re: Committee Mtg (Agenda Post)	0.25	Mon 10/25/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail; Staff.	0.75	Mon 10/25/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP (Agenda)	0.25	Mon 10/25/2021	KFPD EPC
KFPD - Gen Mgmt re:Sick Leave	4.00	Mon 10/25/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.25</b>		
KFPD - Gen Mgmt re:Sick Leave	6.00	Tue 10/26/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re:Vacation	6.00	Wed 10/27/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		

KFPD - Legal re: Tel w/John Bakker	0.25	Thu 10/28/2021	KFPD Legal
KFPD - Gen Mgmt re: Public Correspondence (Call from MC)	0.75	Thu 10/28/2021	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 10/28/2021	KFPD EPC
	<b>Day Total:</b>		
	<b>3.00</b>		
KFPD - Gen Mgmt re:Vacation	6.00	Fri 10/29/2021	KFPD Gen Mgmt
	<b>Day Total:</b>		
	<b>6.00</b>		
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Sat 10/30/2021	KFPD Gen Mgmt
	<b>Day Total:</b>		
	<b>0.50</b>		
	<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>		
	<b>54.75</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 11/1/2021  
 Pay Period End: 11/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/1/2021	See Separate Task Sheet	5.00	1.25	3.75			
11/2/2021	"	5.25	0.25	5.00			
11/3/2021	"	3.75	1.75	1.00	1.00		
11/4/2021	"	8.25	6.75	1.50			
11/5/2021	"	8.00	8.00				
11/6/2021	"	1.50	1.50				
11/7/2021	"	9.75	9.75				
11/8/2021	"	3.00	2.00				1.00
11/9/2021	"	4.75	2.50	1.25			1.00
11/10/2021	"	3.50	3.25				0.25
11/11/2021	"	6.00	6.00				
11/12/2021	"	5.25	0.50	1.75			3.00
11/13/2021	"	2.50			2.50		
11/14/2021	"						
11/15/2021	"	1.75	0.25	1.50			
Total Hours		68.25	43.75	15.75	3.50	0.00	5.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 6,756.75</u>					

*Bill Hansell*

Employee Signature

11/15/2021

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Correspondence	0.75	Mon 11/1/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.50	Mon 11/1/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices; Audit work	2.50	Mon 11/1/2021	KFPD Finance
KFPD - Finance re: Tel w/NHA	0.25	Mon 11/1/2021	KFPD Finance
KFPD - Finance re: Planning w/NHA	1.00	Mon 11/1/2021	KFPD Finance
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Finance re: Planning w/NHA	2.25	Tue 11/2/2021	KFPD Finance
KFPD - Finance re: Invoices	0.25	Tue 11/2/2021	KFPD Finance
KFPD - Gen Mgmt re: Email BoD	0.25	Tue 11/2/2021	KFPD Gen Mgmt
KFPD - Finance re: Mtg w/NHA	1.00	Tue 11/2/2021	KFPD Finance
KFPD - Finance re: Invoices; Payroll	1.50	Tue 11/2/2021	KFPD Finance
<b>Day Total:</b>	<b>5.25</b>		
KFPD - Gen Mgmt re: Correspondence	0.75	Wed 11/3/2021	KFPD Gen Mgmt
KFPD - Finance re: Mtg w/NHA	0.75	Wed 11/3/2021	KFPD Finance
KFPD - Finance re: Invoices	0.25	Wed 11/3/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	1.00	Wed 11/3/2021	KFPD Gen Mgmt
KFPD - EPC re: Communications	1.00	Wed 11/3/2021	KFPD EPC
<b>Day Total:</b>	<b>3.75</b>		
KFPD - Finance re: NHA coordination	0.25	Thu 11/4/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Thu 11/4/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Thu 11/4/2021	KFPD Gen Mgmt
KFPD - Finance re: Mtg w/NHA	0.75	Thu 11/4/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Packet Materials	2.50	Thu 11/4/2021	KFPD Gen Mgmt
KFPD - Finance re: Tel w/JK (Update financial planning)	0.50	Thu 11/4/2021	KFPD Finance
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Gen Mgmt re: Board Packet Materials	2.25	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.50	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	3.50	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post agenda; PSB for mail/msgs; Mtg	1.25	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	0.50	Fri 11/5/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.00</b>		
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Sat 11/6/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Gen Mgmt re: Board Packet Materials	6.25	Sun 11/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	3.50	Sun 11/7/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.75</b>		
KFPD - Gen Mgmt re: Tel w/Karen Pinkos (EC Contract)	1.00	Mon 11/8/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: EC Contract	0.50	Mon 11/8/2021	KFPD Gen Mgmt



**Kensington Fire Protection District**

**Timesheet Details**

**Bill Hansell**

KFPD - PSB re: Temp Facility site mtg	1.00	Mon 11/8/2021	KFPD PSB
KFPD - Gen Mgmt re: PSB (mail, msgs)	0.50	Mon 11/8/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Funds transfer; Invoices	1.25	Tue 11/9/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	0.75	Tue 11/9/2021	KFPD Gen Mgmt
KFPD - PSB re: Area calcs	1.00	Tue 11/9/2021	KFPD PSB
KFPD - Gen Mgmt re: DOIT token	1.75	Tue 11/9/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 11/10/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/RB (Lease)	0.25	Wed 11/10/2021	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg prep	0.50	Wed 11/10/2021	KFPD Gen Mgmt
KFPD - Board Mtg	2.25	Wed 11/10/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Holiday (6hrs)	6.00	Thu 11/11/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - PSB re: On site for Eng floor level survey; Mtg w/Crew on plans	3.00	Fri 11/12/2021	KFPD PSB
KFPD - Finance re: Transmittal signatures	0.50	Fri 11/12/2021	KFPD Finance
KFPD - Gen Mgmt re: Signatures for minutes	0.50	Fri 11/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.25	Fri 11/12/2021	KFPD Finance
<b>Day Total:</b>	<b>5.25</b>		
KFPD - Gen Mgmt re: Shred Event	2.50	Sat 11/13/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Invoices, Fund transfers, Timesheets	1.50	Mon 11/15/2021	KFPD Finance
KFPD - Gen Mgmt re: Post Mtg Mins	0.25	Mon 11/15/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.75</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>68.25</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 11/16/2021  
 Pay Period End: 11/30/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/16/2021	See Separate Task Sheet	1.00			1.00		
11/17/2021	"						
11/18/2021	"						
11/19/2021	"	1.25	0.50		0.75		
11/20/2021	"	1.00		1.00			
11/21/2021	"	1.25		1.25			
11/22/2021	"	4.00	4.00				
11/23/2021	"	3.75	3.75				
11/24/2021	"	6.00	6.00				
11/25/2021	"	6.00	6.00				
11/26/2021	"	8.50	8.50				
11/27/2021	"						
11/28/2021	"						
11/29/2021	"	3.25	0.75	1.25	1.25		
11/30/2021	"	1.25		1.25			
Total Hours		37.25	29.50	4.75	3.00	0.00	0.00
Rate		\$ 108.00					
Total Gross Pay		<u>\$ 4,023.00</u>					

*Bill Hansell*

Employee Signature

11/30/2021

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - EPC re: Zoom w/LN, JV (Shredding Event recap)	1.00	Tue 11/16/2021	KFPD EPC
<b>Day Total:</b>	<b>1.00</b>		
KFPD - EPC re: Emails (DFSC)	0.75	Fri 11/19/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Fri 11/19/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.25</b>		
KFPD - Finance re: Audit forms	1.00	Sat 11/20/2021	KFPD Finance
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Finance re: Audit forms	1.25	Sun 11/21/2021	KFPD Finance
<b>Day Total:</b>	<b>1.25</b>		
KFPD - Gen Mgmt re: Office supplies; Maintenance emails, calls	1.00	Mon 11/22/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Email agenda item request	0.00	Mon 11/22/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Vacation	3.00	Mon 11/22/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Gen Mgmt re: Sick Leave	3.75	Tue 11/23/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.75</b>		
KFPD - Gen Mgmt re: Vacation	6.00	Wed 11/24/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Holiday	6.00	Thu 11/25/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Holiday	6.00	Fri 11/26/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, calls, maintenance	1.50	Fri 11/26/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Public correspondence	1.00	Fri 11/26/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.50</b>		
KFPD - EPC re: Mtg agenda	0.50	Mon 11/29/2021	KFPD EPC
KFPD - EPC re: Mtg agenda	0.75	Mon 11/29/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail; agenda post; msgs	0.75	Mon 11/29/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Fund transfer	1.25	Mon 11/29/2021	KFPD Finance
<b>Day Total:</b>	<b>3.25</b>		
KFPD - Finance re: Invoices, Fund transfer	1.25	Tue 11/30/2021	KFPD Finance
<b>Day Total:</b>	<b>1.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>37.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>(14.20)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 12/1/2021  
 Pay Period End: 12/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/1/2021	See Separate Task Sheet	2.25			0.25		2.00
12/2/2021	"	5.00	0.50	2.00	2.50		
12/3/2021	"	7.75	2.50	2.50	1.75		1.00
12/4/2021	"	4.00	2.25	1.25	0.50		
12/5/2021	"	5.50	5.50				
12/6/2021	"	7.50	5.25	1.50	0.75		
12/7/2021	"	8.50	7.25		1.25		
12/8/2021	"	7.00	3.00	0.75	0.50		2.75
12/9/2021	"						
12/10/2021	"	2.00					2.00
12/11/2021	"						
12/12/2021	"						
12/13/2021	"	2.25	2.00	0.25			
12/14/2021	"	4.50	1.00	0.25	1.50		1.75
12/15/2021	"	8.25	1.00	2.00	0.50		4.75
Total Hours		64.50	30.25	10.50	9.50	0.00	14.25
Rate		\$ 108.00					
Total Gross Pay		<u>\$ 6,966.00</u>					

*Bill Hansell*

Employee Signature

12/15/2021

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Facility site mtg w/A Shift	2.00	Wed 12/1/2021	KFPD PSB
KFPD - EPC re: Tel w/JV	0.25	Wed 12/1/2021	KFPD EPC
<b>Day Total:</b>	<b>2.25</b>		
KFPD - EPC re: Committee Mtg	2.50	Thu 12/2/2021	KFPD EPC
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.50	Thu 12/2/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices; Reports	2.00	Thu 12/2/2021	KFPD Finance
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Finance re: Invoices, Fund transfer	2.50	Fri 12/3/2021	KFPD Finance
KFPD - Gen Mgmt re: Timesheets	0.75	Fri 12/3/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facilities mtg	1.00	Fri 12/3/2021	KFPD PSB
KFPD - EPC re: Wildfire JPA mtg	1.50	Fri 12/3/2021	KFPD EPC
KFPD - Gen Mgmt re: Board Packet	1.75	Fri 12/3/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP	0.25	Fri 12/3/2021	KFPD EPC
<b>Day Total:</b>	<b>7.75</b>		
KFPD - Finance re: Invoices	1.25	Sat 12/4/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Packet	1.25	Sat 12/4/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Agenda Post	0.50	Sat 12/4/2021	KFPD Gen Mgmt
KFPD - EPC re: Parking issues w/Lt. BH	0.50	Sat 12/4/2021	KFPD EPC
KFPD - Gen Mgmt re: Board Packet	0.50	Sat 12/4/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Gen Mgmt re: Board Packet	3.25	Sun 12/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	1.50	Sun 12/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	0.75	Sun 12/5/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>5.50</b>		
KFPD - Gen Mgmt re: Board Packet	1.00	Mon 12/6/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	4.25	Mon 12/6/2021	KFPD Gen Mgmt
KFPD - Finance re: Tel w/JK (Audit)	1.00	Mon 12/6/2021	KFPD Finance
KFPD - EPC re: Wildfire grant funding options	0.75	Mon 12/6/2021	KFPD EPC
KFPD - Finance re:: Invoices	0.50	Mon 12/6/2021	KFPD Finance
<b>Day Total:</b>	<b>7.50</b>		
KFPD - EPC re: Evacuation Drill info from SMFPD/MVFD	1.25	Tue 12/7/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence, Tel w/LN	2.75	Tue 12/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence; Records	2.25	Tue 12/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Retiree benefit issues with CalPERS	1.75	Tue 12/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PRA on compensation	0.50	Tue 12/7/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.50</b>		
KFPD - EPC re: Wildfire grant funding options	0.50	Wed 12/8/2021	KFPD EPC
KFPD - Gen Mgmt re: PRA (emergency call details request)	0.50	Wed 12/8/2021	KFPD Gen Mgmt

**Kensington Fire Protection District**

**Timesheet Details**

**Bill Hansell**

KFPD - PSB re: Site mtg w/Chief	1.00	Wed 12/8/2021	KFPD PSB
KFPD - PSB re: Site mtg w/Demo GC	1.25	Wed 12/8/2021	KFPD PSB
KFPD - PSB re: 50% DD plans and estimate	0.50	Wed 12/8/2021	KFPD PSB
KFPD - Board Mtg	2.50	Wed 12/8/2021	KFPD Gen Mgmt
KFPD - Finance re: Transmittal	0.75	Wed 12/8/2021	KFPD Finance
<b>Day Total:</b>	<b>7.00</b>		
KFPD - PSB re: Site mtg w/BC Janes	2.00	Fri 12/10/2021	KFPD PSB
<b>Day Total:</b>	<b>2.00</b>		
KFPD - Gen Mgmt re: Correspondences	1.50	Mon 12/13/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: KFPD PRA 2021_05 CY2020 Gov Comp Report	0.25	Mon 12/13/2021	KFPD Gen Mgmt
KFPD - Finance re: Submit CERBT Disbursement	0.25	Mon 12/13/2021	KFPD Finance
KFPD - Gen Mgmt re: Tel Code Enforcement ?'s	0.25	Mon 12/13/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.25</b>		
KFPD - EPC re: Hills Emerg Forum SLC Mtg	1.50	Tue 12/14/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondences	0.50	Tue 12/14/2021	KFPD Gen Mgmt
KFPD - PSB re: Layout issues	0.25	Tue 12/14/2021	KFPD PSB
KFPD - PSB re: Layout issues	1.00	Tue 12/14/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondences	0.50	Tue 12/14/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices	0.25	Tue 12/14/2021	KFPD Finance
KFPD - PSB re: Info and correspondence to JW	0.50	Tue 12/14/2021	KFPD PSB
<b>Day Total:</b>	<b>4.50</b>		
KFPD - PSB re: Info and correspondence to JW	2.50	Wed 12/15/2021	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN	0.50	Wed 12/15/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Arch	0.25	Wed 12/15/2021	KFPD PSB
KFPD - Finance re: Invoices	0.75	Wed 12/15/2021	KFPD Finance
KFPD - PSB re: Mtg w/Grant Writer	1.00	Wed 12/15/2021	KFPD PSB
KFPD - PSB re: plan revs	1.00	Wed 12/15/2021	KFPD PSB
KFPD - Gen Mgmt re: Tel w/Chief	0.50	Wed 12/15/2021	KFPD Gen Mgmt
KFPD - EPC re: Sandbags	0.50	Wed 12/15/2021	KFPD EPC
KFPD - Finance re: EDP access	1.25	Wed 12/15/2021	KFPD Finance
<b>Day Total:</b>	<b>8.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>64.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>13.05</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 12/15/2021  
 Pay Period End: 12/31/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/16/2021	See Separate Task Sheet	1.50	0.50	0.75	0.25		
12/17/2021	"	4.00	1.75		0.25		2.00
12/18/2021	"	0.75		0.75			
12/19/2021	"						
12/20/2021	"	0.50	0.50				
12/21/2021	"	3.00	3.00				
12/22/2021	"	2.50	0.75	1.75			
12/23/2021	"	5.75	5.00				0.75
12/24/2021	"	6.00	6.00				
12/25/2021	"						
12/26/2021	"						
12/27/2021	"	6.00	6.00				
12/28/2021	"						
12/29/2021	"						
12/30/2021	"	0.25			0.25		
12/31/2021	"	3.00	3.00				
	Total Hours	33.25	26.50	3.25	0.75	0.00	2.75
	Rate	\$ 108.00					
	Total Gross Pay	<u>\$ 3,591.00</u>					

*Bill Hansell*

\_\_\_\_\_  
Employee Signature

12/31/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Signature

\_\_\_\_\_  
Date

Subject	Duration	Day	Subject
KFPD - EPC re: Sandbag order	0.25	Thu 12/16/2021	KFPD EPC
KFPD - Gen Mgmt re: Regional Priority Plan Reboot Mtg	0.50	Thu 12/16/2021	KFPD Gen Mgmt
KFPD - Finance re: EDP deposit	0.50	Thu 12/16/2021	KFPD Finance
KFPD - Finance re: EDP deposit	0.25	Thu 12/16/2021	KFPD Finance
<b>Day Total:</b>	<b>1.50</b>		
KFPD - PSB re: Temp Facilities mtg	1.25	Fri 12/17/2021	KFPD PSB
KFPD - PSB re: Temp Facilities (Tel Carlsbad Fire, Menlo Park Fire)	0.25	Fri 12/17/2021	KFPD PSB
KFPD - Gen Mgmt re: CalPERS (Retiree issues)	1.25	Fri 12/17/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Sandbags, Mail, Msgs)	0.50	Fri 12/17/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facilities (Tel w/Chief)	0.50	Fri 12/17/2021	KFPD PSB
KFPD - EPC re: Tel w/JV (Posts, FirePlug, Evac)	0.25	Fri 12/17/2021	KFPD EPC
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Finance re: Invoices	0.75	Sat 12/18/2021	KFPD Finance
<b>Day Total:</b>	<b>0.75</b>		
KFPD - Gen Mgmt re: Timesheet	0.50	Mon 12/20/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.50</b>		
KFPD - Gen Mgmt re: Sick Leave	3.00	Tue 12/21/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Invoices	1.00	Wed 12/22/2021	KFPD Finance
KFPD - Finance re: EDD issues (Fraud filing)	0.75	Wed 12/22/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondences	0.75	Wed 12/22/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Gen Mgmt re: Vacation	5.00	Thu 12/23/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility	0.75	Thu 12/23/2021	KFPD PSB
<b>Day Total:</b>	<b>5.75</b>		
KFPD - Holiday (Christmas Eve Day = 6hrs)	6.00	Fri 12/24/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Holiday (Christmas Day = 6hrs)	6.00	Mon 12/27/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - EPC re: Sandbag order	0.25	Thu 12/30/2021	KFPD EPC
<b>Day Total:</b>	<b>0.25</b>		
KFPD - Holiday (Half Day = 3hrs)	3.00	Fri 12/31/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>	<b>33.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>(21.63)</b>		





## Kensington Fire Protection District Employee Timesheet

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

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
1/1/2022	See Separate Task Sheet									
1/2/2022	"									
1/3/2022	"	9.75		3.75				6.00		
1/4/2022	"	3.25	1.25	0.50			1.50			
1/5/2022	"	3.25	0.50	2.25			0.50			
1/6/2022	"	8.25	0.50	2.50	0.25		5.00			
1/7/2022	"	8.25	1.50	5.00	1.75					
1/8/2022	"	9.50	7.25	2.25						
1/9/2022	"	4.75	4.75							
1/10/2022	"	9.25	4.00	4.75			0.50			
1/11/2022	"	4.75	1.75	0.50	2.25		0.25			
1/12/2022	"	7.00	4.50	1.75			0.75			
1/13/2022	"	5.75	2.00	1.75	0.75		1.25			
1/14/2022	"	5.25	0.50	3.50			1.25			
1/15/2022	"									
Total Hours		79.00	28.50	28.50	5.00	0.00	11.00	6.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 8,532.00</u>								

*Bill Hansell*

1/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Holiday re: NYD	6.00	Mon 1/3/2022	KFPD Holiday
KFPD - Finance re: Invoices	3.75	Mon 1/3/2022	KFPD Finance
<b>Day Total:</b>	<b>9.75</b>		
KFPD - Finance re: Invoices	0.50	Tue 1/4/2022	KFPD Finance
KFPD - PSB re: Temp Facility layout	0.25	Tue 1/4/2022	KFPD PSB
KFPD - PSB re: Tel w/Planner (Variance App)	0.50	Tue 1/4/2022	KFPD PSB
KFPD - PSB re: Tel w/DD (Plan layout; Progress)	0.25	Tue 1/4/2022	KFPD PSB
KFPD - PSB re: Emails to KMAC (Variance presentation)	0.50	Tue 1/4/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN (Bd Mtg agenda, updates)	1.25	Tue 1/4/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.25</b>		
KFPD - Gen Mgmt re: Correspondences	0.50	Wed 1/5/2022	KFPD Gen Mgmt
KFPD - Finance re: Audit fieldwork	1.50	Wed 1/5/2022	KFPD Finance
KFPD - PSB re: Tel w/Arch (Progress Dwgs, Variance, Costs)	0.50	Wed 1/5/2022	KFPD PSB
KFPD - Finance re: Audit fieldwork	0.75	Wed 1/5/2022	KFPD Finance
<b>Day Total:</b>	<b>3.25</b>		
KFPD - PSB re: Arch/Eng mtg	0.50	Thu 1/6/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondences (JW response)	0.50	Thu 1/6/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (Evacuation Planning Info)	0.25	Thu 1/6/2022	KFPD EPC
KFPD - PSB re: Arch (Variance Dwg Revs)	0.25	Thu 1/6/2022	KFPD PSB
KFPD - PSB re: Variance App Letter Response	2.50	Thu 1/6/2022	KFPD PSB
KFPD - Finance re: Audit fieldwork	2.50	Thu 1/6/2022	KFPD Finance
KFPD - PSB re: Communications specs; Temp Facility; Exploratory demo contract	1.75	Thu 1/6/2022	KFPD PSB
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Gen Mgmt re: BOD Mtg (Post agenda)	0.50	Fri 1/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, msgs; Coord w/KPPCSD	1.00	Fri 1/7/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (Drill and Info one-sheet)	0.25	Fri 1/7/2022	KFPD EPC
KFPD - EPC re: Wildfire JPA mtg	1.50	Fri 1/7/2022	KFPD EPC
KFPD - Finance re: Audit fieldwork	3.25	Fri 1/7/2022	KFPD Finance
KFPD - Finance re: Audit fieldwork	1.75	Fri 1/7/2022	KFPD Finance
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Finance re: Audit fieldwork	2.25	Sat 1/8/2022	KFPD Finance
KFPD - Gen Mgmt re: BOD mtg packet	1.00	Sat 1/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	4.25	Sat 1/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	2.00	Sat 1/8/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.50</b>		
KFPD - Gen Mgmt re: BOD mtg packet	2.00	Sun 1/9/2022	KFPD Gen Mgmt

KFPD - Gen Mgmt re: BOD mtg packet	2.75	Sun 1/9/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Finance re: Audit of Payroll tracking	4.75	Mon 1/10/2022	KFPD Finance
KFPD - Gen Mgmt re: BOD mtg packet	2.50	Mon 1/10/2022	KFPD Gen Mgmt
KFPD - PSB re: Email Supervisor's office (conference)	0.50	Mon 1/10/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg packet	1.00	Mon 1/10/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	0.50	Mon 1/10/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.25</b>		
KFPD - Gen Mgmt re: BOD mtg packet	1.50	Tue 1/11/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP (Priority issues)	0.25	Tue 1/11/2022	KFPD EPC
KFPD - Gen Mgmt re: Board Packet record copy	0.25	Tue 1/11/2022	KFPD Gen Mgmt
KFPD - EPC - EHF SLC Zoom Mtg	1.50	Tue 1/11/2022	KFPD EPC
KFPD - Finance re: Tel w/JK on Committee mtgs/goals	0.50	Tue 1/11/2022	KFPD Finance
KFPD - EPC re: Mtg w/David Early (JPA discussion)	0.50	Tue 1/11/2022	KFPD EPC
KFPD - Temp Facilities re: Mack5 (Estimate)	0.25	Tue 1/11/2022	KFPD PSB
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Temp Facilities re: Portable and Tent info	0.75	Wed 1/12/2022	KFPD PSB
KFPD - Finance re: Audit	1.75	Wed 1/12/2022	KFPD Finance
KFPD - Gen Mgmt re: Board Education Requirements	1.00	Wed 1/12/2022	KFPD Gen Mgmt
KFPD - Board Mtg	3.00	Wed 1/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Planning)	0.50	Wed 1/12/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.00</b>		
KFPD - PSB re: Arch/Eng mtg	1.25	Thu 1/13/2022	KFPD PSB
KFPD - EPC re: Tel w/KP (EPC mtg issues; BOD agendas)	0.50	Thu 1/13/2022	KFPD EPC
KFPD - EPC re: Tel w/Kevin Revilla, Berkeley FD (Joint grant proposal)	0.25	Thu 1/13/2022	KFPD EPC
KFPD - Finance re: Grant Writer updates	0.50	Thu 1/13/2022	KFPD Finance
KFPD - Finance re: Audit	0.50	Thu 1/13/2022	KFPD Finance
KFPD - Gen Mgmt re: Communications	2.00	Thu 1/13/2022	KFPD Gen Mgmt
KFPD - Finance re: Grant communications	0.75	Thu 1/13/2022	KFPD Finance
<b>Day Total:</b>	<b>5.75</b>		
KFPD - Finance re: Reports for insurance; Audit draft MD&A	1.75	Fri 1/14/2022	KFPD Finance
KFPD - Temp Facilities re: Mack5 mtg	1.00	Fri 1/14/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for mail, msgs; Check sandbags	0.50	Fri 1/14/2022	KFPD Gen Mgmt
KFPD - Finance re: Review Audit w/Maze	1.25	Fri 1/14/2022	KFPD Finance
KFPD - Finance re: Audit (GASB 75)	0.50	Fri 1/14/2022	KFPD Finance
KFPD - Temp Facilities re: Portable and Tent info	0.25	Fri 1/14/2022	KFPD PSB
<b>Day Total:</b>	<b>5.25</b>		

Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	79.00
Target Hrs (Over/Under)	27.55



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 1/16/2022  
 Pay Period End: 1/31/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
1/16/2022	See Separate Task Sheet									
1/17/2022	"	6.00						6.00		
1/18/2022	"	0.50	0.50							
1/19/2022	"	0.75	0.25	0.50						
1/20/2022	"	2.75	0.25		0.50		2.00			
1/21/2022	"	3.00	1.25		1.25		0.50			
1/22/2022	"									
1/23/2022	"									
1/24/2022	"									
1/25/2022	"	7.50	2.50	2.25			2.75			
1/26/2022	"	3.50			2.25		1.25			
1/27/2022	"	9.50		6.00	2.75		0.75			
1/28/2022	"	6.00	0.50						1.50	4.00
1/29/2022	"									
1/30/2022	"									
1/31/2022	"	4.75	2.00	2.00			0.75			
	Total Hours	44.25	7.25	10.75	6.75	0.00	8.00	6.00	1.50	4.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 4,779.00								

*Bill Hansell*

1/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Holiday re: MLK	6.00	Mon 1/17/2022	KFPD Holiday
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re: Post mtg recordings; Public Correspondence	0.50	Tue 1/18/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.50</b>		
KFPD - Gen Mgmt re: Tel w/Chief Pigoni (Retirement)	0.25	Wed 1/19/2022	KFPD Gen Mgmt
KFPD - Finance re: Monthly transmittal to County	0.50	Wed 1/19/2022	KFPD Finance
<b>Day Total:</b>	<b>0.75</b>		
KFPD - PSB re: Arch/Eng mtg	1.00	Thu 1/20/2022	KFPD PSB
KFPD - EPC re: Radio issues (Tel w/JV)	0.25	Thu 1/20/2022	KFPD EPC
KFPD - PSB Renovation re: Mtg w/Supervisor Gioia	1.00	Thu 1/20/2022	KFPD PSB
KFPD - EPC re: Tel w/KP (Mtg agenda, Red Flag Parking)	0.25	Thu 1/20/2022	KFPD EPC
KFPD - Gen Mgmt re: Tel w/LN (Supervisor update)	0.25	Thu 1/20/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.75</b>		
KFPD - EPC re: Agenda	0.50	Fri 1/21/2022 1:15	KFPD EPC
KFPD - EPC re: Post Agenda	0.25	Fri 1/21/2022 2:45	KFPD EPC
KFPD - EPC re: Mtg w/Berkeley FD Chief Roman	0.50	Fri 1/21/2022 3:00	KFPD EPC
KFPD - Gen Mgmt re: PSB (Mail, Msgs, Info table, KPPCSD coord)	1.25	Fri 1/21/2022 3:30	KFPD Gen Mgmt
KFPD - PSB Renovation re: Tel w/TOR (Unitarian Church update)	0.25	Fri 1/21/2022 4:45	KFPD PSB
KFPD - PSB Renovation re: Tel w/Municipal Advisors	0.25	Fri 1/21/2022 5:00	KFPD PSB
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Gen Mgmt re: Correspondence; Records	1.75	Tue 1/25/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence; Records	0.75	Tue 1/25/2022	KFPD Gen Mgmt
KFPD - Finance re: Audit work	2.25	Tue 1/25/2022	KFPD Finance
KFPD - PSB re: KMAC presentation	2.50	Tue 1/25/2022	KFPD PSB
KFPD - PSB re: Neighbor emails	0.25	Tue 1/25/2022	KFPD PSB
<b>Day Total:</b>	<b>7.50</b>		
KFPD - PSB Renovation re: Tel w/Planner; Emails on KMAC approval	0.50	Wed 1/26/2022	KFPD PSB
KFPD - PSB Renovation re: Temp Facilities (Utility work)	0.75	Wed 1/26/2022	KFPD PSB
KFPD - EPC re: Wildfire RPP Meeting #3	1.75	Wed 1/26/2022	KFPD EPC
KFPD - EPC re: Tel w/KP (agenda items)	0.50	Wed 1/26/2022	KFPD EPC
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Gen Mgmt re: KPPCSD special mtg	0.00	Thu 1/27/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices; Records	3.00	Thu 1/27/2022	KFPD Finance
KFPD - Finance re: Invoices; Records	0.50	Thu 1/27/2022	KFPD Finance
KFPD - PSB Renovation re: Temp Facilities (Utility work)	0.75	Thu 1/27/2022	KFPD PSB
KFPD - EPC re: Committee Mtg	2.00	Thu 1/27/2022	KFPD EPC

KFPD - Finance re: Audit	0.50	Thu 1/27/2022	KFPD Finance
KFPD - EPC re: Tel w/JV (Action items)	0.25	Thu 1/27/2022	KFPD EPC
KFPD - EPC re: Mtg Recordings; Post EP Coord Report	0.50	Thu 1/27/2022	KFPD EPC
KFPD - Finance re: LAIF withdrawal	0.75	Thu 1/27/2022	KFPD Finance
KFPD - Finance re: Elec Deposit Program	1.00	Thu 1/27/2022	KFPD Finance
KFPD - Finance re: Check w/Maze on budget update to QB	0.25	Thu 1/27/2022	KFPD Finance
<b>Day Total:</b>	<b>9.50</b>		
KFPD - Sick Leave	1.50	Fri 1/28/2022	KFPD Sick Leave
KFPD - Vacation	4.00	Fri 1/28/2022	KFPD Vacation
KFPD - Gen Mgmt re: PSB ( Mail, Msgs)	0.50	Fri 1/28/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Finance re: Mtg w/Auditors	0.50	Mon 1/31/2022	KFPD Finance
KFPD - Gen Mgmt re: Correspondence; Records	0.75	Mon 1/31/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence; Records	0.75	Mon 1/31/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: 1099's; Tel w/James Art, Fire Insp	0.50	Mon 1/31/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Emails and Calls	0.75	Mon 1/31/2022	KFPD PSB
KFPD - Finance Committee Mtg re: Agenda	1.50	Mon 1/31/2022	KFPD Finance
<b>Day Total:</b>	<b>4.75</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>	<b>44.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>(10.63)</b>		